



## ODTÜ Project Development Office

### ODTÜ INSTITUTIONAL INFORMATION for MARIE SKŁODOWSKA-CURIE ACTIONS POST-DOCTORAL FELLOWSHIP

ODTÜ's PIC number is [999 643 492](#)

#### PURPOSE

This guide has been prepared to assist researchers who are preparing a proposal for the Marie Skłodowska-Curie Actions – Post-doctoral Fellowships (MSCA-PF) where ODTÜ (Middle East Technical University) will act as the host institution. It is based on the "[Horizon Europe 2025 Guide for Applicants - Marie Skłodowska-Curie Actions Postdoctoral Fellowship](#)" (dated 16.05.2025).

The aim of the MSCA-PF program is to promote career development and training for researchers through inter- and cross-sectoral mobility based on scientific excellence, thereby integrating them into academic life and laying the foundation for their integration with the institution/country/Europe.

#### For More Information and Guidance on MSCA-PF Applications:

- **National Contact Point (NCP) Guide from TÜBİTAK (Türkiye's Scientific Research Institution):**  
*How to Submit a PF Proposal*  
[Download the guide \(PDF\)](#)
- **Practical Guide Prepared by RADIANCE (EU-funded MSCA NCP Project):**  
*How to Submit a PF Proposal – 2025 Edition*  
[Download the guide \(PDF\)](#)

#### PROJECT APPLICATION GUIDE – PARTICIPANTS

The screenshot shows the 'Participants' section of the Horizon Europe application interface. A modal form for 'MIDDLE EAST TECHNICAL UNIVERSITY' is open, with the following fields:

- Project Role \* (Dropdown menu: Contact person)
- Access Rights \* (Dropdown menu: Coordinator contact (full access))
- First Name \* (Text input: Sezin)
- Last Name \* (Text input: Senturk)
- Email Address \* (Text input: ssezin@metu.edu.tr)

The 'Add contact' button is highlighted with a red circle. The 'Participants' section title is also highlighted with a red circle.

After selecting your role as "Researcher" and adding your supervisor as the main contact, please also include the following as the Project Development Office (MSCA-PF Team) contact person:

**Name: Sezin Senturk**

**Email: [ssezin@metu.edu.tr](mailto:ssezin@metu.edu.tr)**



## ODTÜ Project Development Office

### ODTÜ INSTITUTIONAL INFORMATION for MARIE SKŁODOWSKA-CURIE ACTIONS POST-DOCTORAL FELLOWSHIP

#### PROJECT APPLICATION GUIDE – PROPOSALS – SECTION PART A

##### General information

- All declarations must be carefully read and fully understood. Ensure that all boxes are ticked to demonstrate complete awareness and compliance.

##### Participants

- The Gender Equality Plan (GEP) section should be marked as “Yes” to confirm the existence of a Gender Equality Plan at the host institution.

##### Budget

### 3 - Budget

Is the Researcher eligible for family allowance?\*

Yes  No

Duration of fellowship *	Country in which fellowship will take place
	Türkiye

	Country Coefficient	Number of Months	Contributions for recruited researchers			Institutional contributions		Total
			Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and indirect costs	
Fellowship	0.645	0	0.00	0.00	0.00	0.00	0.00	0.00
Total			0.00	0.00	0.00	0.00	0.00	0.00

In the budget section, there are **three fields** you need to complete:

#### 1. Family Allowance

Please indicate whether you are entitled to the family allowance.

##### Definition:

*If the recruited postdoctoral researcher has or acquires family obligations during the fellowship period—i.e., is linked to someone by (i) marriage, (ii) a legally recognized partnership equivalent to marriage, or (iii) has dependent children who are actually being maintained by the researcher—they are entitled to receive the family allowance.*

#### 2. Fellowship Duration

Select the total duration of your fellowship in **number of months**.

#### 3. Host Country

Select **Türkiye** as the country in which your fellowship will take place.

The **budget will be calculated automatically** based on the above inputs.

For more detailed information on **allowance types and amounts**, please refer to the official guide:

[MSCA PF Work Programme 2023–2025](#)



## ODTÜ Project Development Office

### ODTÜ INSTITUTIONAL INFORMATION for MARIE SKŁODOWSKA-CURIE ACTIONS POST-DOCTORAL FELLOWSHIP

#### Ethics and security

- Do not leave this section to the last minute.
- Each relevant ethical issue must be individually addressed.
- If your project involves any of the listed topics, select “Yes” in the corresponding row of the Part A ethics table.
- Explain how each ethical issue will be handled in Part B1, and indicate the exact page number in the ethics table in Part A where this explanation appears.

For more information about ethics in MSCA projects, see the MSCA-NET Ethics Policy Brief (April 2025): [https://horizoneuropencpportal.eu/sites/default/files/2025-04/msca-net\\_ethics\\_policy-brief\\_final.pdf](https://horizoneuropencpportal.eu/sites/default/files/2025-04/msca-net_ethics_policy-brief_final.pdf)

If your project includes topics that require an ethics application, it is sufficient to provide an Ethics Self-Assessment in accordance with the criteria specified under Part B-2, Section 6 of the “[Horizon Europe 2025 Guide for Applicants - Marie Skłodowska-Curie Actions Postdoctoral Fellowship](#).” After your project is selected for funding, you must obtain ethical approval from [the ODTÜ Center for Applied Ethics Research](#) and report your approval to the European Commission.

#### Other questions

- As this proposal is hosted by an institution in a Widening country (Türkiye), **the ERA Fellowship option** should be selected in the MSCA Postdoctoral Fellowships application to align with the objectives of strengthening research capacity and integration in the European Research Area.

#### Other Questions

4.

Do you wish to participate to the ERA Postdoctoral Fellowships and thus increase your chances of being funded? If you don't reply or if you maintain 'No' as your answer, be aware that your proposal will not benefit from an extra chance of being funded under the ERA Postdoctoral Fellowships in case it cannot be funded under the MSCA Postdoctoral Fellowships (MSCA-PF). A dedicated budget from the Work Programme "Widening participation and strengthening the European Research Area" has been set aside to fund those proposals. European Postdoctoral Fellowships proposals where the host organisation is located in an eligible widening country (according to the PIC number) but were not funded under MSCA-PF call due to a lack of budget, can be automatically duplicated into the ERA Postdoctoral Fellowships call. Eligible proposals will be duplicated into the ERA Postdoctoral Fellowships call only if you express your wish to do so. Your decision not to participate in the ERA Postdoctoral Fellowships will not affect your chances of being funded directly under the MSCA-PF call.

Yes  No

If you would like to participate to ERA Fellowship option, do not forget to confirm your decision here by clicking YES.

#### Opportunities from the Host to the ER

ODTÜ offers a wide range of structured training opportunities for postdoctoral researchers to enhance their academic competencies, interdisciplinary collaboration, and career development across sectors. In addition to compulsory and elective modules outlined in the Career Development Plan (CDP) below, fellows can benefit from the following institutional support mechanisms:

Specify which of the following knowledge transfer opportunities provided by ODTÜ and your department are applicable to you:

- Training-through-research
  - Opportunity to collaborate with researchers from different disciplines
  - Access to supervisor's field-specific expertise
- Center for Learning and Teaching Development (ÖGEM)
  - Programs to enrich and improve teaching quality, and orientation programs for new faculty members



## ODTÜ Project Development Office

### ODTÜ INSTITUTIONAL INFORMATION for MARIE SKŁODOWSKA-CURIE ACTIONS POST-DOCTORAL FELLOWSHIP

- Continuous Education Center (SEM)
  - Extracurricular trainings open to university and external participants
- Project Development Office (PDO) Trainings
  - Trainings on available support programs and project proposal writing tailored for researchers at various stages of their academic careers
- Technology Transfer Office (TTO) Trainings
  - Trainings on intellectual property rights, patenting, commercialization, and entrepreneurship
- Postdoctoral Training Programme Modules at ODTÜ
  - Covers skills in research management, science communication, stakeholder engagement, entrepreneurship, and interdisciplinary collaboration
  - Courses are selected in line with the fellow's Career Development Plan (CDP)
  - Aims to improve employability across both academic and non-academic sectors

Compulsory	Elective
Funding Opportunities and Project Management	Effective Communication
(Inter)National Collaboration Programs	Citizen Science
Intellectual Property Rights and its Management	Consortium Building
Technology Licensing	Leadership and Management Skills
Research Ethics	Open Science
Academic Life and Career Development at ODTÜ	How to Start a Green Start-up
Incoming Mobility to Türkiye	Work-Life Balance
Internationalization	Science Diplomacy
Green Charter	Youth Inclusion
Occupational Health and Safety	Academic Entrepreneurship
College Teaching	Collaboration with Industry
Mentorship	Negotiation and Contract Management
Science and Society Communication	Gender Sensitive Approach into Research and Teaching
	Relocation
	Research Ethics

Specify the environments provided by ODTÜ and your department that will allow you to transfer knowledge. E.g.

- Highlight that you will share knowledge with colleagues through department seminars and with related researchers through faculty seminars, fostering interdisciplinary interaction.
- Indicate that there is infrastructure related to your project in ODTÜ's Research Centers and that support may be obtained ([click here](#) for the list of centers).
- Mention the support provided by the Library ([click here](#) for more information).
- Mention the support provided in the field of information technologies ([click here](#) for more information). Through the licensed software service of the IT Department, you can access software products licensed for on-campus use.
- SEM ([Continuous Education Center](#)): Note that SEM enables you to provide extracurricular training both within and outside the institution, especially to adult learners.
- Center for Society and Science (TBM): Mention that TBM ([Center for Society and Science](#)) provides opportunities for engaging students—from preschool to university—in various communication activities.



## ODTÜ Project Development Office

### ODTÜ INSTITUTIONAL INFORMATION for MARIE SKŁODOWSKA-CURIE ACTIONS POST-DOCTORAL FELLOWSHIP

- The project could emphasize not only the development of your identity as a researcher but also as an educator. To support this, you may include master's and/or PhD students in the project. These students can contribute to certain work packages while benefiting from your expertise, which in turn will help develop your supervisory skills through mutual interaction. However, it must be clearly stated that, since MSCA is an individual fellowship program, these students will not be funded from the MSCA-PF budget.

Regarding appropriateness of the institutional environment (infrastructure): Indicate the infrastructure facilities provided by ODTÜ that you will be allowed to use and that directly align with your research.

What research facilities are available in your host department?

What other laboratories and facilities at ODTÜ might be relevant to your project?

What services and facilities at the Central Laboratory will you use?

Mention that you will be provided with a personal office, a computer, and the necessary technical infrastructure.

If you will be going on secondment, describe the facilities that will be available to you there.

You can also indicate the following services provided at ODTÜ and emphasize that MSCA-PF projects are managed through a triad of the researcher, the Project Development Office (PDO), and the Scientific Research Projects Coordination Unit (BAP), where administrative support is provided by PDO and financial management is supported by BAP. You may also include relevant excerpts from the ODTÜ PROFILE section below. It is recommended to include references to all relevant offices, especially those with experience in managing MSCA projects.

#### - Project Development Office (PDO) Services

- Supports access to and management of all national and international externally funded research programs, with a focus on EU Framework Programmes (e.g., Horizon Europe) and TÜBİTAK – Türkiye's main R&D funding agency.
- Provides guidance for researchers at all career stages on funding opportunities and proposal development.
- Offers one-on-one team work to build project writing skills and identify collaboration opportunities.

#### - Scientific Research Projects Coordination Unit (BAP) Services

- Ensures that all nationally and internationally funded research projects are implemented in accordance with Turkish financial regulations and institutional as well as funding agency legal frameworks.
- ODTÜ supports MSCA-PF fellows through its Postdoctoral Researcher Projects (DOSAP) programme (coordinated by BAP), with a maximum budget of 200,000 TL, of which up to 30% can be used for travel and dissemination activities (e.g. conferences, secondments, fieldwork).

#### - TTO Services:

- Supports protection and commercialization of intellectual property, including patenting and technology licensing.
- Facilitates university–industry collaboration and matches researchers with industrial partners.
- Provides legal advice on inter-institutional agreements and R&D contracts.
- Guides researchers on entrepreneurship opportunities and startup development.
- Provides full support for ongoing projects in IP management, licensing, and startup development.



## ODTÜ Project Development Office

### ODTÜ INSTITUTIONAL INFORMATION for MARIE SKŁODOWSKA-CURIE ACTIONS POST-DOCTORAL FELLOWSHIP

- Describe the facilities, resources, and infrastructure provided by your department (e.g., laboratories, equipment, computers, furniture, etc.).
- Evaluate and explain how all these elements will contribute to your integration into the institution, the country, and Europe.
- Mention that since 2016, ODTÜ's Research Coordination Office has been serving as a EURAXESS Service Centre, and that ODTÜ has received the "HR Excellence in Research" Award in August 2020 by completing its Gap Analysis and Action Plan required during the application process to the European Commission under the Human Resources Strategy for Researchers (HRS4R).
- Emphasize that your career development plan aligns with the values, principles, and expectations defined in the European Charter for Researchers (please [click here](#) for the European Charter for Researchers).
- Also indicate that ODTÜ has adopted a Gender Equality Plan (GEP) in line with Horizon Europe requirements and is committed to fostering equality, diversity, and inclusion in research and academic environments.
- Regarding the Communication and Dissemination Strategy of ODTÜ, you can mention that you will have the support to develop a well-planned, proactive and timely 360-degree communication strategy based on the concept of "Reaching the target group with tailored messages at the correct time, at the right place and with the adequate frequency" by means of collaboration with ODTÜ's Corporate Communication Office (CCO) to increase the visibility of the project and its outputs and outcomes. ODTÜ's announcement campaign is strongly built on online communication tools (e.g. Instagram, Twitter (X), and LinkedIn), as well as news articles and press releases.

Regarding Communication: Provide as much specific information as possible (e.g., quantity, date, name, etc.) regarding the methods you will use to reach the target audiences you intend to inform about the project. You may select appropriate examples from the list below:

- Indicate that you will create a website/blog for the project and share regular updates through this platform.
- State that you will utilize all available social media platforms (YouTube, Facebook, Twitter, Instagram, etc.).
- Mention the activities you will carry out to increase the visibility of your project in local and national media.
- Highlight that you can promote your department to prospective students at ODTÜ through promotional and preference fairs.
- Emphasize the importance of communicating that the project's outcomes benefit society beyond academic and industrial contexts, and describe your plans for outreach activities such as summer schools or other events for primary and secondary school students at ODTÜ College or other schools. Mention your plans to produce TV and podcast content for this purpose.
- Describe your planned activities targeting project beneficiaries and end users (e.g., policy recommendations to be presented to policymakers).
- If applicable, add separate information for your secondments.

Regarding Dissemination: You may select the relevant examples from the list below and present them in a table format:

- Indicate international conferences related to your project topic or where you plan to present the project results — preferably including their names and dates.
- Provide examples (with names) of international journals where you intend to publish your project results.



## ODTÜ Project Development Office

### ODTÜ INSTITUTIONAL INFORMATION for MARIE SKŁODOWSKA-CURIE ACTIONS POST-DOCTORAL FELLOWSHIP

- Describe presentations, trainings, and/or workshops you plan to conduct with national and international institutions outside academia — such as companies, NGOs, municipalities — to disseminate your project results, methods, or product designs.
- Mention the opportunity to present your project to researchers from different disciplines through department and faculty seminar series.
  - If appropriate, indicate that the publications will be made available under “Open Access” and “Open Data” (For more information on [Open Access](#) and [Open Science](#)).

Dissemination activity	Target audience	Expected Outcome
<i>Conferences, Papers, Workshops, etc.</i>		

- Regarding the Exploitation Strategy of ODTÜ, indicate whether your project involves any potential for patenting, commercialization, or industrial collaboration. Mention that ODTÜ TTO (Technology Transfer Office) and ODTÜ Technopark can provide support throughout these stages.

#### ODTÜ PROFILE

Orta Doğu Teknik Üniversitesi (ODTÜ), founded in 1956, is an international research university, which seeks excellence in serving the country, region and the world. This well-deserved reputation is partly a reflection of its leading position in terms of international scientific publications and share of research funds from national scientific research funding agencies, primarily The Scientific and Technological Research Council of Türkiye (TÜBİTAK), among the most prominent universities of Türkiye. Moreover, ODTÜ – as an international research-intensive university – is among the leading universities in Türkiye in terms of depth and breadth of international research projects and the amount of funds generated from research activities. Research revenues account for 20-25% on average of annual ODTÜ expenditures, including all payroll costs.

ODTÜ has actively taken part in and managed various projects under the Instrument for Pre-Accession Assistance (IPA), especially the Framework Programmes (FP) as well as other international projects, such as COST, Erasmus, Newton-Katip Çelebi Fund, etc. In this context, as of July 2025, ODTÜ has 497 international projects (either signed or in Grant Agreement phase). Among these projects, 245 are supported by the EU Framework Programmes with a total budget of 942 M€ and ODTÜ's share of 65 M€ while 252 of ODTÜ's international projects are funded through other programs such as Erasmus, GCRF and US Embassy, etc. with a total budget of 138 M€ and ODTÜ's share of nearly 25,5 M€.

Moreover, ODTÜ is committed to intensify and accelerate the alignment of the European Research Area (ERA) and Turkish Research Area (TARAL) based on the five ERA priorities, as one of the founding members of the Alliance of Turkish Research Universities. The ERA priorities ODTÜ is currently focusing on includes ERA Priority #3: An Open Labour Market for Researchers. In order to fulfil the requirements of this priority ODTÜ has been a EURAXESS Service Centre since 2015, has endorsed its commitment to the 40 principles of the “European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers” in October 2018, has submitted its GAP Analysis and Action Plan for the Human Resources Strategy for Researchers (HRS4R) for assessment by the European Commission in December 2019 and has become the first university in Türkiye to be qualified to obtain the Human Resources Excellence in Research Award in August, 2020. In 2023, ODTÜ has started implementing a five-year “HORIZON-MSCA-COFUND” project, entitled "ENRICH-TOGETHER: Enriching the Green and Blue Transition Research and Training Network by Working Together through the New European Research Area" with 2.8 Million Euro budget, aiming to host 20 post-doctoral researchers, who have not resided or worked in Türkiye for more than 12 months in the last 36 months, at our University to pursue research in the cross-cutting theme of Green and Blue Transition covering all disciplines.

Last but not least, it is important to point that the language of education in ODTÜ is English. Moreover, ODTÜ strategically values the prevention of inbreeding by prioritizing the employment of researchers who have had international experience at doctoral and/or post-doctoral level(s). Thus, a significant portion of ODTÜ's faculty is constituted of incoming researchers from Europe and/or Third countries (mostly USA).