



## **INL Post-Doctoral Fellowship Programme**

### **Guide for Applicants**

**H2020 Marie Skłodowska-Curie actions  
COFUND - Co-funding of Regional, National and International  
Programmes**



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## 1. Introduction

This guide for applicants is aimed at supporting applicants in the submission of a proposal to the NanoTRAINforGrowth II fellowship programme.

Fellows will have access to new state-of-the-art infrastructure and will have the opportunity to enhance their expertise via a RTD research project proposal in a scientific topic chosen in line with INL ongoing research, articulated in our six Research Departments:

- **Department of Nanoelectronics Engineering**
- **Department of Life Science**
- **Department of QMST – Quantum Materials, Science and Technology**
- **Department of Nanophotonics**
- **Department of AEMIS: Advanced Electron, Microscopy, Imaging and Spectroscopy**
- **Department of Micro and Nanofabrication**

The NanoTRAINforGrowth II fellowship programme offers a highly stimulating and multicultural environment. Selected post-docs will join INL's research groups and will be able to participate in on-going research activities as well as to develop their own projects.

**Appointments will be made on a two-year contract.** The research fellows will have a chance to work on breakthrough science; will have access to cutting-edge technologies, to new state-of-the-art infrastructure and to personal career assistance.

## 2. Eligibility

INL's NanoTRAINforGrowth II Fellowship Programme will fund experienced researchers that meet the following requirements:

- Applicants with a PhD in Physical Sciences, Biological Sciences, Engineering, or related areas;
- Applicants of any nationality are eligible to apply;
- Applicants must submit a complete application as stated in the section applications procedure;

- Applicants must not have been INL employees for more than 12 months in the 3 years immediately prior to the deadline for submission of applications.

This NanoTRAINForGrowth II - is co-financed by the European Union through the Marie Skłodowska-Curie action "Co-funding of regional, national and international programs (COFUND)". Therefore each selected applicant will be a Marie Curie fellow as well as a NanoTRAINForGrowth II Research fellow. Individual researchers (applicants) cannot benefit at the same time from more than one Marie Skłodowska-Curie action; these are: Innovative Training Networks (ITN); Individual Fellowships (IF); International and inter-sectorial cooperation through the Research and Innovation Staff Exchanges Fellowships (RISE); Co-funding of regional, national and international programmes (COFUND).

### 3. Application Process

Application is made online through the INL website. For the application to be valid, the candidate must complete all the required sections of the online application form as well as submit all the required documents.

One complete application consists of the following:

- a) Candidate personal information:** fill in the online registration form.
- b) Documents in pdf format,** to be uploaded in the dedicated area of the online submission form:
  1. A RTD Project Proposal following the provided Template. It is mandatory to submit a maximum 7 page RTD project proposal. Proposals not complying with these requests will not be evaluated;
  2. A Curriculum Vitae in English. The CV must contain the complete name and contact details of 3 referees from whom INL can request a recommendation;
  3. A complete list of indexed publications, ordered chronologically, with the complete list of authors ordered as in the journal, with the applicant's name in boldface, and the Digital Object Identifier (DOI) of the publication;
  4. A screenshot of the citation report of Web-of-Science/ Google Scholar/ Scopus showing the total number of publications, citations and h-index;
  5. A list of 3 selected publications/patents each of them accompanied by a 100 word summary of the author contribution and the relevance of the publication;
  6. Optional: Any other documentation providing evidence of the applicant's professional qualifications and experience.

Only full proposals will be considered for evaluation. The **application language is English**. The applicant is responsible for submission of all the required information and validation of the respective components before the deadline.

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*Candidates should submit an innovative RTD project proposal. This RTD project proposal should be developed independently.*

*You can contact the NanoTRAINforGrowth II programme team at [nanotrainforgrowth@inl.int](mailto:nanotrainforgrowth@inl.int), for further specific information on INL's overall RTD areas.*

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### **3.1 Contents of the RTD project proposal**

A template for describing the research proposal is provided jointly with the call's documents. The overall description of the research proposal should not exceed 7 pages and should contain the following structure:

1. Scientific and Technological Quality
  - 1.1. Concept & Objectives (1 page)
  - 1.2. State-of-the-art (1 page)
  - 1.3. Progress beyond the State-of-the-art (1 page)
  - 1.4. Research Methodology and Approach (1, 5 page)
2. Work plan, Gantt Chart and Resources Needed (2 pages)
3. Expected Impact on Career Development (0,5 page)
4. Ethical Issues (mandatory)
5. References (max. two pages)

### **3.2 Selection workflow and powers entrusted to different actors**

Fellowship applications are examined through a rigorous review process that includes consideration by six Selection Committees.

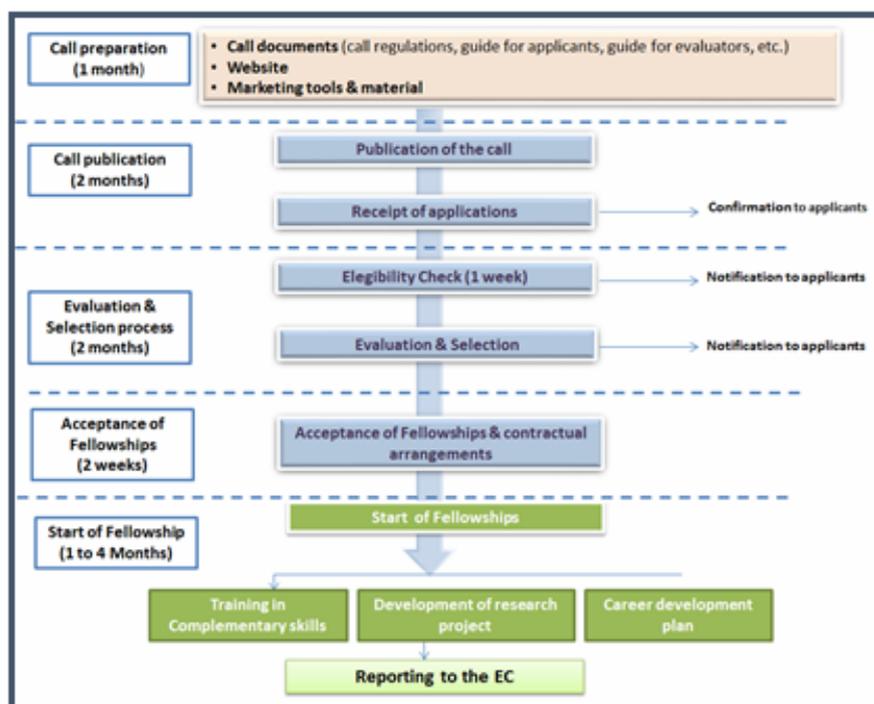


Fig N°1: Cycle of each call

## 4. Selection and Evaluation Process

The evaluation process of the NanoTRAINforGrowth II – INL Fellowship programme applications follows four stages as described in the **Guide for Evaluators**.

The selection process will take into consideration the whole range of experience of the candidates. The merit is judged both qualitatively and quantitatively, focusing on outstanding results within a diversified career path and not only on simplified metrics.

This Fellowship programme is looking for researchers who practice lateral thinking and propose breakthrough Scientific and/or Market-oriented ideas.

The overall potential of applicants as researchers, their creativity, and level of independence are among competencies taken into consideration during the evaluation process.

Career breaks or variations in the chronological order of CVs, if duly justified, will not be penalised, but may be regarded as an evolution of a career and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track.

Candidates are allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications. Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change

from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career or virtual mobility experience, is considered as a valuable contribution to the professional development of a researcher.

INL provides an appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility.

## 5. Employment conditions & amounts that will be provided for the benefit of the researcher and for organisation

This COFUND action will help to improve the working conditions of the fellows as it will provide a full employment contract to each of the fellows. This employment contract will include the following components:

>> **Social Security** costs to be paid by INL.

>> **Work Accidents insurance** costs to be paid by INL, to provide coverage for work accidents and invalidity benefits.

>> **Health insurance** with excellent coverage for each Research Fellow.

>> **Living & Mobility allowance** that amount to a value equivalent to a yearly gross amount of €39,981.86.

>> **Tax Benefit:** The personnel working at the International Iberian Nanotechnology Laboratory are exempt from income taxes so the only deduction from their part of the salary will be 11 % for social security and 12% for an internal tax.

>> **Other Allowances:**

- A **family allowance** of 160€/month for staff members that are married or that are living under the status of “*common-law couple*” and/or have any dependent child.
- A **child allowance** of 200€/month for each dependent child.
- **Free Nursery Service** on the INL campus.
- **Education fees:**
- Research Fellows are entitled to the payment of education fees for each dependent child who:
  - a) is attending an educational establishment full time, or
  - b) is in vocational training.

The entitlement to such payment shall commence when the child reaches the age of three and shall cease at the end of the academic year in which the child ceases to be dependent.

- >> A **travel/installation allowance**, which will be paid to the Research Fellow covering travel expenses. INL covers 100% of travel expenses for all family members.
- >> A **research cost contribution**: A lump sum of €800.00/month for research costs have been allocated to each Research Fellow. This amount is to be used for ordinary research expenses, such as: laboratory equipment, consumables, travel for participation in conferences and lectures etc.

## 6. Reports

Reporting methods: A Final Report has to be presented at the end of the fellowship while a Preliminary Final Report is requested 3 months prior to the end of the fellowship.

The reports will contain the following elements:

- A description of the project and its implementation during the fellowship;
- A comparison of the obtained versus expected results;
- Any deviation of the project from the original proposal and respective justification;
- Any possibilities envisioned for further developments;
- Possible Ethical issues that emerged during the research activity;
- List of publications.

## 7. Horizon 2020 & Ethics clearance

During the evaluation and selection process an ethical check of the application will be performed. RTD project proposals involving human embryonic stem cells, human embryos, and human foetuses, are not eligible for funding. Research on human stem cells can be financed; however, this will depend on the proposal and the legal framework of the country involved.

In order to carry out ethics reviews, INL will identify and invite external experts on ethics to participate in the exercise in case of need. If an application involves potential ethical issues, applicants will be requested to proceed according to the following steps:

- Describe potential ethical aspects of the proposed research regarding its objectives, the methodology and the possible implications of the results in the project proposal.

- Identify the ethics Committees and regulatory organisations that will need to be approached during the life of the project.

Proposals that fail to properly address ethical issues or inadequately deal with privacy aspects will be rejected.

### **Monitoring/ Follow-up of Ethics in research**

On-going research will be subject to continuing ethics review. The frequency of such review should reflect the degree of risk to participants in the research project. As a minimum, INL will require an annual report from investigators on ethical matters including an Ethics Follow-up procedure which will be introduced for projects that require a particular follow-up on significant ethical issues during the implementation of the project. Research will be monitored to ensure continued compliance with the principles of good ethics practice. INL's ethical review process is based on two principles: (a) The principal investigator that takes full responsibility for the ethical conduct of the research and (b) INL that takes responsibility for the ethical review procedures. A clear procedure will be put in place for resolving any complaints.

### **Beneficiary's obligations regarding selected research proposals involving the use of human embryonic stem cells (hESC):**

The beneficiary shall inform the Research Executive Agency (REA) in writing of any research project selected for funding that may involve the use of human embryonic stem cells (hESC). Such research may not start without the approvals of the EC ethics review and of the relevant Programme Committee completed by the communication of the explicit approval in writing from the REA to the beneficiary. If the beneficiary breaches any of its obligations regarding selected research proposals involving the use of human embryonic stem cells (hESC), the grant may be reduced or terminated without prejudice to any of the other measures described in the Grant Agreement.

## **8. Helpdesk**

**The NanoTRAINforGrowth II programme Helpdesk:** Applicants can receive support regarding applications to this programme via e-mail.

**E-mail:** [nanotrainingrowth@inl.int](mailto:nanotrainingrowth@inl.int)