

Guide for Applicants

MSCA-COFUND- Athenea3i

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GUIDE FOR APPLICANTS ATHENEA3i

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Acronyms

DMP	Data Management Plan
EC	European Commission
ECO-SOC	Economic Sciences, Social Sciences and Humanities
ENG	Information Science and Engineering
ENV-CHE	Environmental Sciences and Chemistry
EU	European Union
H2020	Horizon 2020
IPR	Intellectual Property Rights
JCR	Journal Citation Reports
LIFE	Life Sciences
OA	Open Access
OFPI	International Research Project Office
OP	Outgoing Phase Organisation
OTRI	Research Transfer Office
PHY-MAT	Physics and Mathematics
SME	Small Medium Enterprises
SO	Secondment Organisation
UGR	University of Granada

1. General description of the Programme

Athenea3i is an innovative regional wake-up call programme focused on **attracting highly talented researchers** to Granada (Spain) in order **to benefit their research career with International, Interdisciplinary and Intersectoral opportunities**. This innovative fellowship programme offers the experienced researchers an outstanding opportunity to develop new skills and competences, enriched with a personalised and pioneering career-mentoring plan. It also includes optional research periods at international institutions and optional secondments in regional, national and international entities.

2. Fellowship conditions

2.1. General conditions

Duration

The duration of each fellowship will be 36 months to be executed at the University of Granada (UGR). During the fellowship, the fellows may do an **optional**:

- **Outgoing Phase** in an international entity, to be planned between the 10th and 18th months.
- **Secondment** in an international entity, to be planned during the last 18 months of the project. The candidates are encouraged to spend their time in **a large company or SME**.

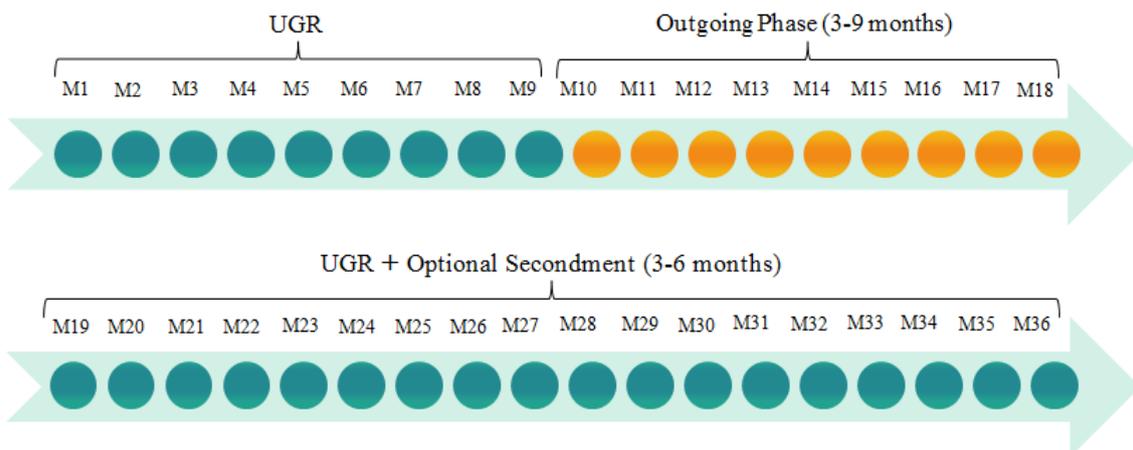


Figure 1. Fellowship conditions

Bottom-up approach

Applicants can choose their research topic freely within all academic areas. They

will be organized in the following thematic fields of applications:

- Environmental Sciences and Chemistry (ENV-CHE)
- Economic Sciences, Social Sciences and Humanities (ECO-SOC)
- Information Science and Engineering (ENG)
- Life Sciences (LIFE)
- Physics and Mathematics (PHY-MAT)

2.2. Mobility and optional secondment

Fellows are encouraged to undertake mobility to an international institution for an uninterrupted period of 3 to 9 months, to be scheduled between the 10th and the 18th months of the research project. The candidate will be able to **freely select the institution** to spend their time (either within the Athenea3i Partnership or not). During this period, researchers will be still hired by the UGR and will be covered by the Athenea3i programme regarding salary and research activities. Candidates may spend this time in either the academic or the business sector.

In addition, fellows may also second a minimum of 3 months and a maximum of 6 months during the last 18 months of the research project in another International Institution. In this case, the candidates are encouraged to spend their time in **a large company or SME**.

If needed, the OFPI may provide a list of the International Research Project Office of the Athenea3i Partnership in order to find an Organisation for the Outgoing Phase.

2.3. Supervisor

The candidates **can freely select the supervisor(s)** depending on their research interests. They may have up to 3 supervisors depending on the structure of their project:

- **UGR supervisor:** the candidates must have a researcher in the UGR as their supervisor. Each supervisor cannot supervise more than 2 candidates in the same call. The candidates must contact their supervisor-to-be before submitting the proposal. The candidate must provide a Letter of Commitment from their UGR supervisor.
- **Outgoing phase supervisor** (if applicable). If the candidate plans to do the Outgoing Phase, the candidate must contact to a high-level researcher of an International Institution to be his/her supervisor. The candidate must provide a Letter of Commitment of the supervisor of the Outgoing Phase Organisation (OP).
- **Secondment supervisor/manager** (if applicable). If the candidate decides to spend time in an International entity, the candidate must contact a supervisor/manager at that institution. The candidate must provide a Letter of Commitment from their supervisor in the Secondment Organisation (SO).

Please notice that the candidate must provide information about his/her supervisor(s) in the administrative forms and the research project.

2.4. Funding conditions

Each fellowship includes a competitive salary and complementary allowance, together with funds for reasonable research expenses.

2.4.1. Living allowance*

The living allowance is the **gross salary** of the researcher*.

Table 1. Living allowance

Living allowance
€4,000

2.4.2. Complementary allowance*

Additionally, the fellow will be paid:

- *Mobility allowance*, to support the process of moving to Granada.
- *Family allowance*, in case the fellow has family obligations. The familiar status of the fellow will be determined at the date of the call deadline.
- *Child allowance*, in case the fellow has dependent children who are actually being maintained by the fellow. The UGR will provide an inclusive environment for children, encouraging researchers with families to come to the UGR with additional expenses (family and child allowance). The amount received from child allowance will not vary depending on the number of children.
- *Secondment cost*, in case the fellow plans to go on secondment and only during the months of the secondment.

Table 2. Complementary allowance

Mobility allowance	Family allowance	Child allowance	Secondment
€500	€200	€100	€200

*All these amounts are monthly fixed. Please notice that these are **gross contributions**. The net salary results from deducting all compulsory (employer/employee) Social Security contributions as well as direct taxes (e.g. income tax) from the gross amounts. The host beneficiary may pay a top-up to the recruited researcher in order to complement this contribution. Additionally, the remunerations may vary annually depending on the Social Security rates. The rate indicated above is for researchers working full-time.

2.4.3. Research/Training Costs

The fellows will have access to additional expenses to support their participation in training activities, research and networking costs.

Table 3. Research/Training Costs

Research/ Training costs
€500

2.5. Training and mentoring

Athenea3i will help in the process of developing high-level researchers, by offering a huge variety of training activities, from project management to transfer of knowledge techniques. The Athenea3i fellows will have to design a *training plan*, together with their supervisor to complement their skills as researchers. This *training plan* will be a mandatory deliverable at the 2nd month. The fellows will be encouraged to include activities from the following core competency areas:

- **Research management:** to learn the management aspects of the research which include managing a research project through all the stages of its lifecycle, motivating and influencing others, delegating work, organising resources, coordinating tasks, and so on.
- **Achieving personal excellence:** to learn how to effectively communicate the results of their work, increase the impact of their work, effectively manage themselves and so on.
- **Teaching learning and mentoring:** to build effective supervisory and mentoring skills.
- **Ethics:** to understand how ethical issues should be managed for ethics areas relevant to the research.
- **Innovation and transfer of knowledge:** to take the impact of their work beyond academia and understand how to capitalise on the commercial potential of their research and enhance the marketability of their own skills, knowledge and expertise.
- **Open science:** to understand the transparency in experimental methodology, observation, and collection of data as essential part in research.

3. Eligibility Criteria

Applicants for the fellowship, **at the date of the call deadline**, must meet the following requirements:

- **Nationality:** UGR welcomes researchers from any nationalities.
- **Doctoral degree elapsed period:** no more than 7 years ago. We will consider an

extension period to these 7 years in case of maternity leave (18 months per child), paternity leave or long-term illnesses (all these exceptions have to be properly certified).

Table 4. Doctoral degree elapsed time*

Situation	Extension period
Maternity leave	18 months for each child born before or after their Ph.D. award.
Paternity leave	Documented period of paternity leave actually taken for each child born before or after the Ph.D. award.
Long-term illness (over ninety days for the researcher or a close family member (child, spouse, parent or sibling)).	Documented period of leave actually taken by the researcher for each incident which occurred after the Ph.D.
National service	
Clinical Training	

* Any maternity leave (18 months), paternity leave or long-term illnesses (documented periods) do not count towards the time off from research.

- **Mobility rule:** at the time of the relevant deadline for submission of proposals, the researcher must not have resided or carried out his/her main activity (work, studies, etc.) in Spain for more than 12 months in the 3 years immediately prior to the date of the call deadline. Compulsory national service and/or short stays such as holidays are not taken into account.

4. Overview of the Athenea3i Fellowship

Table 4. Overview of the Athenea3i Fellowship*

ATHENEA3I INDIVIDUAL FELLOWSHIP		
EXPERIENCED RESEARCHERS	Nationality	ANY
	Mobility	From ANY country to UGR
		< 12 months in the last 3 years in Spain
PhD*	Applicants must have a doctoral degree awarded no more than 7 years ago at the moment of the Call deadline	
PARTICIPANTS	Beneficiary	UGR
	Outgoing Phase	ANY Country

	Organisation (OP) (Optional)	3-9 months, uninterrupted
		Between 10 th and 18 th months
		Academia or Business sector
	Secondment Organisation (SO) (Optional)	ANY Country
		From 3 to 6 months
		Preferably within a large company or SME
DURATION (months)		36
SCIENTIFIC AREAS**		5
NUMBER OF RANKING LISTS		1

** Applicants have to indicate at submission stage in which of the 5 scientific areas their proposal best fits, according to the research topic. These areas are: Environmental Sciences and Chemistry (ENV-CHE), Economic Sciences, Social Sciences and Humanities (ECO-SOC), Information Science and Engineering (ENG), Life Sciences (LIFE), Physics and Mathematics (PHY-MAT)

5. Application procedure

Applicants must submit the following documents (applications should be submitted in English) through an online platform from UGR's Vice-Rectorate for Research and Knowledge Transfer (<http://sl.ugr.es/09Hn>):

- A. **Form A. Application form (Form A)** duly completed. It will be completed online and it will contain personal details as: elapsed years from the doctorate, years living in a different country from Spain, family data, etc. Including:
 1. Keywords: List 3 key words/terms that describe your research area and project.
 2. Abstract: The abstract (max. 2,000 characters incl. blanks) should provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance. Please use plain typed text, avoiding formulae and other special characters.
- B. **Form B. Scientific proposal (Form B)**. The candidates must provide a complete scientific proposal to be evaluated. The candidates must follow the Athenea3i template provided in the Athenea3i project web page¹. The template must include the Ethics table duly completed.
- C. **Additional documentation**. This part includes the following documentation:
 1. Curriculum vitae in Europe Pass template (annexing a description of the candidate's Early Achievements up to 2 pages max.) (in English)

¹ Athenea3i web page: <http://athenea3i.ugr.es>

2. Certified copy of the doctoral degree.
3. Required document(s) to justify the time elapsed since the doctorate (if applicable).
4. Certificate of contract/residence/enrolment/long stays outside Spain to justify the mobility rule (in English).
5. Letter(s) of reference (in English).
6. Ethics Self-Assessment, if applicable. The candidates must fill in the ethical issues table included in the proposal template to be provided. If an ethical issue arises, the candidates must include an *Ethics Self-Assessment*² explaining how those ethical issues will be managed. It is the responsibility of the applicant to list ethical issues in the table accurately; failure to do so may lead to rejection (in English).
7. Letter of Commitment from the UGR supervisor (in English).
8. Letter of Commitment from the Outgoing Phase Organization supervisor, if applicable (in English).
9. Letter of Commitment from the Secondment Organization supervisor, if applicable (in English).

Please make sure that all the requested information is included in the application, and that the requested files are uploaded, in PDF format, before submitting the application.

Minimum requirements for the letters of commitment:

- heading or stamp from the institution
- up-to-date (must not be dated prior to the publication of the call).
- supervisor signature
- the text must demonstrate the will to actively participate in the (identified) proposed action and the precise role

Please note that we do not provide any template for these letters, only general rules.

Timeline

- **Opening of call:** Monday, 11 July 2017
- **Deadline for applications:** Friday, 29 September 2017 at 12:00 (noon) CET
- **Evaluation period:** October 2017 - May 2018
- **Applicants will receive answers:** Late May 2018
- **Fellowship periods will commence:** 3 September 2018

The deadline to begin the projects and formalise the contract will be determined after the resolution of the award. Exceptionally, and previous authorisation from the Vice-Rector for Research and Knowledge Transfer, it could be delayed by work reasons. This

² H2020 Programme, Guidance, How to complete your ethics self-assessment, http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

will not extend the duration of the project, nor the associated contracts, and the ending of the contract can never exceed the end date of the project MSCA COFUND Athenea3i.

6. Selection process

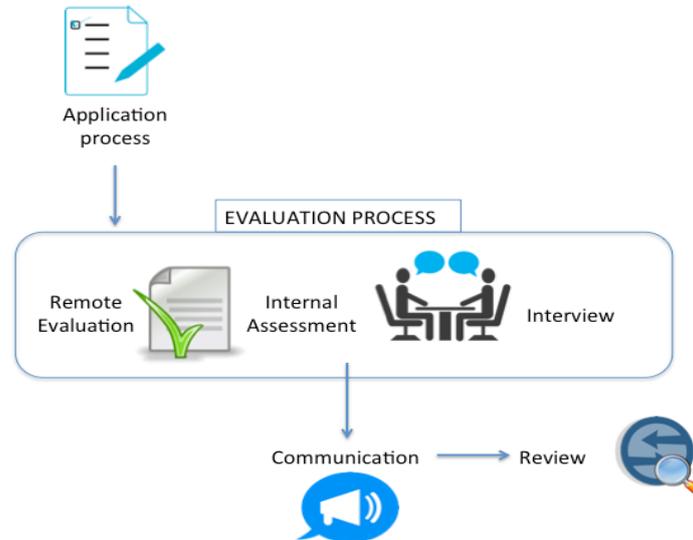


Figure 3. Selection process

1. **Application process:** the candidate needs to apply for the grant through the online platform (<http://sl.ugr.es/09Hn>). The eligibility criteria will be checked in this step.
2. **Remote assessment:** each proposal and candidate's background will be evaluated remotely by 3 experts according to the evaluation criteria. Only candidates whose scores are above the threshold will keep going into the interview assessment.
3. **Interview assessment:** those applicants who are above the threshold will be invited for an interview. This interview will be either in person or electronically and will consist of a project presentation (5 - 10 min) and questions (15 min).
4. **Communication:** the *Reserve* and *Rejected List* and *Selected Candidates List* will be published at the Athenea3i website. The selected candidates will be personally notified.
5. **Review/Appeal:** the candidates might claim the results of the *selection process* through the online platform (<http://sl.ugr.es/09Hn>).

7. Evaluation criteria

The evaluation process will be conducted according to sub-criteria in line with the EU Code of conduct for recruitment. There are **two main scores**: one from the *Remote Assessment* process and another from the *Interview* (for those who have reached this

stage of the selection process).

Remote Assessment Criteria

Table 3. Evaluation Criteria

	Scientific Excellence	Impact	Implementation
Evaluation criteria	<ul style="list-style-type: none"> - Candidate's CV - Triple 'I' Candidate mobility experience (pre and post) - Previous experience in applying and/or managing international research funding - Quality of the supervisor at the UGR - Quality of the supervisor at the OP (if applicable) - Quality of the supervisor at the SO (if applicable) - Quality of the OP (if applicable) - Quality of the SO (if applicable) - Triple 'I' nature of the proposal - Quality of the bi-directional transfer of knowledge of the research proposal with the involved organisations (mainly the UGR and OP, if applicable) - Innovation and ground-breaking approach to the bottom-up topic 	<ul style="list-style-type: none"> - Enhancing the development of the candidates' career and future perspectives (academic and/or professional) - Potential applicability of the results - Quality of the dissemination, exploitation and communication (outreach activities) to different target audiences 	<ul style="list-style-type: none"> - Viability and coherence of the Work Plan - Adequacy of the research environment (UGR and/or OP or SO) - Quality of the scheduling and the allocation of the resources - Suitability of the risk management (contingency plans).
Threshold	4/5	3/5	3/5
Weight	60%	30%	10%
Priority	1	2	3
Scoring out of 5 points with the following criteria: 0: insufficient or incompletely addressed; 1 (poor): inadequately addressed; 2 (fair): broadly addressed; 3 (good): well addressed; 4 (very good): very well addressed; 5 (excellent): successfully addressed.			

Those candidates whose marks are above the **Remote Assessment Threshold (60/100)** will be also evaluated in a Personal Interview.

Personal Interview assessment criteria:

The personal interview assessment will take into consideration the following criteria:

- Communication skills (how the candidate is capable of defending a convincing project in fluent English)
- Leadership and maturity skills (how the candidate is a leader in their field)

The interview assessment will be scored between 0 and 10 points.

Final assessment

The **Final Assessment** will be calculated as a weighted result, in which the **80%** of the score will be the **Remote Assessment** and the **20%** will be the **Personal Interview**.

8. Benefits for the fellows

The Athenea3i fellows **will be employed at the University of Granada**, and will receive an employment contract. Foreign employees are entitled to Social Security benefits in Spain. The employment contract will specify the most important terms and conditions of employment such as salary, income-based contribution to a pension fund, holiday allowance, working hours, etc.

Each selected fellow will enjoy the appropriate **working conditions**. Fellows will be assigned a suitable workplace to develop their research, according to the nature of the activity to be carried out (department, research centre, etc.). Fellows will form part of the corresponding research group in which they will execute the research project, attend meetings, conferences, courses and any other related events.

The fellow will become an integral part of the UGR and, consequently, will have access to all the institution's facilities³. The UGR offers **institutional support services**, which are particularly useful for the newcomers to Spain. These services are provided by the International Welcome Centre⁴, which assists and supports internationally mobile researchers and academics when preparing their stay in Granada and while they are settling in the city. Additionally, the International Welcome Centre is the Contact Point for the EURAXESS Service network at the University of Granada.

The University also offers the fellows a variety of additional facilities and services such the Modern Languages Centre, the International Relations Office, the Free Software Office, a Sports Centre, and a network of the university canteens.

³ UGR facilities, <http://www.ugr.es/pages/servicios>

⁴ International Welcome Centre, <http://internacional.ugr.es/iwelcomecentre?lang=en>

9. Ethics Aspects/Ethics Clearance

9.1. Candidates' procedure regarding ethics issues

During the *Formalisation of the Applications (Application Requirements)*, the candidate will follow the H2020 Ethics Procedure: an *ethical issues* form and a *self-assessment* form for raising specific issues if applicable. The candidates must fill in the *ethical issues table* (included in the Form B), including the *Ethics Self-Assessment*⁵ when applicable. It is the responsibility of the applicant to list ethical issues in the table accurately; failure to do so may lead to rejection.

After that, before evaluating the proposal, in order to identify potential ethical issues not identified by the candidates, a group of ethics experts from UGR and/or Participating Organisations will be responsible for preparing a Preliminary Ethics Review.

9.2. Additional information about ethics issues in the University of Granada

Athenea3i is in concordance with the fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union⁶ and the relevant ethics rules of H2020. To clarify the different assumptions and regulations for the general knowledge of its researchers, the UGR has established three committees for Ethics in Research⁷. These committees structure, report and control the compliance with ethical standards for scientific research, according to EU Legislation, the Spanish State and the decrees of control and monitoring competence of the regional government.

The Research Ethics Committees consist of:

- The Ethics Committee on Human Research
- The Ethics Committee on Animal Experimentation
- The Ethics Committee on Research with Genetically Modified Organisms and Biological Agents

To cover all possible ethical issues that are not within the scope of the three committees mentioned above, the UGR will set up an extraordinary Ethics Commission. This UGR Ethics Commission will evaluate specific ethical issues that are not included in the scope of the aforementioned Ethics Committees, such as data protection.

Proposals must be revised and cleared by the appropriate Ethics Committee if applicable. This may require changes in the project if the ethical problems are considered substantial enough. Ethical issues must be considered necessarily in the context of the regulations applicable in the country where the project is to be developed. This may in turn make it necessary to contact ethical committees abroad. In particular,

⁵ Guidance How to complete your ethics self-assessment, <http://sl.ugr.es/09lh>

⁶ Charter of Fundamental Rights of the European Union, 2000/C 364/01, http://www.europarl.europa.eu/charter/pdf/text_en.pdf

⁷ UGR Ethics committee, <http://investigacion.ugr.es/pages/etica>

all the proposals that include clinical studies or the use of human samples must obtain additional approval from the clinical institution involved. This must be submitted prior to the start of the project/fellowship. It is the responsibility of the applicant to list ethical issues in the table accurately; failure to do so may lead to rejection.

Proposals from the candidates who successfully pass the Athenea3i evaluation process will then be subject to a stringent ethics review organised by the European Commission⁸ following the Statement of the Commission related to research activities involving human embryonic stem cells.

In order to identify potential ethical issues not previously identified by the candidates, a group of Ethics Experts will be responsible for carrying out a *Preliminary Ethics Review*.

The information regarding the UGR procedure for getting the ethics approval can be found at <http://investigacion.ugr.es/pages/etica?lang=en>.

10. Open Science and Open Access

The Athenea3i fellows will have to follow the Open Science policy established in H2020. Open Science refers to the Horizon 2020 objective of increasing openness at all stages of the research life cycle and thus ensuring that science serves innovation and growth. Open Science guarantees open access to publicly funded research results and promotes a range of facilities for knowledge sharing. As part of Open Science, Open Access aims at providing on-line access to scientific information that is free of charge to the reader, focusing on access to 'scientific information' or 'research results', which refers to two main categories: peer-reviewed scientific research articles (primarily published in academic journals) and research data.

The candidates' project results will be made open by default, following the Guidelines on Open Access (OA) to Scientific Publications and Research Data in Horizon 2020⁹ published by the EC. Therefore, the Open Access in Athenea3i projects is mandatory.

Regarding publications, the Athenea3i fellows will be encouraged to deliver their results to the scientific audience through: publications in peer reviewed international journals (JCR/SCR) and/or congresses or conferences. Following the OA policy, fellows will have 2 main routes to publish: 'green' (self-archiving) and 'gold' open access (open access publishing). Fellows will freely choose the results to be published and where to publish them.

Participants can choose between two routes towards open access, namely:

⁸ Declarations of the European Commission (Framework Programme) (2013/C 373/02), <http://sl.ugr.es/09jZ>

⁹ Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020, <http://sl.ugr.es/09kM>

- **Self-archiving** (also referred to as ‘green’ open access), meaning that a published article or the final peer-reviewed manuscript is archived (deposited) in an online repository before, alongside or after its publication. If this route is chosen, the beneficiaries must ensure open access to the publication within a maximum of six months (twelve months for publication in the area of social sciences and humanities). Notice that the University of Granada owns a free and open access public repository for scientific publications and research data, available at: <http://digibug.ugr.es>
- **Open access publishing** (also referred to as ‘gold’ open access) means that an article is immediately placed in open access mode (on the publisher/journal website). Publishers often charge so called Article Processing Charges to make articles open. Such costs are eligible for reimbursement during the lifetime of the project as part of the overall project budget. For gold open access publishing, open access must be granted at the latest on the date of publication. A copy should, at the same time, be deposited in a repository.

Regarding the research data, the fellows will be trained in Open Data during their training activities.

The fellows will have to deliver a Data Management Plan (DMP) after the first 6 months of the project. This DMP will explain the different types of data generated during the project and their availability during and after the project. The DMP needs to be updated over the course of the project. Consequently, fellows will have to deliver the updates of the DMP together with the scientific reports. As a guide to make a DMP, the candidates can follow the website <https://www.openaire.eu/opendatapilot-dmp>.

Please notice that the fellows should analyse their research results before publishing, in order to first seek protection of their results. The fellows must consider the possibility of disseminating their results to exploit research results commercially, e.g. through patenting. The management of Intellectual Property Rights of each project will be managed by the Research Transfer Office (OTRI)¹⁰ with the European IPR Helpdesk office support¹¹.

11. Participating Organisations

For a complete list of the partner organisations that collaborates with Athenea3i COFUND, please go to our web page athenea3i.ugr.es.

¹⁰ OTRI, http://otri.ugr.es/?set_language=en

¹¹ European IPR Helpdesk, Services, <https://www.iprhelpdesk.eu/services>



12. Contact and information details

Support Service will be available during the application period via email:
athenea3i@ugr.es.

International Research Project Office

Vice-Rectorate for Research and Knowledge Transfer - University of Granada.
C / Gran Vía de Colón, 48, 2nd Floor. 18071, Granada, Spain.