

LEaDing Fellows Postdoc Programme  
Guide for Applicants



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# 1. About LEaDing Fellows Postdoc Programme

## 1.1 Summary

The ‘LEaDing Fellows Postdoc Programme’ provides researchers from all over the world who recently obtained a PhD, with the opportunity to gain two years of work experience in the challenging, internationally acclaimed and multidisciplinary environment offered by Leiden University, Leiden University Medical Center, Erasmus University Rotterdam, Erasmus Medical Center and Delft University of Technology. LEaDing Fellows' is a Marie Skłodowska-Curie COFUND programme in the framework of Horizon 2020 and will run from January 2017 till January 2022. 90 positions are available. Recruitment is divided in three calls with fixed deadlines, accommodating first 20, then 40 and finally 30 fellows.

The wide variety of disciplines covered at the five partner institutions results in a situation in which each postdoc will find an opportunity to deepen skills levels in their main sub-discipline or broaden their research scope by developing skills in adjacent fields of research.

* [Leiden University](https://www.universiteitleiden.nl/en)
* [Leiden University Medical Center](https://www.lumc.nl/?setlanguage=English&setcountry=en)
* [Erasmus University Rotterdam](https://www.eur.nl/english/)
* [Erasmus Medical Center](http://www.erasmusmc.nl/?lang=en)
* [Delft University of Technology](file:///C:\Users\ebender\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\BH5626UC\tudelft.nl\)

The research fields of the five partners can be found [on the programme’s website.](http://leadingfellows.eu/overview/overview-research-fields/)

## 1.2 What? Who? Why?

### 1.2.1 What?

As a fellow you will be offered the unique chance to establish your own research project in research programmes embedded in the three universities and two university medical centers with options for internships and collaboration at one of these partner institutions and their public and industrial collaborators.

The cities of Leiden, Rotterdam and Delft all are located in the province of South-Holland, The Netherlands. This province is the most populated province of the country (3.6 million out of 16.8 million), an important part of the country’s economic center (in the top three for income per capita) and seat of the national government. The province hosts a relatively large share of the nation’s innovative, knowledge based, technology oriented start-up companies and full-grown businesses (one of 12 provinces, over 20 % of the nation’s turnover).   
  
The five Leading Fellows partners have modern advanced infrastructure in place for high tech research as well as for data management, including open access and broadband internet communication infrastructure. This facilitates inter-academic and inter-sector connections and collaborations. Nevertheless, topographical proximity truly facilitates actual internships and collaboration for LEaDing Fellows at one or more of the partners.

Applicants may tune their research to any existing or new collaborations between the partners, such as the [Leiden Erasmus Delft Centers and Medical Delta](http://www.leiden-delft-erasmus.nl/en/centres-en-medical-delta). Their research may also play a role in partners’ initiatives with external parties.

Cooperating with non-academic partners such as established businesses, start-up technology companies, government authorities and other public organizations can open up new career prospects for the selected postdocs. The researchers will be introduced to their supervisors’ networks but also invited to make their own contacts in public and private organizations in the region.

Fellows will be offered a full-time, fixed term employment contract for a period of 24 months. Fellows will benefit from Dutch employment conditions and remuneration will be according to the collective labour agreement (CAO) of [the Dutch universities (CAO Nederlandse universiteiten)](http://www.vsnu.nl/en_GB/cao-universiteiten.html) or the [University Medical Centers (CAO Universitair Medische Centra)](http://www.nfu.nl/img/pdf/16.1344_Cao_University_Medical_Centres_2015-2017.pdf). The annual gross salary will vary between 42-55k per year, depending on work experience.

1.2.2 Who?

* Applicants of all nationalities are eligible, unless national, international or European legislation or embargos prohibit specific (combinations of (sub) disciplines and) countries of origin.
* Applicants shall not have spent more than 12 months in the Netherlands in the 3 years immediately prior to the recruitment date (1 July 2018).
* Applicants should have obtained their PhD before the recruitment date (1 July 2018) less than 60 months prior. This application window can be extended with 6 months for pregnancy (per child born after PhD-award), parental leave (max. 6 months per child born before or after PhD-award), training for medical specialists (3 years) or compulsory and reserve military service (actual time). Evidencing documentation must be added to the application as an annex. Please submit together with your application a copy of your PhD degree in the English language. In case you will obtain your PhD degree after the call deadline (10 January 2018) but before the recruitment date (1 July 2018), you need to include a Statement signed by your current supervisor that you will obtain your PhD degree (diploma) before the recruitment date of 1 July 2018.

1.2.3 Why?  
The LEaDing Fellows Postdoc Programme aims to help early stage ambitious and excellent researchers to develop new research skills, transferable skills and a view on career options in an academic research, industrial or public setting, thus increasing their employability.

This postdoc programme aims to provide opportunities for international, intersectoral and interdisciplinary research training, as well as transnational and cross-sectoral mobility, by offering open recruitment and attractive working conditions.

For the programme partners innovation in HR management is gaining importance. Non-academic employers welcome well-educated PhD’s and, thus, they are competitors for universities on the labor market. This situation has led to increasing interest in the development of a new vision on the role and position of postdocs in academia. The LEaDing Fellows Postdoc Programme is one of the results of this development.

# 2. **LEaDing fellows calls**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Call** | **Open** | **Deadline** | **Number of positions** | **Appointment** | **Recruitment date\*** |
| **1** | CLOSED | CLOSED | 20 | 24 months, between 1 Nov 2017 - 30 April 2020 | 1 October 2017 |
| **2** | 1 November 2017 | 10 January 2018 | 40 | 24 months, between 1 August 2018 and 31 January 2021 | 1 July 2018 |
| **3** | 1 September 2018 | 31 October 2018 | 30 | 24 months, between 1 June 2019 and 30 November 2021 | 1 May 2019 |

\* recruitment date is the reference date for eligibility.

## 2.1 Preparation of the application

Candidates should submit applications via e-mail (leadingfellows@tudelft.nl) and must be completed and received before 12:00:00 PM CET on the date of the call deadline (10 January 2018). Please submit your proposal as one PDF-document.

Applicants submit a proposal (font size 10-12, Calibri, Tahoma, Times New Roman or Arial) by filling in the application form (Annex 3), consisting of:

* **General applicant information and copy of your PhD degree[[1]](#footnote-1)**
* **Summary of research proposal and training plan (1 page max.)**

Make sure your summary is solid. In case the total number of applications exceeds 160, pre-selection/shortlisting will be done on the basis of your summary, CV and motivation letter.

* **Research proposal (3 pages max. excl. references, footnotes and bibliographic data)**

- Title of research proposal;

- Concise description of the research content;   
- Specific research goals;   
- Originality;  
- Methodology and planning;  
- Declaration of ethical consideration;  
 *Use the Ethical Issues table (Annex 2). If you detect ethical issues, please attach the ethical issues table to your application as an annex*.- Plan for development of results towards viable application.

* **Training plan** (3 pages max.) *See Annex 1 for more information about training and secondments/internships*.  
  - Research skill widening and/or deepening, including meaningful exposure to (or collaboration with) industry or societal partners;  
  - Plans for acquiring additional soft skills and transferable skills;   
  - Impact on (inter-sectoral) career development.
* **CV and list of publications** (4 pages max.)
* **Ethical Issue Table** (if applicable)
* **Motivation letter of the candidate** (1 page max.)
* **Letter of commitment** from the legal representative of the research group or institute that will host the fellow (see format for letter of commitment in the application form in annex 3). See [the programme website](http://leadingfellows.eu/overview/overview-research-fields/) for an overview of research fields and contact persons per LEaDing Fellows partner.   
    
  **Be aware that candidates should first contact potential supervisors in the field of their interest to explore options in order to ensure a good fit. Please note that obtaining a commitment letter may take some time.**

2.2 Evaluation and selection  
.   
2.2.1 Evaluation Criteria   
The applications will be assessed taking into account the (summary of the) research proposal and training plan and the quality of the track record of the applicant. In case the number of applications exceeds four time the number of positions available, pre selection/shortlisting is part of the procedure. In all steps of the selection process the same criteria apply. These criteria are the following:

Quality of the research proposal (35 %):

* originality of the research proposal, research design, quality of the methods proposed, relevance for current research themes in the field, scientific innovation;
* useful, complementary relation to previously acquired research skills, balanced and optimized connection with PhD work and sensible choice of adjacent research fields;
* expected scientific interaction between hosting group or department and LEaDing Fellow, can mutual advantage be expected from the fellow’s cooperation in the hosting group;
* opportunities for gaining experience in research related skills and practices such as drafting and publishing scientific articles, introducing new results to fellow researchers and graduate students, planning and organizing research projects, being involved in research grant scouting and application;
* intended inter university cooperation, specifically internship at one of the partners.

Quality of the individual training plan (35 %):

* well aligned choice of research skills and non-academic, transferable skills to be acquired: choice of three courses from those provided;
* project impact resulting in an optimal starting point to obtain a research position in a specific field or for a non-academic career requiring a research background;
* meaningful cooperation and exposure to non-academic sectors: visits to or internships at public or industrial collaborators;
* intended dissemination and exploitation activities: dedicated to intended users, applications, and related to career plan.

Quality of the applicants’ track record (30 %):

* curriculum vitae; honours or other special annotation during bachelor, master or PhD education; number and quality of publications taking into account the number of years after PhD incl. career breaks if any, and the publication customs in researcher’s field of work; obtained funding; academic recognition; relevant extra-curricular activities; relevant work experience non-academic settings.
* Motivation letter: reflection on inter-disciplinary and inter-sectoral career options.

|  |  |  |
| --- | --- | --- |
| **Scoring table** | | |
| 0 | fail | Proposal fails or is incomplete |
| 1 | Poor | Inadequate, inherent weaknesses |
| 2 | Fair | Addresses criterion, significant weaknesses |
| 3 | Good | Addresses criterion well, some shortcomings |
| 4 | Very good | Addresses criterion very well, small (number of) shortcomings |
| 5 | Excellent | Addresses all relevant aspects, only minor shortcomings |

For each criterion applications receive a score between 0.0 and 5.0 (decimal points permitted); the threshold score is 3.0 for each criterion, and 10.0 for the sum. In all steps of the selection process, the average score of the evaluators/peers counts.

### 2.2.2 Description of the evaluation and selection process

1. Applicants should submit their full proposal and all accompanying documents as one single PDF by email to leadingfellows@tudelft.nl and will receive confirmation of receipt.

2. All applications will be checked on formal eligibility at the LEaDing Fellows Programme Office.   
*As soon as possible after submitting, though ultimately within 30 days after the application deadline, applicants will receive information in case the outcome of the formal eligibility check was negative. In case the application is incomplete, the LEaDing Fellows Programme Office will give you the opportunity to complete your application.*  
  
3. The LEaDing Fellows Panel together with external peers will shortlist the applications based on the selection criteria indicated in 2.2.1. In case the number of applications exceeds 160, the process of shortlisting is based on the summary of the research proposal and training plan, CV and motivation letter. In case the number of applications exceeds 250, the process of shortlisting is based on the summary and CV. Therefore a solid summary is important.  
*After the process of shortlisting each applicant will receive information whether their application is put on the shortlist or not.*

4. External reviewers will assess and rank the shortlisted applications by reviewing the whole application applying the selection criteria as indicated in paragraph 2.2.1. Based on the average score of the peer reviews and on a consensus meeting of the LFP a ranked invitation list will be drafted.   
  
5. If necessary for the selection process, candidates ranked around the cut-off point are invited for a skype interview, with 2 or more LFP members and one external peer.  
  
6. The LEaDing Fellows Steering Committee will decide on the final invitation list.

*Each applicant will be informed about the outcome of the selection process.*

### 2.2.3 Committees involved in the selection process

**LEaDing Fellows Steering Committee**   
The rectors of the three universities and the two deans of the university medical centers together form the LEaDing Fellows Steering Committee. Chairman is TU Delft rector.  **LEaDing Fellows Panel**This panel consists of tenured staff members drawn from the five partnering institutions and five foreign peers. The LEaDing Fellows Panel guards over the scientific quality of the fellowships. The chair person is the department head of biotechnology at TU Delft. All researchers involved in the LEaDing Fellows Panel and the foreign peers will be invited based on research skills, managerial expertise, balancing disciplinary background and gender. To prevent conflicts of interests panel members are excluded from the selection process of an applicant who applies for a position in the hosting group of this panel member.

**External reviewers**  
The external reviewers are senior researchers with a tenured position at a non-Dutch university, company or (governmental) institute.

**LEaDing Fellows Programme Office**  
Day-to-day management coordination is overseen by the LEaDing Fellows Programme Office, located at TU Delft. General questions regarding the programme can be emailed to [leadingfellows@tudelft.nl](mailto:leadingfellows@tudelft.nl). Each of the partners also has a local contact point which applicants and LEaDing Fellows can contact for institute specific questions.

**Host institute/department/group**  
Host institution/ group/ supervisors will be responsible for the practical supervision of fellows’ activities and opening their own network for the fellow to stimulate contacts with external parties. The supervisor will act as day-to-day coach. Together with the local HR department employment will be established.

2.3 Specific procedures  
  
2.3.1 Ethical issues

All applicants are requested to indicate potential ethical issues entailed by their research plan, using the Ethical Issues Table (annex 2). If your answer to one of the questions is yes, please attach the table to your proposal. All research that may raise ethical issues must be approved by an ethical committee, the LEaDing Fellows Programme Office presents potential ethical issues to the ethical committees.

The representatives of the partnering institutional Ethical Committees report to the LEaDing Fellows Steering Committee. The institutional formal approval must be obtained before starting the fellowship.

2.3.2 Appeal procedure   
Candidates can appeal within two weeks after receiving a rejection, if they feel relevant information was neglected or procedural errors occurred. The LEaDing Fellows Steering Committee will act as the appeal committee for the selection process. A committee of experts will assess whether the decision to reject the application has been made with care. This committee takes notice of the applicant’s views and advises the LEaDing Fellows Steering Committee. The LEaDing Fellows Steering Committee takes a final decision.

### 2.3.3 Equal Opportunity

All programme partners endorse standing national and European legislation regarding equal opportunities (e.g. Directive 2006/54/EC) and the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers. They look to improve the gender balance significantly; for the LEaDing Fellows Programme the aim is a balance of 40 % woman and 60% men, or better.

Career breaks for parental leave will be taken into account in the selection. The collective labour agreement for the Dutch Universities and University Medical Centres explicitly mentions safeguarding equal opportunities, without any prejudice based on gender, religion, nationality or any other extra- disciplinary notion.

2.4 Getting Started  
  
2.4.1 Appointment conditions of selected fellowsEach fellow will be employed by one of the three universities or two university medical centres. Employment conditions and remuneration will be according to the collective labour agreement (CAO) of [the Dutch universities (CAO Nederlandse universiteiten)](http://www.vsnu.nl/en_GB/cao-universiteiten.html) or the [University Medical Centres (CAO Universitair Medische Centra)](http://www.nfu.nl/img/pdf/16.1344_Cao_University_Medical_Centres_2015-2017.pdf). The annual gross salary will vary between 42-55k per year, depending on work experience. The CAO specifies most of employees’ rights and duties which guaranteeing full social security regulations, sickness, parental and invalidity benefits, benefits for accidents at work and occupational diseases, unemployment and pension benefits, paid holidays, etc.

### 2.4.2 Reporting

Each fellow is obligated to report about her/his research and training activities to the LEaDing Fellows Programme Office. Appointed fellows will be informed about the details of this obligation. By all means fellows will:

- have formal progress meetings on a regular four-monthly basis with their supervisor and group leader. Twice, in months 8 and 16, fellows will write concise progress reports.   
- at the end of the research training activities fellows will write a final report to the LEaDing Fellows Programme Office and have to complete and submit the evaluation questionnaire and — two years later — follow- up questionnaire provided by the European Commission.

2.4.3 Intellectual Property RightsLEaDing Fellows will be employed by one of the five partnering universities and university medical centers. Under Dutch legislation patent rights and design rights are owned and paid for by employers. Inventors play a role in the application process and earn a share of any net benefits. All partners have experience in applying for patent rights and in commercializing innovations. Advice and support is available via the local technology transfer offices for any type of formal intellectual property right application. In case of secondments arrangements for IP rights will be made in advance. Fellows will be informed about IP regulations at the start of their project by the LEaDing Fellows Programme Office.

2.4.4 Access to data and resultsAll partners fully adhere to open accessibility of scientific publications and research data. All LEaDing Fellows’ policy related to data and results is in line with the Horizon 2020 rules and regulations concerning this topic.

The data gathered in research at TU Delft will be securely stored at 4TU.Datacentrum (<http://datacentrum.4tu.nl).> This is a Trusted Digital Repository for technical-scientific research data in the Netherlands. Research data obtained in Leiden will be stored in the University Computing Centre. Leiden university treats information security in accordance with the international Security Code (NEN-ISO/IEC standard 27001/2).Erasmus MC has a central data facility (Erasmus Digital Research Archive) for research data. Personal data information is processed in accordance with the Dutch Personal Information Protection Act, based on European legislation.

All bibliographic metadata will refer to “EU Marie Skłodowska-Curie Actions”, the LEaDing Fellows Postdoc Programme and the relevant project data.

2.4.5 CommunicationAny communication activity related to the LEaDing Fellows Postdoc Programme (including in electronic form, via social media, etc.) must:(a) display the European Union emblem and  
(b) include the following statement:  
“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 707404’  
(c) Mention the LEaDing Fellows Programme and display the logo of the programme.

Annex 1: Individual training planThe LEaDing Fellows Programme will serve as an instrument to articulate the role of the postdoc position in the career line of researchers having obtained their PhD. The programme helps postdocs to broaden their perspective on opportunities inside and outside of academia. Training will be organized individually, based on the Fellow’s training plan.

Applicants should propose an individual training programme of their own choice. The training programme should be a well aligned choice of research skills and non-academic, transferable skills. On top of that, meaningful cooperation and exposure to non-academic sectors is also an important part for the career development of a fellow. Also, two collective courses will be offered for all fellows, to broaden their perspective and get to know the other fellows.

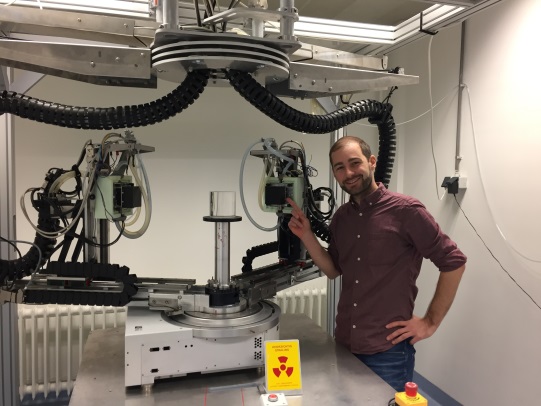
**Research/discipline related skills**Applicants can choose to developing specialized research skills and expertise beyond their PhD research, or broadening their skills portfolio in fields of research adjacent to their PhD topic. Discipline related skills can be development by training to havethe breadth and depth of knowledge required in the field. Research skills are necessary to have the ability(research skills) to conduct scientific research.

**Transferable skills**  
Also organized training opportunities are available and fellows will have chances to gain experience in non-discipline or research specific skills of their choice. Transferable skills courses **f**ocuses on personal and professional development, which facilitates your growth now and in the future career.Each fellow **will choose and attend at least three courses** in transferable skills.

*See overview of courses offered for post-docs by Leiden University, Leiden University Medical Center, Erasmus University Rotterdam, Erasmus Medical Center and Delft University of Technology at* [*the programme website.*](http://leadingfellows.eu/overview/overview-courses-for-post-docs/) *You are free to propose other training courses which are not on the list.*

**Secondment or internship**To accomplish meaningful cooperation and exposure to non-academic sectors fellows could carry out an secondment or internship. The programme also provides the fellows with an opportunity to orient themselves on professional prospects outside of the field of scientific research through contacts and internships.

*Multi-disciplinary and inter-sectoral collaboration between partners*Postdocs will have opportunities to visit and do short inter-disciplinary internships at any of the other partner institutes in this programme. The LEaDing Fellows partners comprise of many outstanding research groups. This excellent academic hotspot will be beneficial to LEaDing Fellows’ pursuit of additional research experience and research skill training. The wide variety of disciplines covered results in a situation in which each postdoc will find an opportunity to deepen skills levels in their main sub-discipline or broaden their research scope by developing skills in adjacent fields of research. The partners have a longstanding and institutionalized cooperation experience.

**All 5 partners are also deeply involved in cooperation with non-academic partners such as local start-up incubators and science parks, public government bodies and industry. There exists a wide variety of options for cooperation with several partners in industry, government, start-ups or societal organizations. High-tech start-ups and mature companies are located near or on campus. This offers fellows opportunities for networking both within and outside of academia. Fellows can arrange their secondment or internship in collaboration with their supervisor.   
  
*Experiences of Marie-Curie fellows at TU Delft: Stefan Brunner*

Stefan Brunner, originally from Austria, started his Marie Skłodowska Curie European Individual Fellowship at the Radiation Science and Technology Institute of TU Delft in September 2015. He is working on a new detector concept for positron emission tomography (PET) scanners with improved time resolution and high sensitivity. The proposed design would result in improved quality of medical images with at the same time reduced doses of the radioactive tracer that must be injected in the patient’s blood stream for the PET scans to work.

Stefan met the TU Delft scientist supervising this project, Dennis Schaart, at a conference. After some initial discussions, they decided to try and work together on the development of a new detector design, and apply for funding from the Marie Skłodowska Curie programme. There was a nice match between Stefan’s background in fast processes in radiation detectors, and Dennis’ knowledge of system integration into PET scanners. Dennis furthermore suggested that the detector that Stefan wanted to build could be used also for material science research, e.g., solar cells, enriching the project with another target application.

The project also includes a collaboration with Stefan’s previous institute, the Stefan Meyer Institute for Subatomic Physics of the Austrian Academy of Sciences, and Philips Digital Photon Counting in Aachen. The collaboration with - and periodic visits to – the Philips lab allows Stefan to use their unique detectors which can detect even single optical photons with time precision better than a 10-millionth of a second.

Stefan is very happy with the Marie Curie fellowship: “Now I can do what I always wanted to do. Many people are afraid of applying, but it is always worth a try!”

*Experiences of Marie-Curie fellows at Leiden University*

*Dr. Yi-Fan Huang* (Marie-Curie Fellow at Leiden University: “My Marie Sklodowska-Curie fellowship is hosted by catalysis and suface chemistry in Leiden Institute of Chemistry, which is one of the top research groups in the field of electrochemistry. The research is collaborated with Leiden Institute of Physics, which extends my research background and interest. Together with the professional training and project management, the adventure in Leiden is promoting my research career mature! ”

*Dr. Yuliya Shakalisava* (Marie-Curie Fellow at Leiden University from 1 October 2016): “Leiden University was an attractive choice for hosting my Marie Skłodowska-Curie fellowship. My host research group at Leiden Academic Center for Drug Research is at the top edge of International research in Bioanalytical chemistry. The close collaboration with [Leiden University Medical Center](https://www.lumc.nl/) and start-up companies at [Leiden BioScience Park](https://leidenbiosciencepark.nl/) made a great set up for my multidisciplinary project. I am confident that the intensive research training and career development opportunities at Leiden University will enhance my future career prospective in research. I am also excited about new life experience in The Netherlands!”

# Annex 2: Ethical Issue Table

Use this Ethical Issue Table as guideline to the ethical consideration in your research proposal. If your answer to one of the questions is yes, please attach the table to your proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Human embryo/foetus** | | **YES** | **NO** |
| Does the proposed research involve human embryos? | | ☐ | ☐ |
| If yes, | Will they be directly derived from embryos within this project? | ☐ | ☐ |
|  | Are they previously established cells lines? | ☐ | ☐ |
| Does your research involve the use of human embryos? | | ☐ | ☐ |
| If yes, | Will the research lead to their destruction? | ☐ | ☐ |
| Does your research involve the use of human foetal tissues / cells? | | ☐ | ☐ |
| If yes, | Will the research lead to their destruction? | ☐ | ☐ |
| Does your research involve the use of human foetal tissues / cells? | | ☐ | ☐ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. Humans** | | | **YES** | **NO** |
| Does your research involve human participants? | | | ☐ | ☐ |
|  | | Are they volunteers for social or human sciences research? | ☐ | ☐ |
|  | | Are they healthy volunteers for medical studies? | ☐ | ☐ |
|  | | Are they vulnerable individuals or groups? | ☐ | ☐ |
|  | | Are they persons unable to give consent? | ☐ | ☐ |
|  | | Are they children/minors? | ☐ | ☐ |
|  | | Are they patients? | ☐ | ☐ |
|  | | Are they healthy volunteers for medical studies? | ☐ | ☐ |
| Does your research involve physical interventions on the study participants? | | | ☐ | ☐ |
| If yes, | Does it involve invasive techniques? (e.g. collection of human cells or  tissues, surgical or medical interventions, invasive studies  on the brain, TMS etc.) | | ☐ | ☐ |
|  | Does it involve collection of human biological samples? | | ☐ | ☐ |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Human cells/tissues** | | **YES** | **NO** |
| Does your research involve human cells or tissues (other than from Human Embryos/  Foetuses)? | | ☐ | ☐ |
| If yes, | Are they available commercially? | ☐ | ☐ |
|  | Are they obtained within this project? | ☐ | ☐ |
|  | Are they obtained within another project, laboratory or  institution?  ? | ☐ | ☐ |
|  | Are they deposited in a biobank? | ☐ | ☐ |

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| --- | --- | --- | --- |
| **4. Personal data** | | **YES** | **NO** |
| Does your research involve personal data collection and/or processing? | | ☐ | ☐ |
|  | Does it involve the collection and/or processing of sensitive personal data  (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)? | ☐ | ☐ |
|  | Does it involve processing of genetic information? | ☐ | ☐ |
|  | Does it involve tracking or observation of participants? | ☐ | ☐ |
| Does your research involve further processing of previously collected personal data  (secondary use)? Including use of pre-existing data sets or sources, merging existing data sets, sharing data with non-EU member states. | | ☐ | ☐ |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Animals** | | **YES** | **NO** |
| Does your research involve animals? | | ☐ | ☐ |
| If yes, | Are they vertebrates? | ☐ | ☐ |
|  | Are they non-human primates (NHP)(e.g. monkeys, chimpanzees, gorillas, etc.)? | ☐ | ☐ |
|  | Are they genetically modified? | ☐ | ☐ |
|  | Are they cloned farm animals? | ☐ | ☐ |
|  | Are they endangered species? | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
| **6. Third countries** | **YES** | **NO** |
| Does your research involve non-EU countries? | ☐ | ☐ |
| specify the countries involved. | | |
| Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? | ☐ | ☐ |
| Do you plan to import any material from non-EU countries into the EU?  *For data imports, please fill in also section 4.*  *For imports concerning human cells or tissues, fill in also section 3.* | ☐ | ☐ |
| specify material and countries involved. | | |
| Do you plan to export any material from the EU to non-EU countries?  *For data exports, please fill in also section 4.*  *For exports concerning human cells or tissues, fill in also section 3.* | ☐ | ☐ |
| specify material and countries involved. | | |
| If your research involves low and/or lower middle income countries, are benefits-sharing measures foreseen? | ☐ | ☐ |
| Could the situation in the country put the individuals taking part in the research at risk? | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
| **7. Environment, health and safety** | **YES** | **NO** |
| Does your research involve the use of elements that may cause harm to the environment, to animals or plants?  *For research involving animal experiments, please fill in also section 5.* | ☐ | ☐ |
| Does your research deal with endangered fauna and/or flora and/or protected areas? | ☐ | ☐ |
| Does your research involve the use of elements that may cause harm to humans, including research staff?  *For research involving human participants, please fill in also section 2.* | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
| **8. Dual use** | **YES** | **NO** |
| Does your research have the potential for military applications? Items which are normally used for civilian purposes but may have military applications, or may contribute to the proliferation of weapons of mass destruction. | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
| **9. Exclusive focus on civil applications** | **YES** | **NO** |
| Could your research raise concerns regarding the exclusive  focus on civil applications? | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
| **10. Misuse** | **YES** | **NO** |
| Does your research have a potential for misuse of research results? | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
| **11. Other ethics issues** | **YES** | **NO** |
| Are there any other ethics issues that should be taken into consideration? | ☐ | ☐ |

Annex 3: Application form

Please read the Guide for Applicants carefully before filling in this form.

* Candidates should submit applications via e-mail (leadingfellows@tudelft.nl).
* We advise you not to wait until the deadline: before 12:00:00 CET PM on the date of the call deadline (10 January 2018). Please notice that it can take some time to get the commitment letter from your host group.
* After the submission of your application you will receive a confirmation of receipt.
* Should you have any further questions, don’t hesitate to contact the LEaDing Fellows Project Office (leadingfellows@tudelft.nl).

General information

|  |  |
| --- | --- |
| **Personal information** | |
| Name, first name, title (s) |  |
| Gender |  |
| Date of birth |  |
| Nationality |  |
| Email |  |
| Address |  |
| Zipcode |  |
| Town |  |
| Country |  |
| Period of residence |  |

|  |  |
| --- | --- |
| **PhD degree** | |
| PhD discipline |  |
| Award date / forecasted award date[[2]](#footnote-2) |  |
| Institution |  |
| Country |  |
| Extension window[[3]](#footnote-3) |  |

|  |  |
| --- | --- |
| **History of place of residence (since 1 July 2015)[[4]](#footnote-4)** | |
| *country of residence* | *Period of residence* |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Title of Proposal |  |
| Keywords of your proposal (5) | 1. …………………………………………………………………………………………….  2. …………………………………………………………………………………………….  3. …………………………………………………………………………………………….  4. …………………………………………………………………………………………….  5. ……………………………………………………………………………………………. |
| Field of research | o   Humanities and Social Sciences, namely ……………………………..  o Physical Sciences and Engineering, namely………………………….  o Life and Health Sciences, namely………………………………………… |
| Institution | o   Leiden University  o   Leiden University Medical Center  o   Erasmus University Rotterdam  o   Erasmus Medical Center  o   Delft University of Technology |
| Hosting group[[5]](#footnote-5) | …………………………………………………………. |
| Anticipated dates for fellowship position (24 months)[[6]](#footnote-6) | From ……………………………….. until …………………………………………. |
| Did you apply with this proposal before? If yes, for which grant? What was your score? |  |

**Project**

Experts/Peers

Please provide the names of three international experts in the field of your research and who could be asked to evaluate the application. Please mention only experts from whom you suspect no conflict of interest situation exists with respect to your application or your hosting groups. Experts from research units in which you have previously worked or with whom you have published will be considered as being in “conflict of interest”. The expert needs to be associated/tenured with a non-Dutch organization. Please do not contact the experts you suggest.

|  |  |
| --- | --- |
| **Expert 1** | |
| Name |  |
| University/research unit |  |
| Department |  |
| Email |  |
| **Expert 2** | |
| Name |  |
| University/research unit |  |
| Department |  |
| Email |  |
| **Expert 3** | |
| Name |  |
| University/research unit |  |
| Department |  |
| Email |  |

**Declaration of Ethical Issues**

I declare that I have used the EU Ethical Issues Table (see Annex 2 in Guide for Applicants) to identify potential ethical issues entailed by my research plan. In case my answer to one of the questions is yes, I attach the ethical issues table to my proposal.

Proposal

|  |
| --- |
| **Summary of proposal and training plan[[7]](#footnote-7) (**max 1 page) |
|  |
| **Research proposal** (max 3 pages) |
|  |
| **Training plan** (max 3 pages) |
|  |
| **CV and list of publications** (max 4 pages) |
|  |
| **Ethical Issue Table** (if applicable) |
|  |
| **Motivation letter of the candidate** (max 1 page) |
|  |
| **Letter of commitment** (see format below) |
|  |
| **Copy of your PhD-degree or statement from your supervisor** (see footnote 1) |
| **Letter of Commitment LEaDing Fellows Postdoc Programme**   |  |  | | --- | --- | | **Name of applicant** | Click here to enter text. | | **Title of project** | Click here to enter text. | | **University where the project would be embedded** | Click here to enter text. | | **Department where the project would be embedded** | Click here to enter text. | |  |  | | **Name legal representative of hosting group \*** | Click here to enter text. | | **Email address of legal representative of hosting group** | Click here to enter text. | |  |  | | **Name of supervisor-to-be** | Click here to enter text. | | **Research area of supervisor-to-be** | Click here to enter text. | | **Email address of supervisor-to-be** | Click here to enter text. | | **Phone number of supervisor-to-be** | Click here to enter text. | | **Motivation Hosting Group (optional)** | Click here to enter text. |   I, legal representative of *university/faculty/department* agree that [the name post-doctoral fellow] will be supervised during the LEaDing Fellowship if this is awarded.  I declare that funding for this project will be available from my department or another source to make up the total required in addition to the funding which will be provided from the EU as part of the COFUND project.  I declare that the appropriate conditions (office, laboratory space, equipment, etc) for the correct development of the proposed project will be available.  I have read and understood the responsibilities of hosting a LEaDing Fellow (See *Terms of Reference hosting group*).  Signature legal representative hosting group:  Date:  \*The legal representative is the authorized person to commit the hosting group to above mentioned actions. |

1. In case you will obtain your PhD degree after the call deadline (10 January 2018) but before the recruitment date (1 July 2018), you need to include a Statement signed by your current supervisor that you will obtain your PhD degree (diploma) before the recruitment date of 1 July 2018. [↑](#footnote-ref-1)
2. Applicants should have obtained their PhD before the recruitment date (1 July 2018) and less than 60 months prior. Please submit together with your application a copy of your PhD degree in the English language. In case you will obtain your PhD degree after the call deadline (10 January 2018) but before the recruitment date (1 July 2018), you need to include a Statement signed by your current supervisor that you will obtain your PhD degree (diploma) before the recruitment date of 1 July 2018. [↑](#footnote-ref-2)
3. The application window can be extended with 6 months for pregnancy (per child born after PhD-award), parental leave (max. 6 months per child born before or after PhD-award), training for medical specialists (3 years) or compulsory and reserve military service (actual time). Evidencing documentation must be added to the application as an annex. [↑](#footnote-ref-3)
4. Applicants shall not have spent more than 12 months in the Netherlands in the 3 years immediately prior to the recruitment date of 1 July 2018. If an applicant had more places of residence in this period, please indicate the periods and countries. [↑](#footnote-ref-4)
5. Be aware that candidates should first contact potential supervisors. A commitment letter from the hosting group is part of the application. The commitment letter format can be found in this application form. [↑](#footnote-ref-5)
6. The appointment window for the second call is between 1 August 2018 - 31 January 2021. [↑](#footnote-ref-6)
7. In case the total number of applications exceeds 160, pre-selection will be done based on your summary, CV and motivation letter. A solid summary might be important. [↑](#footnote-ref-7)