

MSCA and Citizens Post-Award Factsheet

Introduction

The Marie Skłodowska-Curie Actions (MSCA) aim to promote scientific excellence and attract highly skilled researchers and innovators to Europe. Specifically, the various MSCA funding opportunities set out to support researcher training, career development, and knowledge exchange, thereby helping researchers to establish a stable career path within Europe.

This factsheet sets out to support beneficiaries and others in the implementation of their MSCA and Citizens projects. For an overview of the other MSC Actions, see the dedicated [UKRO MSCA factsheets](#).

European Researchers' Night

The European Researchers' Night takes place every year on the last Friday of September and supports events that can last up to two days: they can start on Friday and continue the following day. During this event, researchers organise a variety of activities to showcase their research to the general public and promote research projects and initiatives related to EU priorities. In addition, it is the occasion for a Europe-wide public and media event for the promotion of research careers, especially for those who do not have easy access to, and thus are less inclined to, engage in STEAM (science, technology, engineering, arts and mathematics) fields or research activities. Pre-events, before the main event, and related post-events, such as wrap-up meetings or small-scale follow-up events, can also be organised. There is typically an MSCA and Citizens call every two years, with one call covering two iterations of the European Researchers Night. The [MSCA Citizens call 2023](#) was allocated a total budget of of €15.4 million, which is being used to fund 44 projects in 25 different countries in September 2024 and 2025. The next MSCA Citizens call is due open in [summer 2025](#).

Grant Agreement Preparation

As is the case for all Horizon Europe proposals, the 'eight months to grant from the call deadline' principle applies. Therefore, for the most part, applicants received their results within five months of the call deadline and successful proposals were asked to sign their grant agreement within the remaining three months. Each project was allocated a Project Officer from the Research Executive Agency (REA), who will be responsible for its management on behalf of the EU. Only the beneficiaries signed the grant agreement, and they had to be based in the EU Member States or the Horizon Europe Associated Countries.

Project Officers provided instructions as to the steps required to complete grant preparation and were the first point of contact for any questions concerning the process. Awardees are encouraged to discuss concerns, changes and questions with their Project Officers throughout the lifetime of the grant.

Funding – Lump Sum Model

Under the 2023 MSCA Call, UK organisations submitted five out of 134 proposals, two of which were main-listed. Unlike the other MSC Actions in Horizon Europe, eligible costs took the form of lump sum contributions.

Applicants proposed a lump sum based on a detailed estimation of costs. Following the evaluation of the proposal and taking into account expert advice, an individual lump sum was fixed in each grant agreement. Proposals had to contain a detailed budget estimation that covers the direct costs of each beneficiary in the following categories:

Personnel costs

Subcontracting costs

Purchase costs
(travel, subsistence,
equipment and other
goods and services)

Other cost categories

Indirect costs were added by applying the 25% flat rate to the direct cost categories that qualify for the calculation of indirect costs. In addition, applicants had to provide a split of the lump sum per beneficiary and affiliated entity (if any), and per work package. If applicants intended to organise two editions of the European Researchers' Night, they had to indicate the total cost as well.

Payment of the lump sum shares is linked to the completion of work packages. Therefore, it was recommended to design work packages in a way that enables clear identification of whether the action has been completed. When designing horizontal work packages, this recommendation was an important consideration.

Funding & Tenders Portal - 'My Projects'

As with all Horizon Europe projects, management and implementation will be carried out from start to finish through the [Funding & Tenders Portal](#). All ongoing projects can be accessed by individuals through their 'EU Login' (previously European Commission Authentication Service - ECAS) profile under 'My Projects' > 'My Area' which becomes visible after logging in. Comprehensive guidance concerning the management of projects through the Funding & Tenders Portal is available in the [Online Manual](#) and its 'How to' Wiki section (users must be logged in to access it).

Payments and Reporting

Pre-financing of MSCA and Citizens projects may be up to a maximum of 50% of the total EU contribution for proposals applying for the Researchers Night in 2023, and 25% for one iteration of the Researchers Night. Pre-financing will normally be transferred to the coordinator within 30 days from entry into force of the grant agreement, or 10 days before the start date of the project. The coordinator can only transfer funds to beneficiaries that have already acceded to the grant agreement.

Payments will be made in accordance with the schedule set out in the project data sheet.

Reporting is broken down into Continuous Reporting and Periodic Reports, both of which are accessed through the 'My Projects' grant management system within the Funding & Tenders Portal. It is the beneficiary's responsibility to complete all reports, including those related to associated partners taking part in the action (if applicable).

Continuous reporting occurs throughout the lifetime of the project. Information concerning the project is added throughout the project and will be consolidated at the reporting stage to help alleviate the administrative burden of bringing reports together.

Periodic reporting schedules will be detailed under the project data sheet included in the grant agreement. At month 12, the beneficiaries will also need to submit a **Progress Report** providing a comprehensive overview of the progress made in the previous calendar year.

Financial and technical reports, giving an overview of progress so far, must be submitted at the end of each reporting period. These two reports will need to be submitted together as one report within 90 days of the end of each reporting period. The financial statement must contain the lump sum contributions indicated in Annex 2, for the work packages that were completed during the

reporting period. Lump sum contributions which are not declared in a financial statement will not be taken into account by the European Commission.

Interim payments reimburse the eligible lump sum contributions claimed for work packages successfully implemented during the reporting periods. These interim payments will be made in accordance with the schedule provided in the project data sheet.

Final reporting takes place at the end of the project. The final report is also made up of the technical and financial updates and should be submitted within 60 days of the project end date. Once the final report has been accepted, the remaining 10% of the project costs will be released along with the amount retained for the Mutual Insurance Mechanism (former Guarantee Fund). For the last reporting period, the beneficiaries may exceptionally also declare partial lump sum contributions for work packages that were not completed.

Record Keeping

Beneficiaries must keep records and other supporting documents of the project management and implementation of the action. However, beneficiaries do not need to keep specific records on the actual costs incurred. Beneficiaries must keep the original documents; digital and digitalised documents are considered originals if they are authorised under UK law.

The records and supporting documents must be made available upon request or in the context of checks, reviews, audits or investigations from the Research Executive Agency (REA) or European Commission. If there are ongoing checks, reviews, and audits, the beneficiaries must keep these records and other supporting documentation until the end of these procedures.

More information

- [Horizon Europe website](#)
- [MSCA website](#)
- [2023-2024 MSCA Work Programme](#)
- [Funding & Tenders Portal \(Calls for proposals\)](#)
- [MSCA Green Charter](#)
- [MSCA Guidelines on Supervision](#)
- [The European Charter & Code for Researchers](#)
- [UK MSCA National Contact Point events](#)
- [UKRO MSCA factsheets](#) (subscriber access required)

Horizon Europe's legal basis:

- [Regulation establishing Horizon Europe](#)
- [Decision establishing the Specific Programme of Horizon Europe](#)
- [First Strategic Plan for Horizon Europe \(2021-2024\)](#)
- [Second Strategic Plan for Horizon Europe \(2025-2027\)](#)

UKRO Portal

- [UKRO Portal](#) (subscriber access required)