

## **LEaDing Fellows Programme: Terms of Reference Hosting Groups**

### **Overview project**

The LEaDing Fellows Programme is a joint programme of Delft University of Technology (the beneficiary of the programme), Leiden University, Erasmus University Rotterdam, Leiden University Medical Center and Erasmus University Medical Center.

This is a Horizon2020 Marie Skłodowska-Curie COFUND Programme for 90 postdocs for two-year positions each, at one of the five partners. The aim is to provide opportunities for international, intersectoral and interdisciplinary research training, by offering open recruitment and attractive working conditions.

The selected fellows will be employed by one of the five partners. They will have the opportunity to undertake visits or internships at one of the four other LEaDing fellows partners or linked industry or non-academic partners. For more information about the programme: [www.leadingfellows.eu](http://www.leadingfellows.eu).

### **Responsibilities hosting groups**

Research groups at the partner institutions can host a fellow that fulfils the eligibility criteria (see below). In order to ensure commitment from the hosting groups, group leaders (scientific director or department chair) have to support the candidacy of a potential fellow. The expression of this support is part of candidate's application file. Candidate and supervisor may collaborate on the application (including e.g. a research plan). Nevertheless, the application is filed under responsibility of the candidate. By expressing support to a candidate, the research group is responsible for:

#### **1. Appointment and financial support of the fellow**

By expressing support to an applicant, a research group also commits to the appointment of the fellow and for the costs which are not covered by de EU. The EU subsidy is 2625 euro's per fellow per month. Unless there is decided otherwise, all other costs should be covered by the department or faculty. The local collective labour agreement, i.e. either of the universities or of the university medical centers applies. Also costs for training and research facilities are part of the total costs per fellow.

Commitment of a hosting group does not automatically mean an appointment of a fellow. First a central selection procedure takes place in which the LEaDing Fellow Panel and external peers will review all applications. The LEaDing Fellow Steering Committee will decide on the final invitation list. Hosting groups will be informed whether a candidate for which they expressed commitment was put on the final invitation list or not.

#### **2. Practical supervision and training of the Fellow**

Another responsibility of the hosting group is to allocate a supervisor. The supervisor, group leader and fellow will have formal progress meetings in which they discuss the training and career development plan and the progress made in the research proposal. Twice, in months 8 and 16, fellows will write concise progress reports and send these to the LEaDing Fellows Programme Office. Coaching and work progress meetings will be held on a regular basis.



### 3. Network activities of the fellow

Fellows will be stimulated to use their supervisors' networks to cooperate with researchers in the partnering institutions and with both public and industrial contacts in the region. The hosting group and particularly the supervisor is responsible for opening up their network.

### Eligibility of applications fellows

- 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 \*.
- Applicant should have obtained their PhD before the recruitment date \* and less than 60 months prior.

This application window can be extended with 6 months for pregnancy (per child), parental leave (6 months per child), training for medical specialists (3 years) or compulsory and reserve military service (actual time).

### Calls and time frame hosting groups

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

\* recruitment date is the reference date for eligibility.

| Activity   | Call 1   | Call 2   | Call 3  |
|--|--|--|---|
| Potential fellows reach out to research groups   | January- March 2017                                  | October- December 2017                               | September- October 2018                             |
| Expressing support to a fellow by signing commitment letter                                    | January- March 2017                                  | October- December 2017                               | September - October 2018                            |
| Candidates and hosting groups will be informed about final invitation list                     | September- October 2017                              | June- July 2018                                      | May 2019  |
| Arranging appointments of the fellows  | October- November 2017                               | July- August 2018                                    | From June 2019 on                                   |
| Supervision fellows, coaching, work progress meetings, reporting, colloquia, internal seminars | 24 months, between 1 November 2017 and 30 April 2020 | 24 months, between 1 August 2018 and 31 January 2021 | 24 months, between 1 June 2019 and 30 November 2021 |