



EuroTech Postdoc Programme – Individual fellowships

Guide for Applicants

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Introduction

The EuroTech Universities Alliance invites highly talented experienced researchers to submit interdisciplinary collaborative research project proposals for one of the fellowships provided by the EuroTech Postdoc Programme.

The EuroTech Postdoc Programme is co-funded by the European Commission under its framework programme Horizon 2020. Grant Agreement number 754462.

Aim

The EuroTechPostdoc Programme is a postdoctoral fellowship programme for experienced researchers who have already demonstrated excellence and potential in their field of research. It provides its fellows exceptional international research and career development opportunities to promote their outstanding individual potential into a distinct, innovative and competitive profile of a researcher.

The goal of the Eurotech Postdoc Fellowships is to enhance the creative and innovative potential of experienced researchers wishing to diversify their individual competence in terms of skill acquisition through advanced training, international and intersectoral mobility.

All Eurotech Postdoc Fellows will be Marie-Curie Fellows.

Characteristics

The EuroTech Postdoc programme has a bottom-up approach, i.e. research fields are chosen freely by the applicants but should fit in at least one of the focus areas of the EuroTech Universities Alliance.

Successful candidates will carry out a 2-year interdisciplinary, collaborative research project at one of the EuroTech Universities (the Host) with a secondment period in another of the EuroTech Universities (the Co-host). In addition they will be provided with excellent career development support and networking opportunities, including one 3-day workshop per year dedicated to transferrable skills development.

The proposal should be prepared by an individual researcher (not by groups of researchers or research teams) in cooperation with the host and co-host organization. The proposal should be submitted by the researcher (fellow).

Only one proposal per researcher may be submitted to this call. However, a host or co-host can be involved in more than one proposal.

Proposals must be submitted electronically, using the online application portal MoveIn.

A document with answers to frequently asked questions can be found on the Eurotech website (<http://postdoc.eurotech-universities.eu/>). Applicants are advised to check the website and this document regularly.

Focus areas

The EuroTech Postdoc Programme has five research focus areas, representing collaborative strengths of the EuroTech Universities Alliance. The focus areas cover fields of research present at the 5 technical universities, DTU, EPFL, TU/e, L'X and TUM, including chemistry, economic sciences, environmental and geosciences, information science and engineering, life sciences, mathematics, physics, social sciences and humanities.

Each area is a fast developing socially relevant research and innovation field, with high importance to Europe's industrial leadership, offering the fellows attractive and appropriate research and training possibilities to boost their future careers. The areas address great societal challenges, all requiring a multi and interdisciplinary approach.

Applicants should apply within one of the five focus research areas.



Health & Bioengineering



Smart & Urban Mobility



Data Science & Engineering



High Performance Computing



Entrepreneurship & Innovation

More information on the EuroTech focus areas can be found on the EuroTech website:
<http://postdoc.eurotech-universities.eu/the-focus-areas/>

Eligibility of applicants and hosting organisations

Eligibility of the researcher

1. The researcher must be an experienced researcher (i.e. in possession of a doctoral degree or with at least four years of full-time equivalent research experience).
2. The researcher may be of any nationality. No age restrictions apply.
3. The researcher must move (or have recently moved) from any country to the country where the host institution is located.

Mobility rule for fellows

The researcher cannot have resided or carried out his/her main activity (work, studies, etc.) in the country of the beneficiary for more than 12 months in the three years immediately before the call deadline.

Compulsory national service, short stays such as holidays and time spent as part of a procedure for obtaining refugee status (under the 1951 Geneva Convention and the 1967 Protocol) are not taken into account.

Short stays are characterized by the type of activity rather than by a specific number of days. A period can only be considered as a short stay if the researcher did not reside or did not have their main activity (work, studies, etc.) in the country during that period (such as holidays).

Eligible organisations for host and co-host

Researchers are free to choose a host and co-host universities from the EuroTech universities listed below:

Eligible host organisations:

- Technical University of Denmark (DTU), Denmark
- École Polytechnique Fédérale de Lausanne (EPFL), Switzerland
- Eindhoven University of Technology (TU/e), The Netherlands
- Technical University of Munich (TUM), Germany

Eligible co-host organisations:

- Technical University of Denmark (DTU), Denmark
- École Polytechnique Fédérale de Lausanne (EPFL), Switzerland
- Eindhoven University of Technology (TU/e), The Netherlands
- Technical University of Munich (TUM), Germany
- École Polytechnique Paris (L'X), France

Secondments, hosting and institutional endorsement

Secondments and (intersectoral) mobility

Secondments to the co-host are planned at the time of the proposal, and are an obligatory part of the fellowship. The secondment phase can be a single period or can be divided into shorter mobility periods. Collaboration can be implemented by virtual means, short visits or research stays of up to 6 months.

Additional collaboration with a third partner institution from the non-academic or industrial sector is encouraged. It is also possible to involve another university from inside or outside the EuroTech Alliance as a third partner institution.

To ensure adequate incorporation of the secondment(s), applicants should specify the purpose and expected outcome of the collaboration in terms of transfer of knowledge, training and career perspectives, the timing and duration of research stays and other collaboration measures.

Finding a host and a co-host

The host and co-host are freely chosen by the applicant. Applicants should however ensure their willingness and capacity to host the proposed project. Applicants are advised to contact the envisaged host and co-host as early in the process as possible, preferably before entering their contact details in the application portal.

For more information about research topics within the different research areas see the university landing pages:

- For DTU see <http://www.dtu.dk/English/Research.aspx>
- For EPFL see <https://recherche.epfl.ch/>
- For TUM see <https://www.tum.de/en/research/>
- For TU/e see <https://www.tue.nl/onderzoek/research-support-network/eurotech-cofund-programme/>
- For I'X (co-hosting only) see <http://www.polytechnique.edu/en/multidisciplinary-research>

Host letter – institutional endorsement

An institutional endorsement by both host and co-host is an obligatory element of the submission of a proposal. The applicant should ensure support from the host and co-host at the earliest stage as possible. A standard process will be provided in the application portal: the host and co-host will be automatically notified that they were included in a proposal.

The Programme Management Office (PMO) will after the deadline approach host and co-host professors for an institutional endorsement. The Institutional endorsement comprises a confirmation of the availability of infrastructure, supervision and resources to successfully complete the project. This is an online procedure. For DTU and TU/e also an additional internal procedure will be applied.

On the EuroTech Postdoc website an overview of the obligations for the host and co-host can be found: <http://postdoc.eurotech-universities.eu/hosts-co-host/>.

Financial aspects

Starting date and duration of fellowships

Fellowships are awarded for 24 months and must start at the latest six (6) months after the decision date (July 2019).

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).

Prolongation is not possible and fellowships cannot be granted retroactively.

Should the department wish to employ the fellow after the termination of the EuroTechPostdoc fellowship, a new contract must be drawn.

Financial aspects – what can be applied for

The EuroTechPostdoc fellow will be offered an employment contract by the host university. The host university will provide the salary for the postdoc in compliance with common practice within the host institute as well as the same working conditions, rights and obligations as other employees or researchers. These employment conditions are in line with the "European Charter for Researchers" and "The Code of Conduct for the Recruitment of Researchers".

Additional costs for research, travel and equipment must be covered by the host institute. For detailed information or when in doubt, please always contact the local programme management (see Contact section on the last page of the guide).

DTU: the local programme management office pays the remainder of the salary up to a set salary level. If the host department pays the fellow more than set salary level, the department will have to cover the additional costs.

EPFL: The host laboratory is responsible for co-funding the salary and additional costs for research, travel and equipment of the hired fellow according to EPFL rules for postdoctoral researchers. Salaries depend on the researcher's experience and include social security benefits: AVS [pension funds], AC [unemployment insurance], accident insurance, pregnancy and parental benefits.

TU/e: The fellow will be employed according to the Dutch Collective Labour Agreement for Universities. Salaries depend on the researcher's experience and include social security benefits. TU/e offers an attractive benefits package with additional holiday and an end-of-year bonuses.

TUM: The local programme management office pays the remainder of the living allowance up to a set salary level. The fellow will be employed according to the German Agreement for Universities.

Salary during research stays/secondments

The host organization is responsible for the salary of the fellow during the fellowship, including research stays and/or secondments.

However, if the fellow has a secondment in industry, and the company in question offers to pay the salary for the secondment period, the host university can extend the fellowship with the same period as the secondment.

Evaluation process and ethical aspects

Evaluation criteria

Applications are assessed against criteria addressing the candidate's 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.

The evaluators 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

Evaluation procedure

The first step in the assessment procedure is to determine the admissibility of the application. The PMO (Programme Management Office) screens applications to ensure that they comply with the formal requirements of the scheme. Next the PMO will collect institutional endorsements by the electronic application system MoveIn. The PMO will inform the applicants by e-mail of the outcome within three weeks after the deadline.

Only those applications which are considered eligible will qualify for further consideration. Each application is then submitted to 3 external, independent reviewers for evaluation. These experts will peer review and score all eligible applications according to the evaluation criteria described above. The evaluation of the applicants will be based on the main criteria Excellence (50%), Impact (30%) and Implementation (20%).

One of the 3 reviewer will be named 'senior expert'. The senior expert will summarise the strengths and weaknesses of each of the three main criteria identified by the three experts and the final score into one Evaluation Summary Report. The final score will be the basis for the ranking and selection of fellows. Threshold for consideration is 3.5 out of 5.0 for the final score.

Ethics

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 participant universities. 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.

The following research areas are excluded from funding in the EuroTech Postdoc Programme: any research funded under the EURATOM treaty.

Proposal set up and submission

Submission of a proposal

To apply for a EurotechPostdoc fellowship, you have to create your personal account in the application portal first. The portal will guide you through the submission process. You will be able to save your current application status and continue with your application at a later stage until the application deadline. The obligatory writable templates for the application can be found in the portal for applicants, a pdf version is also available on the website of the EuroTech Postdoc Programme <http://postdoc.eurotech-universities.eu/>.

The application portal will open on 30th November 2018. The deadline for submission is 28th February 2019, 17.00h CET. You will be able to change your application and upload updated documents until call deadline. After the call deadline you will be able to log in into your personal account to verify the status of your application but not further modification or addition will be accepted.

In addition to the data provided on the application platform, the following documents should be uploaded as pdf on the platform. :

- Annex 1 – research plan
- Annex 2 – CV
- Annex 3 Ethics self assessment
- Copy of proof of PhD

We will not accept any letters of reference.

Set up of the proposal

Annex 1 – research plan

Annex 1 the research plan is the core part of the proposal and should contain the details of the proposed research and training activities (see the Proposal Template for full details on the required information). The research plan will be evaluated by external, independent experts. Please take the evaluation criteria into account when drafting your application.

The maximum total length for this document is 10 pages. This limit should be respected and any excess pages above this limit will be removed by the PMO before sending the document for evaluation to the experts.

Proposals must respect the following standards:

- a minimum font size of 11 points in a clearly readable font
- single line spacing
- A4 page size
- margins (top, bottom, left, right) of at least 20 mm

Applicants are free to decide for themselves on the allocation of the maximum 10 pages between the sections 1, 2 and 3.

Annex 2 CV and list of publications

Annex 2 the CV should include the standard academic and research record. Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly evaluated by external, independent experts. Please consider the evaluation criteria.

Mention full dates (dd/mm/yyyy) in your CV and do not forget to include the country of residence at the specific periods of time.

Annex 3 Ethics self-assessment

Annex 3 the Ethics self-assessment is of an informative nature only. Please make sure all necessary authorization and/or notifications are available before starting your project.

Research projects involving activities in italics and marked with an asterisk (*) in the tables in the forms will be automatically referred to an Ethics review by the European Commission / ERA.

[Indicative time table](#)

The next deadline for submission is 28 February 2019, 17.00h CET.

30 November 2018	Publication of the call for proposals 2 nd call
28 February 2019, 17.00h CET	Deadline for submission of proposals
1 – 14 March 2019	Request for endorsement
22 March 2019	Outcome of the eligibility check
22 March – 27 June 2019	Evaluation and ranking
End of June 2019	Decision by the EuroTech Governing board
1 -12 July 2019	Notification of applicants of results

Contact

The latest information about the Eurotech postdoc programme can be found on <http://postdoc.eurotech-universities.eu/>. Questions about the EuroTech Postdoc programme can be directed towards the following contacts:

EuroTechPostdoc Programme Management Office

postdoc@eurotech-universities.eu

Central coordinator:

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Local Programme Management Offices

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