

The Paris Region Fellowship Programme

Application Guide – V1.3

Call 1 deadline: October, 21st, 2020, 17:00 CET

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1. PURPOSE

- This Application Guide sets out the requirements of the fellowship programme for applicants as well as host organizations, in line with the H2020 Grant Agreement no 945298-ParisRegionFP. **IMPORTANT:** Please check and download the most recent version of the Applicant Guide (see document history for any changes), it is the responsibility of the applicants to check any changes in the Guide before finalising their submission.
- If any questions persist after reading the guide, please contact : prfp@iledefrance.fr

2. HISTORY OF CHANGES

Version	Date	Changes
V1.0	3/7/2020	Initial document
V1.1	7/7/2020	Details on the Geneva Convention - section 3.2, phrase on document lengths – section 6.2, details on the secondments – section 10.2, notion of the official reporting to the EC/ right to carry out audits/impact evaluations - section 11
V1.2	16/7/2020	Precision on the letter of commitment PhD – section 6.2, precision on the eligibility check – section 7.3, inclusion of chapter on the processing of personal data – section 14
V1.3	21/7/2020	Precision on employment contract signature – section 5.9., some smaller corrections

3. MAIN DEFINITIONS

3.1. The programme, and its actors

Academic sector refers to public or private higher education establishments awarding academic degrees, public or private non-profit research organizations for whom one of the main objectives is to pursue research or technological development, and international European interest organizations as they are defined in Article 2.1(12) of the Horizon 2020 Rules for Participation Regulation (EU) No 1290/2013.

Beneficiary (= The Paris Region/ILE DE FRANCE (RIF)) is the legal entity that signs the Grant Agreement and has the responsibility for the proper implementation of the action.

Domains of Major Interest (DMI) / Domaines d'Intérêt Majeur (DIM) in French: Paris Region labelled strategic and thematic research networks with a critical mass of researchers, laboratories and equipment. The DMIs are funded by the Region up to a total of 20 M€ per year. They are of regional, national and international interest, since Paris Region represents 40% of French scientific forces. Current DMIs include ACAV+, MAP, MATH'INNOV, ONEHEALTH, RESPORE, SIRTEQ, QI2, THERAPIE GENIQUE, ELICIT, RFSI, ISLAM (PhASIF), GEROND'IF, STCN.

Host organization: The legal entity employing, supervising and training the fellow during the fellowship.

Non-academic or extra-academic sector means any socio-economic actor not included in the academic sector and fulfilling the requirements of the Horizon 2020 Rules for Participation Regulation (EU) No 1290/2013.

Partner organizations (= organizations in Paris Region linked to the project by signed charter) contribute to the implementation of the action, but do not sign the Grant Agreement. The partner

organizations of the programme are indicated in the website of the programme parisregion.eu/parisregionfp.

Secondment: Short research stays up to 3 months over the 2-year fellowship, notably at the extra-academic partner organizations (or at other actor(s) that are not partner of the programme). See Section 10.2 for further details.

Work Programme: Part 3 (Marie Skłodowska-Curie actions) of the Horizon 2020 Work Programme 2018-2020. European Commission Decision C(2019)4575 of 2 July 2019

3.2. Applicant

Experienced Researcher (ER) or Fellow must, at the date of recruitment or the deadline of the ParisRegionFP call, be in possession of a doctoral degree or have at least four years of full-time equivalent research experience.

Full-Time Equivalent (FTE) Research Experience is measured from the date when a researcher obtained the degree entitling him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited, even if a doctorate was never started or envisaged. Periods of inactivity in research (e.g. unemployment, periods of employment outside research, parental or long-term sick leave) do not count towards the time of research experience, according to the European Commission's (EC) definition. Each applicant that has not yet her/his PhD diploma need to fill in the full-time equivalent research experience (Table 1.4) in the Application Form.

Medical Doctor (MD) studies are not considered as equivalent to PhD studies in the context of Marie Skłodowska-Curie actions. For applicants with an MD, the requirement of 4 years of full-time research experience therefore applies (unless they have also been awarded a PhD).

Mobility Rule: Researchers may not have resided and/or carried out their main activity (work, studies, etc.) in France for more than 12 months in the 3 years immediately before the co-funded programme's call deadline. Time spent as part of a procedure for obtaining refugee status under the Geneva Convention¹, compulsory national service and/or short stays such as holidays are not taken into account.

4. OVERVIEW

The Paris Region ranks among the most competitive regions in the world for higher education, research and development, innovation and entrepreneurship.

The Paris Region Fellowship Programme (ParisRegionFP) aims to foster excellence in research, by training and developing international mobility and careers of outstanding researchers at post-doctoral level from a large panel of disciplines and of all nationalities.

These Experienced Researchers (ERs) will design and implement their original research project in a first-class research group of their choice, preferably belonging to one of the 13 "Domain of Major Interest" (DMI) labels endorsed by the Paris Region. The DMIs are key research sectors on which the Paris Region focuses policy support and investments to strengthen its international attractiveness and intersectoral mobility.

Two calls for 2-year postdoctoral fellowships are planned to recruit a total of 52 ERs. The October 2020 call will recruit 26 fellows.

ParisRegionFP will offer a novel international, interdisciplinary and intersectoral training programme for ERs, covering scientific, academic and industrial topics in the identified key sectors (or DMI scientific topics) as well as hands-on knowledge in non-research oriented transferable skills. The educational and research programme will be implemented by leading universities and 20 extra-

¹ 1951 Refugee Convention and the 1967 Protocol
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academic partner organizations, covering actors from prestigious culture-related organizations and human resource actors to large industries and SMEs in various economic sectors.

The scientific actors will ensure infrastructure capacity and high-level environment to conduct excellent research. Extra-academic partners will contribute to the implementation of ParisRegionFP by hosting ERs during secondments or visits and/or by providing training, mentoring or career development opportunities.

ParisRegionFP will reinforce network structuration and complete the existing programmes of the Paris Region and its partners for increased impact, by focusing on the recruitment and the training of international emerging leaders to foster research and innovation in the Paris Region.

See also parisregion.eu/parisregionfp.

5. PROGRAMME REQUIREMENTS AND RESPONSIBILITIES OF FELLOWS

The main eligibility and other requirements for fellowship applicants are set out in this section, in line with H2020 MSCA rules. In case of doubt, please contact the ParisRegionFP Management Team (prfp@iledefrance.fr), well in advance of the call deadline, as some queries may require some time to address depending on the specific circumstances. The responsibilities of fellows are shortly outlined, and will be detailed for accepted fellows in the employment contract between the selected fellows and hosts.

5.1 General requirements

- Applicants can only submit ONE application for each call. In case of multiple submission, only the first application is selected for evaluation, and the others are discarded. However, there are no restrictions in terms of the number of fellowship applications in which a host organization is involved within the same call.
- Applicants from any discipline (e.g. social sciences and humanities, life sciences and health, biochemistry, engineering, mathematics, physics, information technology, computer sciences...) are encouraged to apply (one application only).
- Applicants should possess appropriate scientific and/or professional experience, and/or be engaged in research/science/practice that is relevant to the specific fellowship project/topic applied for.
- The applications need to be complete and correctly filled in to be eligible (notably the declarations of honour need to be fully completed and the Application Form needs to be dated and signed by the applicant).

5.2 Eligibility

- Compliance with the Marie Skłodowska-Curie mobility rule: applicants must not have resided or carried out their main activity (work, studies, etc.) in France for more than 12 months in the last 3 years before the call deadline, ie. October 21st, 2020 for the 1st call [see definitions]. The applicant is asked to certify this in the Application Form.
- At the time of recruitment, applicants must be in possession of a doctoral degree (or have at least four years of full-time equivalent research experience) [see definitions, and Table 1.4 in the Application Form]. The applicant is asked to certify this in the Application Form. Medical Doctor (MD) studies are not considered as equivalent to PhD studies in the context of Marie Skłodowska-Curie actions. For applicants with an MD, the requirement of 4 years of full-time research experience therefore applies (unless they have also been awarded a PhD).
- Based on individual-driven mobility, each applicant will freely choose a research topic and an appropriate host (and secondment) organization(s) and supervisor(s) fitting their individual scientific interests. It will be up to the applicants to search and contact the most suitable host organization/ laboratory (and secondment organization(s)) and supervisor(s) to discuss a potential cooperation and the research project (see 5.6 and 5.7).

- No other restrictions are implemented, the Paris Region applies strict equal opportunity principles (see 3.3) for applicants' selection and recruitment.
- Any ethical issues linked to the research project must be clarified by the Ethics self-assessment included in the Application Form (see also Section 13).

5.3 Equal opportunities

The Paris Region aims at combatting any prejudices and differences in the treatment and consideration of equal opportunities by implementing corrective actions to mitigate imbalances. In ParisRegionFP, every participant agrees to adopt the following measures:

- No discrimination regarding nationality, ethnic origin, disability/special needs, sexual orientation, religion, career break, etc. will take place in the evaluation and selection process. ParisRegionFP aims at welcoming to the highest extent possible and with equal merits an identical number of female and male fellows. No age limits will be applied.
- MSCA Special Needs Allowance (max 60,000 € per researcher) can be requested by applicants and will be solicited by Paris Region from the REA for fellows for who long-term physical, mental, intellectual or sensory impairments are as such that their participation in ParisRegionFP would not be possible without extra financial support. This grant will cover the additional mobility costs, e.g. to ensure necessary assistance by third persons or for adapting the researchers' work environment (social security and health insurance will be covered by other means).
- Applicants (F/M) who have had career interruptions due to parental leave (including child birth during PhD), career breaks, military services, intersectoral and non-academic mobility such as working for industry, or long illnesses are encouraged to apply; this will be taken into account during evaluation process.
- Applicants who have already obtained postdoctoral fellowships are welcomed.

5.4 Other fellowships and double funding

- No double funding is possible under any circumstance, nor any concurrent combination of a ParisRegionFP fellowship with any other MSCA funding (e.g. IF, ITN, etc), H2020 funding or other grants with other funding bodies, within the same timeframe. Therefore, a fellow cannot benefit, at the same time, from any concurrently running stipend/salary or fellowship granted from other funding sources, as this would constitute double funding with regard to the ParisRegionFP living and mobility allowances. Under specific circumstances, it may be possible to combine other grants (with the exception of H2020 funding) with the fellowship, where there's a clear case for complementarity (e.g. other funds used solely towards research costs); this should be discussed with Paris Region, and validated with the Research Executive Agency (REA). Funding is not granted in retrospect for already fully or partly carried out projects. Please also refer to section 5.7.
- On the other hand, synergies with the European Structural & Investment Funds and other regional funds (e.g. ERDF) are encouraged, if feasible. Host organizations should contact the Paris Region if they would like to discuss further.

5.5 Transnational mobility

- The applicant must move (or have moved) from their present country to the host country France. More specifically, applicants must comply with the mandatory Marie Skłodowska-Curie mobility rule [see definitions, and Section 3.2].
- In terms of the mobility rule, supporting documents may be requested to confirm compliance if needed (e.g. copies of work permits, residence documents).
- Applicants already permanently employed at the host organization prior to applying are not eligible.
- Applicants already at the in France/in the future host organization at the time of application may be eligible provided (i) that they strictly comply with the above mentioned Marie

Skłodowska-Curie mobility rule and (ii) that they are not permanently employed by the host organization. Should they be eligible, they will nevertheless need to put forward a strong case and valid rationale (e.g. best organization for their project, added value for career development etc) for their choice, the aim of the fellowships being to promote transnational mobility, launch new projects, and establish new collaborations.

5.6 Selection of host organization

- It remains up to applicants to search, identify and get in touch with the most suitable host organization and laboratory, to discuss a potential cooperation. This should take place well in advance of the application deadline of October, 21st, 2020. The objective is to enable researchers to develop their own research project via a bottom-up approach, according to their research interests.
- To facilitate the search, the names and contact information of the laboratories linked to the Domains of Major Interest (DMI) are available on the call platform <https://parisregionfp.sciencescall.org/>. The file is located under "Overview". The programme accepts also host laboratories situated in the Paris Region, even if they are not part of a DMI.
- Paris Region cannot be held responsible for any choice made by applicants in terms of the most suitable host. It is also crucial that the host supervisor is identified on the basis of his/her competences, knowledge and expertise linked to the area of the project proposal, but also taking into account his/her availability, as well as availability of resources to conduct the project.
- Potential fellowship applicants are also able to propose host(s) not part of the DMIs as long as the latter confirms compliance with the ParisRegionFP requirements.
- Please do not hesitate to contact the programme manager at prfp@iledefrance.fr for any questions.

5.7 Research project and timeline

- **Please check the Application Form for specific guidance regarding the drafting of the Research project**
- Selected fellows will be employed to work on the ParisRegionFP fellowship research project on a full-time basis during the entire fellowship. Successful applicants are not allowed to carry out any paid or salaried activities other than those related to the ParisRegionFP fellowship, during the fellowship period.
- In principle, the fellowship is carried out on a full-time basis (100%). Part-time arrangements may be potentially envisaged (e.g. personal/family reasons, supplementary activities such as creating a company) but this will need to be agreed with the host supervisor/organization as well as fully justified and discussed Paris Region Management Team on a case-by-case basis. This will be subject to agreement from both Paris Region and the Research Executive Agency (REA) at European Commission after the fellow is selected or during the course of the fellowship. If approved, all the allowances will be calculated on a pro-rata basis.
- The duration of the fellowship cannot be split, extended or reduced. It is critical that the research project plan is realistic, feasible and achievable within the planned timeframe. The project cannot start before the final selection decision and funding is not granted in retrospect for already fully or partly carried out projects (the applicant is asked to certify this in the Application Form).
- Selected fellows will be recruited by their host organization(s) to work exclusively on the ParisRegionFP fellowship research project, and participate to the network wide training events. In light of the focus on career development, additional professional training and personal development could, to some extent, be undertaken such as: complementary skills training (e.g. teaching activity as part of research training, proposal writing, language lessons), attendance to conferences/workshops and outreach activities to the public. However, non-research activities will need to be complementary activities and must NOT jeopardise the delivery of the ParisRegionFP fellowship research project as set out in the application form.

- Between the notification date and the start of the fellowship, successful applicants should complete travel, visa, housing, employment contract, insurance formalities, etc. To achieve this, they should engage with their host organization(s) and related authorities well ahead of the start of the fellowship. It also relates to cases where the applicant is already at the host organization (but meeting the mobility rule). These points should be carefully considered and discussed with the host organization/supervisor when identifying the starting date and timeline for the research project.
- The research project must start at the earliest on April, 1st, 2021 and at the latest on September, 1st, 2021. Please bear in mind that it is up to applicants to ensure – with the host organization – that your proposed starting date is feasible.

IMPORTANT: Potential fellowship applicants need to discuss in detail and agree in all aspects of the fellowship with the chosen host laboratory and host supervisor(s) from the application phase. This notably includes (non-exclusive list): scientific research project including facilities/resources available and global budget of the project, career development & training, nature of the employment contract, explanation of deductions/social coverage², etc.

The applicants will attest in the Application Form that the research project including the budget and resources submitted in this application has been elaborated in concertation with the host laboratory.

5.8 Host organizations & supervisors

- The contract is signed exclusively between the fellow and the host organization in line with national law. There is no contractual relationship between the fellow and the Paris Region nor the REA. It is important that the host organization (e.g. host supervisor, HR) and fellows discuss clearly rights and obligations under the employment contract before signing.
- In order to set out payment arrangements as well as responsibilities, the Paris Region and host organization will sign a written statement, a Charter. Furthermore, an agreement will be signed between each host institution and the Paris region. A template model will be provided by Paris Region for this purpose, and will include at least :
 - Start and end date of the fellowship, agreement on the financial conditions;
 - Confirmation of the availability of office and (when applicable) bench space, and of all necessary infrastructures adapted to the research project proposed by the fellow;
 - Contact details of the supervisor;
 - Contact details of the administrative contact point;
 - Agreement to comply with the H2020 Grant Agreement no 945298-ParisRegionFP provisions signed between the Paris Region and the European Commission
 - Ethics statement.
- The standard allocations for each fellow/host organizations are explained in Section 8. As specified in the agreement, the funds will be transferred from Paris Region to the host organization in different instalments upon receipt of the required documents (e.g. copy of contract, submission of interim reports, including publications, training activities, organised events etc).
- The host organization commits to provide the ParisRegionFP fellow with high-level support and adequate working conditions, notably in terms of scientific supervision (see Section 9.1) as well as basic administrative assistance during all phases of the fellowship.

5.9 Obligations of the selected fellows

This Application Guide defines the basic rules and conditions for the fellowship, and gives a good idea of the requirements and obligations for the fellows. As indicated in 5.8, a standard French law employment contract will be signed between the host organization and the selected fellows prior to

² Please see an explanation for French salary /tax system in the frame of MSCA projects:
https://cache.media.education.gouv.fr/file/2019/33/7/Salary_VF_1090337.pdf

the fellowship detailing further the responsibilities, notably committing to run the proposed research project in the given terms, to comply to the organisation and functioning of the host organization, to respect internal regulations, to share the data generated in her/his project with the host organization, and Paris Region Management Team, actively participate in the writing process of her/his publications, etc.

6. APPLICATION PROCESS VIA THE PLATFORM

The application process must be carried out via the Sciencecall platform at address: <https://parisregionfp.sciencescall.org/>. The applications provided by any other means (except the Recommendation letters, which will be directly sent by email by the person providing the letter) will not be taken into account.

It is strongly recommended to submit the application well in advance of the call deadline to avoid last-minute problems (e.g. technical, etc), which cannot be considered as extenuating circumstances. It is the responsibility of the fellowship applicant to ensure that there is sufficient time for submission, including collecting and uploading all the required documents.

6.1 Creation of an account and submission process

First of all, the applicants need to create an account on the CCSD platform:

- You already have a CCSD account: use login and password.
- You do not have an account : Select "create an account" in the menu situated on the right hand side of the screen, next to "Login", and fill in the form.
- To apply, you will need to enter your login and password in order to get to "My space", then select "My project".

Then, the on-line form will be filled in four steps:

1. Metadata

2. Author(s): please indicate here your details as the project leader and select an affiliation lab.

3. Files: in the first part you will be able to upload your Application Form completed by selecting "Choisir un fichier" (=Select a file). Although the platform is in English, very few parts are still in French. Please notice that any word document will be automatically transformed into a pdf document.

You will need to click on "upload" in order to complete this action.

Please be aware that if you accidentally delete this file we will not be able to recover it, and you will need to upload it again.

In the "supplementary data" part, you will be able to upload your Research project (7 pages max including bibliography) and all the other required documents mentioned on the Application Form.

4. Overview : you will be able to check your application before you click on "submit project". Once a project is submitted, you will receive a confirmation email.

6.2 Documents to be provided in the application

On the Sciencecall platform you will need to upload first the Application Form (=Full text). Then, you need to join the other requested documents (=Supplementary data) to your application.

Please name each file as follows and respect the requirements indicated in the Application Form/Guide:

"NameApplicant_ApplicationForm" (fully dated and signed)

“NameApplicant_ID” (a copy of the identity proof, like valid passport)

“NameApplicant_CV-TrackRecord” (max 5 pages)

“NameApplicant_ResearchProject” (max 7 pages, template provided)

“NameApplicant_PhDdegree” or “NameApplicant_PhDLetterofCommitment” (a letter in English from the PhD delivering University to attest the near future delivery of the PhD) or “NameApplicant_WorkCertificate” (if no PhD degree at all). For the PhD degree / work certificate(s), a copy of the original and non-certified English-translated transcripts are needed (certified translations will be requested in case applicant is selected).

If applicable: “NameApplicant_EthicsSelf-Assessment”

IMPORTANT: The recommendation letters (in English) shall be named “NameApplicant_RecommendationLetter1” and “NameApplicant_RecommendationLetter2”. The letters should be provided from prior supervisors, professors, co-workers, and they shall precise their position (director, researcher, etc.), title (Prof., Dr., Mr., Mrs...), name, first name, e-mail, and telephone number. Please note that a recommendation letter cannot be provided by your future host. The letters shall not be provided with the other supplementary documents via the platform nor sent directly by the applicant. The letters must be sent by email to prfp@iledefrance.fr by the person providing the letter).

No application can be completed without all the information required, including the two recommendation letters. Compliance with the required lengths is mandatory. Any document longer than required will be truncated by Paris Region.

7. EVALUATION AND SELECTION PROCESS

7.1 Key dates

The preliminary timing for the evaluation and selection process for the 1st call is as follows:

- Launching of the call: July, 1st, 2020
- Closing of the call: October, 21st, 2020 at 17:00 CET
- Eligibility and ethics check: October, 2020
- Evaluation by international/ independent experts: November, 2020
- Applications ranked and shortlisted: December, 2020
- Interview of shortlisted applicants: Provisionally scheduled between January, 11th and 22nd, 2021 (can be subject to changes, please check the call platform for updates)
- Funding decision and feedback to applicants: February, 2021
- Possible start of the fellowship: April, 1st to September, 1st, 2021

7.2 Overview of the process

The figure below gives an overview of the evaluation and selection process, as well as the ParisRegionFP actors involved.

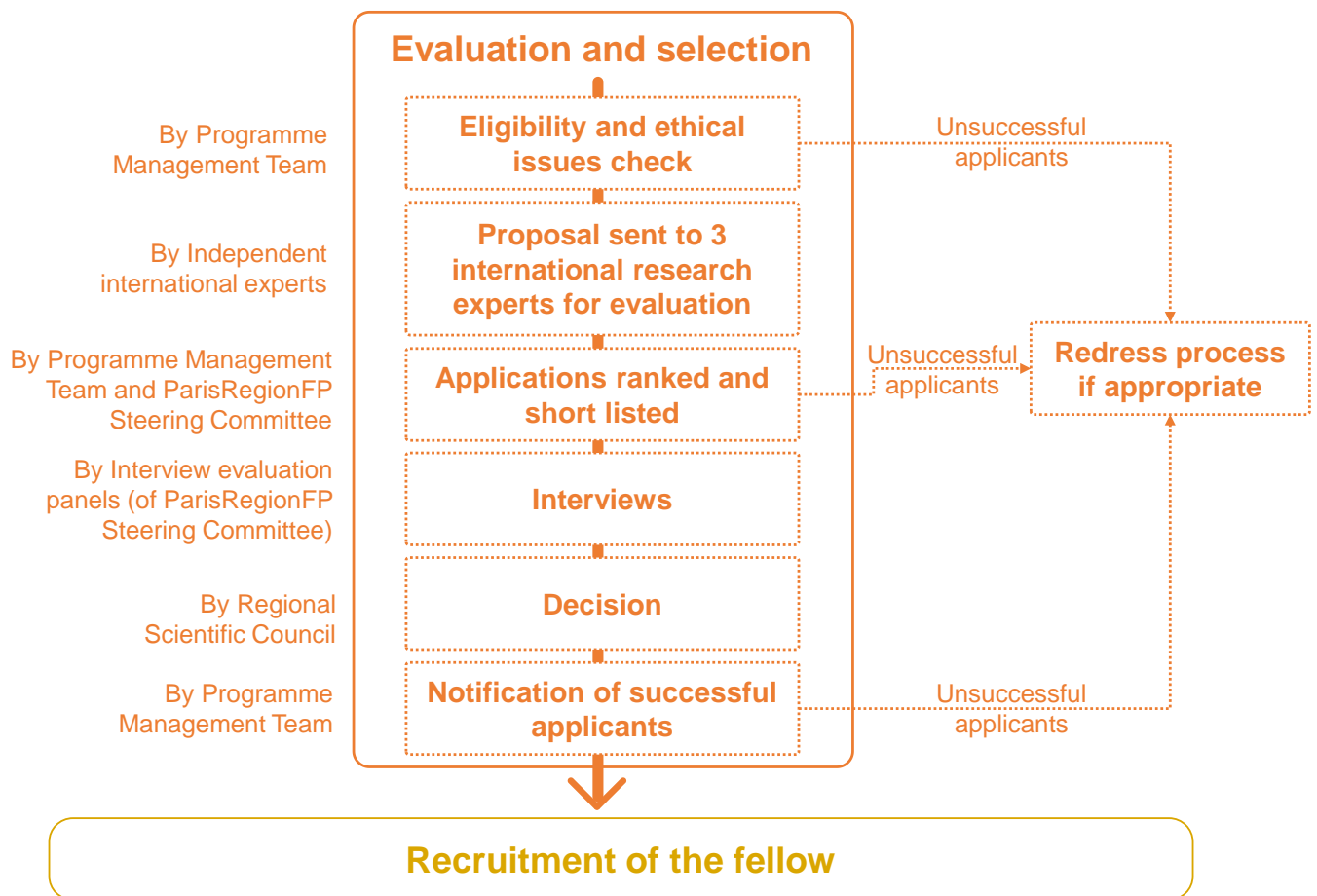


Figure 1: Overview of the evaluation and selection process

7.3 Organization of the process

There will be substantial involvement, at all stages of the evaluation and selection process, of independent evaluators from other countries. Based on the principles of the [European Charter for Researchers and Code of Conduct for the Recruitment of Researchers](#), the selection process will be carried out in strict confidential manner and will be as follows:

1. **Eligibility and ethical issues check:** until the closing date, applicants with missing documents can be notified by email to encourage completion of the application file. However, the applicant is entirely responsible for the completeness of his/her application;
2. **Review of applications by international / independent experts:** each application will be reviewed by 3 experts and assessed according to the evaluation criteria defined in section 7.2;
3. **Applications ranked and shortlisted:** Applicants will be notified by email well in advance whether they will be invited for an interview or not. The applicants should reach a threshold score of 7/10 to be interviewed; a maximum of 60 applicants will be interviewed. A short feedback with identified weaknesses and strengths will be given to 1st round unsuccessful applicants to allow them to improve their future applications.
4. **Interview of shortlisted applicants:** Interviews will be conducted via video conference; the interview consists of 30-minute audition in English including a 15-minute presentation and a 15-minute discussion). Instructions (practical information, presentation file format, etc.) will be provided to selected applicants. Interviews are currently planned in January 2021; shortlisted applicants should thus make sure they are available for the interviews.
5. **Funding decision and feedback to applicants:** All interviewed applicants will be informed of the outcome via email (selection or ranking position, scores and comments assigned by experts and interviewers);

6. Redress/appeal procedures will be available at all stages of the procedure. The applicants are free to contact prfp@iledefrance.fr for any issue.
7. Notification: Applicants will receive a justification for the rejection from the ParisRegionFP Management Team and will be invited to compete in the second call if possible.

7.4 Criteria/sub-criteria

1st round: Evaluation/review of application

Criteria	Weight	Sub-criteria
Applicant qualifications	30%	<ul style="list-style-type: none"> • Quality of the CV • Track record (publications, grants, prizes, oral presentations (invited or not), outreach activities, etc)
Research project (Excellence)	50%	<ul style="list-style-type: none"> • Quality, innovative aspects and feasibility of the research programme • Interdisciplinary and international aspects of the project • Exposure to intersectoral (extra-academic) sector: contribution and relevance of the extra-academic sector to the research project
Career development	20%	<ul style="list-style-type: none"> • Impact of the project on the professional career development

2nd round: Interviews

Criteria	Weight	Sub-criteria
Profile of the applicant	30%	<ul style="list-style-type: none"> • Prior achievements, academic and private sector work experience • International experience • Cross-domain experience
Research project (Impact and Implementation)	40%	<ul style="list-style-type: none"> • Quality and novelty of the research project • Coherence and effectiveness of the work plan • Alignment with the DMI's and/or host laboratory's thematic perimeter
Potential of the applicant	30%	<ul style="list-style-type: none"> • Potential for leadership • Openness and creativity, communication skills • Career path vision

7.5 Scoring

During both the review and the interview steps, scores of each criterion will be in the 1-5 range (based on European Commission's scoring; 1 - Poor, the criterion is inadequately addressed with serious inherent weaknesses to 5-Excellent, the applicant successfully addresses all relevant aspects of the criterion). For each step, the final score is calculated based on the predefined evaluation weights (see tables above). In case of *ex-aequo*, the decision will be taken considering both performances during the interview and review process.

8. ALLOWANCES

8.1 Grant allowances

ParisRegionFP grant covers the following standard allocation for each fellow (full-time rates), covered through Paris Region and EC co-funding:

- Living allowance: 56 880 €/ year (4 740€/month);
- Mobility allowance : 2 640 € / year (220 €/month). This allowance can, for example, cover the travel costs of family visits or provide support for housing in the Paris Region;
- Travel allowance : 1 200€ / year (100 €/ month), covering registration fees, travel expenses and subsistence, to be used by the fellow for career development purposes, including participation to international conferences, seminars;
- Research costs : 3 720 € / year (310 €/month), is allocated by Paris Region to the hosts for any expenses linked to the research project implementation (including publication costs). If the applicant's estimated total research budget is above that limit, supplementary budget needs to be justified/ agreed with the host organization.

In addition to the above categories, the ParisRegionFP programme budget covers also the cost of the network-wide training programme 1320 € / year (110 €/month), and administrative costs 7 800 € / year (650 €/month), used directly by Paris Region for these expenses.

In other words, the fellow's monthly remuneration consists of living and mobility allowances, 4 740 € and 220 € per month, giving a minimum of 4 960 € gross salary per month. According to French regulations, this amount is subject to social contributions and taxes, please see the explicatory document³.

No further additional funding (e.g. overheads, bench fees, research project costs, consumables) will be available from the Paris Region nor the EC. It is up to host organizations to internally ensure – prior to the fellowship application – that adequate resources/funds to cover these types of costs in relation to a specific applicant are in place.

8.2 Insurances, taxes and visa

Fellows are neither agents nor employees of Paris Region. Paris Region accepts no liability for any wrongdoing, damage, actions or activities of fellows or host laboratories within the framework of the ParisRegionFP fellowship (and beyond), including with respect to health & safety, insurances, taxes, research costs etc. These will be specified in the Agreement between Paris Region and the host (see Section 5.8).

The fellow will be under employment contract with the host organization and therefore an employee of the host organization.

Paris Region is not in a position to provide any medical, accident, social insurance coverage and support. The host organization in hosting the fellow has the responsibility of protecting both itself and the fellow as appropriate to French legislation, e.g. providing the social security, in line with national and European standards and regulations.

The fellow is fully responsible to ensure that any accompanying family members staying in France are covered in terms of social security, medical, accident schemes and other necessary schemes where applicable and provided with the adequate level of protection, during the whole fellowship.

It is the responsibility of the fellows and host organization(s) to ensure the payment of any taxes which may be levied upon by the appropriate national authority, in relation to the fellowship.

Paris Region can provide a visa letter – if needed and upon request – if it helps fellow and the host organization with administrative procedure. Paris Region cannot be held responsible for visa applications and any related outcomes; we encourage the selected applicants to apply for a visa with the host organization's help, if one is needed, as soon as possible as visa applications can take time and this point should be carefully considered when identifying the initial start date.

Useful information in Living in Paris, and help provided for administrative issues can be found in parisregion.eu/parisregionfp site in Quality of life section.

³ Please see an explanation for French salary /tax system in the frame of MSCA projects:
https://cache.media.education.gouv.fr/file/2019/33/7/Salary_VF_1090337.pdf

9. CAREER DEVELOPMENT

9.1 Supervisors

In ParisRegionFP, supervisors are members of the research groups. They can be group leaders (Research directors employed by organizations such as CNRS or Inserm or university professors) or advanced researchers integrated within a department/research group. They are requested to have a solid international academic track record, supervision experience and good connections with the extra-academic world/international networks. At least one senior scientist will supervise each fellow, and a mentoring scheme will be developed (see below).

As highlighted throughout section 5, the host supervisor is the main person responsible for the fellowship and the fellow within the host organization and should guarantee a smooth integration process. The host supervisor is the main person responsible for the scientific training of the fellow and ensures that she/he takes full advantage of the training opportunity offered by the host institution; (s)he helps the fellow to increase/her/his technical skills (e.g. lab work) as well as non-scientific skills (e.g. writing). The host organization, notably the host supervisor, also commits to ensure that the research project and research training activities – within the framework of the fellowship – comply with fundamental ethical principles, as set out in section 13. The host supervisor supports the fellow in designing a secondment in the academic or non-academic sector if needed, depending on the nature of the research project (see section 10.2). (S)he takes into consideration that the fellow must be able to attend meetings, conferences and trainings, and decides on how to seize the opportunities offered by the programme. The host supervisor takes also into consideration that fellows need to publish in open access journals and encourages them to participate in local outreach events (see section 12). In return, the fellow will carry out the fellowship in the conditions detailed in the employment contract to be signed prior to the fellowship (see section 5.9).

9.2 Mentoring

Mentoring is a one-to-one relationship between a mentor and a mentee, and is highly important to develop as an independent researcher. In addition to the supervisor, each fellow will benefit from a mentor from the extra-academic sector to ensure intersectoral supervision. The choice of the mentor must be done in concertation with the fellow, the supervisor, and the ParisRegionFP Management Team. Mentors will give support, advice and guidance, bring a network and provide prospects for future employment, thus motivating them and contributing to reduce any insecurity in their professional future. In ParisRegionFP, mentors will be selected by the fellow in collaboration with the host supervisor. They can be chosen among a network of mentors from partner organizations from the extra-academic sector. If a secondment is planned during the fellowship, the mentor can belong to the secondment organization. The mentor has in preference a different scientific background from the fellow. The mentoring scheme will consist in at least 3 interactions per year between the mentor and the mentee based on proactive communication (e.g. phone calls, video conferences, emails) and one face-to-face meeting per year. The mentee will perform a summary report after each interaction, validated by the mentor.

9.3 Personal Career Development Plan

The supervisor(s), mentors, and ParisRegionFP Steering Committee will assess the progress of the Personal Career Development Plan (PCDP) of the fellow, detailed further in the document⁴. Agreed in the beginning of the programme and reviewed every six months, the PCDP will include a personalised analysis of the requirements and goals of the planned training and career guidance, and concrete

⁴ For a typical template please see : https://cache.media.education.gouv.fr/file/Actions_Marie_Sklodowska-Curie/92/3/career_development_plan_815923.doc

measures and objectives to achieve the goals. The supervisors and fellows can consult the ParisRegionFP Management Team in case of scientific or interpersonal issues.

10. TRAINING PROGRAMME

10.1 Network-wide training program

In addition to the local training, seminars and meetings provided by the host organization, as well as any e-learning, the ParisRegionFP project will offer fellows an exceptional ad-hoc created international, interdisciplinary and intersectoral training program. This program will cover scientific academic and industrial topics in the identified key domains, as well as hands-on training to gain competences and skills in non-research oriented transferable skills necessary for future research leaders.

More specifically, the network-wide 9-day training program of ParisRegionFP will propose 5 main events that are mandatory for all fellows :

- Kick-off event (including sessions on career development and research valorization incl. start-up creation);
- Research management sessions (implement research, management skills, leadership, critical thinking,..);
- Interdisciplinary & Networking event (pitch contest, workshops and modules on Open Science, and other Responsible Research and Innovation (RRI) principles);
- Communication sessions (including outreach activities);
- Final event (business in research, digital skills, next steps in career).

The key educational principle of this program consists in offering the fellows an opportunity to approach and to experiment novel environments, issues and thought patterns different from their usual ones.

10.2 Secondments

The fellows can also benefit from scientific training beyond the host research group competencies during the secondments (typically short research stays up to 3 months over the 2-year fellowship). A secondment must bring complementary and meaningful added value to the fellowship, from the interdisciplinary or intersectoral point of view. Intersectoral means that the secondment host is an extra-academic organization [see definitions]. The secondments are not obligatory but if justified and adapted to the fellowship, they are taken positively into account in the evaluation criteria. The applicants are free to propose suitable secondment(s) as integral part of the Research Project, and shall indicate / explain their choices in the Application Form. The supervisor can help the applicant in this choice. Also, the applicants can express their interest to have a secondment period even if the secondment host is not identified. However, in any case the planned secondment description must be provided.

During the project implementation, all secondments need to be agreed with the host supervisor/organization and a formal request (e.g. letter on headed paper signed by fellow and host supervisor, commitment letter from non-academic sector) submitted to Paris region in advance for approval. Very short scientific visits, even if promoted, do not necessarily qualify as such for secondments. Secondments should be well-structured, planned in considerable advance and entail specific supervision, in cooperation with the main host supervisor.

During standard secondments, the host centre and the fellowship recipient should ensure all ParisRegionFP requirements (e.g. employment contract, financials, social security coverage, ethics) are still being met. In principle, the fellow will still be under employment contract with the host organization and seconded to the external organization. It is strongly recommended for the host organization to finalise an agreement with the organizations providing the secondment, in cooperation with the fellow.

11. MONITORING AND REPORTING

Both the fellow and the host supervisor are required to submit a first report six months after the start of the fellowship in order to assess the project's progress. This short report includes sections in which the fellow will be asked to evaluate and score the host in terms of scientific and administrative support, as well as supervision. The host supervisor will be asked to assess the overall progress of the fellow/fellowship. Thereafter, provided that the fellowship is running smoothly, fellow and host supervisors will need to submit to Paris Region a short mid-term report of the fellowship around M12, and an end-of-project final report within two months after the end of the fellowship.

Paris Region has the obligation to do official reporting to the European Commission at months M12- December 2021, M24- December 2022 and M60- December 2025 of the programme. Connected to these official reports, there might be additional reporting required from the fellows/host organization.

As the programme is co-funded by European Commission, the EC's (and its agencies including REA, OLAF and ECA) rights to carry out audits/checks/reviews/investigations, including ethics checks, extend to the host organizations with selected ParisRegionFP fellows. These audits may be started up to two years after the payment of the balance for the programme (impact evaluations may be started up to five years after). Any relevant documents upon request by the EC need to be kept and provided by the host organization and/or fellows.

12. COMMUNICATION, DISSEMINATION AND EXPLOITATION (IPR) REQUIREMENTS

12.1 Open access to publications and research data

ParisRegionFP will monitor publication via open access based on [EC rules](#) and Grant Agreement provisions, and make available resources to allow this. Project results, peer-reviewed scientific research articles and research data will be disseminated in the scientific community using the most appropriate medium (including HAL- French Open Access Platform, OpenAIRE, Zenodo,..). The fellows are formed to and shall follow the Open Science practices during their fellowship.

The following specific measures regarding publications will apply for fellows/host organizations:

- The EC and Paris Region support in any publication or outcome (e.g. patent applications – see 12.2) directly related to the fellowship research project should be acknowledged. The standard phrases shall be used:
 - For publications: "This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 945298 ParisRegionFP".
 - For patents: "The project leading to this application has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 945298 ParisRegionFP".
 - For standards: "Results incorporated in this standard have received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 945298 ParisRegionFP".
- The fellow should record and update Paris Region on any publication activity and other outcome (e.g. patent application - see 12.2) resulting from the fellowship, within 2 months.
- The fellow and host laboratory/organization need to ensure open access (=free of charge online access for any user) to all peer reviewed scientific publications (including their associated metadata and research data) and any other predefined research data directly relating to the project's results, in line with H2020 requirements.
- The EC emphasises that open access to scientific publications produced and research data, to some extent, with public funding is beneficial not only for science but also for speeding up innovation and involving citizens and society. Open access does not imply the obligation to publish and does not interfere with the decision to exploit research results commercially.
- The costs linked to publications and open access are to be covered by the Research costs allowance, see Section 8.2.
- Open access also relates to manuscripts published after the end of the fellowship but that are

directly related to the results of the Paris Region fellowship. Open access is equally mandatory for publications in which the fellow is not the 1st author as long as they are related to the results of the fellowship project. Further details (e.g. DOI, link to repository, embargo period if green access, fee for golden access) will need to be provided to Paris Region in the interim & final reports for all concerned publications, as they all need to be entered in EC database.

- On the other hand, open access is not mandatory if the publication is not directly related to the results of the fellowship project. A typical case may be when the article is based on data collected before the project starts, then open access requirements would generally not apply as the publication is not linked to the project results.
- Should you require additional information already at the application phase please consult the H2020 Online Manual for explanations [H2020 Online Manual](#) (under 'cross-cutting themes' and then 'open access & data management') or contact the Paris Region.

12.2 Exploitation of results and Intellectual Property Rights issues

- In general, the management of exploitable results and linked Intellectual Property Rights (IPR) emerging from the Research projects shall be in line with national/European/international regulations, and follow the [H2020 MSCA IPR factsheet](#).
- More particularly, IPR in all its aspects should be covered in the employment contract (see also section 5.8) between the fellow and host organization as well as in any other collaboration/partnership agreements (e.g. for secondments, including in non-academic sector), also covering the post-fellowship phase.
- Host organization should inform the fellow of any related institutional regulations/policies as well as provide IPR-related advice and support if needed. The host must — on a royalty-free basis — give the fellow access to the background as well as to the results necessary for the research training activities and the fellowship research project.
- The host organization must, for any results that can be reasonably expected to be commercially or industrially exploited, examine the possibility of protecting them and if possible, reasonable and justified, protect them. The EC may object to any transfer of ownership or to exclusive licencing of results; the host organizations will need to notify Paris Region in advance in these cases.
- In line with EC guidelines, measures should be taken by the host organization to ensure the exploitation of the results by using them in further research activities; develop, create or market a product or process; create or provide a service or using them in standardisation activities.
- The host organization must give access to the results (right to use them) on a royalty free basis to the EC institutions, bodies and agencies for developing, implementing or monitoring EC policies or programmes (these access rights are limited to non-commercial and non-competitive use).
- Universities or other public research organization must take measures to implement the principles set out in Points 1 and 2 of the Code of Practice annexed to the [Commission Recommendation on the management of intellectual property in knowledge transfer activities](#). This does not change any other obligations.
- Paris Region Technology transfer office, in collaboration with transfer and patent office of the host organizations, will offer support for IP management. The fellows will also receive training on IP management part of the network-wide training programme.

12.3 Communication and public engagement strategy of the programme

In line with [H2020 MSCA principles for outreach](#), Paris Region is highly committed to encourage fellows to get involved in communication and public awareness activities and recognises the need to bring together the scientific community and extra-academic or non-specialised audience, to effectively communicate on research and its impact. It is essential that the results of the research are disseminated and help shape policy-making and current practices (e.g. industry, NGOs, policies etc).

Fellows will need to put in place additional outreach activities aimed at the general public and/or participate in existing ones, particularly at the host organization, and are asked to identify them already at the application phase. Some examples may include: press articles/video aimed at general public, participation in European Researchers' Night, presentations to schools (e.g. science days, open days). During the project, at least 3 activities per fellow is expected.

13. GENDER, ETHICS AND RESEARCH INTEGRITY

Gender and ethical considerations, compliance and research integrity are essential, mandatory aspects of ParisRegionFP Fellowships, in line with EC guidelines. All the activities carried out under Horizon 2020 co-funding must comply with [H2020 ethical principles](#) and relevant international, European, national, and local legislation, for example the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights as well as the highest standards of research integrity (as set out for instance in the [European Code of Conduct for Research Integrity](#)).

13.1 Gender

Applicants are recommended to take into account gender and diversity aspects in all the research project lifecycle (e.g. design, data collection, analysis, etc), particularly (but not exclusively) when working with humans (e.g. patients, etc). Selected fellows will report on this topic in the interim reports, if applicable.

13.2 Ethics

Selected applicants must carry out the action in compliance with:

- ethical processes and regulations at the host organization;
- H2020 ethical principles (including the highest standards of research integrity, and an exclusive focus on civil applications);
- applicable international, European, national and local law.

To detect any ethical issues at the application stage, standard H2020 ethics evaluation form part of the Application Form is to be filled in by applicants. Each applicant must confirm that they have taken into account all ethics issues following the evaluation form and that, if any ethics issues apply (any Yes identified in the table), they have completed an ethics self-assessment document following the [H2020 ethics self-assessment guide](#) and attached the required documents to their application.

13.3 Research integrity

In line with H2020, fellows and host organizations must respect the highest standards of research integrity as set out, for instance, in the European Code of Conduct for Research Integrity.

This means that fellows and host organizations need to comply with the following fundamental principles:

- Reliability in ensuring the quality of research reflected in the design, methodology, analysis and use of resources;
- Honesty in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair and unbiased way;
- Respect for colleagues, research participants, society, ecosystems, cultural heritage and the environment; and
- Accountability for the research from idea to publication, for its management and organization, for training, supervision, and mentoring and for its wider impacts.

The host organization, particularly the host supervisor, as well as the fellow must ensure that the research project is carried out following good research practices and refraining from any research integrity violations described in the European Code of Conduct for Research Integrity. This does not

change other obligations under the programme or under applicable international, European, national and local law, all of which still apply.

13.4 Compliance and monitoring

As seen in 13.2, the applicants will need, as part of the ParisRegionFP Application Form, to identify potential ethical issues and explain how they will be addressed so as to conform to international, European, national and local law as well as H2020 principles.

All projects will be checked for ethics issues as part of the overall eligibility check. The check will be carried out by the Programme Management Team. A research integrity referee is also provided for. Overall, the host organizations shall take responsibility by seeking the relevant clearance from competent ethical committees and authorities, and follow any ethical issues during the application and implementation phases. Ethics approvals will – where required - be provided by the ethics committees of the partner institutions. A copy of the approvals will be made available to the European Commission services, upon request.

During the peer-review process, the independent expert reviewers will also closely assess ethical compliance. Further to these independent ethics checks, specific additional conditions or follow-up remedial measures may be set in terms of ethics, which fellows and host organizations will need to integrate in the implementation of the research activities and project. Paris Region will closely monitor ethical and integrity compliance throughout the duration of the fellowship.

All research projects and activities must be submitted for ethics and any other needed reviews for approval, by the local review board/committee at the host organization (or equivalent). Moreover, fellows and host organization must have obtained before commencing research activities raising a potential ethical issue:

- any ethics committee/authority opinion required under national law;
- any notification or authorisation for activities raising ethical issues required under national and/or European law needed for implementing the tasks in question.

Copies of all these ethics documents (e.g. opinions, approvals, notifications, authorisations) specific to the fellowship research project must be submitted to Paris region as soon as possible following the awarding of the fellowship and, at the very latest, by the time of the first interim report (i.e. six months after the start of the fellowship).

The above-mentioned documents must show that the research tasks in question are covered and includes the conclusions of the committee or authority concerned (if available). This summary should show that the opinions/authorisations/notifications cover the action activities and should include conclusions, recommendations and, if applicable, conditions imposed (e.g. the use of animals is authorised but limited to a certain number).

The above-mentioned documents and a summary of the remedial actions taken (if applicable following the ethics review) may be sent to independent ethics reviewers for additional feedback.

It might not be possible to proceed with any research with potential ethical implications before the Paris Region has received a copy of all documents proving compliance with existing European/national legislation and H2020 principles.

Fellows and host organizations will need to report regularly on any potential ethics issues and how they are being addressed, as applicable to their projects, for example, through the interim reports to be submitted to Paris Region.

Paris region strongly suggests that applicants and their host organizations start all the necessary requests for ethical permission or any formal permission as set out above, well before the fellowship start date. They should target to be granted all formal permissions for the start date of the fellowship. Failure to do this may severely impact funding projects and Paris Region will not accept any delay on the project caused by this matter.

Finally, any evidence of suspicion of breaches of ethical conduct and/or scientific integrity before, during (or after) the fellowship will lead to a rapid assessment by Paris Region and may led to the termination of the fellowship and – as needed - other actions towards the fellow, host organization

and concerned authorities.

13.5 Reporting to the EC

After each call, a short description on how the ethics procedure in place was followed and if relevant, the adaptations made need to be provided to the European Commission as an official deliverable. This part will also include a description of the role and composition of the ethics committee / persons involved.

An overview table based on the following structure (only for the successful fellows) will be provided: name of the researcher; the title of research project with ethical issues; the ethics area(s) concerned; conditions to be fulfilled for funding and ethics requirements to be monitored during implementation; follow-up during the implementation. Only those research projects having ethics issues will be detailed in this table.

The Final Ethics Report will summarise the ethics procedure followed during the entire project lifecycle and focus on the adaptation made and lessons learned. The report should also confirm that all required approvals/ authorisations were obtained and that the research was conducted in compliance with the ethical principles and applicable international, European and national law under H2020.

Paris Region will solicitate the fellows and the host organizations to prepare these reports.

14. PROCESSING OF PERSONAL DATA

14.1 Processing of personal data by the Paris Region

Your data is collected to administratively investigate your application as well as for external communication purposes. Data processing is implemented by the Paris Region, located at 2 rue Simone Veil 93400 Saint Ouen, France. Paris Region is also responsible for the data processing. This treatment is necessary for the carrying out of a public interest mission under the exercise of the public authority by the Paris Region.

If the EU grant is awarded, the data conservation duration is increased to 15 years.

At the end of this data conservation duration, after sorting operations, some of this data may be kept for archival purposes in the public interest, in order, in particular, to enable scientific or historical research or statistical purposes. The selected data will be stored in a dedicated, secure archiving system. The privacy rules for this data are those defined by the "*livre II du code du patrimoine*" (book II of the French heritage code).

If the EU grant application is not accepted, the data retention period is limited to 2 years from the time of the rejection decision of the EU grant.

In accordance with the provisions of the [Regulation \(EU\)2016-679](#), you have the right of access and rectification, as well as a right of opposition and a right to delete your data (right to be forgotten).

These rights may be exercised at the following email address: cil@iledefrance.fr

14.2 Processing of personal data by the Research Executive Agency and the European Commission (article 39.1 of the Grant Agreement*)

Any personal data under the Agreement will be processed by the Agency or the Commission under [Regulation No 45/2001](#) and according to the 'notifications of the processing operations' to the Data

Protection Officer (DPO) of the Agency or the Commission (publicly accessible in the DPO register). Such data will be processed by the 'data controller' of the Agency or the Commission for the

purposes

of implementing, managing and monitoring the Agreement or protecting the financial interests of the EU or Euratom (including checks, reviews, audits and investigations; see Article 22 of the [Grant Agreement](#)).

The persons whose personal data are processed have the right to access and correct their own personal data. For this purpose, they must send any queries about the processing of their personal data to the data controller, via the contact point indicated in the privacy statement(s) that are published on the Agency and Commission websites. They also have the right to have recourse at any time to the European Data Protection Supervisor (EDPS).

15. ENQUIRIES

For any other queries, please contact the Paris Region: prfp@iledefrance.fr. We recommend that you contact us well before the application deadline, in order to allow adequate time to reply. We may need to double check some enquiries with the EC.

Upon selection, fellows and host laboratories will receive detailed rules & regulations for the implementation phase based on this Application Guide.

Any infringement of the conditions in the Application Guide or any intentional providing of non-accurate information will result in the withdrawal of an application from the selection process or the cancellation of a fellowship already granted. Any conflict of interest needs to be declared.