



INSPIRE Fellowship Programme

Call 2 -2023 Terms & Conditions

Please read this document CAREFULLY before submitting your application

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1 Applying for a Fellowship

Refer to the INSPIRE Application Guidelines for all details on the fellowship, proposal preparation and the application process.

2 Ethics Criteria

INSPIRE will comply fully with the H2020 ethics policy, including those in the Charter of Fundamental Rights of the EU and the European Convention on Human Rights and its supplementary protocols.

Applicants must complete an Ethics Issues Table as part of the application process. (Application documents, Part C: Ethics Issues Table). All projects will undergo ethical review. If ethical issues arise, the applicant must provide additional information and documentation as required in the H2020 *How to complete your ethics self-assessment guide*. Applicants must provide any documentation available at the time of proposal submission. For documents that are not yet available, applicants must explain how they will obtain these documents and provide an approximate timeline for submission.

All applications for which ethical issues are flagged will be reviewed by the *Programme Ethical Review Committee* (PERC), who will check whether ethical issues apply to the proposed project, and whether the issues have been adequately addressed by the applicant. The PERC may declare the proposal ineligible, eligible as presented or may ask for additional information and then take a decision. Proposals with ethical clearance will proceed to the next stage of the evaluation process. Proposals without ethical clearance will be declared ineligible.

INSPIRE confirms explicitly its compliance with relevant national and EU legislation.

INSPIRE will not fund:

- 1) research activities aiming at human cloning for reproductive purposes,
- 2) research activity intended to modify the genetics of human beings that could make such changes heritable (with the exception of research relating to cancer treatment of the gonads),
- 3) 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.

Data Protection

The INSPIRE programme will be implemented in Ireland, therefore Irish national legislation applies. Enforcement of the Directive in Ireland is done through the Data Protection Act (2018). In Ireland, the office of the Data Protection Commissioner is responsible for upholding the rights of individuals as set out in the Acts and enforcing the obligations upon data controllers. Potential issues with regards to the protection of personal data in INSPIRE will arise during the application. During the application process, applicants will be asked to provide personal



information such as their name, gender and contact details, as well as their CV with information about their education and work experience. Personal information may also be included by the applicant in the research proposal (Part A of the proposal). All applications will be made through a secure, online system. Personal data being used in the INSPIRE programme will be stored for the specific purposes and duration of the programme. After that point, personal data collected by INSPIRE will be destroyed in compliance with Data Protection Guidelines.

The data will be stored on a secure, encrypted web server. Access to this database will be restricted. Access will be granted through the use of password protected user accounts.

All eligible proposals will be sent electronically to remote reviewers for remote review. In line with the Irish Data Protection Act, such data will be transferred via a secure email facility that will encrypt the data being sent. Selected proposals will be sent to the members of the interview panels through the same secure email facility. All persons involved in the selection process must sign a Code of Conduct prior to gaining access to research proposals and/or candidates. The Code of Conduct includes a confidentiality clause, which requires all reviewers and members of all other selection committees to maintain strict confidentiality with respect to the evaluation process, applicants and proposals.

3 Training and Career Development

Fellows will develop a professional development plan (PDP) with the guidance of their supervisory team and be expected to fulfil INSPIRE requirements in complementary research skills and transferable skills training.

The fellow will have included in their application initial ideas for their career development and training plans. The PDP will be finalised with the support of their supervisory team at the start of the fellowship. Development and implementation of the PDP is mandatory for all fellows and aims to support them in their current role as well as to prepare them for their future career trajectory. The development of the PDP will follow the UCC Guidelines for 'Devising Professional Development Plans' including aspects such as 'Guidelines for Career planning for research staff', and 'Research Skills Development Training Paths'. Fellows are responsible for their own development, and will be assisted by their supervisor, the programme manager and UCC postdoc development hub, in the realisation of their PDP.

The composition of the Supervision Team and a plan for all supervision activities will be integrated into the PDP. An integral element of the PDP will be a skills audit (a self-assessment of training and development needs), which will be carried out by the fellow at the start and end of the fellowship. This will take into account the fellow's existing research skills and desired



research skills for the successful completion of their research project and their career development and future employability.

The PDP will form the basis for all supervision meetings and will be reviewed on a quarterly basis by the supervisory team to reflect changes or additions to the scientific project and career development objectives and will indicate new and/or changed activities to reach these objectives.

Supervisors will also support fellows in writing and submitting annual reports to the PM, outlining their progress in the implementation of the PDP. Fellows' PDPs will be reviewed and monitored annually by the Supervisory Board (SB).

INSPIRE supervisors will also support the fellow in all aspects of their research project, monitoring the progress/milestones of research, and ensuring the fellow has access to appropriate facilities, infrastructure, complementary research skills and transferable skills training. Supervisors will be expected to support fellows in the acquisition of skills such as supervision, teaching, communication and outreach activities, publications and grant writing. They will also support the fellows in the management of their projects: project planning, project reporting (progress and financial; with the help of the PM). Supervisors will also identify and introduce the fellow to colleagues, collaborators, and relevant networks, to broaden the fellow's professional network. An open-door policy is in place, so supervisors are accessible at any stage to the fellows. The supervisor and fellow will meet regularly to discuss progress and to prioritise experiments, as well as to discuss the career development of the fellow.

A training programme has been specifically developed to meet the needs of the INSPIRE fellows, to complement the fellows' PDP and to meet the changing needs of the sector (both in the academic and non-academic setting), thus facilitating the rapid development of fellows to key leadership positions in the field. The training programme will include the following integral intersectoral elements:

- Supervised interdisciplinary research project.
- Career coaching, mentoring and development / regular review of a personal PDP
- Policy advocacy training, outreach, public engagement and communication
- Bespoke skills training including complementary/advanced research skills e.g. APC technology platforms and transferable skills training
- Intersectoral and interdisciplinary transfer of knowledge (through secondments, short interdisciplinary visits and training interventions) and mentoring.
- Dissemination, exploitation / commercialisation training & guidance



- Compulsory ethics training in UCC prior to the start of all fellowships (and APC orientation).

3.1 Secondments

All Fellows are required to undertake a three to six months secondment in a non-academic organisation that suits their research, training and development needs.

Fellows will be supported by their Supervisors and the APC IP manager/commercialisation team in selecting and shaping a secondment that best suits their scientific training goals. Secondments must be planned in the research proposal.

3.2 Supervision

Each fellow will have one main academic supervisor with suitable research experience in the interdisciplinary research area proposed by the fellow. A non-academic co-supervisor should be identified by the fellow and academic supervisor prior to application. The non-academic supervisor will be the secondment host supervisor. Together, the academic and non-academic supervisors will form the supervisory team. The APC requires that fellows have regular and sufficiently frequent contact with their academic mentor and secondment mentor.

3.3 Academic mentors

In addition to the Supervisory Team, each fellow will be connected with an Academic Mentor to provide further support. The academic mentor will be a member of APC, or another individual with sufficient experience, with no involvement in the fellow's research project. The fellow and mentor will meet quarterly, to discuss items related to the fellow's career progression and professional 'well-being'.

4 Progress monitoring and reports

Monitoring of the fellows will occur at regular meetings with their academic supervisor and secondment supervisor (as appropriate). Monitoring will incorporate individual deliverables and milestones including all aspects of the fellowship (e.g., training, results, dissemination and public outreach activities). Fellows' PDPs will form the basis of these meetings. Fellows will be required to submit annual reports to the PM, outlining their project progress, finances, and implementation of the PDP.

Each Fellow is obliged to complete the surveys circulated by the Commission on the completion of their Fellowships.



5 Equality

APC is committed to open, transparent and merit-based recruitment of researchers, to make research careers more attractive and support mobility, gender and diversity equality and research performance.

5.1 Equality of opportunity to applicants:

Equal Opportunities Policy: INSPIRE will implement an equal opportunities policy in all aspects to support international researchers. fellows will be hosted and offered an employment contract and each institution has equality in recruitment and equal opportunities and diversity policies in place and is committed to continued development of employment policies and practices that do not discriminate on grounds such as gender, civil status, family status, sexual orientation, religion, age, disability, race / ethnicity, social economic background and/or membership of the travelling community.

International researchers: The INSPIRE Programme is open to experienced researchers (ERs) of any nationality resident anywhere in the world and the PR strategy specifically targets these applicants.

5.2 Gender Equality

INSPIRE is acutely aware of the importance of gender balance and the need to encourage and foster female involvement in research and innovation. The INSPIRE organisations involved in INSPIRE participate in projects and initiatives aimed at promoting gender equality in research and innovation on different levels and in different ways. UCC have signed the Athena SWAN Charter. The INSPIRE programme will be promoted to male and female researchers.

5.3 Career Restart and career break policy

INSPIRE equally welcomes applications from researchers who wish to resume research in Ireland after a research career break (Career Restart Fellowship). Career Restart fellows will be eligible for the relaxed mobility rule and career breaks will also be taken into account. Applicants are encouraged to list time spent outside of research/academia, and experts are instructed to value time spent working in industry, as a project manager or IP-specialist etc. Applicants are also advised to list any time spent outside of research due to personal reasons (e.g., maternity/paternity leave, compulsory military service, prolonged illness) so that this can be considered during evaluation).



INSPIRE wishes to encourage applicants who have taken non-linear career paths to apply, and their specific experience will be considered. Applicants who have moved from one discipline to another often find a chronological gap in their CV and publications list, as researchers may have spent time outside research (for personal reasons). Reviewers, when assessing applications, will be instructed to assess CVs on the applicant's merit.

5.4 Researchers at risk policy

INSPIRE supports applications from researchers who are displaced by conflict, or whose situation makes it difficult to pursue their research careers, both during the application process and during the fellowship. Such support will be addressed on a case-by-case basis with the dedicated INSPIRE PM liaising with NCP and EU project officer. Support could include but is not limited to: (1) Postal submission of applications where online application requirements discriminate against the researcher's circumstance (2) Application of eligibility criteria appropriately to ensure researchers who have suspended their activities while seeking refugee status are not disadvantaged. (3) Refugee status application process time will not count towards residency in Ireland.

6 Research Integrity

The APC endorses the principles of the European Code of Conduct for Research Integrity on honesty, reliability, objectivity, impartiality, open communication, duty of care for research participants, fairness and responsibility for future science generations. On commencement at APC the researcher will receive an induction session where details of the research conduct policy will be outlined. All researchers must read this policy and ensure that their research is consistent with these principles.

7 Intellectual Property Rights (IPR)

The INSPIRE IPR policy will adhere to MSCA guidelines, which are aligned with those of APC. The IP Manager will work closely with fellows to support them to protect and commercialise APC research outputs. The INSPIRE IP policy will apply during fellows' secondments to non-academic partners, and if not already in place, an IP agreement will be put in place before secondments begin. The IP Manager and Technology transfer office will support INSPIRE fellows in all aspects of IP. Projects will be reviewed at least every six months (or upon request) by the IP Manager to identify possible IP and discuss a policy and timeline to protect data whilst facilitating publication.



8 Open Access and Data Management

INSPIRE's Open Science Strategy will be in tandem with UCC's Digital Records Management Policy and align to the European Commission's Vision for Open innovation, Open science, Open to the world (3 Os) and the Guidelines on FAIR Data Management in Horizon 2020.

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

Fellows must align their research to the Open Science Strategy of the programme and develop an individual Data Management Plan (DMP) by month six, adhering to the programme's data management policy. Fellows' individual DMPs will be reviewed halfway through the fellowships. A final DMP will be produced and approved at the end of each fellowship.

INSPIRE will adhere to the 'Irish National Principles for Open Access Policy Statement'. A key element of the policy is that researchers must lodge publications in an open access repository immediately after publication. Publisher copyright, licensing and embargo policies must be respected. The protection of IP arising from the publication takes precedence over open access depositing and any form of publication.

8.1 Public Announcements

All proposed publications arising from the research work must have the approval of the academic mentor. All public announcements and publications given or authored by the Fellow which arise from the work carried out during their Fellowship must acknowledge that the work was co-funded by Marie Skłodowska Curie Actions under H2020 using the following wording: *"This project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under the INSPIRE COFUND Marie Skłodowska-Curie grant agreement No. 101034270"*.

All public announcements and publications must also acknowledge any other source of financial or intellectual contribution as directed by the INSPIRE programme manager or fellow's supervisor, for example a Science Foundation Ireland award or an Industry Partner contribution. For example an APC sentence for publication "This publication has emanated from research conducted with the financial support of Science Foundation Ireland (SFI) under Grant Number SFI/12/RC 2273 (APC 3 grant no)" or where the publication has emanated from multiple sources of funding "This publication has emanated from research supported in part by a research grant from Science Foundation Ireland (SFI) under Grant Number SFI/12/RC/2273 and by NDP, HEA, HRB etc (as appropriate)".

9 Employment Conditions



9.1 Working conditions

All INSPIRE fellows will be recruited under the same conditions as staff. APC guarantees excellent working conditions to all. Each fellow will work in state-of-the-art facilities and have appropriate laboratory space, laptop and resources to carry out their research. They will receive an induction (policies & procedures, laboratory) and administrative staff will be available to assist them. The PM will provide support and/or refer the fellows to relevant personnel.

The INSPIRE programme will align with the HR and working condition principles guidelines of the European Charter for Researchers and Code for the Recruitment of Researchers to ensure research freedom, ethics, professional responsibility and attitude, contractual and legal obligations, accountability, dissemination, outreach, public engagement, supervisory duties, and excellent working environments for all recruited fellows. UCC as coordinating university will ensure through that the researchers in all INSPIRE academic partners and non-academic secondment hosts are supported in line with the requirements of the HR Excellence in Research award.

9.2 Contractual arrangements:

Following approval of the final funding decision, successful candidates will receive a letter of offer from UCC.

When the fellow formally accepts the offer, UCC will sign an Inter-Institutional Agreement (IIA) with the relevant APC academic partner, and the HR office of that academic partner will sign an employment contract with the successful candidate.

Fellows will be employed by their academic host organisations under identical employment conditions.

9.3 Social security coverage and social benefits:

Through provision of employment contracts, fellows' rights are agreed under Protection of Employees (Fixed Term Work) Act (2003). Fellows have equal rights as other employees, such as entitlement to annual leave, maternity leave and payslips. Social security and employer pension contributions will be automatically deducted from the fellow's salary. Employer pension contributions during the fellowship qualify fellows to receive a pension from the Irish host upon retirement.