

GUIDELINES & FREQUENTLY ASKED QUESTIONS FOR POTENTIAL EURYI APPLICANTS AND AWARDEES

3rd Version – 21/12/05

1. THE ELIGIBILITY CRITERIA

The *eligibility criteria*, established by a Memorandum of Understanding (MoU) signed by all Participating Organisations (POs), are published in each call. Criteria apply to applications and the full duration of awards resulting from that call – unless where indicated otherwise, changes in criteria will not be applied retrospectively.

The primary responsibility for checking that applications are within the criteria, eligible and administratively valid, rests with the PO to which the applications are submitted. However, the ESF as EURYI Coordinator can offer guidance and, when necessary, advice on the application of the eligibility criteria.

2. APPLICATION ELIGIBILITY ISSUES

2.A Nationality and Age – the only personal eligibility criteria is *academic qualification* (see below). Applicants of any nationality may apply, based in any country. There is no age limit.

2.B Academic Qualification – for the first and second calls this was defined as 2-10 years postdoctoral experience (intended to be from the award of a first PhD) calculated from the closing date of the call. For the third call the definition was 2-8 years (ie up to 96 months) after the award of the (first) PhD (or equivalent doctoral degree) on the closing date of the call. Extensions of this period may be allowed for *eligible career breaks* (see below).

2.C Eligible Career Breaks – eligible career breaks include maternity and paternity leave, long term illness and national service. Other unavoidable statutory (eg clinical qualification), legal or personal circumstances may be considered on a case by case basis. Concerning maternity leave, national rules apply, or 12 months per child, whichever is the greater.

2.D Non-Eligible Career breaks – unemployment, working in industry, other sectors, or in non-research positions, are not eligible.

2.E Part-Time working - no allowance is made for part time working. For example, 2 years working half-time must be counted as two years towards the eligibility criteria, and not as 1 year.

2.F Joint applications – awards are personal. Joint or team applications will be disqualified.

2.G Multiple applications – only one application may be made within any one EURYI call, irrespective of the POs or host institution. Multiple applications will be disqualified.

2.H Resubmissions – resubmission to a following call, if eligibility criteria are still met, is allowed.

2.I Parallel applications or awards – applications may be made to schemes offering similar personal awards. However, **it is a condition of EURYI that awardees devote 100% of their time to a EURYI award** meaning that only one award may be taken up, and the offer of a EURYI award will be withdrawn if this condition is not accepted. (see also 5.P below)

2.J Existing Job Status – from and including the 3rd Call, persons established in the position of “full professor”, or equivalent, are not eligible to apply. Persons in other permanent positions, including those officially acting for a limited period in a temporary capacity as “full professor”, may apply.

2.K Host institution eligibility - The host institution must be within one of the countries participating in the relevant call and eligible under the relevant PO’s regulations to manage any subsequent EURYI Award. Supra-national organisations (eg CERN, EMBL) are not eligible. It is the responsibility of potential applicants and hosts to check with the relevant PO in case of doubt.

3. APPLICATION SUBMISSION ISSUES

3.A Submission – applications are submitted to the PO in the country in which the award is to be held.

3.B Deadline - POs will strictly enforce the EURYI closing date deadline in line with their own procedures concerning receipt, date of posting etc. Potential applicants are strongly advised to check with the relevant PO contact at the earliest opportunity whether there are additional “local” requirements, such as earlier cut off dates.

3.C Electronic or paper applications – POs require applications to be made in line with their normal processing and validating (signature or e-coding) requirements.

3.D Costings – applicants should follow the guidelines of the respective PO in costing the elements of their application, including salaries. Most POs have procedures in place for dealing with inflation of costs etc in the period between application and award. Applicants are strongly advised to indicate the effective date of cost estimates (eg scale of Oct 05) to avoid mistakes in correction. Assessment of all costings in an application is the responsibility of the PO process following their usual procedures (see 4.A below). Reductions to the amount requested may take place as a result of this process and as a result of any overall EURYI Budget constraints.

3.E Applicant Salaries – all applicants must request their full salary costs, in accordance with their national conditions at their host, even if they are already permanently employed by the host institution. This is to ensure that application costings from all countries are comparable and that funds are available to release employees to work 100% on the EURYI award. **See Note 2 below.**

3.F Equipment – major equipment items are not eligible costs. Such definitions are a matter for individual POs to set. No guideline figure is set, but it must be remembered that the principal purpose of a EURYI award is to establish a research team, not to furnish a laboratory.

3.G Overheads – applications should include overhead costs if this is a PO requirement. There is no guideline figure for overheads, this being a PO matter.

3.H Currency – applications should be made in the currency, preferably EURO, specified by the receiving PO.

3.I Publication list – the list is to be submitted within the limits of the case for support and should not be accompanied by copies of the papers.

3.J Letters of Recommendation – two only should be provided.

3.K Other Staff on the award – applications may request the salary costs of other research staff, and/or technicians if allowed by PO rules. Other research staff may be at Postdoctoral, or Postgraduate level if allowed by PO rules, and only the time they spend directly on research tasks within the award may be applied for.

OUTLINE OF ASSESSMENT PROCEDURES

4.A Assessment and Peer Review (Stage 1) - Applications will firstly be assessed at the national level by the PO to which the application has been submitted. POs will follow their national procedures within a framework provided by the EURYI Management Committee. This stage is known as Stage-1 (S-1). POs will pass to ESF for Stage 2 (S-2) approximately 140 applications, up to a maximum per PO determined by the EURYI MoU.

4.B Assessment and Peer Review (Stage 2) – ESF establishes 6 broadly based disciplinary panels of leading international scientists to undertake the selection at Stage 2. S-2 Applications are allocated by ESF to these Panels, wherever possible respecting applicant’s wishes. The Panels’ first task is to benchmark and cross-compare the applications received from the POs and to identify approximately

60 persons for invitation to interview. Following the interviews, each panel draws up a priority list of recommendations, which are combined, by a meeting of the Panel Chairs, into a single priority list for recommendation to the POs. Interdisciplinary applications will be considered by two or more Panels when appropriate; special arrangements will be made at the interview stage for interdisciplinary proposals, but only one interview will take place.

4.C EURYI S-2 Interviews – Interviews last for 45-60 minutes, commencing with a 10-15 presentation by the applicant. Interviews will cover all aspects of the EURYI criteria, including the impact an award may make on career development, and will not be limited to the scientific proposal and track record.

4.D Outcome of the Interviews - the recommendations for award and a reserve list are normally approved at the end of July by the EURYI Programme Committee (PC) and all applicants who reached the interview stage will then be informed of their status. ESF and POs will arrange Press announcements. EURYI Award diplomas will be presented at a special Ceremony organised in the Autumn.

4.E Feedback – Feedback to applicants from S-1 is the responsibility of the PO and will follow their normal procedures. ESF will not provide formal feedback from the S-2 process, other than a statement of the outcome of the application – limited informal feedback may be provided on request.

5. AWARD ISSUES

5.A Start Date – the normal start dates of a EURYI award are in the six months from the 1st of October following the approval by the EURYI Programme Committee of the award. In exceptional circumstances, eg for continuity with an existing award, or eligible career break reasons, POs may extend this by a maximum of a further six months. The offer of any award not officially started by or on 1 October of the year following the PC approval will be withdrawn and the award offered, in priority sequence, to the reserve candidates.

5.B End Date – the end date will be five calendar years after the start date, extendable for *eligible career breaks*.

5.C Level of award – an absolute maximum of k€1250. See also 3D

5.D Negotiations with Awardees – the PO making the award and the Awardee will negotiate the terms and conditions of the award, including the start date. Awardees unable to agree a commencement date within the *Start Date* boundaries, or any fundamental condition of the PO, are liable to have the offer of award withdrawn.

5.E Intellectual Property Rights (ipr) – this is a matter to be resolved between the Awardee, the host and the awarding PO. Normally, the PO's policies have priority.

5.F Cancellation and Termination of Awards – any award which is terminated or cancelled once it has officially started will not be replaced.

5.G Transfer of Awards – International - awards may be transferred, between host institutions in participating countries in the respective call under which the award was made, with 12 months of the official start date, with the approval of the respective institutions and POs.

5.H Transfer of Awards – National - awards may be transferred between host institutions at any time with the approval of the awarding PO, subject to their normal terms and conditions.

5.I Status change of Awardee (permanent positions and promotion) – The top-quality persons identified by EURYI Awards are likely to be offered career advancement. This is acceptable, but on the condition that the Awardee and Host maintains the condition that 100% of the Awardee's time is dedicated to the EURYI project. In such circumstances, POs are encouraged to reach a formal agreement with the Awardee and the Host. A detailed note on this subject has been prepared (see Note 2 below) on this. Failure to honour these conditions may result in the termination of an award.

5.J Clinical work in medical research – clinical work which is deemed essential to the research element of a EURYI project (ie the project will fail without it) may be considered as part of the 100% research time criteria. It may not be considered as eligible part-time working.

5.K Part-time working – part-time working by the Awardee will be accepted solely for reasons of family commitments or illness. Extensions to the end date, up to a maximum of 1 year, may be granted by the PO in these circumstances to recover no more than the “lost” time. Part-time working will not be accepted in parallel with other part-time positions.

5.L Monitoring and Evaluation of Awards – the monitoring and evaluation of individual awards is a matter for the PO making the award. The EURYI Management Committee and the ESF may from time to time seek achievement information from awardees for the purposes of EURYI publicity. The EURYI scheme itself is assessed from time to time concerning its impact and effectiveness; the achievements of Awardees will be an important element in this procedure.

5.M Inflation of awards – this will follow normal rules of the relevant PO.

5.N Unspent funds – funds unspent within an award may be transferred year to year subject to the awarding PO’s normal procedures.

5.O Teaching – Awardees are required to devote 100% of their time to their research project and are expected not to become involved with normal departmental duties including administration, PhD supervision and teaching. Supervision of PhD students working on the EURYI project is acceptable. Awardees may also undertake a small amount of postgraduate teaching (not exceeding 5% of their time) directly related to dissemination of the results of their EURYI project.

5.P Other research awards, grants or contracts – Awardees may not hold other awards, grants or contracts providing their salary (see 2.I below and Note 2 below). They may however hold or apply for funds, including for other research staff, on topics related to the EURYI award where the additional activity will bring added value to the scientific project of the EURYI Award and assist the Awardee in realising their potential as a high-profile scientific team leader. The administrative requirements of such additional activities must be minimised by the Awardee.

Note 2

Rule concerning Awardees whose salary is paid from a source other than the EURYI Award:

If at the start of the project the salary of an Awardee is paid by the host research institution (or any other organisation) or if during it he/she takes up a full-time post (eg a professorship) two conditions must be observed:

1 The awardee must at all time be free from academic, administrative or other duties that would prevent them devoting 100% of their time to the project. (Small teaching activities linked to the project are allowed)

2. If a salary claimed by the awardee is not used to hire a replacement to facilitate the 100% dedication of their time to the project (as might be the case where the full time post is that of a *researcher* rather than academic) it will be deducted from the overall amount of the award. It cannot be diverted to other uses such as the purchase of equipment or the hiring of extra researchers. However, any special allowance or top-up of salary that may be paid, subject to the host institutions rules, in recognition of the extra responsibility and duties attached to the implementation of the project may be claimed.

If condition 1 ceases to be met during the period of the project, a process of orderly disengagement from the funding of the project should begin at once taking into account commitments which the host institution may have to other staff working on the project. However, payment of the salary of the awardee will cease with *immediate* effect.