

**MSCA PF MASTERCLASS PROCESS PLAN 2023**

Phase	Date	Task	Responsibility
Recruitment and capacity-building phase	December 2022, January 2023	Call for candidates email/web-text prepared by RSO and send out in tailored version by faculties to their respective departments/potential supervisors.	Faculty/departments, RSO Specialist Team
February: Grant results from previous round announced			
	April 12, 2023	Deadline for supervisors to send in candidate names and contact details to RSO.	Supervisors
April 12: Call opens and available on Funding and Tenders Portal			
Masterclass and support phase	May 10	Masterclass: Online meeting for all supervisors.	RSO Specialist Team
	May 16	Masterclass: Online main webinar on call criteria and how to write a competitive application; experiences from successful grantee. For candidates and supervisors.	RSO Specialist Team
	May 16	Masterclass: Guides and tools available on webpage. For candidates and supervisors.	RSO Specialist Team
	May 17	Masterclass: Experiences from MSCA PF evaluator.	RSO Specialist Team
	May 22	Candidates forward questions for the Q&A-session.	Candidate
	May 24	Masterclass: Q&A-session for candidates.	RSO Specialist Team
	June 5	Candidate and supervisor draft a MSCA application synopsis as preparation for the kick-off meeting and send it to RSO (see template).	Candidate and supervisor
	June 8 - 23	Masterclass: kick-off meeting between candidate, supervisor and RSO.	RSO Specialist Team
	June 19 - Sept 2	Masterclass: RSO review of fully drafted proposals.	RSO Specialist Team
September 13: MSCA PF deadline			
Evaluation and development phase	Early October	Evaluation of Masterclass through SurveyXact questionnaire. For candidates and supervisors.	RSO Specialist Team
	November	Summarize SurveyXact evaluation and Specialist Team's impressions of the Masterclass and support phase. Evaluation conclusions are shared with relevant Faculty contact persons and Head of Research Support	RSO Specialist Team





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	November	Development on new and/or improved MSCA PF support based on evaluation results and the Specialist Team's experience-based suggestions. The Specialist Team holds 1-2 internal "development meetings" ending in the selection of new/improved support initiatives.	RSO Specialist Team
	December - February	A MSCA PF Support Guide is developed/updated. The Support Guide is targeted towards RSO research advisors and is a brief document of best-practice insights on how to support MSCA PF.	RSO Specialist Team
	December - February	Evaluation, new initiatives and the updated MSCA PF Support Guide is presented for RSO colleagues. The next year's MSCA PF process is presented and the next round is initiated.	RSO Specialist Team



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