

SCIENTIA FELLOWS

Guide for Applicants

Call 3

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1. About SCIENTIA FELLOWS

1.1 Program Description

SCIENTIA FELLOWS is a post-doctoral research fellowship programme in the field of Health Sciences launched and managed by the University of Oslo, Faculty of Medicine. It is partly funded by the EU Seventh Framework Programme (FP7) under Maria Curie scheme – People: Co-funding of Regional, National and International Programmes (COFUND).

The programme aims at stimulation and promotion of the life-long training and career development of experienced researchers through trans-national mobility to leading research institutions in Health Sciences.

SCIENTIA FELLOWS provides two types of fellowship schemes:

- **Incoming** – for post-doctoral researchers from all over the world (who have not resided or carried out their main activity in Norway for more than 12 months in the last 3 years immediately prior to Call deadline) willing to conduct their research work at the University of Oslo. (12-24 months)
- **Outgoing** – for post-doctoral researchers, who apply to work as a seconded/visiting researcher in a host organisation outside Norway (provided that they have not resided or carried out their main activity in the country of the host organisation for more than 12 months in the last 3 years immediately prior to Call deadline) and to continue with a reintegration phase at the University of Oslo. (12-24 months + 12 months)

Selected fellows will participate in on-going research in the host organisation while developing own projects. In consequence, this may well contribute to significant advances in their career as well as to building and expanding international research relations.

1.2 Participants

Applications for SCIENTIA FELLOWS programme are submitted by an experienced researcher in cooperation with the chosen Host organisation (i.e. Scientist in Charge for a given mobility type).

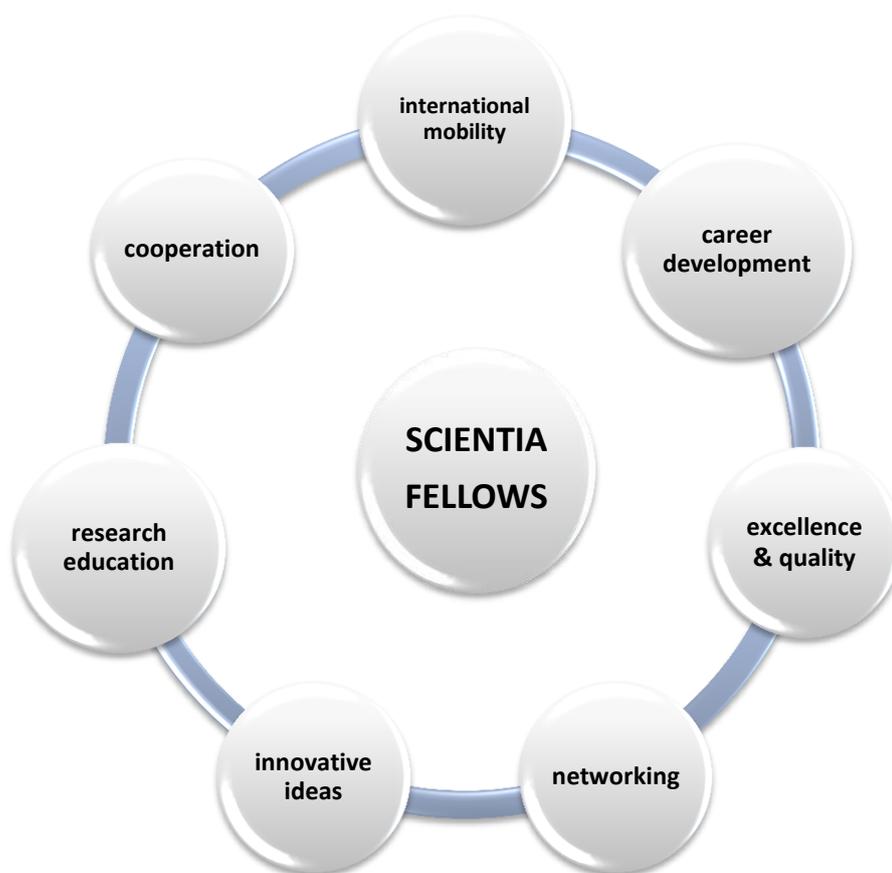
A complete list of Hosts and the thematic areas will be available with each Call.

Applicant – refers to an experienced researchers complying with the eligibility rules described hereafter (See: Section on 'Eligibility') and on the programme website <http://www.med.uio.no/scientia-fellows/> who applies for transnational mobility (incoming or outgoing).

Host Organization – refers to an institution, a partner in SCIENTIA FELLOWS programme, hosting an incoming or an outgoing Fellow, and where their research project activity is conducted. The Programme’s website provides the list of Hosts eligible for SCIENTIA FELLOWS. The list of hosts may vary from Call to Call.

Scientist in Charge – a person collaborating with an Applicant on an application and a project proposal, and later, if the application is successful in the evaluation process, is supervising a Fellow at a Host Organisation.

SCIENTIA FELLOWS offers:



There are 3 open Calls for proposals published in: **November 2014, May 2015 and January 2016.**

1.3 Eligible applicants

In order to qualify as eligible an Applicant has to fulfil all the following criteria:

To be eligible, a researcher (in a field of health sciences) may be of any nationality but must be fluent in English and should:

1. comply with a definition of experienced researcher (following the recommendation of the EC) – i.e. at the time of deadline for application be in possession of a doctoral degree (PhD) or have at least four years of equivalent research experience (full time equivalent) since obtaining the degree formally giving access to doctoral studies in the country in which the degree/diploma was obtained or in the country in which the research training is provided irrespective whether or not a doctorate was envisaged.
2. by the closing date of submission of applications shall not have resided or carried out their main activity (work, studies, research) in the country of their target host organisation for more than 12 months in the last 3 years prior to the Call deadline.

Please, be reminded that Candidates may be asked to present a proof of the above, such as certificate of residence or other evidence.

3. undertake transnational mobility (i.e. move country) when taking up their appointment:
Incoming – from one EU Member State¹, Associated Country or Other Third Country² to Norway
Outgoing – from one EU Member State or Associated Country to another Member State, Associated Country or Other Third Country with a reintegration phase in Norway (UiO).
Transnational mobility from an Other Third Country to an Other Third Country is not supported and considered ineligible.
4. have their concept for research proposal which will be conducted during their fellowship accepted by the Scientist in Charge at a chosen Host ('Expression of Interest' approved by means of a 'Confirmation email' in order to continue with the further steps of application)
5. must be available for starting the fellowship, if offered, within max. 6 months of the notification by the SCIENTIA FELLOWS Office (SF Office).

¹ *The EU Member States are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.*

The Associated Countries(Third Countries associated to FP7) are: Albania, Bosnia and Herzegovina, the Faroe Islands, FYR Macedonia, Iceland, Israel, Liechtenstein, Moldova, Montenegro, Norway, Serbia, Turkey

² *Any country that is not an EU Member State or an Associated Country is considered an Other Third Country.*

1.4 Application

The application is prepared online through the SCIENTIA FELLOWS website. The language of the program is English and applications in order to be eligible must be written in English.

For an application to be valid, the candidate must complete and submit via an on-line Application Portal a complete set of documents. Templates are available for downloading on the website.

One complete application consists of 6 following components:

- Confirmation email from the Scientist in Charge (approved Expression of Interest form)
- Personal letter describing why the Applicant is interested in the Programme (Attachment 1)
- Research proposal (Attachment 2)
- Career development plan (Attachment 3)
- Dissemination plan (Attachment 4)
- Ethics Issues Table (Attachment 5)

Please note that before commencing the preparation of a research proposal, the Candidate must contact the Host and the Scientist in Charge and have 'Expression of Interest' signed on behalf of the Host. (Template can be found in 'Downloads' section of the website). The Scientist in Charge will not send back the form. He or she will send (via email) the following statement as a Confirmation Email: "I confirm that I am willing to supervise an application proposal to SCIENTIA FELLOWS of (*name of the Applicant*) with a working title:".

Important: Applications without this step fulfilled will not be taken to the evaluation stage.

Application steps:

1. Read the application requirements and make sure you are eligible for the chosen fellowship scheme.
2. Choose the research area of interest and the Host Organisation. (The list of Hosts who are participating in the concrete Call is available on the website, together with the contact details and the research area in focus).
3. Contact the Scientist in Charge of the chosen Host
You and the Host are free to discuss the concept of your research proposal before formally submitting Expression of Interest (EOI) form. The form can be downloaded in the [Applicant's Area](#) of SCIENTIA FELLOWS website.
4. If the chosen Scientist in Charge approves your EOI and accepts you as an Applicant, they need to send a 'Confirmation email' to you, with a subject: "EOI Confirmation email *_name of applicant_*". Save this email, as you must add it as an attachment when submitting application via online system.
5. Once EOI is approved, start working on your full project proposal. See the 'Proposal template' in "[Applying for fellowship](#)" section of the website.
Remember to complete all Application Templates (see: [Overview of application forms.](#))
6. You can submit the application at any date from the date Call opens, until 12:00, noon, of the deadline date. Late or incomplete applications will not be accepted.

Reasons for rejection:

- Failure to meet any of the eligibility criteria
- Incomplete application
- Language (only applications in English will be submitted for evaluation)
- Submission after the deadline
- Submission of more than one proposal by one Applicant in the same Call
- Research project proposal with unresolved ethical issues

1.5 Evaluation and selection process

The evaluation and selection process will take place within a period of approximately 2 months following proposal submission deadline.

After the deadline of the Call the following steps are involved:

Eligibility check

SF Office at the University of Oslo will check that each application fulfils all the eligibility criteria, namely:

- Completeness of the application;
Eligibility:
 - Level of research experience (doctorate completed, or at least four years of full-time equivalent research experience documented);
 - Trans-national mobility (eligibility and that at the time of the deadline of the call, researchers must not have resided or carried out their main activity e.g.: work, studies, etc. in the country of the chosen host organisation for more than 12 months in the 3 years immediately prior to the Call deadline); and
 - Availability (if the fellow is not available for the post within 6 months then the application does not fulfill the eligibility criteria).

Expert Panels

All eligible applications will be assessed by independent international expert evaluators organized into Panels (see Fig. 1). The Experts Panels will be drawn up by the Allocation Board who will make sure that all the Call areas and interdisciplinary aspects are covered, as well as that the whole procedure complies with the rules of 'Selection of experienced researchers', Annex III, section III.3 of the Marie Curie Grant Agreement.

The composition of Expert Panels will be in line with the "European Charter for Researchers and Code of Conduct for their Recruitment", especially in terms of diverse competence, gender balance, and inclusion of members from different countries. Experts will perform evaluations on a personal basis, not as representatives of their employer, country or any other entity. They will be independent, impartial and objective, and behave throughout in a professional manner.

Experts will sign an appointment letter, including a non-disclosure agreement and will be asked to declare any possible conflict of interests before commencement of their work.

Selection

Candidates will be evaluated on the basis of the proposals relevance to the Call topic, research and innovation quality as well as feasibility and exploitation. (Evaluation criteria – please see Annex I of this Guide.)

Once the evaluators have completed their individual assessment, they will hold a remote consensus meeting in order to agree on final marks. Subsequently, an evaluation report will be drawn up and delivered to the SF Office.

Final ranking

Following the assessment of the Expert Panels, the final ranking list with Fellows accepted for funding will be established by the Selection Committee (see Fig. 1). This Committee is composed of independent observers, representatives of each Expert Panel (chairpersons) and the Committee chairperson from UiO.

Selection Committee will discuss all projects proposals with the highest scores and draw up a final ranking list in order to make the formal recommendations for funding individual Fellows. All ethical issues that may have arisen in any proposals recommended for funding will be reviewed and cleared: this process must be completed before any offer of funding can be made and projects start.

SF Office will inform the applicants about the outcome of the selection process by sending the evaluation result electronically.

Selected candidates have to communicate their acceptance of the starting date of their fellowship to the SF Office within 14 days of receiving the email notification of the successful application.

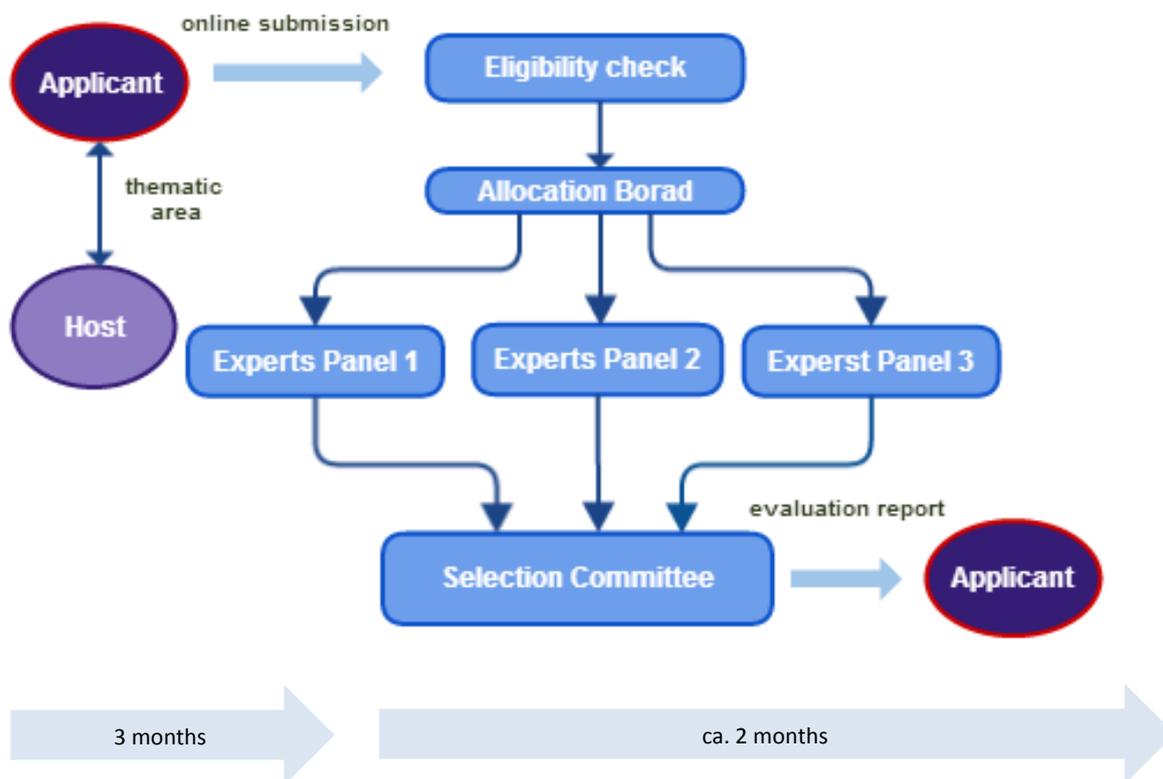


Fig. 1. Scheme of the evaluation process

2. Host Organisations

The list of Hosts who are participating in each Call will be available on the website, together with the contact details, thematic research area in focus, infrastructure and facilities available.

Hosts of SCIENTIA FELLOWS are European and international universities and research institutes, characterized by scientific excellence, quality in post-doctoral training, and outstanding infrastructure.

Fellows will be employed by UiO, the Coordinator, and the work will be performed on a given Host institution premises. The Coordinator of SCIENTIA FELLOWS will have also individual agreements with the Hosts.

3. Terms and conditions

A Fellow of SCIENTIA FELLOWS programme will be appointed under a fixed term employment contract with the University of Oslo. The place of work will depend on the Host institution location.

The salary of a Fellow will be calculated according to step 57 of UiO system, where gross salary (with living and mobility allowances included) amounts to 483 700 NOK/year in January 2016 (which is approximately 57 600 EUR/year), with social security charges being already deducted. The net salary will be paid after deductions of tax, when applicable. (For a few positions higher pay grade is possible.) Arranging additional health insurance is an advisable option for Fellows residing during their fellowship outside Norway.

In addition there will be research costs support amounting to 68 000 NOK per year.

4. Reporting

Fellows are expected to deliver project reports at the end of each fellowship year. Reports should include the following elements:

- Project progress with respect to planned activity
- Results/achievements during the period
- Any deviation from the original proposal
- Any ethical issues that have arisen during the research activity
- List of publications and presentations (with acknowledgements to the Programme)
- Participation in relevant meetings and/or conferences

A Final Report has to be presented at the end of the fellowship, no later than 30 days after the termination of the fellowship.

The Final Report will contain the following elements:

- A description of the project and its implementation during the fellowship
- A comparative description of expected and obtained results
- Any deviation from the original proposal and justification
- Ethical issues that arose during the research activity
- Further developments
- List of publications and presentations (with acknowledgements to the Programme)

In addition, Fellows are expected to submit every six months reports on their Career Development Plan to the SF Office.

A minimum of one publication is expected to be produced for each fellowship.

5. IPR

Fellows under the SCIENTIA FELLOWS program will be formally employed by the University of Oslo. Research results with a commercial potential will be governed by the general IPR-policy adopted by UiO. This means:

- All results with a commercial potential must be reported to the Technology transfer office of UiO, Inven2 AS (<http://www.inven2.com/en>), as a Disclosure of Invention.
- Inven2 will within 4 months decide whether the results should be taken in as a commercialization project by Inven2.
- Inven2 will, in collaboration with the researchers, make a plan for the project.
- Publication of these results must be cleared with Inven2, such that intellectual property protection may be applied for prior to publication.
- The researcher must, under Norwegian law, assign the ownership of the results to the university.
- Any net income from a commercialization project will be divided in thirds, such that the researcher(s) will receive one third, to be shared if there are more than one researcher involved.
- If Inven2 decides not to initiate a commercialization project, or abandons a project prior to successful commercialization, the ownership to results will be returned to the researchers; as well as any patent application, if the researchers wish to continue an application.
- Please contact Inven2 for further information at www.Inven2.com/en

6. Ethics Issues

Securing ethical standards is of great importance due to complexity of the Programme that can involve projects from basic, translational and clinical research as well as health and society, potentially including experimentations on e.g.: animals, human material and stem cells, population-based cohorts with databanks and bio banks as well as intervention studies.

The Programme adheres to the European Commission's ethical principles of FP7.

All research proposals must respect fundamental ethical principles. Both European FP7/Horizon 2020 and national ethics regulations of the country of the Host organisation have to be respected.

Therefore, several measures are implemented to ensure compliance with these regulations.

With the assistance of the Scientist in Charge at the Host, an applicant should identify and abide by any appropriate national regulations concerning ethical issues in research.

Complete application includes an Ethical Issues Table (see Annex II of this document) that must be filled in, even if no ethical issues are expected to appear in the proposed project.

If a proposal raises any ethical issues, the applicant has to present a plan and expected timing for obtaining any required permissions or documentation.

Before the project starts the Candidate with the Scientist in Charge (from the Host) are responsible for presenting all the necessary ethical permits from national level to the Scientia Fellows Office.

If an application raises ethical issues, the following approach will be applied:

1. An ethical expert will review it.
2. If the project proposal is approved, a copy of the ethical permit from national level has to be sent to the SF Office (in EN or NOR)
3. Funds will not be released before the above stage is completed.

Research using human embryonic stem cells (hESCs) undergoes specific procedures.

1. (Scientific) evaluators must mention in their report whether the use of hESCs is justified and necessary for the success of the project.
2. If the project is recommended for funding, the SF Office will contact the REA Project Officer who will forward the proposal and evaluation report for the EC Ethics Review.
3. Funds will not be released before the above stage is completed.

Research excluded from funding:

- Research activity aiming at human cloning for reproductive purposes;
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable (Research relating to cancer treatment of the gonads can 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

For more detailed information applicants are advised to consult the European Commission's publication: [Ethics for Researchers](#) and refer to source provided by the European Commission: [Ethics - H2020 Online Manual](#) .

7. Annex I

Evaluation Criteria				Points
Qualifications & Relevance <i>How consistent is the project with the programme objectives and how effectively does it contribute to the desired impacts of career development and strengthened trans-national partnerships.</i> <i>Qualifications of the candidate</i>	Is the individual researcher's CV sufficiently well aligned to the relevance and quality of additional scientific training and complementary skills?	Is there a potential of acquiring competencies during the project to improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence at a high level, in particular through exposure to complementary skills training?		3/3
Research Quality <i>Is the research competitive and of high quality and relevance.</i>	Is the project of a high quality?	Is the research methodology original and innovative and does it go sufficiently beyond the state of the art?		3/3
Feasibility <i>Capacity and credibility concerning implementation of proposed projects.</i>	Is the research project feasible in the foreseen time? Quality of methodology and work plan to achieve objectives	Complementarity between the Host and the Candidate's profile	Have alternative plans been considered in cases of unforeseeable failures?	3/3
Exploitation, <i>The capacity of the project to convert the collaboration into social benefits and/or potential commercial exploitation.</i>	Does the career development plan lead to broader skills and enhanced career perspectives?	Does the research plan foresee appropriate dissemination activities, including e.g. publications and presentations at conferences, other?		3/3

8. Annex II

Ethics Issues Table

Research on Human Embryo/ Foetus		YES	Page
*	Does the proposed research involve human Embryos?		
*	Does the proposed research involve human Foetal Tissues/ Cells?		
*	Does the proposed research involve human Embryonic Stem Cells (hESCs)?		
*	Does the proposed research on human Embryonic Stem Cells involve cells in culture?		
*	Does the proposed research on Human Embryonic Stem Cells involve the derivation of cells from Embryos?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research on Humans		YES	Page
	Does the proposed research involve children?		
	Does the proposed research involve patients?		
	Does the proposed research involve persons not able to give consent?		
	Does the proposed research involve adult healthy volunteers?		
	Does the proposed research involve Human genetic material?		
	Does the proposed research involve Human biological samples?		
	Does the proposed research involve Human data collection?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Privacy		YES	Page
	Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed research involve tracking the location or observation of people?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research on Animals		YES	Page
	Does the proposed research involve research on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
	Are those animals non-human primates?		
	Are those animals cloned farm animals?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research Involving non-EU Countries (ICPC Countries³)		YES	Page
	Is the proposed research (or parts of it) going to take place in one or more of the ICPC Countries?		
	Is any material used in the research (e.g. personal data, animal and/or human tissue samples, genetic material, live animals, etc) :		
	a) Collected and processed in any of the ICPC countries?		
	b) Exported to any other country (including ICPC and EU Member States)?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Dual Use		YES	Page
	Research having direct military use		
	Research having the potential for terrorist abuse		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

³ In accordance with Article 12(1) of the Rules for Participation in FP7, 'International Cooperation Partner Country (ICPC) means a third country which the Commission classifies as a low-income (L), lower-middle-income (LM) or upper-middle-income (UM) country. Countries associated to the Seventh EC Framework Programme do not qualify as ICP Countries and therefore do not appear in this list.