


# Guidelines – how to fill in the application form for top-up financing of your outgoing MSCA fellowship

In this document you will only find instructions that are specific for the MSCA-TOPP-UT application.

This document exists only in English, but you are of course welcome to use the Norwegian application form and write in Norwegian.

For general info about the online application form and how to create an application please see: <https://www.forskningsradet.no/en/apply-for-funding/writing-grant-applications/learn-more-about-the-application-form/> (At the top of the page you can switch between the English and the Norwegian version.)

In the application form you will also find **Guidelines**  explaining each field (clickable). They are general guidelines. In case of conflict you should follow the instructions given in this document. (The application form is used for many different types of applications)

## 1. Project partners

This is a personal grant, and you will be both the **Project Owner** and the **Project manager**. This means that you should fill in your own name in the fields:

- Institution / company
- Project administrator
- Project manager

You will also have to give the same information several times, in the fields marked with \*

For Partner's role: Select "only Research activity"

### Partners under obligation to...

At the bottom of the page, click "Add new" to fill in information about your partners. Your partner is your host institution abroad. If you have a MSCA IF of the type Global Fellowship, then you should also fill in your Norwegian host institution as the second partner. Please enter the name of your (main) supervisor at the institution(s) in the field "Contact person".

Under **Partner's role** you may select "Only Research Activity"

## 2. Project info

### Project Title

You must select a title for the application. You may use the same title as the MSCA-project and add "Topfinancing" or "Toppfinansiering" at the beginning or end.

### **Primary and secondary objectives**

You may write something like "Carry out a MSCA IF project at host institution X" or Carry out PhD-studies at host institution Y through an MSCA ITN project". (Be sure to mention if it is an IF or an ITN.)

### **Project summary**

Write a short summary of your project, this description will be public so it should not contain any confidential information.

### **Outcomes and impacts**

We expect your MSCA project to advance your career perspectives and to expand your international network, so please describe this briefly in this field.

## **3. Funding scheme**

### **Topic**

The purpose of this support scheme is to promote International collaboration and mobility, thus select "internationalisation" as the thematic area and "mobility" as topic.

### **Classification of scientific disciplines**

Please follow the instructions given under [Guidelines](#) 

### **Other relevant programmes/ activities / projects**

Don't write anything in the first text box, but tick "Yes" in the box after the question "*Is this proposal related to other grant applications or ongoing projects allocated support from the Research Council and/or any other public funding scheme?*" In the mandatory textbox that appears; Please enter the project number and the project name of the MSCA project and the MSCA call where the project got funding (MSCA-IF-20xx or MSCA-ITN-20xx). If you do not have this information you can search on this web-page: <https://cordis.europa.eu/projects> using the project name or acronym. Project number = "Grant agreement ID" and the call name is listed under "Call for proposal".

## **4. Progress plan**

### **Project period**

State the start and end dates of your IF project, or the period that you will be an ITN fellow. The application form does not accept dates prior to the current date. If your project period has already started, then fill in the date when you send in this application.

### **Main activities and milestones in the project period**

This support project will not monitor the activities in the MSCA project, so it is sufficient to write "IF fellowship" or "ITN fellowship" and enter the year and quarter when your MSCA project starts and ends.

### **Dissemination of project results**

You may write NA (not applicable)

We do of course expect you to disseminate the results of your MSCA project as foreseen in the MSCA project description, but the dissemination is not a part of this support project.

## 5. Budget

NB You must have filled in the start and end dates under "Project period" (previous page) to be permitted to write in these fields.

Under the heading "How to calculate the top-up financing" below you'll find an explanation. You may also use the calculation sheet "MSCA-TOPP-UT calculation", see link in the call.

In the application form you must enter the budget as a multiple of 1000 kroner. When we allocate the funding we will adjust it to the correct amount.

### Cost plan

You should only enter amounts in the fields "Payroll an indirect expenses". In this support action you cannot get funding for any of the other cost categories.

### Cost code

Use the same amounts as in the previous table and enter them in the line "Abroad".

### Funding plan

Enter the same amounts on the line "The Research Council"

### Person for whom a fellowship/position is being sought

Add new, and under "Type of fellowship" select "Overseas Research Grant"

Please enter the start and end date of your MSCA fellowship. If your fellowship has already started, please enter the real starting date.

You have already given the name of your host institution on the first page of the application form, so you do not need to repeat it, but you must select whether you have family who are moving with you to the country of the host institution. (Yes/no)

You cannot ask for additional Travel expenses.

## 6. Attachments

### Project description:

If you have an MSCA Individual Fellowship, you must send us the project description, Section B, which you submitted in response to the MSCA IF funding call. You must submit both Section B1 (the project description itself) and Section B2 (attachment). Both sections must be in PDF format. Do not submit Section A of the application.

If you have received a fellowship in an MSCA ITN, you must give a brief summary of the network's research area and describe your research duties. Please do not exceed two pages. The document must be in A4 format with at least 2 cm margins, minimum 11-point font (Arial, Calibri or Times New Roman), and single spaced. This document must be converted to PDF format.

### CV with publication list

Please include your CV. You may use the template provided in the call. Max length 4 pages.

Your CV must clearly document that you have spent at least five of the past eight years in Norway at the time that you submit this application for top-up financing to the Research Council. If necessary, please provide actual dates and not just months/year.

### Recommendation and invitation

Please upload the statement from MSCA that the project has been approved if you are an MSCA IF fellow or the “job offer” from the host institution in the ITN network if you are an ITN fellow.

### Confirmation from partner(s)

Do not include anything under this category.

### Other items

Please upload the diploma that documents you have a master’s degree (or corresponding qualification) from Norway if you have received an ITN fellowship, or your Ph.D. diploma from Norway if you have received an IF fellowship.

Do not include other attachments not requested in this document.

## How to calculate the top-up financing?

You can find a link to a spreadsheet in the call which will calculate the top-up financing for you. Below you’ll find an explanation for the calculation.

- Top-up financing awarded is based on the Research Council’s fixed rates for Overseas Research Grants, with/without family. The rates are available here: <https://www.forskingsradet.no/en/apply-for-funding/funding-from-the-research-council/Personal-Overseas-Research-Grants/>
- To reflect the cost of living in various countries, the rates will be adjusted according to the ratio between the host country’s and Norway’s country correction coefficient (CCC). We use the same CCC as MSCA. This is stated in the MSCA work programme for the year that the MSCA fellowship is announced. The correction factors can be found at the end of this document.
- You will receive the full adjusted rate for the first 12 months and 50 per cent of the full adjusted rate for the subsequent months (month 13 to maximum month 36).
- There is no top-up financing for the return phase to Europe/Norway for Global Fellowships under IF.
- You cannot get top-up financing for the period prior to the date that you submit this application, even if your MSCA project period has already started.

The amount you will receive per month in the first 12 months:

$$\text{Rate for Overseas Research Grant} \times \frac{\text{Host country's country correction coefficient}}{\text{Norway's country correction coefficient}} \\ = \text{Top - up financing/month}$$

The amount you will receive per month from month 13 to the final month:

$$\text{Rate for Overseas Research Grant} \times \frac{\text{Host country's country correction coefficient}}{\text{Norway's country correction coefficient}} \times 0.5 \\ = \text{Top - up financing/month}$$

The rates used in the examples are valid from 2021.

Example 1: 24 months in the US without family: (IF fellow with a Global Fellowship)

$$\text{NOK } 20\,000 * \frac{99.1\%}{130.6\%} = \text{NOK } 15\,176 / \text{month} \quad (\text{month } 1-12)$$

$$\text{NOK } 20\,000 * \frac{99.1\%}{130.6\%} * 0.5 = \text{NOK } 7\,588 / \text{month} \quad (\text{month } 13-24)$$

$$\text{Total: } \text{NOK } 15\,176 * 12 + \text{NOK } 7\,588 * 12 = \text{NOK } 273\,168$$

Example 2: 18 months in Germany with family: (ITN or IF fellow)

$$\text{NOK } 36\,000 * \frac{97.0\%}{130.6\%} = \text{NOK } 26\,738 / \text{month} \quad (\text{month } 1-12)$$

$$\text{NOK } 36\,000 * \frac{97.0\%}{130.6\%} * 0.5 = \text{NOK } 13\,369 / \text{month} \quad (\text{month } 13-18)$$

$$\text{Total: } \text{NOK } 26\,738 * 12 + \text{NOK } 13\,369 * 6 = \text{NOK } 401\,070$$

Example 3: 36 months in Denmark without family: (ITN fellow)

$$\text{NOK } 20\,000 * \frac{135.0\%}{130.6\%} = \text{NOK } 20\,674 / \text{month} \quad (\text{month } 1-12)$$

$$\text{NOK } 20\,000 * \frac{135.0\%}{130.6\%} * 0.5 = \text{NOK } 10\,337 / \text{month} \quad (\text{month } 13-36)$$

$$\text{Total: } \text{NOK } 18\,606 * 12 + \text{NOK } 9\,303 * 24 = \text{NOK } 496\,176$$

When filling in the budget table in the application form, you must distribute the total amount over the years that you will be receiving the fellowship grant. If you do not begin the first day of the month, you must calculate the grant for the first and last month by dividing the monthly amount by 30 (days) and multiplying this by the number of days of the grant.

**Table 2: Country correction coefficients (CCC) for ITN and IF living allowances**

For countries where the correction coefficient is not indicated, the Commission will decide on a case-by-case basis.

Country Code <sup>47</sup>	CCC
<b>EU Member States</b>	
AT	106.7%
BE	100.0%
BG	62.0%
CY	82.6%
CZ	81.78%
DE	97.0%
DK	135.0%
EE	79.4%
EL	88.7%
ES	95.4%
FI	120.8%
FR	115.7%
HR	83.9%
HU	77.4%
IE	115.6%
IT	104.4%
LT	72.5%
LU	100.0%
LV	77.7%
MT	84.4%
NL	107.9%
PL	75.5%

PT	84.2%
RO	68.8%
SE	121.8%
SI	86.1%
SK	80.4%
UK	139.8%
<b>Horizon 2020 Associated Countries</b>	
AL	65.3%
AM	75.4%
BA	69.0%
CH	121.2%
FO	135.0%
GE	75.3%
IL	106.1%
IS	115.3%
MD	62.01%
ME	64.8%
MK	60.0%
NO	130.6%
RS	67.3%
TN	67.5%
TR	82.1%
UA	70.8%

<b>Third Countries</b>	
AE	91.5%
AO	128.1%
AR	65.6%

AU	104.4%
AZ	88.3%
BB	112.5%
BD	61.1%
BF	96.6%
BI	74.2%
BJ	97.0%
BM	151.5%
BO	67.5%
BR	97.9%
BW	51.7%
BY	59.5%
BZ	77.0%
CA	87.8%
CD	137.4%
CF	108.6%
CG	120.6%
CI	98.3%
CL	58.9%
CM	96.0%
CN	91.7%
CO	77.9%
CR	82.1%
CU	78.6%
CV	71.7%
DJ	86.5%
DO	62.9%
DZ	74.0%
EC	75.5%

EG	57.9%
ER	98.9%
ET	85.1%
FJ	68.1%
GA	107.8%
GH	64.1%
GM	69.0%
GN	73.7%
GT	82.6%
GW	96.6%
GY	62.2%
HK	100.4%
HN	73.4%
HT	94.6%
ID	69.8%
IN	63.4%
JM	92.0%
JO	86.5%
JP	105.5%
KE	81.5%
KG	80.3%
KH	74.5%
KM	69.1%
KR	97.6%
KZ	81.9%
LA	89.2%
LB	86.3%
LI	121.2%
LK	69.9%

<sup>47</sup> [ISO 3166 alpha-2](#), except for Greece and the United Kingdom (EL and UK used respectively instead of GR and GB).

**Table 2: Country correction coefficients (CCC) for ITN and IF living allowances**

For countries where the correction coefficient is not indicated, the Commission will decide on a case-by-case basis.

LR	111.1%
LS	48.3%
LY	57.6%
MA	75.4%
MG	86.0%
ML	94.4%
MM	65.5%
MR	62.5%
MU	74.4%
MW	68.0%
MX	67.1%
MY	68.8%
MZ	71.5%
NA	61.4%
NC	117.2%
NE	84.8%
NG	92.6%
NI	56.5%
NP	77.0%
NZ	99.4%
PA	63.2%
PE	80.2%
PG	101.5%
PH	73.4%
PK	51.9%
PS	110.8%
PY	69.0%
RU	105.4%
RW	82.5%

SA	80.8%
SB	107.4%
SD	99.7%
SG	113.0%
SL	106.8%
SN	94.7%
SR	56.0%
SV	69.6%
SY	77.2%
SZ	53.5%
TD	117.8%
TG	84.4%
TH	71.6%
TJ	62.2%
TL	89.4%
TM	63.4%
TO	85.0%
TT	81.0%
TW	82.7%
TZ	65.4%
UG	70.5%
US	99.1%
UY	84.3%
UZ	66.5%
VE	90.2%
VN	53.3%
VU	108.0%
WS	83.0%
XK	65.5%

YE	81.1%
ZA	50.8%
ZM	77.4%
ZW	91.8%