EuroTechPostdoc Programme
EuroTech Universities Alliance
Email: postdoc@eurotech-universities.eu
Website: http://postdoc.eurotech-universities.eu/

EUROTECHPOSTDOC CO-FUNDED BY MARIE SKŁODOWSKA-CURIE

POSTDOCTORAL FELLOWSHIPS WITHIN THE EUROTECH UNIVERSITIES ALLIANCE
Call Deadlines: 28 February 2018 / 2019

RULES AND REGULATIONS

SECTION 1 GENERAL PROVISIONS

Art. 1 Sphere of application

1. The EuroTechPostdoc programme grants fellowships to excellent experienced researchers with the objective of providing them with exceptional research and career development opportunities thanks to the joint capacity and complementary training options offered at the four universities of the EuroTech Universities Alliance (Technical University of Munich – TUM, Technical University of Denmark – DTU, École Polytechnique Fédérale de Lausanne – EPFL and Eindhoven University of Technology – TU/e).

2. The fellowships are granted for postdoctoral research.

3. The fellowships may be requested within one of the following interdisciplinary focus research areas:

1. Health & Bioengineering
This area focuses on patient care as well as public and environmental health (including food, agriculture, forestry, marine and water research). The mission of this area is to develop innovative technological solutions to prevent, diagnose, monitor or treat diseases or medical conditions affecting humans, spanning research and development, services, technology transfer and education.
2. Data Science & Engineering
This area focuses on digital revolution of big data and the internet-of-things, which comprises the availability of multimodal data through ubiquitous sensors and applications as well as physical units that can sense, think, and act. The mission of this area is to develop advances in data based core techniques, technologies and infrastructure to address current and upcoming societal challenges.
3. High Performance Computing
The penetration of the enabling capabilities of advanced computing across engineering and the sciences into the broader landscape of applied research, technology development and innovation remains a challenge. This area aims to lead the effort to overcome this challenge to enable the use of this field in research, education, and industry.
4. Smart & Urban Mobility
This area aims to address today's urban mobility challenges, including automotive technologies, green transport, intelligent transport systems, logistics and planning systems. The mission of this area is to

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> catalyse comprehensive integrated approaches by taking user needs, urban space requirements, implications of technological innovations as well as the sound design and implementation of policies into account.

5. Entrepreneurship & Innovation

> Open and collaborative innovation arrangements have become pivotal in successfully developing new products, services and systems. This area aims to generate cutting-edge knowledge on key practices, and providing them to fellows from other research areas for transferring research results into innovations.

Art. 2 Start and duration of the fellowship

4. The fellowship consists of a monthly salary for the postdoctoral researcher based on the salary scale of the host institution and is granted for a period of twenty-four (24) months maximum.
5. Prolongation of the fellowship is not possible. Should the department wish to employ the fellow after the termination of the EuroTechPostdoc fellowship, a new contract must be drawn.
6. Fellowships cannot be granted retroactively.
7. Fellowships must start at the latest six (6) months after the decision date.

Art. 3 Research place

8. The fellow must conduct the proposed research in a laboratory of one of the universities of the EuroTech Universities Alliance (herein after "Host") and under the supervision of a Professor or a Senior Scientist (herein after "Supervisor") employed in that institution.
9. In addition, the fellow will conduct mandatory collaborative projects with another participating university (herein after "Co-host") in the form of research stays, short visits, field research and/or web conferences.

Art. 4 Management of the programme

10. The programme is managed by a programme management office (herein after "PMO") composed of programme managers located at each participating university. The PMO is responsible for the dissemination, eligibility check, as well as all communication with applicants, external experts, ethics commissions and the EuroTechPostdoc Selection Committee prior, during and post the selection process, including sending out the results of the evaluation.
11. The PMO is not responsible for the management of the fellows' individual project.

Art. 5 Selection Committees

12. Fellowships are awarded through an independent, international, peer-review process designed to ensure excellence. The evaluations are performed by internationally renowned external experts from academic and non-academic research institutions, the public sector or the industry. They are divided into **Evaluation Panels** representing the five research focus areas.
13. The external experts are not employed at or affiliated to any of the universities of the EuroTech Universities Alliance.
14. The recruitment of Evaluation Panels follows the directives laid out in the "European Charter for Researchers" and "Code of Conduct for their Recruitment" (Charter and Code). All reviewers remain anonymous before, during and after the evaluation process to ensure that they are not contacted by applicants or potential hosts.
15. The Evaluation Panels are responsible for evaluating the relative merits of each application submitted to them for review according to the evaluation criteria and score chart of the programme.
16. The PMO will prepare a ranked list of the most meritorious applicants based on the recommendations of the Evaluation Panels following the scoring system.
17. The final decision on the attribution of the fellowships is taken by the EuroTechPostdoc Selection Committee (herein after "EPSC"). The EPSC consists of the EuroTech Universities Alliance

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18. Governing Board with one representative of the executive board of each university of the EuroTech Universities Alliance. The four members of the EPSC formally approve the ten applicants per university per call offered a fellowship according to the final rankings prepared by the PMO.

18. The Ethics Commission(s) of the respective Host university conducts ethics review and ethical clearance of proposed research projects with ethical issues confirmed by the external experts.

SECTION 2 FORMAL REQUIREMENTS

Art. 6 Eligibility

19. Citizens of any nationality may apply. There are no restrictions concerning age, gender, religion, ethnicity, sexual orientation, political views, language or nationality of the candidates.

20. To be considered **admissible**, the application must be completed and submitted in the electronic submission system before the deadline of the call.

21. For an application to be **complete**, it must contains the following elements:
    a) Research plan (maximum ten (10) pages, font Arial, minimum 11pt, single line spacing; additional pages will be discarded).
    b) Prioritized CV - including career breaks and list of all publications of the applicant.
    c) Completed and signed ethical issues form.
    d) Scanned copy of PhD diploma or an official statement of the awarding university on expected date of obtaining the degree or documents proving the four years of full-time equivalent research experience
    e) Institutional confirmation of support to the proposed project and fellow obtained online via the electronic submission system from the host and the co-host
    f) The research area to which their research proposal should be assigned.

22. To be considered **eligible**, applicants must fulfil the following eligibility criteria:
    a) In agreement with Horizon 2020: 2016-2017 Work Programme for Marie Skłodowska-Curie Actions, applicants to EuroTechPostdoc must be **Experienced Researchers**, namely they must, on the recruitment date (1st call: 1 August 2018; 2nd call: 1 August 2019), be in possession of a doctoral degree or have at least four years of full-time equivalent research experience. Full-Time Equivalent Research Experience is measured from the date when a researcher obtained the degree entitling him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited, even if a doctorate was never started or envisaged.
    b) **Mobility Rule**: Researchers may not have resided or carried out their main activity (work, studies, etc.) in the country of the Host institution for more than twelve (12) months in the three (3) years immediately before the call deadline. Time spent as part of a procedure for obtaining refugee status under the Geneva Convention, compulsory national service and/or short stays such as holidays are not taken into account.
    c) Applicants must be able to carry out **full time research** during the fellowship period (parental leave, sick leave, military leave and care leave are accepted).

Art. 7 Application

23. Applicants can only submit **one** application for review.

24. All applications documents and queries should be formulated in English.

25. Applications must be submitted in the electronic submission system before the deadline of the call as given on the programme website.

26. Applicants must assign their research proposal to one (1) interdisciplinary focus research areas, as described under article 1.

27. The availability of infrastructure, supervision and resources to successfully complete the project, as well as the willingness to host the applicant's project must be validated by the host and co-host via the electronic submission system (**institutional endorsement**) before the final submission deadline.

SECTION 3 EVALUATION AND SELECTION PROCESS

Art. 8 Evaluation Criteria

28. Applications are assessed against criteria addressing the candidates' ability and commitment to research, the quality of the proposed research project as well as the synergy between the research proposed and the identified host and co-host, and the impact of the research project on the career development of the candidate.

29. The Evaluations Panels are asked to score the applications using the following evaluation criteria:

EXCELLENCE	Max 5.0 ; Weight 0.5
Sub-criterion 1. Scientific and Technological Quality • Quality and relevance of proposed research plan • Clear and relevant methodology • Realistic plans and contingency plans • Interdisciplinary and multidisciplinary aspects • Originality/Innovative nature of the project (in relation to relevant state-of-the-art) **Sub-criterion 2. Applicant Qualifications** • Research experience and results (patents, publications, teaching and other results) • Qualification and background of applicant (incl. non-academic work and career breaks) • Collaboration with business partners (if relevant) • Independent thinking, creativity, leadership and mentoring abilities • Match between applicant and proposal	
IMPACT	Max 5.0 ; Weight 0.3
• Contribution of proposal and applicant to European excellence and competitiveness • Potential impact on fellow's career • Appropriateness of dissemination activities • Transfer of knowledge in- and outside Europe through conferences, publications, teaching, public outreach activities, and potential for exploitation	
IMPLEMENTATION	Max 5.0 ; Weight 0.2
• Quality and match of proposed project and research group facilities/infrastructure, scientific framework and staff hosting the fellow • Overall coherence, effectiveness and appropriateness of the work plan (including milestones and expected results)	
Final Score (weighted mean)	Threshold 3.5/5.0

30. Evaluation scores are given for each one of the criteria. Each criterion will be scored out of 5. Scores are given with a resolution of one position after the decimal point.

31. To ensure fair treatment of the applications and to keep grades as coherent as possible, evaluators will be requested to interpret the following scale of marks rigorously and avoid grade inflation.

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5	Excellent	Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.
4	Very good	Proposal addresses the criterion very well, but a small number of shortcomings are present.
3	Good	Proposal addresses the criterion well, but a number of shortcomings are present.
2	Fair	Proposal broadly addresses the criterion, but there are significant weaknesses.
1	Poor	The criterion is inadequately addressed, or there are serious inherent weaknesses.

Art. 9 Selection Process

32. The full selection process is as follows:

Step 1 – On or before the deadline (28 February, before 17:00 hr. CET/GMT+1), applicants submit their proposal on the electronic submission system ensure their host and co-host supervisors are aware of their application. Endorsement will folllow once the application is uploaded in parallel with the eligibility check. **Step 2** – After the submission deadline, the PMO performs an admissibility and eligibility check for all submitted applications and inform the applicants by e-mail of the outcome within two weeks. Applications not fulfilling the eligibility criteria are rejected and are informed by the PMO via e-mail regarding the reason for the rejection and the possibility for rebuttal on procedural shortcomings. The PMO informs remaining applicants by e-mail about the status of their application (eligible, send to review).

Step 3 – The PMO assigns at least three (3) external independent expert reviewers to each eligible application and appoints one of the three experts as senior expert. Reviewers are asked to confirm that they have no conflict of interest for each application that they are asked to evaluate.

Step 4 – The experts peer review and score all eligible applications according to the evaluation criteria and score chart described in article 8. The experts also screen the proposals for any ethical issues and whether the research direction follows the H2020 Ethics rules, and state any issues in the final report.

Step 5 – The senior expert is responsible for finding consensus amongst the reviewers on the score for each criteria and on the final score. The senior expert summarises the strengths and weaknesses of each of the three main criteria identified by the three experts into one Evaluation Summary Report (ESR) (300-500 words). All three experts must approve the final score and ESR. In case no consensus can be reached, the PMO will appoint a fourth external expert as adjudicative reviewer. The final score is the basis for the ranking and selection of fellows.

Step 6 – Each of the four (4) EuroTech universities have ten (10) hosting positions per call. Consequently, based on the final scores of all applications above the threshold (3.5 out of 5.0), the PMO prepares for each university **ranked lists** under each of the five panels. To ensure a balanced representation of projects across the 5 panels, the PMO divides the 10 positions of each university by the total number of evaluated applications in each panel for the individual university. Fellowships are offered to the applicants from the top of each panel ranking until similar success rates across the panels of each university are achieved. Moreover, ten applications per university will be assigned to the waiting list. The EPCS formally confirms the attribution of the fellowships.

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Step 7 – The PMO informs the applicants by e-mail of the outcome of the selection process, either a positive decision (with a copy to the host), position on the waiting list, or a rejection. All applicants will receive their ESR. In case of offering a fellowship, a formal letter is sent to the applicant, host and co-host confirming that a EuroTechPostdoc fellowship was granted to the candidate. This letter will permit Human Resources to prepare the employment contract for the fellow and to process requests for work permits/visa when necessary. The results are announced in July of each year (5 months after the submission deadline).

33. **A rebuttal procedure** is available after the outcome of the eligibility check to examine exceptional procedural shortcomings, for instance misunderstandings due to cultural diversity. A rebuttal procedure will not delay the decision process or information of successful applicants. For rebuttal, applicants must submit a written request to the PMO within 5 working days from the date of notice on the eligibility check results. The rebuttal request is reviewed by the PMO to ensure that it concerns a valid procedural shortcoming. If valid, the PMO re-evaluates the proposal regarding the admissibility and eligibility criteria and informs the applicant on the outcome of his rebuttal request within 5 working days after the reception of the request.

34. Proposals selected for funding, and where the applicant, host or external reviewers have declared **ethical issues**, need approval by the ethics commissions of the respective Host university. The ethical policy of EuroTechPostdoc is compliant with the "*Charter of Fundamental Rights of the European Union*" and the relevant ethics rules of H2020. If feasible, applicants should request the necessary authorizations from the concerned authorities in parallel to the evaluation of the proposal. Copies of the authorizations/notifications should be submitted to the PMO before the start of the project.

SECTION 4 RIGHTS AND DUTIES OF THE FELLOWSHIP HOLDER

Art. 10 Terms of the fellowship

35. Successful applicants will be granted a **fixed term employment contract** at the host university for the duration of the fellowship (24 months – EPFL renewed annually).

36. Employment contracts are issued under the condition that the fellow will be granted the necessary permits for the entire contract period (e.g. residence and work permits).

37. Fellows are appointed as full academic staff with the same working conditions and rights as other employees and researchers of their respective host university.

Art. 11 Supervision

38. EuroTechPostdoc fellows have a personal supervisor at their host university and a personal supervisor at the co-host university.

39. **The supervisor** of the fellow is a senior researcher employed at the host university, and takes on the primary responsibility of the fellow's stay and integration into the local environment. The supervisor provides guidance on scientific matters in his/her discipline, including challenging the fellow's academic work to inspire excellence in the research achievements, and counselling on career perspectives.

40. **The co-supervisor** assists the supervisor in supervision of the fellow, and will be a senior researcher employed at the co-host university. The co-supervisor advises the fellow on scientific matters in his/her discipline and takes on the responsibility of the fellow's research stays and integration at the co-host university.

41. The supervisor and co-supervisor supervise the fellow through regular meetings with the fellow (at least quarterly) and commenting on his/her Personal Career Development Plan (PCDP). They provide relevant network contacts for additional collaborations, whenever relevant.

42. In addition, all fellows will be granted the opportunity to get a **mentor** from outside the four universities (preferably non-academic sector). The role of the mentor is mainly to provide a different angle to the

career perspective of the fellow, e.g. the opportunities in the public sector or becoming an entrepreneur. The pool of potential mentors includes the participants' alumni, now working in leading positions in industry, academia or as entrepreneurs. To address the fellow's needs and to ensure a match between fellow and mentor, the fellow prepares a short motivation letter on his/her background and career goals, which is presented to the pool of potential mentors. After a mentor has agreed to support the fellow, a get-to-know meeting as well as subsequent regular meetings is scheduled. The mentor meets with the fellow at least twice a year.

Art. 12 Collaborative and intersectoral requirements

43. To enhance scientific skills, interdisciplinarity, and transnational mobility of the researchers, the fellows will develop **mandatory collaborative projects with the Co-host university**. Research stays and exchanges with the co-host should be in the range of 3 to 6 months in total at another participating university. Secondments and other formats for academic and intersectoral collaboration, like short visits, field research, virtual tools (web conferences), are encouraged.

44. The fellows have access to the research infrastructure and innovation environments of the co-host, including support measures for developing careers as an entrepreneur or for promoting entrepreneurial skills.

45. In addition to the mandatory collaboration with the co-host, the fellow can include **optional collaborative projects with the non-academic sector** (e.g. research institutes, industry) **and other universities all over the world**. These collaborations can take the form of short research stays and secondments.

46. Applicants who already initiated contacts with industry or an academic partner outside the participating universities should specify the purpose and expected outcome in terms of transfer of knowledge, training and career perspectives, the collaboration partner (including a letter of intent), the timing and duration of research stays, secondments and other collaboration measures as well as the expected outcome of the collaboration. If a specific industrial collaboration partner is not known at the proposal stage, the proposal should specify the non-academic sector, define the type of partner that would be suitable for the proposed research project and describe the overall purpose of the collaboration for a potential matching by the Technology Transfer Offices.

Art. 13 Further training and career development requirements

47. To complement the fellows' training and to develop collaboration between them, fellows will attend **two (2) mandatory EuroTechPostdoc workshops**, one for new fellows (workshop 1) and one for more experienced fellows (workshop 2).

48. The workshops will be three-day events focusing on soft-skill training, strengthening the fellows' network and preparation ahead of their careers.

49. The fellow will also have easy access to and rights to participate in training activities at all four universities. Beyond the scientific training, all of the four universities offer a broad set of key transferable skills, including training on entrepreneurship and innovation.

50. Introduction events (e.g. workshops for new employees) and casual networking events taking place at each university will also ensure the fellows' integration into the local environment and the local network.

51. The fellows will be strongly encouraged to disseminate their results through peer reviewed publications, papers at conferences, posters presentations and oral presentations and through the identification, protection and exploitation of any relevant intellectual property (IP).

SECTION 5 ADMINISTRATIVE REGULATIONS

Art. 14 Reporting Acknowledgment

52. The fellow reports progress by submitting a **Personal Career Development Plan (PCDP)**, timesheets, as well as annual reports, according to the templates provided at http://postdoc.eurotech-universities.eu. Those reporting documents must be approved by the Supervisor and then submitted to the PMO via the web portal (coming soon) in months 1, 13 and 24 of the fellowship.

53. The fellows have formalized career development meetings with their host in months 1, 13, and 21 of their fellowships.

    a) **In month 1,** a first PCDP must outline project milestones and the general purpose of the project; describe the type of position the fellow aims to hold 5 years after the start of the fellowship, as well as the training and outreach activities that the fellow plans to undergo during the fellowship to reach the defined career goal. This includes training activities on both research and complementary skills (e.g. communication and management skills) as well as a long-term career strategy. This first PCDP includes plans for the research stays in the mandatory collaborative projects and plans for collaborations with the non-academic sector (including research stays).

    b) **In month 13**, the PCDP is updated and submitted to the PMO.

    c) **In month 21**, fellows and their hosts have a final career development meeting during which the outcome of the research project and the pursued skills training along with future career perspectives of the fellows are discussed. The outcome of this meeting is documented in a final career development report.

54. **Annual reports**, to be submitted in month 13 and 24 to the PMO, have to be approved by the supervisor and co-supervisor. They briefly outline the progress and outcome of the project, as well as explain discrepancies from the original and modified plan. The annual report should also include the list of soft and hard skill courses the fellow has taken. The annual report can be handed in with the PCDP or can be integrated in the PCDP and are evaluated by the PMO against the PDCP.

55. The PMO assesses the PCDP and annual reports to evaluate if the project is on track and if the fellow is well integrated into the universities. In the cases of serious discrepancy the PMO contacts both the fellow and supervisor to clarify the matters or suggest revisions.

Art. 15 Intellectual Property Rights Issues

56. Research results of EuroTechPostdoc fellows with commercial potential are protected by patenting and licensing in accordance with the Intellectual Property Rights policy decided between the universities of the EuroTech Universities Alliance and the "European charter for researchers". In general, results created by fellows belongs to the university which employs them (Host).

57. In the event the results are generated within the collaboration projects as described in article 12, and where it is not possible to: i) establish the respective contribution of each university; or ii) separate them for the purpose of applying for, obtaining or maintaining their protection, the parties will adhere to the terms of the partnership agreement that has been established.

58. The Technology Transfer Offices at each university manage the intellectual property resulting from research, evaluate new inventions, negotiate and approve research contacts with industrial partners, license technology and support the creation of start-ups.

Art. 16 Acknowledgment and Open Access

59. Results and outputs obtained during the fellowship must display the European Union emblem and include the following statement: "*This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 754462*".

60. Fellows must ensure open access to all peer-reviewed scientific publications relating to their results (self-archiving or open access publishing).

Art. 17 Parental and Sick Leave, Sickness, Accident and Military Service

61. Approval must be obtained from the PMO for any interruption of the fellowship.
62. Fellows are entitled to paternal leave according to national laws of the country of the host institution. The PMO will adjust the duration of the fellowship accordingly
63. In case of serious illness or accident, the PMO will adjust the duration of the fellowship.
64. In case of military service, the duration of the fellowship may be extended on request.

Art. 18 Research Integrity and Good Laboratory Practice

65. All fellows must follow the regulations governing research scientists of their respective host university.
66. The supervisor and co-supervisor shall fully inform the candidate of the relevant guidelines for research integrity and good scientific practice in force in their respective university and will ascertain the fellow's acknowledgement and agreement with those guidelines.

Tuesday, 28 November 2017