

M U N I

# MANUAL FOR MSCA-PF SUPERVISORS



GRANT OFFICE RMU



## WHAT ARE THE BENEFITS OF BEING AN MSCA-PF SUPERVISOR?

- **Strengthening the research team:** a postdoc can bring new expertise and methodological approaches, which can help expand the supervisor's research portfolio.
- **Publications:** collaborative research with the postdoc will lead to more high-quality publications, which will improve the supervisor's scientific profile.
- **Financial support:** the MSCA PF not only funds the salary of a postdoc but also brings in research funds, which will expand the capacity of the research group.
- **International prestige and networking:** involvement in MSCA enhances the reputation of the supervisor and his/her institution (higher chances of getting another MSCA fellow), and allows the development of new collaborations and involvement in prestigious European networks.

## WHAT KIND OF SUPPORT WILL I GET WHEN PREPARING MY PROJECT?

### INTERNAL TRAINING



**MSCA-PF Seminar for Future Supervisors** (February)

**MSCA-PF Training Day**  
30 April, 2025 (online)

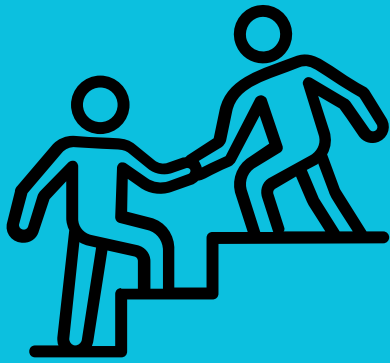


**MSCA-PF Workshop**  
29-30 May, 2025 (online)

### PROPOSAL CONSULTATIONS AND REVIEWS

- Send us a draft of your proposal **by 13 July 2025** at the latest. Writing as a team effort ensures higher quality and higher success rates.
- **Book a meeting** with us no later than 30 June 2025 **to coordinate the preparation process** as a team effort, and make a plan to divide tasks between postdoc, supervisor, and project support. For those scientists who already have a draft project and know MSCA-PF well, we will **evaluate the different parts together** and suggest a way to improve the proposal.





## WHAT IS EXPECTED FROM MSCA-PF SUPERVISORS?

### PROVIDE RESEARCH SUPPORT

- supervise the project implementation, ensure its feasibility, and provide access to necessary resources and facilities.

### FACILITATE CAREER DEVELOPMENT

- help the researcher acquire new skills, knowledge, and experience. Mentor on career paths and support professional development.

### ENSURE PROPER INTEGRATION

- facilitate the researcher's integration into the research group and the host institution.

### PROVIDE FEEDBACK

- monitor the researcher's progress, and offer constructive criticism. Revise project report (1x at the end of the project).
- ensures the project stays on track and the researcher develops effectively.

### CONTRIBUTE TO THE PROPOSAL

- provide information regarding the research environment, and the research that will be undertaken. Explain your own merits as researchers, and your experience with supervision.



Demonstrate you are a good supervisor already during the grant preparation.

## HOW SHOULD I CONTRIBUTE TO THE PROJECT WRITING?

Read and revise the proposal extensively, ideally start writing some sections.

Provide guidance to your potential future postdoc, who typically does not have grant writing experience and is unfamiliar with the opportunities available at MU.

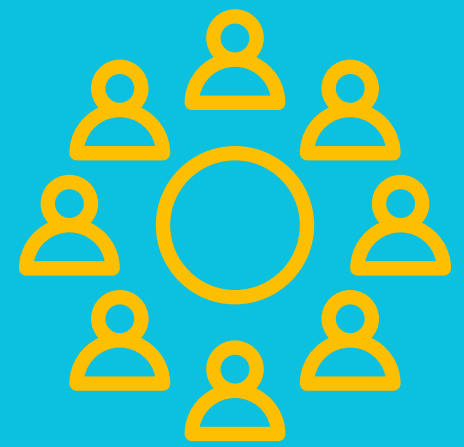
### RESEARCH ASPECTS OF THE PROPOSAL

- Ensure the quality of the scientific content in section 1.1 on the **project's R&I objectives** (*indicative length: ¾-1 ½ page*).
  - this section should include a brief state-of-the-art, the overall goal statement and the individual research objectives. It must be clear that this postdoctoral project is ambitious and goes beyond the state of the art. It should clearly demonstrate how the supervisor's expertise and the fellow's experience will synergistically contribute to the achievement of the project goal.
- Help to define the methodological approach and review the selection and description of methods used to achieve the objectives in section 1.2 on **methodology** (*indicative length: ¾-1 ½ page*).
  - ensure that the description of methods is clear, that methods are linked to individual research objectives and that the chosen methods are appropriate and sound.
  - help in justifying the interdisciplinary aspects (in research content, methodology, collaborations, dissemination and/or impact of the project) – **interdisciplinarity will be assessed!**
  - help in explaining gender and diversity aspects in the research content of the proposal. Is gender or social categories (race, class, religious groups, etc.) the subject of your study or does your project have an impact on them? Does the methodology ensure that gender differences are taken into account?

## TRAINING ASPECTS OF THE PROPOSAL

Write section 1.3 on supervision, training and two-way transfer of knowledge transfer between the fellow and the MU  
(indicative length:  $\frac{1}{2}$  - 1 page).

- Describe your **qualifications and experience as a researcher and supervisor**:
  - your current position(s) and role(s) in the scientific community,
  - your main scientific achievements,
  - international, intersectoral and interdisciplinary collaborations,
  - awards, major funding grants,
  - details on your mentoring skills and supervising experience, e.g. number of PhDs and postdocs you have supervised and their achievements, any particularly successful alumni from your group.
  - suggest co-supervisor and/or advisory committee (can be interdisciplinary, intersectoral, from within or outside MU) and their collaboration with your postdoc.
  - describe your collaboration with the postdoc: your personal involvement on the project, individual and group meetings, regular feedback, career development plan.
- Develop **training objectives and training activities** to enhance specific transferable and research skills of your postdoc. Help identify appropriate training opportunities available at MU:
  - Training to enhance research skills: new qualitative and quantitative methods and techniques from you, specific research colleagues, or different MU infrastructure
  - Training in transferable skills: ethics in research, open science and data management, gender dimension in research, presentation skills, research funding and project management, IPR management and patenting, entrepreneurship and innovation, leadership/influencing courses, CV preparation, interview skills, language skills, etc.



## WHERE CAN I FIND POTENTIAL MSCA-PF APPLICANTS?

- **Conferences/meetings:** announce your interest in recruiting an MSCA fellow and apply for a grant together.
- **Collaborators:** ask your colleagues abroad about potential candidates for a postdoctoral position in your group.
- **Projects and networks:** check contacts on ongoing projects in your group, department or faculty. Use the networks and professional societies in which you are involved.
- **Interns/trainees:** contact PhD students and early career researchers visiting your faculty/department.
- **Advertising:** advertise call for expression of interest on Marie Skłodowska-Curie Postdoctoral Fellowships on:
  - the website of your faculty, institute research group,
  - social media (LinkedIn, Twitter),
  - platforms such as [Euraxess](#), [Crowdhelix](#), etc.
- **MSCA Matchmaking platform**



## WHO CAN PROVIDE ME A PROJECT SUPPORT?



MUNI

Grant Office, Rectorate: **Veronika Mikitová**

MUNI  
MED

Faculty of Medicine: **Dagmar Václavíková**

MUNI  
PHARM

Faculty of Pharmacy: **Richard Heger**

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ARTS

Faculty of Arts: **Jakub Zeman, Denisa Foldešiová**

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LAW

Faculty of Law: **Stanislava Hřebíčková**

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ECON

Faculty of Economics and Administration: **Lucie Winklerová**

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SCI

Faculty of Science: **Kateřina Ježová, Tomáš Lády, Veronika Jálová**

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FI

Faculty of Informatics: **Jana Halámková**

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FSS

Faculty of Social Studies: **Eva Šlesinger**

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ICS

Institute of Computer Science: **Iva Krejčí**

MUNI |  CEITEC CEITEC: **Veronika Michlová Štěrbová**