



Future Leadership in ICT Standards in Europe "ELITE-S"

ELITE-S Programme Terms and Conditions Call 2 – 2019/2020

Please read this document **CAREFULLY** before submitting your application

Revision History	
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A. Applying for a Fellowship

1. Fellows supported under the scheme must comply with the mobility rules of the Marie Skłodowska-Curie actions - **Call 2 deadline: 20th of February, 2020 @5 pm Irish Time.**
 - a. Standard Mobility: an applicant cannot apply for a fellowship in a country where they have lived for more than 12 months in the 3 years before the application deadline.
 - b. Career restart: applicant must have undertaken a career break in research. Applicants cannot apply for a fellowship in a country where they have lived for more than 12 months in the 5 years before the application deadline.
 - c. Reintegration: applicant must be a national or long-term resident of a EU Member State or Associated Country and must move or have moved from a Third Country directly to the Republic of Ireland. Applicants cannot apply for a fellowship in a country where they have lived for more than 12 months in the 5 years before the application deadline
2. By submitting your application electronically, you are declaring that the information you are supplying is factually correct. ELITE-S reserves the right to withdraw any Fellowship awarded, or if you have commenced employment, the host institution reserves the right to terminate your employment should any of the information provided in the application be found to be false or misleading.
3. Personal data being used in the ELITE-S programme will be stored for the specific purposes and duration of the programme as detailed below. After that point, personal data collected by the ELITE-S programme will be destroyed in compliance with Data Protection Guidelines.
 - a. Prior to the award of a Fellowship, the information you provide will be held by Dublin City University, the lead partner of ELITE-S on a restricted access computerised recruitment database in accordance with the provisions of the Data Protection Act (<https://www.dcu.ie/sites/default/files/policy/DCU%20Data%20Protection%20Policy%20V2.0%20-%20Final.pdf>) and the College’s Privacy Statement ([https://www.dcu.ie/sites/default/files/policy/25 -_data_privacy_policy_v3.pdf](https://www.dcu.ie/sites/default/files/policy/25_-_data_privacy_policy_v3.pdf)). This information will be disclosed only to those involved in the recruitment process and will not be shared with any third party.
 - b. Data will be shared with external, independent reviewers under agreement with Dublin City University for the specific purpose of evaluating your research proposal.
 - c. On award of a Fellowship, data will be shared with the host institution for the purpose of issuing an employment contract.
 - d. In any event, Dublin City University will retain your details for a period of 18 months from the date of the last activity on your record and may contact you from time to time regarding suitable job opportunities. In case you wish to have your details erased from the database, get in contact with the ELITE-S team by e-mail.
4. All sections of the application, in addition to the documentation required, must be completed and submitted. Incomplete applications will NOT be processed.
5. All applicants are required to nominate an ELITE-S Supervisor on their application. The named supervisor will be Supervisor for the entire duration of the Fellowship. Applicants must contact the Supervisor before they submit their application and receive

acknowledgement that the Supervisor is willing to work with them and has the required experience and interest to support the Fellow’s project implementation. This acknowledgement can be through a letter of support or e-mail which must be included in the appropriate section in Part A. The Supervisor should be affiliated with one of the host institutions and be listed on the ELITE-S website.

6. Applications must be submitted via the ELITE-S webpage (<http://elite-fellowship.eu>). In certain circumstances applications submitted in hard copy may be accepted if agreed in advance of the call deadline.
7. Applications for the second call must be submitted by 17:00pm on 20th of February, 2020. All times stated are Irish Standard Time (IST). Late applications will not be accepted. Confirmation of receipt of your application will be sent to the e-mail address you entered when registering. Please contact info@elite-fellowship.eu if you do not receive acknowledgement within 2 hours of submitting application (Please check the junk/spam folder in your email first).

B. Evaluation and Selection

8. As with all aspects of the ELITE-S programme, we will implement an Evaluation and Selection process for the recruitment of ELITE-S Fellows that is transparent, equitable and fully aligned with the principles set out in the Code of Conduct for Recruitment¹.
9. Evaluation criteria, ranking processes and cut-off thresholds are detailed in the Guide for Applicants. There are three stages to the process: eligibility and ethics check, independent international review and interview:
 - a. Each eligible application will be evaluated by three independent reviewers
 - b. If selected for interview, applicants must be available to attend, by their own choice, either an interview in Dublin City University or an interview remotely by video conference on the date requested.
10. No preferential evaluation will be gained by attending in person or via videoconference. Travel and accommodation expenses to attend an interview in person will not be provided unless in exceptional circumstances. Documentation support to enable applicant travel may be offered.
11. After interview you may be required to show original certificates of any qualifications listed on your application (in order to verify authenticity), proof of identity and any other relevant documentation.
12. ELITE-S will endeavor to ensure that reviewers and interview panel members do not have any conflict of interest related to the applications they are assessing. Reviewers will have to sign a Non-Disclosure Agreement (NDA) before working on any application.
13. All eligible applicants will be issued details of their ranking and constructive feedback after the independent review and interview (if selected for interview).
14. All candidates have a right to redress. Requests can be made with regards to applicant eligibility criteria and procedural issues. Applicants must submit their request within 30 days of being notified of their outcome.
15. Requests with regards to the scientific judgement of reviewers at any stage will not be taken into consideration. Redress Committee decisions are final.

C. The Offer

¹ <https://euraxess.ec.europa.eu/jobs/charter/code>

16. The offer to successful candidates comes in two parts:
 - a. Award of the fellowship by ELITE-S Programme manager or DCU HR, following the Evaluation and Selection process.
 - b. An offer of employment by the host institution, conditional on a written response from two referees, from which previous work history listed on your CV can be verified. Applicants are requested to include contact details for at least two referees when submitting the application. Referees will not be contacted prior to the award of a Fellowship.
17. The applicant will be required to accept each part of the offer, the award and the employment offer, in writing, within 7 days of receiving each respective notification. Accepting the award at the first stage does not commit the applicant to accepting the employment offer from the host institute.
18. In the unlikely event that the host institute is not able to support the Fellowship, and the Elite-s management cannot find an alternative acceptable host, the award of the fellowship may be withdrawn. Similarly, the host institutions also reserve the right to withdraw an offer if the programme is withdrawn for any reason, or if an error has been made by the host institution.
19. Personal data in addition to that already supplied during the application may be required by the host institution to complete the offer of employment.
20. It is expected that successful Fellows will start the Fellowship at the earliest convenience, considering any periods required to gain permission to work in Ireland and to agree terms and conditions between Dublin City University and the Host institute. A start date will be negotiated with the Fellow and stated in the offer of employment.

D. Employment as an ELITE-S Fellow

21. The Fellow will be employed on a specific purpose or fixed term contract, full time for a duration of 24 months, as a Research Fellow at their host institution. General terms and conditions the employment contract will be as standard for that institution, and specify the following:
 - a. The formal role title.
 - b. The total duration of the Fellowship.
 - c. Expected hours of work.
 - d. Details of the names of the Supervisor(s) with overall responsibility for the project.
 - e. The salary provided for the Fellow, including any additional payments such as mobility allowance etc.
 - f. Vacation and other leave entitlements, such as sickness and maternity leave.
 - g. Arrangements between the institute and the researcher relating to IP rights, confidentiality and any other policies of the institute.
 - h. Details of grounds and notice periods relating to termination or dismissal
22. The award for ELITE-S Fellowships towards salary consists of:
 - a. All fellows will receive a gross living allowance of €45 120 per annum;
 - b. All Fellows will receive gross mobility allowance of €7,200 per annum.
 - c. Fellows with families, defined as persons linked to the Fellow by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; or (iii)

- dependent children who are actually being maintained by the Fellow, will receive an additional allowance of €6,000 per annum. Proof must be provided.
23. The actual gross salary received to the fellow may vary depending on employment conditions at the host institute and will be confirmed in the employment offer. All salaries may be subject to tax and deductions under Irish National law.
 24. The award includes budget towards the cost of conducting the research proposal (i.e. consumables, publications, travel, specific workshop, training and development activities) of €3840 per annum.
 25. Fellows’ main duties will be the execution of the project tasks proposed in their Fellowship application. Fellowship holders are required to partake in activities supporting their career development. They may also be requested to undertake additional duties, including but not limited to supervision and teaching as part of their general duties within the research group they join, with the permission of their host institute. However, this should not impede the progress of their main tasks.
 26. If circumstances arise that result in the Fellow being unable to complete their duties in executing their project tasks, they must inform their Supervisor and the ELITE-S programme manager without undue delay, who will assist in defining a replacement research plan.
 27. The Fellow is to complete the contracted period of the Fellowship. Fellowships may not be suspended other than in exceptional circumstances (e.g. parental leave, military service or prolonged illness). Any suspensions must be in line with the employment terms and follow the procedures of the host institution, and, where relevant, national procedures on this matter.
 28. Fellows will be bound by their host institutions policies with respect to work, paid or otherwise, outside of their contracted hours.
 29. Fellows will work in the premises of their host institute. All fellows will have appropriate laboratory space and resources to carry out their research. Any secondment host will also provide necessary space and resources to conduct an agreed secondment.
 30. Fellows will receive an induction on policies & procedures of the host institution / department to ensure safety and assist integration. Laboratory and administrative staff will be available to assist them in any matters which arise.
 31. From time to time, and particularly during an industry secondment, the Fellow may be expected to work at the site of another organisation. This employment contract will remain in place, and the Fellow may be required to sign additional agreements (non-disclosure, safety documentation etc.) due to their interaction with another organisation.
 32. Fellows will receive the security benefits that all employees are entitled to under Irish law. All fellows will have appropriate accident insurance through their host organisation and all fellows are directly covered for public health care. Fellows can opt for additional private health insurance through one of the private health insurers in Ireland, and most host institutions provide access to specific schemes.
 33. All Fellows will contribute to a pension scheme operated by their host institute. Once they have paid into the pension fund for two years, they are entitled to receive a pension upon retirement. If they move to job in another Irish public body or the civil service, they can transfer their fund to that institute or organisation’s pension fund.
 34. Fellows are always entitled to 26-week maternity leave, during which they will receive a basic social security Maternity Benefit. The fellow will receive the full amount of their usual salary for these 26 weeks. If her fixed-term contract ends before the last day of

maternity leave, this counts as the last day of maternity leave. This means that if the fixed-term contract ends during maternity leave, then the employee’s contract of employment terminates on that date.

35. Fellows are also entitled to an additional 16 weeks of unpaid maternity leave by Irish law. Both parents of a child can avail of parental leave granted for up to 18 weeks. The Fellow is not entitled to pay from their employer while on parental leave, but all other employment rights continue.
36. The Carer's Leave Act 2001 allows employees in Ireland to leave their employment temporarily to provide full-time care. Carer’s leave is unpaid, but the Act ensures that those who propose to avail of carer's leave will have their jobs kept open for them for the duration of the leave.
37. All absence will be regulated by the employment contract and where appropriate by the National Legislation.
38. The host institutes operate under the National Intellectual Property Protocol² regarding funded research, and the employment terms will be consistent with this policy. Intellectual Property generated by ELITE-S Fellows will be managed by the host institute within which the Fellow is employed.
39. In addition, the ELITE-S and ADAPT team will monitor and promote intellectual property created by ELITE-S Fellows. Their role will be to advise on optimal exploitation, offer advice and promote commercialisation and ensure best practice.
40. ELITE-S fellows research activities will operate in accordance with the General Data Protection Regulation (EU 2016/.679)³ on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.
41. Supervisors and ELITE-S Fellows may further be obliged to complete and sign agreements and assignments where required in accordance with the National Intellectual Policy Protocol;
42. Confidentiality of undisclosed IP will be maintained through the use of non-disclosure agreements where it must be shared.

E. Applicant Eligibility Criteria

43. Applicants may be of any nationality.
44. Applicants must be fluent in English (written and spoken).
45. Applicants must comply with the Transnational Mobility Rule:
 - a. Standard: researchers must not have resided or carried out their main activity (work, studies, etc.) in the country of their host organisation for more than 12 months in the 3 years immediately prior to the call deadline on 20th of February 2020 @17:00 pm Irish time.
 - b. Career Restart: researchers must not have resided or carried out their main activity (work, studies, etc.) in the country of their host organisation for more than 12 months in the 5 years immediately prior to the call deadline
 - c. Reintegration: researchers must not have resided or carried out their main activity (work, studies, etc.) in the country of their host organisation for more than 12 months in the 5 years immediately prior to the call deadline

² <http://www.knowledgetransferireland.com/ManagingIP/KTI-Protocol-2016.pdf>

³ <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

- d. Compulsory national service and/or short stays such as holidays are not taken into account.
 - e. For refugees covered by the 1951 Refugee Convention (Geneva Convention), the refugee procedure (i.e. before refugee status is conferred) will not be counted as ‘period of residence/activity in the country of the beneficiary’. This is regardless of whether he/she was active in research at that time.
46. Applicants must be Experienced Researchers as per the MSCA definition: at the call deadline (20th of February 2020), applicants must be in possession of a doctoral degree or, if the applicant does not have a doctoral degree, they should have at least 4 years of full-time equivalent research experience (Full-Time Equivalent Research Experience is measured from the date when a researcher obtained a degree which would allow them to pursue a PhD).
47. The proposal:
- a. Must be complete (Parts A, B, C and D) and in English.
 - b. Must be received on or before the call deadline (17:00 IST, 20th of February 2020) through the online application system.
 - c. Must adhere to the ethical standards applicable to the Marie Skłodowska-Curie actions and the ELITE-S programme.
 - d. Must be within an ELITE-S research area, and identify an ELITE-S Supervisor.
 - e. Must be able to be conducted while hosted at the institution that the ELITE-S Supervisor is affiliated to.
 - f. Must contain details of a secondment to industry and a clear impact on standards
48. Only one application per applicant may be submitted per call.
49. The Supervisor named for the project must agree to act as Supervisor for the duration of the Fellowship through a letter of support or e-mail to be included in Part A.

F. Ethics Criteria

50. All ELITE-S Fellows must adhere to their host institution’s research ethics policy. The Fellows will be required to commit themselves to conduct their research to the highest standards of integrity, as outlined in the following documents:
- a. The National Statement on Ensuring Research Integrity in Ireland⁴,
 - b. DCU’s Code of Good Research Practice⁵
 - c. The European Charter for Researchers⁶
 - d. The European Code of Conduct for Research Integrity⁷
51. The ELITE-S Programme will not fund:
- a. Research activities aiming at human cloning for reproductive purposes.
 - b. Research activities intended to modify the genetic heritages or human beings which could make such changes heritable.

⁴<http://www.iaa.ie/wp-content/uploads/2014/06/National-Policy-Statement-on-Ensuring-Research-Integrity-inIreland-2014.pdf>

⁵https://www.dcu.ie/sites/default/files/research_support/Code%20of%20Good%20Research%20Practice_revised%20May%202015.pdf

⁶ <https://euraxess.ec.europa.eu/jobs/chapter/european-charter>

⁷ https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf

- c. Research activities intended to create human embryos solely for the purposes of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.
 - d. Research activities involving human embryonic stem cells.
52. Applicants are required to complete an ethics table (Part A) as part of the application process. Should any issues be identified, an Ethics self-assessment (Part D) must be submitted, and will go through ethics review to confirm eligibility in parallel to the evaluation and selection process.

G. Reporting

53. Fellows will be required to prepare a Personal Career Development Plan (PCDP) within the first three months of the fellowship, with the assistance of their Supervisor and the ELITE-S management team. It will outline the Fellowship project to be undertaken, including research objectives and an implementation plan with deliverables and defined outcomes. The PCDP will also indicate a clear set of training and development objectives. These will be tailored to the experience of the Fellow, their career development stage and goals and the duration of the fellowship to ensure that the objectives stated are achievable. The PCDP will be reviewed on an annual basis and revised as necessary.
54. Each Fellow is obliged to submit annual Progress Reports documenting the progress of their research project and achievement of the goals set out in the Research Skills and Career Development Plans.

H. Public Announcement

55. All public announcements and publications given or authored by the Fellow which arise from the work carried out during their Fellowship must acknowledge that the work was co-funded by Marie Skłodowska Curie Actions under H2020 using the following wording:

“This project has received funding from the European Union’s Horizon 2020 Research and Innovation Programme under the ELITE-S COFUND Marie Skłodowska-Curie grant agreement No. 801522.”

56. All ELITE-S fellows must adhere to policies on Open Access to Scientific Publications and Open Access to Research Data as outlined by:
- a. The European Commission⁸
 - b. DCU Position Statement on Open Access to Research Publications⁹
57. All public announcements and publications given or authored by the Fellow which arise from the work carried out during their Fellowship must acknowledge any other source of financial or intellectual contribution as directed by the ELITE-S Programme Manager or Fellow’s Supervisor, for example a Science Foundation Ireland award or an Industry Partner contribution.

⁸ https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf

⁹ https://www.dcu.ie/sites/default/files/research_support/dcu_position_statement_on_open_access_to_research_publications.pdf