



CIVIS3i

**Marie Skłodowska-Curie Actions
COFUND**

Postdoctoral Fellowships

Call 2021

Guide for applicants

August 2021 – v.2

GUIDE FOR APPLICANTS



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Candidates are invited to regularly check the CIVIS3i website for any updates of the guides and templates.



Table of Contents

1 INTRODUCTION	4
1.1 CIVIS3i IN BRIEF	4
1.2 CALL 2021 TIMELINE	5
2 ELIGIBILITY	6
3 SUBMISSION	8
3.1 REQUESTED DOCUMENTS	8
3.2 SUBMISSION PROCESS	9
4 HOW TO IDENTIFY ADVISORS?	10
5 SUPERVISION TEAM AND THE ROLE OF CIVIS3i POSTDOCTORAL ADVISORS	10
6 EVALUATION	11
6.1 ELIGIBILITY CHECK	11
6.2 EVALUATION CRITERIA	11
6.3 DOUBLE PEER-REVISION BY REMOTE EXPERT EVALUATION	11
6.4 SELECTION COMMITTEE INTERVIEWS	13
7 RESULTS	15
7.1 COMMUNICATION OF THE EVALUATION OUTCOME	15
7.2 REDRESS PROCEDURE	16
8 RECRUITMENT	16
8.1 STARTING DATE & DURATION	16
8.2 REMUNERATION	17
8.3 ADMINISTRATIVE SUPPORT	18
9 ETHICS, OPEN SCIENCE & RESEARCH DATA MANAGEMENT	18
9.1 ETHICS	18
9.2 OPEN SCIENCE & RESEARCH DATA MANAGEMENT	19
10 CONTACT INFORMATION	20
11 PERSONAL DATA PROTECTION	20
12 ANNEX 1 – EVALUATION FORM	21
13 ANNEX 2 – ETHICS ISSUES FORM	23



1 INTRODUCTION

1.1 CIVIS3i IN BRIEF

The CIVIS3i Postdoctoral Fellowships is a comprehensive fellowship programme providing excellent experienced researchers the opportunity to conduct frontier research and receive diversified training in an environment of scientific excellence and state-of-the-art facilities, under the supervision of renowned academics and with the support of an extensive collaboration network of academic and non-academic institutions. CIVIS3i is funded in part by four universities (AMU, ULB, UAM, SUR) of the CIVIS Alliance and in part by the European Commission through the H2020 Marie Skłodowska-Curie COFUND Programme.

Candidates may choose to be hosted and develop their research at one of the [CIVIS3i four recruiting universities](#) (AMU, ULB, SUR, UAM), where their main advisor must be affiliated, and mobility within the whole CIVIS alliance (the nine universities + 24 non-academic partners) will be facilitated. Candidates are required to include elements of intersectoral mobility and interdisciplinarity in their application, such as a 3-month secondment and short visits in one of the academic or non-academic partners, and a co-supervision at one of the 9 CIVIS Universities (For more information see the [CIVIS website](#)). Secondment provisions and co-supervision should be included at the proposal stage if possible; however, if such elements are not fully defined in the proposal, the laureates will be accompanied on these dimensions once selected. Fellows are expected to participate in outreach activities related to their research. The competitive fellowships are designed to further the education and training of the fellows with primary emphasis placed on the individual's research promise, and to boost their future career inside or outside academia.

CIVIS3i proposes two calls within a five-year programme, the first in 2021 and the second in 2022. To impact the CIVIS3i Alliance post-doctoral international mobility as widely as possible, **the calls are open to all fields of research**, organised into the [5 hubs of CIVIS](#) and linked to global societal challenges. The hubs integrate multiple topics, giving the fellows the freedom to conduct research on a wide range of subjects, for instance:

- In **Health**: Nutrition and food; Ageing; Well-being; Epidemiology; Immunology; Public Health; Medical Studies; Neurosciences; Pharmacology; Sport and movement science
- In **Climate, Environment, Energy**: Geology; Oceanography; Biodiversity; Migrations and settlements; Sustainable energy; Climatology; Pollution; Astronomy.
- In **Digital and Technological Transformation**: Artificial Intelligence; New Media; Technologies & Engineering; Processes; Music; Learning; Sciences; Digitalization.
- In **Society, Culture and Heritage**: History; Literature; Sociology; Archaeology; Arts; Migrations; Religions; Philosophy; Political science; Languages.
- In **Cities, Territories and Mobilities**: Smart cities; Urbanism; Geography; Architecture; Transports; Logistics; Migrations; Governance.



Candidates are strongly encouraged to contact their potential advisor before submitting their application in order to discuss the research project. For each call, CIVIS3i will fund 16 excellent researchers for a research project with a duration of 24-months, reaching a total of 32 fellowship positions over five years. The fellowships are offered by the four recruiting CIVIS3i universities, and are distributed as indicated in the table below:

University	University acronym	Country	Number of fellowships offered 1st Call	Number of fellowships offered over entire CIVIS3i Programme
University of Aix Marseille	AMU	France	5	10
Université libre de Bruxelles	ULB	Belgium	4	8
Universidad Autónoma de Madrid	UAM	Spain	4	8
Sapienza Università di Roma	SUR	Italy	3	6
Totals			16	32

1.2 CALL 2021 TIMELINE

The timeline of the first call of CIVIS3i is the following:

Call opening: Friday, July 23rd, 2021 at 14:00 Paris time (UTC + 2)

Call closing: Friday, October 22nd 2021 at 17:00 Paris time (UTC + 2)

Eligibility check: July 23rd – October 29th 2021

Evaluation: 22nd October 2021 – 31st January 2022

Information to applicants: February 2022

Start of projects: Between February (earliest) and July 2022 (latest)

Fellowship duration: 24 months

Any change in this expected timeline will be announced in the CIVIS3i website.



2 ELIGIBILITY

Applicants of any age and of any nationality are eligible.

Eligible applicants are experienced researchers:

- Holder of a doctoral degree at the date of the Call deadline, 22 October 2021;
- Applicants without a doctoral degree by the Call deadline, provided they have documented full-time equivalent research experience of minimum 4 years prior to 22 October 2021 (see table below);
- Candidates cannot have resided or carried out their main activity (work, studies, etc.) in the recruiting country (France for AMU, Belgium for ULB, Italy for SUR or Spain for UAM) for more than 12 months in the three years immediately before the Call deadline, 22 October 2021.

As a condition of the fellowship, candidates must be able to present their diploma, a certified copy of their diploma, or proof of minimum four years of full-time equivalent research by the call deadline (work contracts, employer certificate, scholarships, certificates, a career description), and optionally a certified letter from the appropriate university or research institute official stating that they have completed all of the requirements for their degree including the completion of their final thesis, before they begin their fellowship appointment. In addition, researchers without a doctorate at the Call deadline must clearly explain how the full-time equivalent research experience is calculated, adding to their CV the table below ([template](#) available on the CIVIS3i website). This information and documents do not count to the 5-page limit indicated for the CV.

Full-time equivalent research experience is measured from the date when a researcher obtained the degree allowing him or her to embark on a doctorate. This needs to be proven by the employment (or equivalent) contracts. Career breaks are excluded. Career breaks refer to periods of time where the candidate was not active in research, regardless of his/her employment status. The rule is checked by reference to the employment status of the candidate in the domain of research.



Table of Full-time equivalent research experience – 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). Add as many entries as needed. This table is beyond the 5-page limit for the CV. Cells In grey filling are to be filled by the candidate.

Academic qualifications counting towards the Total Full time postgraduate research experience

University degree giving access to PhD:	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	Duration of research activities expressed in months
		xx %	(b) = 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		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)

Projects that do not comply with the compulsory layout and 10-page limit will be declared ineligible (see 3.1 Requested documents).

Candidates who do not pass the eligibility check will be informed by email and the reason(s) for rejection will be concisely stated. Candidates whose applications have been deemed ineligible will have an opportunity to submit a request for redress. The CIVIS3i Redress Procedure Following the Decision of the Selection Committee can be found below on 6.2 Redress Procedure.

3 SUBMISSION

Applications are submitted online in the dedicated platform that is accessible through the [CIVIS3i website](#). Applications sent via other means (e-mail, post, etc.) will not be considered. It is the responsibility of the applicant to submit the application on time in order to avoid last minute delays due to the high number of submissions. The submission platform will be automatically deactivated at precisely 17:00 (UTC+2) on Tuesday, October 22nd, 2021 and will not be able to accept late submissions. No extension will be granted unless there is an unequivocal technical issue with the submission platform, in which case all applicants will be notified accordingly.

3.1 REQUESTED DOCUMENTS

The application file of the applicants is complete when all the following documents are submitted in pdf format:

- **An application form** to be filled online on the CIVIS3i submission platform (follow the [Apply](#) button on the CIVIS3i website), with information related to the candidate, title of the research project, abstract, keywords, scientific area of the proposal, targeted recruiting university, targeted main laboratory, chosen advisor).
- **A copy of the PhD degree** or a certificate confirming that all the requirements related to the PhD programme in the home institution are fulfilled prior to the call deadline, 22 October 2021.
- If no PhD degree has been obtained, a career description should be provided proving at least four years of full-time research experience by the call deadline. Applicants should attach proofs (e.g. contract, employer certificate) demonstrating their research experience.
- **A CV** of 5 pages in Europass format, including a publication list. A [template](#) is available at the call webpage.
- **A research and training project** of maximum 10 pages describing the state-of-the-art, the research questions, the methodology, the training programme in an academic and, if relevant, non-academic environment, the research environment (including the partner laboratory within another CIVIS3i university, if already identified), the expected impact of the project on the candidate's career, the expected impact on the state of the art of research, the impact for the society, the dissemination, exploitation and communication activities planned, and a work plan. A compulsory [template](#) is available at the CIVIS3i submission platform. Applicants are required to read carefully and comply with the layout instructions at the top of the template (font, font size, margins, line spacing included). Projects exceeding the 10-page limit will be declared ineligible.



- **An ethics issues form and self-assessment** with additional ethics information if needed.
- **A copy of the passport** (for candidates from outside of the EU) or identity card (for EU nationals).
- **An optional letter of support or acceptance** from a CIVIS3i academic member (host institute, advisors) confirming that the applicant, if successful, will be integrated in the research group and receive the appropriate training. Applicants are invited to consult the CIVIS3i [Research Inventory](#) at the website section "Find an advisor" and to search the recruiting university's individual research departments websites to identify an advisor.
- **Other optional recommendation letters.**

Documents that are not in English should be translated. Candidates may create one single pdf of the original document and merge a certified translation at the end. Applicants are encouraged to choose an advisor with a research experience superior to theirs, and with prior experience in supervising researchers at the early-stage researcher level minimum. Advisors must hold a permanent scientific or academic full time position.

Apart from the above documents to be uploaded, the applicant is requested to complete the following actions through the online form on the submission platform:

- Fill in the abstract of the proposal (max 350 words).
- Introduce 5 keywords related to their research project.
- Select the scientific area of the proposal.

3.2 SUBMISSION PROCESS

Applicants first have to register themselves through the submission website, hereby creating their personal account. They are then able to log in and proceed with the application and submission. There are three main types of information to be provided: Applicant information; Project information; and Additional information (optional). Submissions will be accepted only if all requested documents are uploaded and all necessary fields are filled-in. The names of the files should contain the name of the candidate (e.g. "Surname_curricul, "Surname_proposal"). Candidates will be able to submit their application more than once. Every new submission will overwrite the previous one. An automatic confirmation of submission will be sent to the applicant after each submission.



4 HOW TO IDENTIFY ADVISORS?

The best way to obtain more information about ongoing research within the CIVIS3i alliance is via the database found on the CIVIS3i research inventory ([Find an advisor](#) page) of the CIVIS3i website and by visiting the individual Department, Center and Institute web pages listed below. For any queries or help finding a host and/or advisor, please contact the project manager, listed below on the contacts section.

University	Link to Research Departments and Research Centers
AMU	https://www.univ-amu.fr/en/public/research-units
ULB	https://www.ulb.be/en/research/institutes-resources-and-contacts
SUR	https://www.uniroma1.it/en/pagina/departments https://www.uniroma1.it/en/pagina/research-centres-italian
UAM	https://www.uam.es/uam/investigacion/centros-institutos

It is expected that candidates will have a command of the English language, although the CIVIS3i management team will be able to assist specific issues in other languages, on a case-by-case basis (Portuguese, Spanish, French, Italian - see contact details). Applications are done in English. Candidate selection will follow an open, transparent, merit-based, impartial and equitable procedure based on international peer-review. After evaluation of the research proposals, candidates will be shortlisted for interviews (also in English) with the selection committee via videoconference. Final results will be communicated to the candidates in January 2022 and available on the CIVIS3i website. Laureates will have one-week to accept or decline the fellowship.

5 SUPERVISION TEAM AND THE ROLE OF CIVIS3i POSTDOCTORAL ADVISORS

Each recruited CIVIS3i fellow will be followed by a supervision team of three people: the main advisor (affiliated to the main host institute in one of the four CIVIS3i recruiting universities); the co-advisor (affiliated to any of the nine CIVIS universities, excluding the recruiting university chosen to host the fellow); and the non-academic mentor (secondments). The triple supervision/mentoring in CIVIS3i will have a research dimension but also a training and career support dimension.

The main academic advisor will facilitate the proper integration of the fellow in the local research environment and will support the fellow in achieving the planned scientific and training goals. To ensure that the fellowship will have a significant impact on the fellow's future career prospects, the advisor and the fellow will establish a yearly Career Development Plan that will summarise the fellow's individual training programme (research and transferable skills trainings) and career prospects beyond the project. The main advisor will work closely with the co-advisor and the mentor to ensure a coherent supervision and guidance, especially on training and career development. A follow-up report will be addressed every six months to the CIVIS3i management team by the advisor and the fellow to guarantee a good progress of the individual project.

The role of the CIVIS3i co-advisor is to ensure the international and interdisciplinary dimensions of the project are met. The co-advisor will be a researcher with complementary knowledge and expertise that will support the CIVIS3i fellow in addressing the interdisciplinary dimension of the research project and will guide the fellow to take full advantage of the cross-fertilisation of disciplines, methodologies and techniques. Interdisciplinarity collaboration can be implemented through virtual means, short visits or research stays (secondments).

The non-academic mentor will be appointed by the non-academic partner to support the fellow and ensure intersectoral collaboration. The mentor will play a significant role in the career prospects of the fellow by promoting access and integration into the socio-economic sector, advising the fellow on training needs that are coherent with the industrial needs, share their professional experience, their network and give advice on pursuing career goals and developing an attractive professional profile.

Intersectoral exposure can be implemented in the project, for instance, by including dialogue with socio-economic actors, participating in industry networking events contributing to expand the fellow's career prospects, etc. CIVIS3i candidates/fellows can choose a non-academic partner from outside the [list](#) provided on the programme's website. Secondment periods, summing up to 3 months in total, can support the research project, the training programme or the dissemination activities.

6 EVALUATION

The evaluation of the application file consists of an eligibility check, a remote expert evaluation (double peer-revision), and an interview with the selection committee.

6.1 ELIGIBILITY CHECK

During the 3 months of the Call and immediately after the deadline, the CIVIS3i's Project Manager at AMU's Directorate for Research and Development will examine the eligibility of the candidate under the eligibility criteria of section 2. Only non-eligible candidates will be notified at the end of this stage.

6.2 EVALUATION CRITERIA

The three main evaluation criteria are **Excellence**, **Impact** and **Implementation** with a respective weight of 50, 30 and 20 % in the final score. The sub-criteria corresponding to each criterion are described in Annex 1. A maximum of 32 candidates will be shortlisted for interview with the selection committee.

6.3 DOUBLE PEER-REVISION BY REMOTE EXPERT EVALUATION

Each application will be sent to two (2) independent external referees specialised in the scientific domain of the proposal. The selection of the experts is based on the following criteria:



- Adequacy of the disciplinary and thematic fields of the experts identified with the topic and two main disciplines of the submitted projects;
- Relevance of the expert's profile in regard to the programme's objectives and the nature of the submitted projects (participation in interdisciplinary and intersectoral research, participation in international project selection committees...);
- Scientific renown, assessed through number of citations greater than 1500 for hard sciences (Web of Science), academic career superior to that of the candidate's, editorial responsibilities and awards.
- Active publication track-record in the specific field with several peer reviewed publications over the last ten years.
- Confirmation that the experts have (i) never co-published with the candidate (ii) have not co-published neither with the candidate's Postdoctoral advisor (or the leader of the research group in which the candidate has performed research in case no PhD has been obtained) nor with the local host at CIVIS3i in the five years prior to the evaluation process.

The experts will not be affiliated to the current institution of the candidate or to any of the institutions targeted by the candidate in their research project, the experts will be from other countries and they will sign a declaration of confidentiality, impartiality and absence of any conflict of interest with the project to be evaluated. The CIVIS3i management team will pay attention to reach a gender balance in the experts solicited for double-peer revision of the projects.

The external experts will receive the complete application file together with an evaluation sheet (Annex 1) and a guide for the evaluator. They will also receive a briefing on ethics guidelines to help them assess whether ethical implications of the projects have been properly addressed. They will be asked to provide scores for the evaluation criteria, as well as sufficiently detailed comments (Annex 1). The experts will evaluate the proposal "as is", i.e. not considering its potential if a series of modifications were made. Scoring corresponds to the following options (decimal values of 0.1 possible):

- A score of 1.0 - Poor: if the criterion is not adequately addressed or if there are serious inherent weaknesses
- A score of 2.0 - Fair: if the criterion is broadly addressed but reveals significant weaknesses
- A score of 3.0 - Good: if the criterion is well addressed with a number of shortcomings
- A score of 4.0 - Very Good: if the criterion is very well addressed with a small number of shortcomings
- A score of 5.0 - Excellent: if the criterion is fully and satisfactorily addressed and any identified shortcomings are minor.

Scores will be given to each sub-criterion (see Annex 1). The score of each criterion will be the average of the scores of the sub-criteria. A weight for each criterion will be applied and the weighted scores of the three criteria will be added to yield the total weighted score of the proposal for one evaluator. The final score of the proposal will be the average of the two separate external evaluations. The final score will be rounded up to the third decimal. Only proposals with a final score above 70/100 will be considered admissible for the next stage (interview by the selection committee).



In case of equal scores, additional criteria will be applied, in the following order of priority:

1	Priority will be given to the projects that have scored higher in the excellence criterion, then in the impact criterion and then in the implementation criterion.
2	Priority will be given to candidates from EU Member States and Associated Countries that are below 70% of the EU average (47.8) of the Composite Indicator in Research Excellence ¹
3	Priority will be given to proposals where the fellow contributes to maintain the gender balance in the host research group.
4	Priority will be given to candidates that had a documented career break of at least 12 months prior to the deadline.

6.4 SELECTION COMMITTEE INTERVIEWS

A selection committee will be organised that covers all of the [five CIVIS hubs](#) (Health; Cities, territories and mobilities; Digital and Technological transformation; Climate, environment and energy; Society, culture, heritage) and the four recruiting universities (AMU, ULB, SUR and UAM). The gender balanced selection committee will be composed by 14 members: 1 scientific representative from each of the four recruiting universities; 1 independent international expert per each of the five CIVIS hubs; 2 representatives of the CIVIS3i non-academic partners; 1 external international expert in interdisciplinary and intersectoral research, 1 external international expert in ethics in science and in scientific integrity; and 1 HR representative from AMU, the CIVIS3i coordinator University. The selection committee will be headed by a selection committee president, appointed by the rotating CIVIS presidency (every 6 months).

The committee members will receive a copy of the ranked applications, together with the corresponding reports from the double peer-revision (2 reports per candidate). The selection committee will interview the shortlisted candidates, in English, during the one month after the end of the peer-revision period. The 30-min interviews will take place remotely via a secure video connection, technically organised by AMU. Candidates will have 10 min to present their research project, their professional profile and expertise and may use a support (eg, slides). A 15-min Questions & Answers session will follow with the selection committee.

During the interviews, the selection committee will assess the soundness of the research proposals, the candidate's capacity to engage in scientific discussion, and their capacity to envision the implementation of the research project. Specifically, the committee will evaluate the candidates using four criteria (each graded on 5 points):

- Clarity and consistency of the presentation of their project
- Ability to take part in a scientific discussion and answer comments from the committee on scientific aspects of their project
- Ability to envision the implementation of an interdisciplinary and intersectoral project, to envision the conduct of the project in its environment, and potential ethical aspects

1

[Research and Innovation Performance in EU Member States and Associated Countries 2014, p. 19](#)

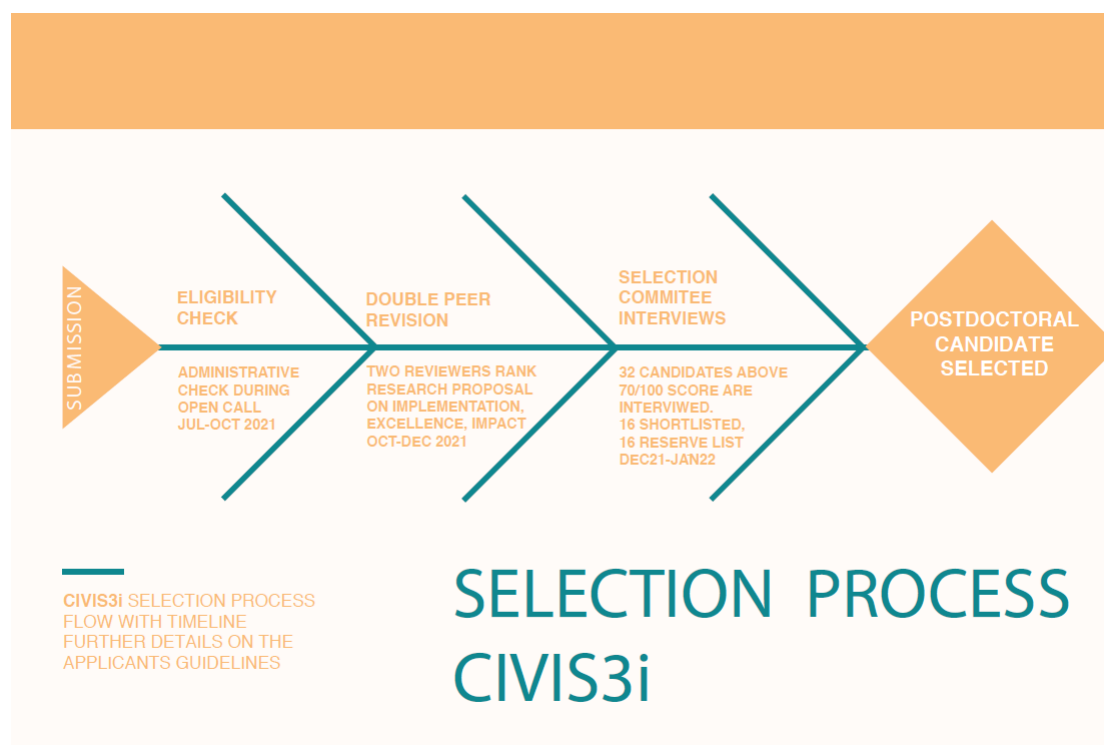


- Capacity to answer CV-related questions and discuss career options

The candidate's score from the interview will be used as a bonus ranging from 1 to 20 and added to the double peer-revision score. A final ranking of the candidates per host institution will be established on this basis. Should two proposals have the same final score with the bonus, per host institution, precedence will be given to those having rated better at the double peer-revision stage. The committee will select up to 16 candidates. The rejected candidates will be ranked in a reserve list. They will be entitled to initiate a redress procedure as stated by the national law if they contest the recruitment procedure. Eligible candidates will receive an acknowledgement when they pass a selection phase.

The committee will be able to provide recommendations to the candidates and to their advisors, in the committee's report. Such recommendations will allow the laureates to improve their project and unsuccessful candidates to improve for future applications. The committee members will not proceed to a separate evaluation of the proposals nor will they be able to change the ranking of the proposals on their own. All interviewed candidates will receive a report from the selection committee after the interviews.

A summary of the selection process is indicated on the flowchart below:



During the selection process and the implementation of the project, the selection committee, the postdoctoral advisor and the Project Management Team will engage to prevent any type of discrimination, not only from gender aspects but also taking into consideration age, disabilities, and return from a career break. CIVIS3i will guarantee, throughout the recruitment process of the fellows, that gender equality is respected by promoting genuine equal access opportunities between men and women, without, however, taking precedence over quality and competence criteria.



Thus, gender equality will be promoted in CIVIS3i through a gender mainstreaming approach, with the following measures:

- Gender aspects and key reference documents will be included in the Guidelines for Evaluators available on the website;
- CIVIS3i will take into account career breaks in the evaluation of the applications. The reasons for career breaks can be due to a variety of personal reasons, including pregnancy, childcare, national service, temporary career change, unemployment, illness and travel. Candidates are therefore encouraged to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the position;
- Together with gender issues, the selection committee and postdoctoral advisors will be attentive to the protection of equal opportunities at other levels, in order to make sure no discriminations occur because of nationality, age, or disability.

7 RESULTS

7.1 COMMUNICATION OF THE EVALUATION OUTCOME

Applicants will be informed on the eligibility of their application upon the call closure, through notifications on the submission platform. The project management team will establish a list of laureates based on the final ranking of the candidates and according to the available number of fellowships per University: Aix Marseille University (AMU, France) 5 fellowships, Université libre de Bruxelles (ULB, Belgium) 4, Sapienza Universitat di Roma (SUR, Italy) 3 and Universidad Autónoma de Madrid (UAM, Spain) 4 fellowships. A reserve list may be set per recruiting institution, if the quality of the applications is deemed sufficient.

Candidates that have been interviewed by the selection committee will be informed of the outcome of the selection procedure: either a positive decision, a ranking on the reserve list, or an unsuccessful application. They will receive a summary of their evaluation including a commentary from the selection committee. The host institutions will be notified of the laureates for their university by the project management team. The results will be published on the CIVIS and CIVIS3i websites and communicated via the programme's communication tools.

Candidates will be asked to confirm their acceptance of the fellowship within one week. If the notification does not receive a reply, it will be concluded that the applicant is not interested in the fellowship and therefore we will invite the next candidate in the ranking list. The process will continue until the number of fellowships per University is granted. Candidates will receive a final notification on the status of their application not later than February, 2022.

Other above-threshold candidates that are not among the 32 best-ranked applications will be informed that they cannot be funded as soon as the list of the confirmed grantees is finalised and that not later than February, 2022. Candidates whose application was below threshold will also be informed as soon as the list of the confirmed grantees is finalised and that not later than February, 2022.



CIVIS3i reserves the right to award fewer fellowships per University on the first call if the quality of the applications is not sufficient.

7.2 REDRESS PROCEDURE

After the eligibility check as well as after the end of each of the selection stages (double peer-review and interview), the candidate will have the possibility to appeal via written communication, sent electronically (see contacts in the table below), within five (5) working days after receiving the notification.

The communication should have as subject "Redress_CIVIS3i_Surname_Firstname", clearly state the reasons for the appeal and should be addressed to the Ombudsman of any of the universities. The University Ombudsman, with the support of the research management team of the university, will evaluate in confidentiality the request for appeal and the final decision will be transmitted to the applicant within two weeks after reception of the appeal.

The appeal procedure will not put into question the scientific judgement of the evaluators on the merits of the proposal nor the recommendation of the Selection Committee. The appeal procedure will only examine and confirm whether the administrative procedures during the selection process (in terms of procedural shortcomings, omitted conflict of interest, technical errors) have been followed as described in this Guide for Applicants.

Unive rsity	Ombudsman	More information
AMU	mediateur@univ- amu.fr	https://www.univ-amu.fr/en/public/university-mediator
ULB		https://www.ulb.be/fr/recevoir-une-reponse/recours
SUR		https://www.uniroma1.it/en/pagina/student-rights
UAM	defensor.universit ario@uam.es	https://bienvenida.uam.es/pdi/en-el-campus/defensor-universitario-y-unidad-de-igualdad/

8 RECRUITMENT

8.1 STARTING DATE & DURATION

Selected projects will start up to six (6) months after the laureate's acceptance of the fellowship. The fellowships will last 24 months. Part-time employment is possible, due to personal or family reasons, and can be requested during the implementation of the project, in which case the fellow may have up to 48 months to develop the research project. The same conditions apply in those cases as with full employment contracts, with all payments adjusted in proportion to the agreed part-time workload.

8.2 REMUNERATION

The financial structure of the fellowship is as follows:

Cost Categories		Base Amount (€/month)	Country-corrected Amount (€/month)			
			France (115.7%)	Italy (104.4%)	Belgium (100%)	Spain (95.4%)
Fellow-related (employer) costs	Living allowance	€3 710.00	€4 292.47	€3 873.24	€3 710.00	€3 539.34
	Mobility allowance	€300.00	€300	€300	€300.00	€300
	Family allowance (if applicable)	€250.00	€250.00	€250.00	€250.00	€250.00
Research-related costs	Management and communication costs	€752.00	€752.00	€752.00	€752.00	€752.00
	Research costs (eg, travel, accommodation, publication fees, etc.)	€625.00	€625.00	€625.00	€625.00	€625.00

The living allowance is an indicative value for 2021 and is subject to minor changes of approximately +2% due to yearly indexation. The table above includes country correction coefficients for 2020 (for 2021 and 2022 these are not available yet). It covers the amount of an untaxed fellowship contract that is equivalent to an employment contract. The fellowship contract is subject to the provisions of the host country Social Security System covering health insurance, maternity leave, sick pay in case of hospitalisation, disability insurance, national pension system, national unemployment system, insurance against workplace accidents, family benefits and provisions towards occupational diseases.

The fellowships will be subject to national employment laws, all of which include provisions on equal status, employment equality, and disability. The four CIVIS3i recruiting universities have obtained the HR "Excellence in Research Award" HRS4R label. The European Charter for Researchers² and the Code of Conduct³ for the recruitment of researchers offer a reference framework for the employment of researchers.

² <https://euraxess.ec.europa.eu/jobs/charter/european-charter>

³ <https://euraxess.ec.europa.eu/jobs/charter/code>



All candidates are entitled to the mobility allowance that is provided as a net amount. The family allowance is provided also as a net amount only to candidates that have family obligations. Family is defined as persons linked to the candidate:

1. By marriage or
2. By a relationship of a status equivalent to marriage recognised by the legislation of the country or region where this relationship was formalised
3. As dependent children who are actually being maintained by the researcher.

The family status will be determined at the deadline of the call and will not be revised during the fellowship.

The CIVIS3i fellowship is designed solely for research and training of the fellow, including management (eg, organising training events, project governance) and communication costs, meaning that this kind of expenses will not be at the charge of the host institute (eg, missions, travel, training, laboratory consumables, small equipment, documentation...). However, hosting institutes will have to contribute financially to ensure the proper welcome of the fellow (classic cost of a work environment). The management allowance of the project is not meant to give extra budget to the host institutes. The CIVIS3i management team and financial officers will verify that the fellowship is not misused by the host institutes.

8.3 ADMINISTRATIVE SUPPORT

During the six months after the acceptance of the fellowship, the project management team and the local contact points (LCP) at each recruiting university will contact the fellows to gather all relevant information to prepare the work contract and contractual arrangements between the host universities and intersectoral partner. The LCP will also provide support for the fellows' international mobility, administrative and legal procedures. Recruited fellows will be provided with a comprehensive "Postdoc toolkit" for new recruits containing:

- Rights and obligations as a member of the CIVIS3i community and H2020 Fellow
- Key actions to ensure a regular monitoring of the progress during the fellowship
- Contacts of relevant personnel (names, e-mails, phone numbers)
- Assistance and tips on moving abroad

9 ETHICS, OPEN SCIENCE & RESEARCH DATA MANAGEMENT

9.1 ETHICS

Ethics is central to scientific integrity, honesty and clarity of science. This means that in any application submitted to the Horizon 2020 programme, including CIVIS3i Postdoctoral Programme, ethics issues must be identified and addressed.



As part of their application file, candidates are required to fill the H2020 Ethics Issues table and if one or more ethical issues are entered, they will be required to include an Ethics Self-Assessment Grid responding to questions on ethical implications of their project (see Annex 2 with the template). Candidates will be required to explain what the ethical issues are and how they are planning to deal with them. The goal is to assess the ethical aspects of the research objectives, methodology and potential impact. Both these phases will be achieved in collaboration with their future advisor. The Ethics experts will notably identify the projects that require ethical approval at the national level (e.g. with regards to data protection, the conduct of clinical trials and animal welfare). The Ethics Review Procedure will focus on the compliance with ethical rules and standards, relevant European legislation, international conventions and declarations, national authorizations and ethics approvals, proportionality of the research methods and the selected fellows' awareness of the ethical aspects and social impact of their planned research. The ethics self-assessment and the explanations therein will not count towards the limit of 10 pages of the core proposal. Evaluators will be accordingly briefed to be able to assess if ethical concerns have been properly addressed.

Institutional ethics clearance (if relevant) will not be required at submission stage. For successful proposals only, ethics approval will be necessary prior to the beginning of research activities that are subject to approval. The fellows will then receive guidance by the Department of Research Administration on the procedures to obtain institutional ethics approval and their projects will be monitored to ensure that the ethics obligations deriving from the approval are respected.

9.2 OPEN SCIENCE & RESEARCH DATA MANAGEMENT

Open Science englobes the general practice of providing end-users free of charge access to scientific information (peer-reviewed publications and research data). CIVIS3i is strongly committed to the Open Science policy and FAIR Data Management principles (Findable, Accessible, Interoperable, Reusable). CIVIS3i, being co-funded by the H2020 Framework Programme, abides to this principle and is strongly encouraging open access to both scientific publications and research data.

For further documentation, candidates are invited to consult the official EU [Open Science guidelines](#).

Successful candidates will be requested to provide a Data Management Plan (DMP) within 6 months after the start of their project. The DMP includes information on how research data are produced, in which form, how they are stored, backed-up and archived, who has access to them, if they are subject to any legal and ethical constraints, etc. The fellows will be supported in this procedure by the Department of Research Administration of the recruiting university. The Data Management Plan is not required at submission stage.



10 CONTACT INFORMATION

For any questions related to CIVIS3i, please contact the CIVIS3i project manager

Dr Joana Boavida, joana.boavida(at)univ-amu.fr

Direction de la Recherche et de la Valorisation - DRV
Aix-Marseille Université
63 La Canebière
13001 Marseille, France

Privileged language for communication will be English, but support can be provided in French, Portuguese, Italian and Spanish on request. This support will be preferably given through email exchange. In general, a policy of “answer within five (5) working days” will be applied in the framework of CIVIS3i. When a call is open the deadline for an answer by e-mail will be reduced to a maximum of two (2) working days, except during the first two weeks of August, during which the Aix-Marseille University is closed for mandatory summer break.

For questions specifically addressed at the other CIVIS3i recruiting universities, please contact the Local Contact Points:

ULB - Université libre de Bruxelles, EU liaison office: ulb-europe(at)ulb.be
UAM - Universidad Autónoma de Madrid, Rafaella Lenoir: rafaella.lenoir(at)uam.es
SUR - Sapienza Università di Roma, Rosa diStefano, rosa.distefano(at)uniroma1.it

11 PERSONAL DATA PROTECTION

Aix Marseille Université (AMU) – 13007 Marseille, 58 Boulevard Charles Livon, France – is the Data Controller of the personal data collected in the context of applications to CIVIS3i. In this capacity, AMU respects the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27/04/2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation - GDPR).

The data collected by AMU through the submission platform is solely processed for the purposes of evaluating the applications of research projects against the evaluation criteria and selecting projects in view of a contractual agreement between the CIVIS3i partner universities (AMU, SUR, ULB and UAM) and the candidate. Personal data collected includes the first name, surname, nationality, e-mail address, postal address and family situation, as well as the data provided in the CV.

Applications will only be valid if the aforementioned personal data is provided. By submitting an application, candidates agree with the processing of this personal data as part of their application.

AMU commits to taking the appropriate measures to guarantee its confidential treatment. It is stored on password-protected servers for maximum six months after the end of the call CIVIS3i for non selected applicants. AMU's staff has access to this

data only to the extent necessary for the execution of its corresponding tasks (e.g. submission of an application, evaluation of an application, recruitment of a candidate, conduct of the research project). Besides internal AMU services, the data is transmitted to external evaluators under confidentiality clauses, as part of the evaluation process. This transmission makes use of third party services (web services provider), located in France, who is contractually obliged to ensure the same level of protection for the personal data as AMU.

All necessary information on AMU's Personal Data Protection policy is available at <https://www.univ-amu.fr/en/public/ethics-committee>. Applicants can address their queries on the treatment of their Personal Data to our Data Protection Officer (DPO).

DPO: Professor Hervé Isar

e-mail : [herve.isar\(at\)univ-amu.fr](mailto:herve.isar@univ-amu.fr)

This address can also be used, upon justification of identity, to exercise the rights to request access to and rectification or erasure of the personal data or, under conditions, restriction of processing, the right to object to processing as well as the right to data portability. For any complaints, applicants are free to contact the French Data Protection Authority (CNIL, "Commission Nationale de l'Informatique et des Libertés"). AMU would appreciate the opportunity to answer to the complaint first, before it is addressed to the CNIL.

12 ANNEX 1 – EVALUATION FORM

CRITERION	SCORE
EXCELLENCE (weight : 50%)	
Quality, level of novelty of the research project; Relevance of the project ambition; Appropriate consideration of interdisciplinary aspects (if relevant); Appropriate consideration of gender aspects (if relevant); Relevance to the CIVIS3i themes Comment:	
Quality and appropriateness of the two-way transfer of knowledge between the researcher and the hosting group; Potential of the intersectoral collaboration with non-academic partners (if relevant) Comment:	
Quality of the researcher and capacity to reach or reinforce professional independence Comment:	

GUIDE FOR APPLICANTS



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IMPACT (weight : 30%)	
Enhancing the future career prospects of the researcher Comment:	
Quality of the proposed communication activities to different target audiences Comment:	
Quality of the strategy for the dissemination and exploitation of project results & activities; Capacity to engage society (eg, involvement of citizens) Comment:	
IMPLEMENTATION (weight : 20%)	
Coherence, feasibility and effectiveness of the work plan Comment:	
Appropriateness of the management structure and procedures, including risk management Comment:	
General comment (optional):	
Ethics opinion (required) Based on the EU Ethics guidelines, is this research raising any ethical issues? If yes, is the candidate addressing them appropriately?	

13 ANNEX 2 – ETHICS ISSUES FORM

Research areas excluded from funding under Horizon 2020:

- Research activities aiming at human cloning for reproductive purposes;
- Research activities intended to modify the genetic heritage of human beings which could make such changes heritable (apart from research relating to cancer treatment of the gonads, which may be financed);
- Research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer;
- Research that leads to the destruction of human embryos.

RESEARCH ON HUMAN EMBRYO/FOETUS	YES
Does your research involve human embryos?	<input type="checkbox"/>
Does your research involve human foetal tissue/cells?	<input type="checkbox"/>
Does your research involve human embryonic stem cells?	<input type="checkbox"/>
Does your research involve human embryonic stem cells in culture?	<input type="checkbox"/>
Does the proposed research on human embryonic stem cells involve the derivation of cells from embryos?	<input type="checkbox"/>
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	<input type="checkbox"/>

If you answered yes to any of the ethics issues above, please indicate the page number where the issue is mentioned and explain here how you will address it:

RESEARCH ON HUMANS	YES
Does your research involve human participants?	<input type="checkbox"/>
Does your research involve children or minors?	<input type="checkbox"/>
Does your research involve patients?	<input type="checkbox"/>
Does your research involve adult healthy volunteers?	<input type="checkbox"/>
Does the proposed research on human genetic material?	<input type="checkbox"/>
Does the proposed research on human biological samples?	<input type="checkbox"/>
Does the proposed research on human data collection?	<input type="checkbox"/>
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	<input type="checkbox"/>

If you answered yes to any of the ethics issues above, please indicate the page number where the issue is mentioned and explain here how you will address it:

PRIVACY	YES
Does your research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	<input type="checkbox"/>
Does your research involve tracking the location or observation of people?	<input type="checkbox"/>
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	<input type="checkbox"/>

If you answered yes to any of the ethics issues above, please indicate the page number where the issue is mentioned and explain here how you will address it:

RESEARCH ON ANIMALS	YES
Does your research involve animals?	<input type="checkbox"/>
Are those animals transgenic small laboratory animals?	<input type="checkbox"/>
Are those animals transgenic farm animals?	<input type="checkbox"/>
Are those animals non-human primates?	<input type="checkbox"/>
Are those animals cloned farm animals?	<input type="checkbox"/>
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	<input type="checkbox"/>

If you answered yes to any of the ethics issues above, please indicate the page number where the issue is mentioned and explain here how you will address it:

RESEARCH INVOLVING NON-EU COUNTRIES (ICPC COUNTRIES)	YES
Will the proposed research (or parts of it) be conducted in one or more of the International co-operation partner countries (ICPC)?	<input type="checkbox"/>
Is any material used in the research (e.g. personal data, animal and/or human tissue samples, genetic material, live animals etc.) collected in any of the ICPC countries?	<input type="checkbox"/>
Is any material used in the research (e.g. personal data, animal and/or human tissue samples, genetic material, live animals etc.) Exported to any other country (including ICPC and EU member states)?	<input type="checkbox"/>
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	<input type="checkbox"/>

If you answered yes to any of the ethics issues above, please indicate the page number where the issue is mentioned and explain here how you will address it:

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DUAL USE	YES
Will the proposed research have direct military use?	<input type="checkbox"/>
Will the proposed research have the potential for terrorist abuse?	<input type="checkbox"/>
Does your research show focus on application other than exclusively civil?	<input type="checkbox"/>
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	<input type="checkbox"/>

If you answered yes to any of the ethics issues above, please indicate the page number where the issue is mentioned and explain here how you will address it:

OTHER ISSUES	YES
Does your research involve any activities that could harm the environment, health or safety?	<input type="checkbox"/>
Does your research have the potential for misuse of research results?	<input type="checkbox"/>
Does your research have any other ethics issues?	<input type="checkbox"/>
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	<input type="checkbox"/>

If you answered yes to any of the ethics issues above, please indicate the page number where the issue is mentioned and explain here how you will address it:

Date

Full name

Signature

For further documentation on ethics, please visit the [EU Ethics guidelines](#).