

# DevelopMed Fellowship Programme (MSCA COFUND Action)

## Guide for Applicants for Call 3 (2023)

### About this document

This document presents the main features of the DevelopMed Fellowship Programme and provides practical information for potential applicants on the application process, assessment procedure and conditions of employment. The information presented within this document is also available on the DevelopMed website ([www.ucd.ie/developmed](http://www.ucd.ie/developmed)).

About this document .....	1
1 The DevelopMed Programme.....	3
1.1 About DevelopMed.....	3
1.2 Partner Organisations .....	3
1.3 Precision Oncology.....	4
1.4 Marie Curie .....	4
2 Fellowship Details .....	5
2.1 DevelopMed Fellowships .....	5
2.2 Equal Opportunities .....	5
3 Eligibility Criteria .....	7
3.1 Eligibility of applicants .....	7
3.2 Eligibility of project proposals.....	7
3.3 Eligibility of secondment host organisations .....	7
4 Selection of Fellows .....	8
4.1 DevelopMed Assessment Criteria – written proposal.....	8
4.2 DevelopMed Assessment Criteria – interview.....	9
4.3 Selection Process .....	10
4.3.1 Publication of the Fellowship Call.....	10
4.3.2 Preparation of the Application.....	10
4.3.3 Submission of the applications .....	11
4.3.4 Eligibility checking.....	11
4.3.5 International Peer-Review .....	11

4.3.6 Ranking of the applications.....	11
4.3.7 Interviews of top scoring candidates .....	12
4.3.8 Fellowship offers for successful applicants.....	12
4.4 Redress Procedure .....	12
5. Ethical Issues .....	12
6. Intellectual Property Rights .....	13
7. Employment Conditions.....	14
7.1 Contractual arrangements .....	14
7.2 Financial aspects .....	14
7.3 Rights and obligations.....	15
7.4 Training and Career Development aspects.....	15
7.4.1 Researcher Development Plan.....	15
7.4.2 Mentoring .....	16
7.4.3 Research Skills and Career Development .....	17
7.5 Support for the Fellows.....	17
7.5.1 Support for applicants.....	17
7.5.2 EURAXESS Service Centre.....	18
7.5.3 Hosting Agreement (Researcher Visa Scheme) .....	18
8. Information on processing personal data.....	19
9. Relevant links .....	20
10. Contact details .....	20
11. Application Templates for Call 3 (2023).....	21
PART A – ADMINISTRATIVE INFORMATION .....	22
ETHICS ISSUES TABLE .....	23
PART B - PROJECT PROPOSAL TEMPLATE .....	26
PART C - ACADEMIC CV TEMPLATE.....	32
PART D – ETHICS SELF-ASSESSMENT TEMPLATE.....	36

# 1 The DevelopMed Programme

## 1.1 About DevelopMed

DevelopMed, a Marie Skłodowska-Curie COFUND Action, is an International Training and Career Development Fellowship Programme led by University College Dublin. The Programme offers prestigious Precision Oncology Fellowships to experienced researchers at the early stage of their career. Fellows will conduct their own research project at one of the following academic institutions in Ireland: University College Dublin (UCD; host institution), University of Galway (UoG), the RCSI University of Medicine and Health Sciences (RCSI) or University College Cork (UCC). The aim of DevelopMed is to develop the next generation of skilled researchers who will gain hands-on experience developing cross-disciplinary and entrepreneurial skills through individual research projects with a mandatory 3 - 6 month secondment at another research performing institution in academia, industry, clinical and/or charity sectors in any country.

### ***Training the next generation of leaders in Precision Oncology***

With an emphasis on interdisciplinary training and career support, DevelopMed aims to serve as a blueprint for what biomedical training can look like in the future.

## 1.2 Partner Organisations

DevelopMed Fellows will be based across several leading biomedical research centers based in four universities across Ireland. Importantly, the academic partners currently collaborate with four different University Hospitals providing access to the most extensive cancer biobanks in Ireland and expertise to support clinical research activities, clinical studies and trials.

DevelopMed Fellows will have access to extensive modern infrastructures available at all host institutions. These include: Purpose built research space, e.g. the new SBI building accommodating wet and dry research under one roof and the new Clinical Research Facility and Translational Research Facility at UoG combining research and clinical trials. Extensive core technology facilities including the Conway Core Technologies at UCD which is one of the largest life science research platforms in Ireland. Together with modern facilities at UoG, UCC and RCSI, DevelopMed Fellows will have access to 5 NGS sequencers; mass spectrometry for proteomics and metabolomics; reverse phase protein arrays; high content screening analysis; advanced imaging including light and electron microscopy, small animal in vivo imaging (microPET/CT and microSPECT/CT) and human imaging; immunocytochemistry; digital pathology; flow cytometry and cell sorting; multiplexed biochemical assay platforms including Luminex and multiplexed ELISA systems; some of the most extensive cancer biobanks in Ireland; biostatistical and bioinformatics support and computational modelling platform. Further equipment has been secured under a recent SFI infrastructure call specifically to increase proteomics and metabolomics capacity essential for delivering DevelopMed projects. Importantly, DevelopMed Fellows will also have access to Clinical Research Centers at 4 different University Hospitals providing fully-integrated, state-of-the-art facilities and expertise to support clinical research activities, clinical studies and trials.



### 1.3 Precision Oncology

Widely considered as the future of cancer research and oncology diagnostics and treatments, Precision Oncology is an approach to medical practice in the field of oncology which the individual aspects of a patient are directly considered to guide treatment planning, including his or her genetic make-up, key biomarkers, prior treatment history, environmental factors and behavioural preferences. This enables the development of personalised treatments and therapies for cancer as opposed to a 'one size fits all', trial and error approach.

Precision Oncology is now coming into reach because of advances in high throughput –omics technologies and emerging disciplines such as computational modelling, molecular bioinformatics, biostatics, statistical genetics and clinical informatics.

A new generation of scientists and clinicians with interdisciplinary expertise is now required to harness these technologies and disciplines to produce tangible benefits for cancer patients, practitioners and society in general.

Applicants have the opportunity to freely choose their research topic from amongst a wide range of areas which can be broadly classified within the three general programme themes: Diagnostics, Therapeutics & Drug Development, and the Tumour Microenvironment. Applicants to the DevelopMed programme must apply with a research project which is relevant to one or more of these general research areas and priorities.

### 1.4 Marie Curie

Named after the double Nobel Prize winning Polish-French scientist famed for her work on radioactivity, the Marie Skłodowska-Curie actions (MSCA) support researchers at all stages of their careers, irrespective of nationality. Researchers working across all disciplines, from life-saving healthcare to 'blue-sky' science, are eligible for funding. The MSCA also support industrial doctorates, combining academic research study with work in companies, and other innovative training that enhances employability and career development.

In addition to generous research funding, scientists have the opportunity to gain experience abroad and in the private sector, and to complete their training with competences or disciplines useful for their careers. Internationally respected in industry and academia, a Marie Skłodowska-Curie Fellowship is a recognised mark of research excellence.

#### Related Links

[Testimonials from Marie Skłodowska-Curie Fellows](#)

[Marie Curie Alumni Association](#)



## 2 Fellowship Details

### 2.1 DevelopMed Fellowships

DevelopMed Fellowships are for experienced researchers of any nationality and residing worldwide, seeking a prestigious career development fellowship based in one of four leading Irish universities, including the opportunity to work closely with a number of relevant academic and non-academic partners of their choice and appropriate to their research, training and professional career development. Each fellowship will consist of three phases: an initial phase at the academic host, a secondment period (may be international) and a final return phase at the academic host organisation.

Fellows must possess a PhD degree, or have at least four years of full-time equivalent research experience, by the call deadline. We welcome applications from candidates who have had career breaks and are looking to return to a research-based career and from candidates who have had a non-traditional career path including those who have built up research experience but who may not have a PhD.

Fellowships are open to candidates of any nationality, who at the time of the proposal submission deadline have not resided in Ireland for more than 12 months in the preceding 3 years. In addition, applicants may not have resided or carried out their main activity in the Republic of Ireland for more than 3 years in the 5 years immediately prior to the call deadline.

### 2.2 Equal Opportunities

The implementation of DevelopMed from the initial dissemination of the calls to the awarding of fellowships and working conditions will be guided by the broader Equal Opportunities Policies of the respective academic partner institutions. All partner institutions have equality, diversity and inclusion policies in place and are committed to the continued development of employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of any community. All continue to implement positive action programmes, to remove barriers to equality and promote concepts of diversity and equality of opportunity in all of its activities.

DevelopMed takes the following measures to ensure equal opportunities:

- the programme is open to experienced researchers of any nationality resident anywhere in the world
- support is provided for applications from Researchers at Risk, who are refugees in a MS or AC (under the 1951 Geneva Convention and the 1967 Protocol), both during the application process and once their fellowship in Ireland starts. Such support will be addressed on a case by case basis and researchers at risk will be able to discuss these supports with the DevelopMed Programme Management Team. Supports will include but will not be limited to: (i) submission of applications by post where online application requirements discriminate against the researcher's circumstances; (ii) application of



eligibility criteria appropriately to ensure researchers who have suspended their activities while seeking refugee status are not disadvantaged; and (iii) provision of additional supports during the fellow's integration phase including the 1:1 support of the DevelopMed Programme Management team.

- DevelopMed partner institutions are committed to promoting the employment and retention of individuals with disabilities. In cases where participation in the programme would not be possible without extra financial support, an application will be made to the Research Executive Agency for a dedicated MSCA Special Needs Allowance, which will be used to cover any increased costs, such as the necessary assistance by a third person or adapting the researcher's work environment.
- DevelopMed partner institutions participate in projects and initiatives aimed at promoting gender equality in research and innovation on different levels and in different ways. All DevelopMed academic partners have signed the Athena SWAN Charter, established to encourage and recognise commitment to advancing the careers of women in science, technology, engineering, maths and medicine (STEMM) employment in research. The academic partners strive to provide a structured framework to ensure female representation at all decision-making levels, to support the progression of female students into academia and their journey through career milestones.



## 3 Eligibility Criteria

### 3.1 Eligibility of applicants

- Must be experienced researchers as per the Marie Skłodowska-Curie Actions definition: at the time of the deadline for submission of applications, applicants must be in possession of a doctoral degree or, if the applicant does not have a doctoral degree and is not in the process of completing one, they should have at least 4 years of full-time equivalent research experience
- At the time of the deadline of the call, applicants must have not resided in Ireland for more than 12 months in the 3 years immediately prior to the deadline for submission date (compulsory national service and/or short stays such as holidays are not taken into account)
- In addition, applicants may not have resided or carried out their main activity in the Republic of Ireland for more than 3 years in the 5 years immediately prior to the call deadline
- Applicants must have research experience in scientific areas related to precision oncology, e.g. biology, medicine, (bio)informatics, computing, biochemistry, physics, mathematics, statistics, engineering etc.
- May not be already permanently employed at the academic host institution that they are applying to

### 3.2 Eligibility of project proposals

- Must be in line with DevelopMed's research theme of precision oncology and identify a DevelopMed Supervisor /Principal Investigator (PI)
- Applications must describe a research project that can be implemented and completed within a two year period
- Must be complete and in English
- Must be submitted through the online admission system on or before the deadline
- Must include a completed Ethics Issues Table
- Must adhere to the ethical rules of the host university and the European Union Horizon 2020 research programme
- Only one application per applicant will be considered per call

### 3.3 Eligibility of secondment host organisations

Eligible secondment hosts are accredited research organisations (academic, industrial, philanthropic) located anywhere in the world who are able to provide a suitable research and training environment for the applicant, including access to research facilities and appropriate supervision. Secondment hosts must be comparable to the DevelopMed academic partners in regard to the standard of research excellence. Secondments must be between 3-6 months in duration and may be a single period or split into shorter mobility periods.



## 4 Selection of Fellows

### 4.1 DevelopMed Assessment Criteria – written proposal

The selection process consists of a three-phase evaluation process to ensure an open and transparent selection of candidates. This consists of:

Phase 1) an eligibility check

Phase 2) international peer review by 3 reviewers concluding with a consensus discussion and ranking, and

Phase 3) interview of applicants who have reached the threshold of 70% from phase 2.

All eligible applications will be evaluated by three independent assessors and will be given a score from 0-100 in accordance with criteria for the selection of fellows outlined in Table 1 below which is based on the European Union Horizon 2020 Marie Skłodowska-Curie Actions criteria.

A threshold of 70% will be applied to the final scores. Applicants scoring less than 70% will not progress to the interview phase of the selection process. Of the applicants who score 70% or more, a maximum of 3 applicants per fellowship position will be brought forward to the interview phase. All applicants will be informed by the Programme Manager about the score they have achieved and whether or not they have progressed to the interview phase of the selection process.

<b>Excellence</b>	<b>Impact</b>	<b>Quality and efficiency of the Implementation</b>
Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects.	Enhancing the future career prospects of the researcher after the fellowship.	Coherence and effectiveness of the work plan, including the appropriateness of the allocation of tasks and resources
Quality and appropriateness of the training and of the two-way transfer of knowledge between the researcher and the host.	Quality of the proposed measures to exploit and disseminate the project results.	Appropriateness of the management structure and procedures, including risk management.
Potential of the researcher to reach or reinforce professional maturity & independence during the fellowship	Quality of the proposed measures to communicate the project activities to different target audiences.	Appropriateness of the secondment
<b>Weighting</b>		
50%	30%	20%
<b>Priority in case of proposals with the same score (ex aequo)</b>		



1	2	3
<i>NB: An overall threshold of 70% will be applied to the total weighted score.</i>		

Table 1. Evaluation criteria for the DevelopMed fellowship programme.

#### 4.2 DevelopMed Assessment Criteria – interview

The interview stage gives us an opportunity to find out more about the applicant as well as giving an opportunity for the applicant to address any potential queries arising from the proposal and to learn more about the host university and the wider environment. Interviews will be held within four weeks from the invitation for interview. All interviews will be conducted in English and will last up to 60 minutes.

The interview will be carried out either in person or by video-conferencing. Each candidate will be interviewed by a four-person interview panel. The interview panel will be comprised of a representative from the International Review Panel, a senior academic from the host university who is not linked to the DevelopMed programme, a representative from UCD’s Human Resources (HR) Department and a representative from a non-academic sector.

As part of the interview, the applicant will be asked to give a 10-minute oral presentation on their proposal which addresses the following topics:

- A scientific overview of the project
- A career development plan
- Training objectives and
- Project impact

All of the criteria in Table 1 will also apply for the interview stage. Applicants may be interviewed on any aspect relating to Excellence, Impact or Implementation of the fellowship. In addition, the interview panel will focus on the match between the applicant, the project and the host and on the applicant’s motivation.

Reviewers will be asked to provide a **score between 0 (very poor) and 5 (excellent) for each of the 3 evaluation criteria** (Excellence, Impact and Implementation) shown in Table 1. Decimal points may be used in scoring. The sub-criteria shown in Table 1 will be used by reviewers to determine the scores for each criterion. Weights will then be applied, then multiplied by 20 to get to a scoring range 0-100. In cases where proposals achieve equal scores (*ex aequo*), they will be ordered on the ranked list according to the priority assigned to each criterion in Table 1. If proposals receive identical scores under all three criteria, then all applications concerned will be graded equally on the ranking list.

Score	Description
0	Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information
1	Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses
2	Fair. Proposal broadly addresses the criterion, but there are significant weaknesses.
3	Good. Proposal addresses the criterion well, but a number of shortcomings are present.
4	Very Good. Proposal addresses the criterion well, but a small number of shortcomings are present.
5	Excellent. Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor



Table 2. Scoring system to be applied to the DevelopMed evaluation criterion

The final mark for each application will be comprised of the score for the written proposal and the interview with 70% weighting for written proposal and 30% weighting for the interview.

Applications will be ranked in order of score. A threshold of 70% will be applied once again. Fellowships will only be offered to those candidates scoring on or above the 70% threshold. There will be a fixed number of fellowships offered per call which will be offered to the highest-ranking fellows.

Those who score above the 70% threshold but are not in line for a fellowship offer are placed on a reserve list. Applicants on the reserve list and those scoring below 70% will be informed about the score they achieved and the outcome of the selection process by the Programme Management team. Applicants placed on the reserve list will be contacted within 3 months and informed whether they will be offered a fellowship.

#### 4.3 Selection Process

##### 4.3.1 Publication of the Fellowship Call

The application process starts with the publication of the Fellowship Call, with information about the call disseminated to reach potential applicants. An online application system is open for the duration of the call. The online application system will close on the date of the application deadline.

##### 4.3.2 Preparation of the Application

Applicants are encouraged to start the process of the application preparation as early as possible. All relevant documentation, including a Call for Applicants, Guide for Applicants, Frequently Asked Questions document, Application forms and a Terms and Conditions document, is published on the DevelopMed website in the Application Resources and Templates section.

The online application system will require the input of personal details, proposed Supervisor/ Principal Investigator (PI), information on a planned secondment and proposal overview including an abstract. Applicants will also be required to upload a copy of their academic CV, detailed research proposal, Administrative Information document which includes a completed Ethics Issues Table and a letter of commitment from their secondment host.

During this phase of the application process, the DevelopMed Programme Management team will provide support to applicants on all technical and eligibility issues via email, phone and/or Zoom.

At the outset of the application preparation, applicants are required to contact a potential host institution Supervisor / Principal Investigator (PI) with whom they would like to work on their research project to ensure that their chosen PI will agree to work with them if the application is successful. Applicants will be asked to nominate a PI from one of the academic host institutions in their online application. PIs who have expressed their availability and commitment to supervise a DevelopMed fellow are listed on the Programme website (<https://www.ucd.ie/developmed/applicationprocess/call3academicsupervisors/>).



#### 4.3.3 Submission of the applications

The applications must be submitted via the online application system on the Programme website. The online application system is located at the following address: <https://developmed.exordo.com>. In order to submit an application, all applicants need to register in the system. Each applicant will be required to register with an email address and to choose an account password. Once registered, applicants can submit relevant information to the system, which will be stored there until they submit the application or decide to make changes to information recorded earlier.

The online application system will automatically close on the submission date specified in the Call documents. For Fellowship Call 3 the system will close on 25<sup>th</sup> June 2023 at 23:59 (GMT).

Applicants experiencing any technical difficulties with the online application system are asked to contact the Programme Management team for assistance. In addition, you can also contact the online application system's support desk via the following email address: [support@exordo.com](mailto:support@exordo.com).

#### 4.3.4 Eligibility checking

Once the applications have been submitted and the online applications system is closed, all applications will be checked for eligibility. To be considered admissible: (i) an application must be readable, accessible and printable; (ii) an application must be complete and include all requested documents including the ethics self-assessment if applicable (iii) each applicant must have identified an academic supervisor; and (iii) the applicant must fulfil the eligibility criteria. If any ethical issues have been identified within the Ethics Issues Table, the proposal will be sent to the Programme Ethical Review Committee (PERC) for review.

All applicants will be informed within 1 week of the call closure whether they have passed the eligibility check, or whether further information is required via email. If an application is found ineligible, applicants will be provided with explanation of the grounds for ineligibility.

#### 4.3.5 International Peer-Review

All eligible applications will be sent out for external international peer-review. Each application will be evaluated by three independent assessors.

Applications will be scored according to the DevelopMed Assessment Criteria.

#### 4.3.6 Ranking of the applications

Based on the scores assigned to each application through the peer-review assessment a final ranking of the applications will be produced. All applicants will be informed about the outcome of the peer-review assessment and their place in the final ranking as soon as the review panel makes its recommendations.

Applicants will receive feedback alongside the Remote Review Report (RRR) for their application, which will include the awarded score per evaluation criteria and the overall total score for the application, alongside the reviewers' comments and a short ethics report from the Programme Ethical Review Committee. Applicants will then be informed either (i) they have progressed to the interview stage; or (ii) they will not be invited for interview and that their application will not be evaluated further.



#### 4.3.7 Interviews of top scoring candidates

A number of top scoring applicants from each category will be invited to the next phase – a competency interview. The interview will be carried out in person or via teleconferencing facility.

The interview stage provides an opportunity to meet the candidates and ensure that they have all the competencies required to implement the proposed project. It will also give the candidates an opportunity to address any potential inconsistencies in the proposal and to learn more about the host institution and the wider environment.

#### 4.3.8 Fellowship offers for successful applicants

Successful candidates will receive a letter of offer from the academic host institution. The fellows will be informed that they are ‘Marie Skłodowska-Curie Fellows’.

#### 4.4 Redress Procedure

All candidates have a right to a redress procedure if they feel that there has been a shortcoming in the way their proposal was evaluated and that this shortcoming may affect the final decision on whether to fund it or not, or if they believe that the results of eligibility checks are incorrect.

To avail of that procedure a candidate must submit a request for redress to [developmed@ucd.ie](mailto:developmed@ucd.ie) within 30 days of receiving the evaluation results using the Redress Request Form available on the DevelopMed website.

The requests will be examined by a Redress Committee (RC). All requests for redress will be treated confidentially. Redress requests can only be made regarding procedural issues or perceived incorrect application of eligibility criteria, and not about the scientific judgments of the reviewers or members of the interview panels. Any information or documentation that was not present in the submitted application will not be considered. Applicants will be informed of RC’s decision within 30 days of receiving the request. Approval of a request for redress does not guarantee that a fellowship will be offered to the candidate. Only one request for redress per proposal will be considered. All decisions of the RC are binding.

## 5. Ethical Issues

All applicants must complete an Ethics Issues Table which is found in the document entitled ‘Part A – Administrative Information’ and submit as part of their online application. If an ethical issue arises, the applicants will be required to complete the document entitled ‘Part D – Ethics Self-Assessment’ and provide additional information and documentation as required by the Horizon 2020 Guidance on Ethics Self Assessment (Version 6.1 or later) as part of their submission. All templates are available on the DevelopMed website at the following location:

<https://www.ucd.ie/developmed/applicationprocess/resourcestemplates/>. Applicants must include all available documentation in the proposal submission. For documentations not available applicants



should describe the route to obtain them. A Programme Ethical Review Committee (PERC) will be set up to review all proposals for which ethical issues are flagged.

Research areas excluded from funding include:

- Research activities aiming at human cloning for reproductive purposes
- Research activities intended to modify the genetic heritages or human beings which could make such changes heritable
- 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

Applicants must consider and address any of the following ethics issues, if they arise, in their proposals:

- Research on human embryo/ foetus
- Research on humans, including research involving human participants and physical interventions on the study participants
- Privacy and protection of personal data
- Research on animals
- Research involving non-EU Countries (Third Countries)
- Environmental protection and safety
- Dual use and misuse

The Research Ethics Approvals System of the academic partners will be used to ensure that all ethical issues arising from DevelopMed Fellows' research are identified, reviewed and addressed in its implementation. All participating institutions recognise and support the ethical principles for H2020 as outlined on the H2020 Participant Portal and have dedicated Ethics offices with specific expertise assessing ethical considerations under H2020. The Research Ethics Offices co-ordinate and support the work of the research ethics committees and also provide support, advice and guidance to the respective research communities on their submissions for ethical review and any research ethics related matters. All research conducted within the partner institutions or by their staff or students that involve humans or animals requires the individual researcher, and/or teams of researchers, to obtain ethical approval or an exemption from full ethical review. The institutions' Research Ethics Code of Good Practice in Research will apply to all applicants to DevelopMed who conduct research that involves humans or animals.

## 6. Intellectual Property Rights

The DevelopMed Intellectual Property (IP) policy will adhere to Ireland's National IP Protocol 2019, which is aligned with H2020 policies. The DevelopMed IP policy will apply during fellows' secondments; where an existing agreement is not already in place, an IP agreement will be put in place before the secondment commences. The Programme Management team will work with the institutional Technology Transfer Offices to support the DevelopMed fellows in all aspects of IP.



## 7. Employment Conditions

### 7.1 Contractual arrangements

After the evaluation procedure has been completed, successful candidates will receive a letter of offer from the academic host institution. All host institutions will sign an employment contract with each fellow covering the entire duration of the fellowship. The employment contract will contain information about the statutory working practices and will determine the conditions for implementing the project. These employment conditions will be clearly communicated to the fellows by a HR representative prior to the signing of the contract.

The fellows will be employed in line with Irish Law and the Terms of Employment (Information) Acts 1994 and 2001, and in addition to the general terms and conditions the employment contract will specify the following:

- The nature of the appointment and type of Fellowship
- Start date and total duration of the Fellowship
- Guarantee that the employment contract with the host organisation will be maintained for the total duration of the fellowship including secondment periods
- Names of the supervisors in charge of supervising the project and place of work
- Salary level of the fellowship and payment information for the fellow
- Annual leave and other leave entitlements (e.g. maternity leave).

The DevelopMed Fellows will have the following entitlements:

- The Fellows will have the option to join a group scheme with one of the Irish private health insurance companies and their host University can facilitate payment through payroll.
- All Fellows will qualify for a pension from their academic host institution after 2 years. Once they have paid into the pension fund for two years, they are entitled to receive a pension upon retirement.
- After paying required social security contributions fellows can qualify for a number of benefits, including free annual dental examinations, free eyesight test, 26 weeks maternity leave with paid benefit with an optional addition 16 weeks of unpaid maternity leave, 24 weeks adoptive leave with paid benefit, 2 weeks paternity leave with paid benefit, carers benefit, occupational injuries benefit, etc.

The academic host organisation will sign an agreement with the secondment organisation, meaning that Irish law will apply for the entire duration of the fellowships. During periods which the fellows are on secondment, they will remain on the payroll of their academic host institution and their employment conditions will remain the same as per their contract.

### 7.2 Financial aspects

Fellowships offer competitive postdoc salaries and allowances.

- Fellows who qualify for family allowance will be entitled to receive a gross salary of ~€51,345 and fellows not qualifying for family allowance will receive a gross salary of ~€45,942\*.



- Fellows will receive a mobility allowance of €7,024 annually as part of their gross salary\*\*.
- Fellows will be provided access to budgets for training & networking costs including consumables (€15,000 annually), computing budget (€1,440) and travel budget (€1,800)\*\*.

Please note that all or part of the costs may be liable for taxes.

\*family is 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.

\*\* the mobility allowance is provided to cover expenses linked to the personal household and relocation of the Fellow and/or secondment mobility.

\*\*\* to cover consumable costs, publication costs and travel to attend an international conference, workshop or summer school or to facilitate training activities.

### 7.3 Rights and obligations

Fellows will be employed full time for the period of 24 months. All absence will be regulated by the employment contract and where appropriate by the National Legislation. Serious justified reasons connected to personal or family circumstances can authorise a temporary break in the research activity but the total project length cannot, in any case, exceed the duration of the European Commission Grant Agreement from which the DevelopMed Programme is co-funded, specifically must end by 31<sup>st</sup> December 2025.

Each DevelopMed academic host institution has committed to providing fellows with a range of research support services, including technology transfer and IP management support to capture, protect, and appropriately exploit the knowledge derived from the proposed research. Additional services and support structures that are provided by all academic host organisations include research support, HR support, procurement, post award finance support, infrastructure, communications and IT support. Furthermore, a DevelopMed partnership agreement with non-academic secondment hosts will include affirmation that any necessary equipment and resources will be made available to the fellow. Fellows will have access to the supports offered by the host organisation's career development services which provide professional career education, information and guidance service to support postdoctoral researchers in making effective career decisions and managing an effective transition to the next phase of their career development. All fellows will be provided with a laptop or desktop computer to carry out their project and will be allocated office space with internet connection, email facilities and telephone, and access to general office equipment. The secondment organisations will offer similar working conditions to the academic host institution.

### 7.4 Training and Career Development aspects

#### 7.4.1 Researcher Development Plan

At the start of the fellowship, each fellow will, together with his/her supervisory team, design a personal Researcher Development Plan (RDP) for the duration of the fellowship. Use of the RDP is mandatory for all DevelopMed fellows and aims to support fellows in their current role and prepare them for their future career. Development of the Researcher Development Plan (RDP) will align with



the academic host institution guidelines for the Researcher Development Planning Process. The composition of the supervisory team and a plan for supervision activities will be integrated into the RDP. An integral element of the RDP is a skills audit carried out by the fellow with the support of the academic supervisor at the start of the fellowship. The audit considers the fellow's existing research skills and the skills required for the successful completion of the research project and their own career development. The RDP will have two interlinked sections: a research skills section and a transferable skills section with clear objectives for both sections. Fellows will be expected to maintain a continuous learning log. The RDP will be reviewed on a quarterly basis by the supervisory team and the fellow to reflect changes or additions to the scientific project and career development objectives, and will indicate new and/or changed concrete activities to reach these objectives. The updated RDP will be agreed between the fellow and the supervisory team. Supervisors will also support fellows in writing and submitting annual reports to the DevelopMed Programme Management team, outlining their progress in the implementation of the RDP. DevelopMed fellows' RDPs will be reviewed and monitored annually by the DevelopMed Supervisory Board.

#### 7.4.2 Mentoring

DevelopMed's academic host institutions (UCD, UoG, RCSI and UCC) have been awarded the HR Excellence in Research Award in recognition of their commitment to adopting the principles of the Charter and Code. All the academic host institutions have developed a Research Careers and Development Model which aims to provide researchers with a clear focus on their career, with access to expert careers advice and comprehensive training and development programmes relevant to their career stage. Furthermore, their own performance and development review systems requires every new member of staff to develop a RDP with their main academic supervisor in order to plan his/her career and associated development needs. The Research Careers and Development Model and RDP will be used for all DevelopMed fellows for programme supervision, mentoring and training schemes, irrespective of their host institution. All fellows will receive induction training at their academic host when starting their fellowships.

#### Academic mentors

In addition to the supervisory team, fellows will also be able to choose a senior member of academic staff as a mentor to provide further support. The academic mentor will have a well-established research track record, not necessarily in the fellow's research area. S/he will not have involvement in managing the fellow's project. In cases where the supervisory team members are of the same gender, fellows will be encouraged to choose an academic mentor of a different gender. The fellow and mentor will meet quarterly, to discuss the fellow's career progression and professional well-being.

#### Specific support for DevelopMed female fellows

The DevelopMed academic host institutions aim to provide career support specific to female researchers. Female DevelopMed fellows will be encouraged to participate in the Aurora Women's Leadership training, available as part of the Athena SWAN programme operating at all academic host institutions.



### 7.4.3 Research Skills and Career Development

The training programme has been specifically designed to meet the career development needs of the DevelopMed fellows. The training programme will equip fellows to meet the changing demands of different sectors facilitating their rapid progress to key leadership positions. The DevelopMed training programme will be coordinated by the Programme Management team and will include the following integral elements:

- Supervised Interdisciplinary and intersectoral research project
- Development and review of a personal RDP
- Research skills training
- DevelopMed summer schools focusing on transferable skills
- Transferrable skills training offered by academic host institutions e.g. entrepreneurship, leadership and IPR management
- Intersectoral and interdisciplinary transfer of knowledge through 3-6 month secondment (mandatory) and short visits (optional)
- Dissemination of research
- PPI and public engagement activities
- Compulsory ethics, data management and research integrity training in year 1 of their fellowships.

All DevelopMed fellows will be encouraged to take full ownership of their own career development from the onset of their fellowship through the development of an RDP, designed with the support of their supervisory team and facilitated by the HR department at the host institution.

Fellows will be required to complete a Research Integrity Online Course, a Research Ethics Training and Guidance workshop and the Data Tree online course during the first year of their fellowship. Fellows will be expected to attend three research seminars over the duration of their fellowship which will be made available through the DevelopMed programme. These will closely align to the research programme's priority areas. Fellows may also complete relevant technical training offered by their secondment host or an external party where it is of benefit to the fellow and their project. Costs will be covered by the fellows training budget.

## 7.5 Support for the Fellows

### 7.5.1 Support for applicants

DevelopMed Programme Management team will run a virtual support helpdesk for applicants and Fellows throughout the duration of the Programme. Helpdesk Support will include provision of information on:

- the application
- the eligibility criteria
- the submission procedure
- suitability of a research topic
- securing a secondment host



The Programme Management team will also facilitate technical support for any problems associated with the online application system.

Support is also provided for applications from Researchers at Risk, who are refugees in a Member State or Associated Country (under the 1951 Geneva Convention and the 1967 Protocol), both during the application process and once their fellowship in Ireland starts. Such support will be addressed on a case by case basis and researchers at risk will be able to discuss these supports with the DevelopMed Programme Management team.

#### 7.5.2 EURAXESS Service Centre

Applicants and Fellows can avail of a range of services offered by the Irish EURAXESS Office. EURAXESS.ie provides information on a range of issues and areas affecting researchers, including immigration and visas, employment law, healthcare, childcare, social services and life in Ireland.

#### 7.5.3 Hosting Agreement (Researcher Visa Scheme)

Ireland is a signatory of the Hosting Agreement Scheme. The Scheme offers a free and fast track service for visa applications for higher education institutions and the private sector, who wish to recruit non-EU researchers to the country. Under the Scheme visas are issued rapidly and work permits are not required. Researcher's families can accompany them immediately and use public schooling. Family members have access to the job market and the researchers can often stay on to look for a job after their contract ends.

The Scheme is operated by the EURAXESS Ireland office based in the Irish Universities Association and is supported by the Department of Jobs, Enterprise and Innovation.



## 8. Information on processing personal data

Personal data of applicants submitted as part of the application for the DevelopMed Fellowship will be processed only for the purposes of the present call and the possible signing of the employment contract with the host university. The information contained in each application will be treated confidentially and handled as described by the *General Data Protection Regulation (GDPR)*.

For DevelopMed Fellows personal data being used in the DevelopMed programme will be stored for the duration of the fellow's contract. After the fellow's contract has expired or been terminated, all personal data collected will be destroyed as described by their academic host institution's data protection policy.



## 9. Relevant links

### **European Charter for Researchers**

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

### **Code of Conduct for the Recruitment of Researchers**

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

### **EC 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](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf)

### **European Textbook on Ethics in Research**

[https://ec.europa.eu/research/science-society/document\\_library/pdf\\_06/textbook-on-ethics-report\\_en.pdf](https://ec.europa.eu/research/science-society/document_library/pdf_06/textbook-on-ethics-report_en.pdf)

## 10. Contact details

DevelopMed Programme Management Team  
Systems Biology Ireland  
University College Dublin  
Belfield, Dublin 4  
Ireland

E: [developmed@ucd.ie](mailto:developmed@ucd.ie)

W: [www.ucd.ie/developmed](http://www.ucd.ie/developmed)

T: +353 1 716 6316



## 11. Application Templates for Call 3 (2023)

All applications for the DevelopMed Fellowships must be submitted using the online application system on the Programme website.

A complete application consists of:

Part A – Administrative Information

Part B – Project proposal uploaded as a PDF-file (max. 10 pages).

Part C – Applicant’s CV uploaded as a PDF-file (max. 5 pages)

Part D – Ethics Self-Assessment template

Applicants will receive an automatic acknowledgement of receipt of the submitted proposal, with a unique reference number for correspondence.

PART A – ADMINISTRATIVE INFORMATION

<b>Applicant details</b>	
Title	
First Name	
Last Name	
Gender	
Contact Number	
Email Address	
Personal Website	
Are you a 'Researcher at Risk'?	<p><i>Researchers at Risk are refugees in a Member State (MS) or Associated Country (AC), irrespective of whether they are long-term residents of a MS or AC.</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>Citizenship Details</b>	
Country of Citizenship	
<b>Residential Address</b>	
Address Line 1	
Address Line 2	
Address Line 3	
Postcode	
County	
Country	

Proposal Title	
Research Area	
Proposal summary	<i>A short summary of the proposal of up to 350 words</i>
Are there any Ethical issues associated with the proposal	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further details	
Host University	
Proposed Principal Investigator (PI) from academic host institution	<i>Applicants must contact potential PIs in one of the host institutions with whom they wish to collaborate on the development of their application prior to the submission of their application</i>
Proposed Secondment	
Proposed Secondment Principal Investigator (PI) /Contact point	
Key words (maximum five)	
Declaration on Honor I confirm that I have not misrepresented, fabricated or plagiarised any part of my application	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that I have considered and reported all ethical issues and agree to the programme's terms & conditions.	Yes <input type="checkbox"/> No <input type="checkbox"/>

## ETHICS ISSUES TABLE

The following research areas are excluded from funding:

- Research activities aiming at human cloning for reproductive purposes
- Research activities intended to modify the genetic heritages or human beings which could make such changes heritable
- 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

Please complete the ethical assessment table below, indicating “yes” or “no” in the corresponding box:



This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No. 945425.

<b>Ethics Issues Table Part 1</b>	<b>Response</b>
<b>1. HUMAN EMBRYOS/FOETUSES</b>	
Does your research involve Human Embryonic Stem Cells (hESCs)?	Yes/No
Does your research involve the use of human embryos?	Yes/No
Does your research involve the use of human foetal tissues / cells?	Yes/No
<b>2. HUMANS</b>	
Does your research involve human participants?	Yes/No
Does your research involve physical interventions on the study participants?	Yes/No
<b>3. HUMAN CELLS / TISSUES</b>	
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses)?	Yes/No
<b>4. PERSONAL DATA</b>	Yes/No
Does your research involve personal data collection and/or processing?	Yes/No
Does your research involve further processing of previously collected personal data (secondary use)?	Yes/No
<b>5. ANIMALS</b>	
Does your research involve animals?	Yes/No
<b>6. THIRD COUNTRIES</b>	
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	Yes/No
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	Yes/No
Do you plan to import any material - including personal data - from non-EU countries into the EU?	Yes/No
Do you plan to export any material - including personal data - from the EU to non-EU countries?	Yes/No
In case your research involves low and/or lower middle-income countries, are any benefits sharing actions planned?	Yes/No
Could the situation in the country put the individuals taking part in the research at risk?	Yes/No
<b>7. ENVIRONMENT &amp; HEALTH and SAFETY</b>	
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	Yes/No
Does your research deal with endangered fauna and/or flora and/or protected areas?	Yes/No
Does your research involve the use of elements that may cause harm to humans, including research staff?	Yes/No
<b>8. DUAL USE</b>	
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?	Yes/No
<b>9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS</b>	
Could your research raise concerns regarding the exclusive focus on civil applications?	Yes/No
<b>10. MISUSE</b>	
Does your research have the potential for misuse of research results?	Yes/No
<b>11. OTHER ETHICS ISSUES</b>	
Are there any other ethics issues that should be taken into consideration? <b>If yes, please specify in the ethics statement to be provided under document "PART D – Ethics Self-Assessment".</b>	Yes/No



<p><b>If you answered “YES” to any of the questions above, you must provide additional information about how these issues will be addressed in your research by completing document “PART D – Ethics Self-Assessment” which will need to be submitted as part of your application documentation.</b></p>	
--	--

PART B - PROJECT PROPOSAL TEMPLATE

# DevelopMed

## Marie Skłodowska-Curie COFUND Action

### Project Proposal Template

**APPLICANT NAME:** [Please insert your full name]

**RESEARCH PROPOSAL TITLE:** [Please insert your research proposal title as it appears in your online application]

**ABSTRACT:** [Please insert your research abstract as it appears in your online application, max 350 words in length]



This page is for information only and should be deleted from your proposal

Proposals must respect the following minimum standards:

- a minimum font size of 11 points, except for the Gantt chart and tables where the minimum font size is 8 points
- single line spacing
- A4 page size
- margins (top, bottom, left, right) of at least 15 mm (not including any footers or headers)
- a clearly readable font (e.g. Arial or Times New Roman) on a printed copy
- proposals must be submitted as a PDF

Footnotes are to be used exclusively for literature references. Their minimum font size is 8. They will count towards the page limit. Any other information included in a footnote will be disregarded. The proposal should not contain any hyperlinks in the core text. Any additional information provided through hyperlinks in the core text will be disregarded. Please make sure that your proposal carries on each page, as a header, the proposal acronym and the type of action to which you are applying (i.e. DevelopMed). All pages should be numbered in a single series on the footer of the page to prevent errors during handling. It is recommended to use the numbering format "Part B - Page X of Y".

The maximum total length for this document is 10 pages. It should be composed as follows (detailed description below):

- Section 1: Excellence

- Section 2: Impact

- Section 3: Implementation

Of the maximum 10 pages applied to sections 1, 2 and 3, applicants are free to decide on the allocation of pages between the sections. However, do NOT add a cover page as the overall page limit will be strictly applied: after the call deadline, excess pages will automatically be made invisible, and will not be taken into consideration by the expert reviewers.

Guidance is included below on the information that should be provided in each of the three sections. This text should not be included in the final proposal. In addition, a work plan template and Gantt chart template are available on the DevelopMed website.

It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit. PDF documents can contain colours.

A Career Development Plan should not be included in the proposal, but will be part of the action's implementation in line with the European Charter for Researchers. The Plan should be established jointly by the supervisor(s) and the researcher. In addition to research or innovation objectives, this plan comprises the researcher's training and career needs, including training on transferable skills, teaching, planning for publications and participation in conferences.



## Section 1: Excellence

### 1.1 Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects

Provide an introduction, discuss the state-of-the-art, specific objectives and give an overview of the action / proposed research.

Discuss the research methodology and approach, highlighting the type of research / innovation activities proposed.

Explain the originality and innovative aspects of the planned research as well as the contribution that the action / proposed research is expected to make to advancements within the research field. Describe any novel concepts, approaches or methods that will be implemented.

Discuss the interdisciplinary aspects of the action / proposed research (if relevant).

Discuss the gender dimension in the research content (if relevant). In research activities where human beings are involved as subjects or end-users, or in research activities using e.g. animal models, gender differences may exist. In these cases the gender dimension in the research content has to be addressed as an integral part of the proposal to ensure the highest level of scientific quality.

### 1.2 Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host

Outline how a two-way transfer of knowledge will occur between the researcher and the host institution(s):

- Explain what new knowledge the experienced researcher will gain during the fellowship at the hosting organisation(s) and how it will be acquired.
- Outline the previously acquired knowledge and skills that the researcher will transfer to the host organisation(s).

Describe the training that will be offered. Typical training activities in Individual Fellowships may include:

- Primarily, training-through-research by the means of an individual personalised project, under the guidance of the supervisor and other members of the research staff of the host organisation(s)
- Hands-on training activities for developing scientific skills (new techniques, instruments, research integrity, 'big data'/'open science') and transferable skills (entrepreneurship, proposal preparation, patent applications, management of IPR, project management, task coordination, supervising and monitoring, take up and exploitation of research results)
- Inter-sectoral or interdisciplinary transfer of knowledge (e.g. through secondments)
- Participation in the research and financial management of the action / proposed research



- Organisation of scientific/training/dissemination events
- Communication, outreach activities and horizontal skills
- Training dedicated to gender issues

### **1.3 Quality of the supervision and of the integration in the team/institution**

Describe the qualifications and experience of the supervisor(s). Provide information regarding the supervisors' level of experience on the research topic proposed and their track record of work, including main international collaborations, as well as the level of experience in supervising/training especially at advanced level (PhD, postdoctoral researchers). Information provided should include participation in projects, publications, patents and any other relevant results. Describe the hosting arrangements which refer to the integration of the researcher in their new environment within the premises of the host. The hosting arrangements do not refer to the infrastructure of the host.

The application must show that the experienced researcher will be well integrated within the team/institution so that all parties gain maximum knowledge and skills from the fellowship. The nature and the quality of the research group/environment as a whole should be outlined, together with the measures taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer.

### **1.4 Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship**

Researchers should demonstrate how their existing professional experience, talents and the proposed research will contribute to their development as independent/mature researchers during the fellowship. Explain the new competencies and skills that will be acquired and how they relate to the researcher's existing professional experience.

## Section 2: Impact

### 2.1 Enhancing the future career prospects of the researcher after the fellowship

Explain the expected impact of the planned research and training (i.e. the added value of the fellowship) on the future career prospects of the experienced researcher after the fellowship. Outline clearly the career goals of the researcher and how the planned research and training are likely to contribute to their achievement. Focus on how the new competences and skills (as explained in section 1.4) can make the researcher more successful in their long-term career whether within or outside academia.

### 2.2 Quality of the proposed measures to exploit and disseminate the project results

Describe how the new knowledge generated by the action will be disseminated and exploited, and what the potential impact is expected to be. Discuss the strategy for targeting peers and key stakeholders (such as the scientific community, industry, professional organisations, policy makers, etc.). Also describe potential commercialisation, if applicable, and how intellectual property rights will be dealt with, where relevant. For more details refer to the "Dissemination & exploitation" section of the [H2020 Online Manual](#).

### 2.3. Quality of the proposed measures to communicate the project activities to different target audiences

Demonstrate how the planned public engagement activities contribute to creating awareness of the performed research. Demonstrate how both the research and results will be made known to the public in such a way that they can be understood by non-specialists.

The type of outreach activities could range from an Internet presence, press articles and participating in European Researchers' Night events to presenting science, research and innovation activities to citizens, including to students from primary and secondary schools or universities in order to develop their interest in research careers.

For more details, see the guide on [Communicating EU research and innovation guidance for project participants](#) as well as the "communication" section of the [H2020 Online Manual](#).



## Section 3: Implementation

### 3.1 Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

Describe how the work planning (including deliverables and milestones) and the resources mobilised will ensure that the research and training objectives will be reached. Explain why the number of person-months planned and requested for the researcher (and corresponding to the project duration) is appropriate in relation to the proposed activities. Additionally, a Gantt chart must be included in the text listing the following:

- Work Packages titles (there should be at least 1 WP);
- Indication of major deliverables, if applicable;
- Indication of major milestones, if applicable;
- Secondments, if applicable.
- Planning for dissemination, exploitation and communication activities (unless included in a dedicated WP).

The schedule should be in terms of number of months elapsed from the start of the action / proposed research. The Gantt chart counts towards the 10-page limit.

### 3.2 Appropriateness of the management structure and procedures, including risk management

Describe the organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached. Discuss the research and/or administrative risks that might endanger reaching the action / proposed research objectives and the contingency plans to be put in place should risks occur.

If applicable, discuss any involvement of an entity with a capital or legal link to the beneficiary (in particular, the name of the entity, type of link with the beneficiary and tasks to be carried out).

If applicable, please indicate here information on the support services provided by the host institution (European offices, HR services...)

### 3.3 Appropriateness of the institutional environment (infrastructure)

The active contribution of the beneficiary to the research and training activities should be described.

Describe the main tasks and commitments of the beneficiary and all partner organisations (if applicable).

Describe the infrastructure, logistics, and facilities offered insofar as they are necessary for the good implementation of the action / proposed research.

## PART C - ACADEMIC CV TEMPLATE

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the three evaluation criteria by the expert evaluators. Always mention full dates (dd/mm/yyyy). The CV should include the standard academic and research record. The indicative length of the CV is 5 pages max. Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly assessed by the independent evaluators.

At a minimum, the CV should contain:

- a) the name of the researcher
- b) professional experience (in reverse chronological order, using exact dates)
- c) education (in reverse chronological order, using exact dates)

The CV should also include information on:

1. Publications in peer-reviewed scientific journals, peer-reviewed conference proceedings and/or monographs of their respective research fields, indicating also the number of citations (excluding self-citations) they have attracted.
2. Granted patent(s).
3. Research monographs, chapters in collective volumes and any translations thereof.
4. Invited presentations to internationally established conferences and/or international advanced schools.
5. Research expeditions led by the experienced researcher.
6. Organisation of international conferences in your field(s) of research, including membership in the steering and/or programme committee.
7. Examples of participation in industrial innovation.
8. Prizes and Awards.
9. Funding received so far.
10. Supervising and mentoring activities.

In addition, researchers without a doctorate at the call deadline must clearly explain how the full-time equivalent research experience is calculated, by creating a table similar to the example shown below. Research Experience is a period of activity in research proven by e.g. a work contract, a scholarship, a study certificate. Please do not indicate periods before the University degree giving access to PhD or after the call deadline. In case of overlapping periods when several activities are carried out in parallel, applicants should only indicate a cumulative percentage up to 100% (e.g. 50% Doctorate + 50 % research assistant).

Academic qualifications counting towards the Total Full time postgraduate research experience			
University degree giving access to PhD <sup>a</sup> :	Institution name and country	Date of award (a)	Type of awarded degree
		DD/MM/YYYY	[free text]
Other university degree(s)/master(s), if any, obtained after the award of the university degree giving access to PhD:	Institution name and country	From	To
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience	Proportion of research activities as a percentage of the duration of the Master xx %	Duration of research activities expressed in months (b) <sup>2</sup> = xx% * duration of Master
Doctorate:	Institution name and country	From	To (Date of expected Award)
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience <sup>a</sup>		Duration of research activities expressed in months (c)
Other research activities counting towards the total full-time postgraduate research experience			
Position:	Institution name and country	From	To
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience		Duration of research activities expressed in months (d)
Total full-time postgraduate research experience: number of months			= (b)+(c)+(d)

Please note the following regarding this table:

- More entries can be added if needed.
- This table is beyond the 5-page limit.
- Please count only time spent in months on research activities.
- Please count only time spent until the call deadline or the end of the PhD, whichever comes first.

Taking the above information into account applicants may use the following CV format. This text and the content on the previous pages can be deleted prior to uploading your CV to the online application system.

Font: Arial, Font size: 11

Personal Information	
First name	
Last name	
Address	
Postal code	
City	
Country	
E-mail	
Phone	

Education			
<i>University level</i>			
Degree	University name	Dates (start – finish)	Grades
<i>Other</i>			
Course	Name of the institution	Dates (start – finish)	Grades

Employment			
<i>Dates (start – end)</i>	<i>Position</i>	<i>Employer</i>	<i>Responsibilities, tasks and skills</i>

Teaching experience		
<i>Organisation/school</i>	<i>Subject</i>	<i>Description</i>

Leave of absence (e.g. sickness, family- parental leave or military service)	
<i>Dates (from – to)</i>	<i>Type of leave of absence</i>

Prizes and awards	
<i>Date</i>	<i>Prize/award</i>

**Conferences**

<i>Date</i>	<i>Title and involvement (paper, presentation, poster, chair, organisation, etc.)</i>

**Memberships of professional organisations, committees and other community roles**

<i>Organisation</i>	<i>Status (member, fellow, reviewer, advisor etc.)</i>

**Language skills\***

<i>Language</i>	<i>Reading</i>	<i>Writing</i>	<i>Verbal</i>

*\*Please use the following scale for describing your language skills: native, very good, good, fair and poor.*

**List of publications**

Please list all relevant publications including journals, books, book chapters, and reports using Harvard Referencing style.

# DevelopMed

## Marie Skłodowska-Curie COFUND Action

### Ethics Self-Assessment

**APPLICANT NAME:** [Please insert your full name]

**RESEARCH PROPOSAL TITLE:** [Please insert your research proposal title as it appears in your online application]

**Guidelines (delete this guidance text from the final document to be submitted):**

- a. Applicants must respect the following minimum standards:
  - single line spacing
  - at least font size 10
  - A4 page size
  - margins (top, bottom, left, right) of at least 15 mm (not including any footers or headers)
  - a clearly readable font (e.g. Arial or Times New Roman) on a printed copy
  
- b. Applicants who indicated potential ethical issues in Part A – Administrative information must provide additional information. They should explain how they intend to address the ethical issues flagged in maximum 2 pages. Please refer to the Horizon 2020 Programme Guidance on How to complete your Ethics Self-Assessment (Version 6.1 or later) available at:  
[https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/ethics/h2020\\_hi\\_ethics-self-assess\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf)