# MSCA4Ukraine: Guide for applicants on how to submit the application

## Content

## 1. Persons involved in the application process

**Project manager**: The account in the AvH online application portal must be created by the designated project management, who coordinates and administers the application. The project manager enters all required data in the online form and completes the application process.

> Please note: Candidates cannot apply for funding under the MSCA4Ukraine programme themselves. Neither the academic mentor nor the nominated researcher needs access to the online application portal.

**Head of the applying host organisation**: The Head of the applying host organisation is the legally authorised person, who approves the nomination of the candidate by signing the institutional statement of support.

**Candidate**: The candidate is a researcher from Ukraine nominated by the host institution. The candidate will be requested (per email) to upload a proof of identity during the application process (see point 2).

**Academic mentor**: The academic mentor must be an active researcher employed by / affiliated with the host organisation. The academic mentor will be requested (per email) to upload their academic mentor statement during the application process (see point 2).

**Contact person for ethics (if applicable)**: The host organisation of a candidate whose project contains ethically relevant issues is required to identify a contact person for ethics, who will be responsible for ensuring that all necessary formal ethics approvals are obtained as required by relevant national and EU regulations and in due time (see point 2).

## 2. Access to the online portal and technical procedure of the application process

- On 5 August 2024, the application link for the second MSCA4Ukraine call will be activated on the [MSCA4Ukraine programme website](#) of the Alexander von Humboldt Foundation. There you will find access to the application portal:



- The language (German or English) can be selected in the top left-hand corner:



- Choose one of the two options, depending on whether you already have an account or not:

- After creating an account or logging in, you can begin with filling in the application form. You can pause and save processing at any time and continue at another time.



**Application for MSCA4Ukraine 2024 Call**

as of 02/2024

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Name: Doe

**Application details**

- The application has to be initiated as described above. To continue working on your application after logging out, you can either log in again via the programme page or choose to log in via "My Humboldt":



- During the application process, the academic mentor is required to upload their mentor statement. To do this, the project manager clicks on the "Request documents" button at point 7 in the application form:

Please ask the academic mentor to upload their statement.

Request documents

A pop-up window will appear with an upload link, which should be made available to the academic mentor by the project manager.



**Details on this file upload section**

Send the following link to the intended academic mentor requesting that they upload a confidential statement for this application:

https://service.humboldt-foundation.de/web/pub_fap_ . . .

The link contains a detailed instruction on how to upload a confidential statement. The link does not give access to the rest of this application form. As soon as the confidential statement has been uploaded, this will be indicated in your form; you will not however be able to open or view the document yourself.

You will be informed automatically by email as soon as the academic mentor has uploaded the statement and the candidate has uploaded proof of their identity. Only then will you be able to submit the application.

Please therefore ensure that the academic mentor uploads the document as soon as possible.

We reserve the right to verify the authenticity of the uploaded documents.

Close

Alexander von Humboldt-Stiftung

The academic mentor can then upload the Mentor Statement via the received upload link. After accessing the link, the academic mentor will be provided an opportunity to upload their statement and will be requested to confirm that necessary research facilities are available and to agree to the data privacy regulations of the Alexander von Humboldt Foundation. The link contains detailed instructions on how to upload a confidential statement. The link will not provide access to the rest of the application form.

Alexander von
**HUMBOLDT**
STIFTUNG

## File upload

### Information for academic mentors

Please upload your signed confidential statement in English and on letterheaded paper here.

Please note that the application cannot be submitted until your statement has been provided alongside the complete application documents. We therefore recommend that you upload your statement as soon as possible once you receive the link.

**Statement**
Please draw up your statement based on the Template for academic mentor's statement which can be found at ↗ Information for applicants - SAR Europe.

Please note that we can only accept documents in PDF format (maximum file size: 10 MB).

Datei auswählen | Keine Datei ausgewählt

Please trigger the upload as soon as you have selected the file.

Upload

☐ Confirmation that research facilities are available*
*Academic mentors must confirm the following in order for the application to be processed:*
I hereby confirm that all facilities, devices and expendables required for the research project are available, and that I am authorised to allocate a research post to the candidate.
I hereby declare that I am unaware of any facts or specific aspects which may speak against funding the candidate (e. g. regarding personal integrity, possible conflicts with legally binding principles of scientific ethics, the Rules of Good Scientific Practice, danger of arms-relevant technological transfers within the meaning of legal regulations, etc.). Should I become aware of such facts in the course of this selection procedure or should legal action be taken regarding a breach of the Rules of Good Scientific Practice, I will inform the Foundation immediately.
I confirm that no close personal (marriage, registered partnership) or familial (parents, siblings, children) relationship exists between myself and the candidate.
I confirm that in the event that funding is granted, the same health and safety conditions will apply to the candidate as they do to other academics working at the institute. I shall remain at the candidate's disposal as his/her academic mentor, providing both academic supervision for the duration of the research stay and also ensuring that the Rules of Good Scientific Practice (see Information for academic hosts on the website of the Humboldt Foundation) and the legally binding principles of scientific ethics are complied with within the context of my mentoring duties.

☐ Data Privacy Statement*
*In order to process the application, your agreement to the following data privacy provisions is required:*
**I agree** that the data relating to me and my position collected for the present application may be stored by the Alexander von Humboldt Foundation and, where applicable, the MSCA4Ukraine consortium partners Scholars at Risk Europe at Maynooth University and the European University Association and used for the purposes of processing this application.
**I further agree** that my personal data (surname, first name, academic title, academic discipline, postal address, email address, current university/institution) may be electronically stored, processed and used for the purposes of assessment, statistics and evaluation by the Alexander

As soon as the confidential mentor statement has been uploaded, this will be indicated in the form and the project manager will be informed automatically per email. The project manager will not be able to open or view the submitted document.

- During the application process, the candidate is required to upload their proof of identity documents. To do this, the project manager clicks on the "Request documents" button at point 13 in the application form. A pop-up window will appear with an upload link, which should be made available to the candidate by the project manager.

The candidate can upload the proof of identity documents via the received upload link. The candidate will also be requested to agree to the data privacy regulations of the Alexander von Humboldt Foundation (procedure equivalent to the mentor statement).

- If potential ethical problems are identified in the Ethics Self-Assessment Form, a contact person for ethics must be appointed and the contact data of this person should be provided. In addition, the "Declarations regarding the contact person for ethics" must be ticked in point 19 of the application form:



To inform the contact person for ethics about the data privacy statement, you can use the linked PDF. It is not necessary to provide a signed confirmation. By ticking the checkbox, you confirm that the contact person has been informed and has agreed.

- The application can only be finalised once all application-relevant documents (see point 3) have been uploaded.

- After the submission, the project manager will receive a short confirmation of receipt.
  <u>Please note:</u> Once the application has been submitted, it cannot be edited or processed again.

## 3. Application-related documents and links

To complete the application for the MSCA4Ukraine programme, the following documents must be provided during the application process:

1. Candidate's full list of publications (optional): If applicable, please upload a full list of publications, which may also include relevant conference presentations, patents, as well as awards and other honours received. If all of the candidate's publications are already listed in the Application outline (Part 1) and/or in Full application proposal (Part 2) or no publications or other relevant entries exist, no further action is needed. **This document is to be uploaded by the project manager.**

2. Doctoral certificate or enrolment certificate (mandatory):
   a. **For candidates who already hold a PhD degree:** Please upload a copy of the candidate's PhD (mandatory), C. Sc. (optional, required only if a copy of PhD degree is not available) or equivalent, including its translation into English if the original document is not in English, as a single PDF document.
   b. **For doctoral candidates (who do not yet hold a PhD degree)**: Please upload a copy of the candidate's enrolment certificate, which confirms that, on or after 24 February 2022, they were enrolled as doctoral candidates at a higher educational institution in Ukraine, including its translation into English if the original document is not in English, as a single PDF document.

   **This document is to be uploaded by the project manager.**

3. Signed academic mentor statement (mandatory): Please refer to the list of questions to be answered by the academic mentor. You will find the relevant document at https://sareurope.eu/msca4ukraine/information-for-applicants/. **This document is to be uploaded by the academic mentor via the upload link provided by the project manager.**

4. Signed host institution statement on planned support for the candidate (mandatory): Please submit a signed statement on the letterhead of the applying organisation, answering the list of questions (to be found at https://sareurope.eu/msca4ukraine/information-for-applicants/). It should be signed by a duly authorised person. **This document is to be uploaded by the project manager.**

5. Application outline form (Part 1) (mandatory): Please refer to the template for the Application outline form (Part 1) – the relevant template can be found at https://sareurope.eu/msca4ukraine/information-for-applicants/. **This document is to be filled by the candidate researcher and is to be uploaded by the project manager.**

6. Full application proposal (Part 2) (mandatory): Please refer to the Full application proposal form (Part 2) – the relevant template can be found at https://sareurope.eu/msca4ukraine/information-for-applicants/. **This document is to be filled by the candidate researcher and to be uploaded by the project manager.**

7. Eligibility self-disclosure statement (mandatory): This document is to be filled by the candidate, who is requested to provide additional information relevant to the eligibility criteria as outlined in the MSCA4Ukraine Terms of Reference for Applicants. Copies of relevant documents can be attached to this form to confirm the candidate's statement(s). Please submit this form with any relevant copies as a single PDF document. You will find the relevant template at https://sareurope.eu/msca4ukraine/information-for-applicants/. **This document is to be uploaded by the project manager.**

8. Ethics self-assessment form (mandatory): The candidate, supported by the mentor and, if applicable, by the contact person for ethics, is required to carry out an ethics self-assessment of the proposed research and fill the corresponding form. For further information please see the European Commission's EU Grants page on How to complete your ethics self-assessment. You will find the relevant document at https://sareurope.eu/msca4ukraine/information-for-applicants//. **This document is to be uploaded by the project manager.**

9. Additional ethics-related information (optional): If according to the ethics self-assessment form any additional information or documents are required these need to be prepared by the candidate, together with the mentor and the contact person for ethics and uploaded as a single compiled PDF document. For further information please consult the ethics self-assessment form. **This document is to be uploaded by the project manager.**

10. Proof of identity of the candidate: The candidate will be requested to upload a copy of a document proving their identity. For candidates who are not Ukrainian nationals and who resided in Ukraine (i.e. for stateless persons, or nationals from third countries other than Ukraine) a copy of the document confirming their primary residence in Ukraine on 24 February 2022 is also required.  All copies need to be uploaded as a single pdf document. **This document is to be uploaded by the candidate via the upload link provided by the project manager.**

The links to the templates can also be found in the application form under "hints".

## 4. Nomination of multiple candidates

Applicants who have created a user account on the Humboldt Foundation's website and started (at least) one application can find their applications in the "My applications and nominations" section of their user accounts. Log into your account on the website (https://www.humboldt-foundation.de/en/my-humboldt):
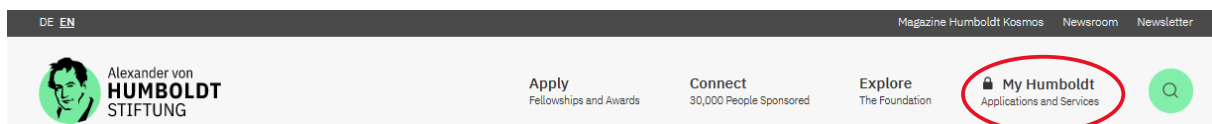


In the "My Humboldt → My applications and nominations" section you should be able to view your applications (https://www.humboldt-foundation.de/en/my-humboldt).

If you are working on several applications for different candidates at the same time and you cannot find all of them displayed here, make sure to save the progress of your applications, close these tabs, and refresh the "My Humboldt" website. If you still cannot find all the applications you already created, try logout and re-login.

If you are looking for a way to create several applications, please note:

**Additional applications cannot be added directly from within the "My Humboldt → My applications and nominations" section**. To add (one or more) new applications, it is required to repeat the entire process of creating a new application (but not a new user login!) from the start:

Return to the MSCA4Ukraine programme website ([https://www.humboldt-foundation.de/en/apply/sponsorship-programmes/msca4ukraine](https://www.humboldt-foundation.de/en/apply/sponsorship-programmes/msca4ukraine)) and select "Apply online" (just as for the first application created). You can then select "I would like to log on with my login name and password", enter your login data, and then you should be able to **create a new application form**.

Once an additional application is created, it will appear in the "My applications and nominations" section of your "My Humboldt" Account (if not, try logout and re-login).

If there are several applications, they will be listed one below the other, i.e. several of these blocks will be displayed:
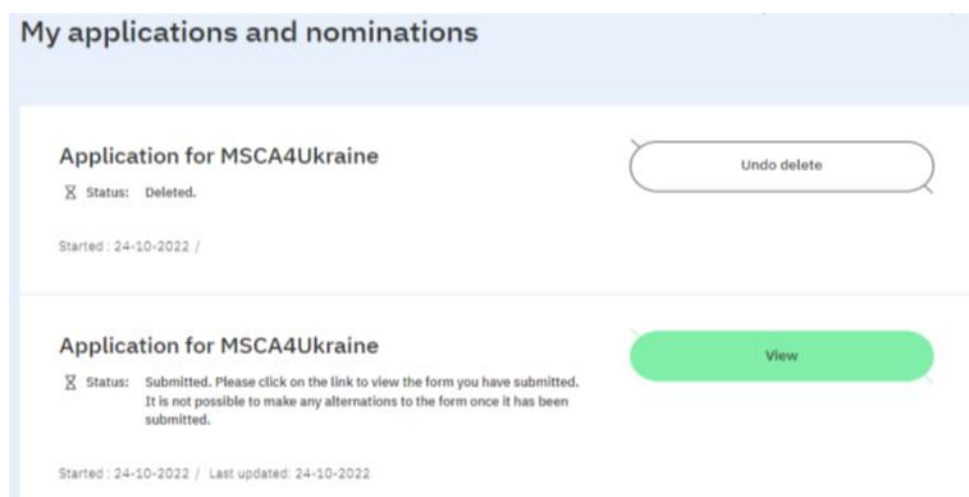
Applications that have already been started can be further processed, deleted and, if necessary, the deletion can also be undone. Applications that have already been submitted can be viewed.

## 5. What to do if you forget your password

If you have forgotten your password for your account, you can request it using the "password forgotten" button. You will then receive an email to reset your password. If you do not receive an email, please check the spam folder of your email inbox. If you have requested several emails, the latest email is valid.

## 6. Contact details

E-mail: [MSCA4Ukraine@avh.de](mailto:MSCA4Ukraine@avh.de) (Subject: Technical Support)

Phone:  Ms Julia Ihde: +49 228 833 161

Mr Frederik Strobel: +49 228 833 562