



Terms and Conditions

Revision History	Details / changes
Version 1_00	Call Open - Release





A. Applying for a Fellowship

1. By submitting your application electronically, you are declaring that the information you are supplying is factually correct - NeuroInsight reserves the right to withdraw any Fellowship awarded, or if you have commenced employment, the host institution reserves the right to terminate your employment should any of the information provided in the application be found to be false or misleading.
2. Applications must be submitted by the Call Deadline
 - a. Late submissions will not be accepted
 - b. Confirmation of receipt of your application will be sent to the e-mail address entered when registering
 - c. All sections of the application must be complete on submission
3. All applicants are required to nominate a NeuroInsight Supervisor on their application
 - a. NeuroInsight Supervisors are listed on www.neuroinsight.eu
 - b. If a Fellowship is awarded, the nominated Supervisor will become the Fellow's direct manager, and the Fellow will be employed by the Supervisor's institute (the Host Institute)
 - c. Applicants must contact the Supervisor before they submit their application and receive acknowledgement that the Supervisor is willing to support their application
4. Applications must be submitted via the NeuroInsight portal (<https://neuroinsightmsca.grantplatform.com/>), unless an alternative is agreed by contacting the Programme Manager in advance of the Call Deadline.

B. Evaluation and Selection

5. The Evaluation and Selection process for the recruitment of NeuroInsight Fellows is designed to be transparent, equitable and fully aligned with the principles of the Charter and Code¹
 - a. Processes, Evaluation criteria, scoring/ranking and cut-off thresholds are detailed in the Guide for Applicants
 - b. At certain points in the selection process, you may be required to show original certificates of any qualifications listed on your application, proof of identity and any other relevant documentation to verify aspects of your submission
6. If invited to interview:
 - a. No preferential evaluation will be gained by attending interviews in person or via videoconference
 - b. Travel and accommodation expenses to attend an interview in person will not be provided unless in exceptional circumstances and pre-agreed with NeuroInsight Management
7. All candidates have a right to appeal after each review phase
 - a. Appeals can be made with regards to evaluation procedures that were followed and/or to the application of the evaluation criteria
 - b. Appeals concerning the scientific judgement of reviewers will not be taken into consideration
 - c. Appeals must be submitted within 30 days of being notified of an evaluation outcome
 - d. Appeals Committee decisions are final

C. The Fellowship Offer

8. Successful candidates will be offered a Fellowship; this offer comprises sequentially:
 - i. Offer of the Award of the Fellowship by NeuroInsight
 - ii. Offer of contractual employment by the Host Institution
9. Each offer is conditional on verification of eligibility and reference checks.
10. The applicant will be required to accept each stage of the offer in writing, within 7 days of receipt.
11. Accepting the Award at the first stage does not commit the applicant to accepting the employment offer.

¹ <http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter>; <http://ec.europa.eu/euraxess/index.cfm/rights/codeOfConduct>



12. In the unlikely event that the Host Institute is not able to support the Fellowship, and the NeuroInsight management cannot find an alternative acceptable host, the award of the fellowship may be withdrawn.
13. The Host Institutes reserve the right to withdraw an offer if the programme is withdrawn for any reason, or if an error has been made by the Host Institute.
14. Personal data in addition to that already supplied during the application may be required by the Host Institute to complete the offer of employment; personal data requests will be made by the Host Institute following their own data management policies.
15. It is expected that successful Fellows will start the Fellowship at the earliest convenience, allowing necessary time for NeuroInsight and the Host Institute to administer the Award, and for the Fellow to gain permission to enter and work in Ireland.

D. Employment under a NeuroInsight Fellowship Award

16. The Award for NeuroInsight Fellowships is comprised:
 - a. Salary Allowances
 - i. A Living allowance and a mobility allowance (*refer to the Guide for Applicants for an indication of possible gross salary as it will vary slightly in different institutions because of pension contributions*).
 - ii. A Family allowance of €500 per month for a Fellow who has or acquires dependents during the Fellowship
 - iii. Dependents are defined as persons linked to the Fellow by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; or (iii) dependent children who are being maintained by the Fellow.
 - b. Non-salary allowances
 - i. Funding towards the cost of conducting the Fellowship (which may include consumables, publications, travel) of either €300 or €800 per month depending on the supervisor affiliation
 - ii. An annual budget for training of up to €1536 over the fellowship duration, requiring approval of the Programme Management.
17. The **salary allowances** will be used by the Host Institute to pay the Fellow a salary, and include employer costs that the Host Institute may incur in employing the Fellow
 - i. The Host Institute will determine the gross salary offered to the Fellow on issuing the employment offer²
 - ii. All salary payments made to the Fellow may be subject to tax and deductions under Host Institute policies and national law
 - iii. Global Fellowships will have a country correction coefficient applied to their Living Allowance while on the outgoing phase, as defined in the Guide For Applicants (Appendix).
18. The non-salary allowance funds will be made available in a research account at the Host Institute, under the authorisation of the Supervisor.
19. The Fellow will be employed on a specific purpose or fixed term contract, full time for a duration of up to 24 months, as a Research Fellow or equivalent status at their host institution. General terms and conditions of the employment contract will be as standard for that institution, and specify the following:
 - i. The formal role title
 - ii. The nature of the appointment of the researcher / status with relation to the NeuroInsight Programme
 - iii. The total duration of the Fellowship
 - iv. Expected hours of work
 - v. Details of the names of the Supervisor(s) with overall responsibility for the project.
 - vi. The gross salary
 - vii. Vacation and other leave entitlements, such as sickness and maternity leave.

² A non-binding indication of the gross salary is provided in the Guide for Applicants



- viii. Arrangements between the institute and the researcher relating to IP rights, confidentiality and any other policies of the institute
 - ix. Details of grounds and notice periods relating to termination or dismissal.
20. The Fellows' main duties will be the execution of the project tasks proposed in their successfully evaluated Fellowship application, with secondary activities including but not limited to:
 - a. NeuroInsight programmed events supporting their career development
 - b. Supervision and teaching as part of their general obligations as part of the research group they join, if permitted by their host institute.
 21. If circumstances arise that result in the Fellow being unable to complete their duties in executing their project tasks, they must inform their Supervisor and the NeuroInsight programme manager without delay.
 22. The Fellow is expected to complete the contracted period of the Fellowship. Fellowships may not be suspended other than in exceptional circumstances (e.g., parental leave, military service or prolonged illness). Any suspensions must be in line with the employment terms and follow the procedures of the host institution, and, where relevant, national procedures on this matter.
 23. Fellows will be bound by their Host Institutes policies with respect to work, paid or otherwise, outside of their contracted hours.
 24. Fellows will work in the premises of their Host Institute, at which they will have appropriate laboratory space and resources to carry out their research.
 25. Fellows will receive an induction on policies & procedures of the Host Institute / department to ensure safety and assist integration.
 26. From time to time, and particularly during an intersectoral secondment or outgoing phase, the Fellow may be expected to work at the site of another organisation; additional agreements (non-disclosure, safety documentation etc.) may be required due to their interaction with the other organisation.
 27. Fellows will receive the security and benefits that all employees are entitled to under Irish law
 - a. All fellows will be covered by appropriate accident insurance through their host organisation, and all fellows are able to access public health care
 - b. Fellows can opt for additional private health insurance through one of the private health insurers in Ireland at their own cost; most host institutions provide access to specific schemes.
 28. All Fellows will contribute to a pension scheme operated by their Host Institute. Once they have paid into the pension fund for two years, they are entitled to receive a pension upon retirement. If they move to job in another Irish public body or the civil service, they can transfer their fund to that institute or organisation's pension fund.
 29. Fellows are always entitled to 26 weeks maternity leave, during which they will receive a basic social security Maternity Benefit. The fellow will receive the full amount of their usual salary for these 26 weeks.
 30. Fellows are also entitled to an additional 16 weeks of unpaid maternity leave by Irish law. Both parents of a child can avail of unpaid parental leave granted for up to 26 weeks. During these special unpaid leave periods, all employment rights are maintained.
 31. The Carer's Leave Act 2001 allows employees in Ireland to leave their employment temporarily to provide full-time care. Carer's leave is unpaid, but the Act ensures that those who propose to avail of carer's leave will have their jobs kept open for them for the duration of the leave.
 32. All absence will be regulated by the employment contract and where appropriate by National Legislation.
 33. The Host Institutes operate under the National Intellectual Property Protocol³ regarding funded research, and the employment terms will be consistent with this policy.
 - i. Intellectual Property generated by NeuroInsight Fellows will be managed by the Host Institute within which the Fellow is employed.
 - ii. Supervisors and NeuroInsight Fellows may further be obliged to complete and sign agreements and assignments where required in accordance with the National Intellectual Policy Protocol;
 - iii. Confidentiality of undisclosed IP will be maintained through the use of non-disclosure agreements where it must be shared.

³ <https://www.knowledgetransferireland.com/Reports-Publications/Ireland-s-National-IP-Protocol-2019-.pdf>



E. Eligibility Criteria

34. Applicants may be of any nationality.
35. Applicants must be Experienced Researchers on the Call Deadline:
 - a. Experienced Researchers are individuals in possession of a doctoral degree (i.e., have successfully completed all the formal requirements to obtain a doctorate) or, if the applicant does not have a doctoral degree, they should have at least 4 years of Full-Time Equivalent Research Experience
 - b. Full-Time Equivalent Research Experience is measured from the date when a researcher obtained a degree that would allow them to pursue a PhD, and is defined as the full-time duration of being Active in Research
 - c. 'Active in research' means being employed or holding a scholarship in research. Parental leave and unpaid leaves of absence will not be counted as periods of Active in Research, even if a formal employment relationship exists during these periods. Publication activities, purely teaching positions or association to a university are not counted as being Active in Research.
36. Applicants must be fluent in English (written and spoken); fluent in English means either native, or possessing qualifications equivalent to:
 - a. TOEFL: 237 (computer-based), 580 (paper-based test)
 - b. Cambridge Certificate of Proficiency in English (CAP): Overall score of 180 with a minimum of 169 in all components.
37. Standard applicants must comply with the Transnational Mobility Rule: Applicants must not have resided or carried out their main activity (work, studies, etc.) in Ireland for more than 12 months in the 3 years immediately prior to the Call Deadline
 - a. Compulsory national service and/or short stays such as holidays are not taken into account
 - b. For refugees covered by the 1951 Refugee Convention (Geneva Convention), the refugee procedure (i.e., before refugee status is conferred) will not be counted as 'period of residence/activity in the country of the beneficiary'; this is regardless of whether he/she was active in research at that time.
38. Applicants applying under the 'career restart' and 'career reintegration' categories may apply the relaxed mobility rule: Applicants may not have resided or carried out their main activity in Ireland for more than 3 years in the 5 years immediately prior to the call deadline
 - a. 'Career Restart' applicants must show they have undertaken a career break in research (i.e. were not 'Active in Research' for at least 12 months within the 18 months immediately prior to the call deadline)
 - b. 'Career Reintegration' applicants must be national or long-term resident of an EU Member State or Associated Country⁴, and is moving / has moved from a Third Country directly to the Republic of Ireland.
39. Applicants applying for the Global Fellowships must be a national or long-term resident of an EU Member State or Associated Country comply with the Transnational Mobility Rule for the outgoing phase: Applicants may not have resided or carried out their main activity in the country of the outgoing phase for more than 12 months in the 3 years prior to the Call Deadline.
40. The application:
 - a. must be complete and in English
 - b. must be received on or before the Call Deadline through the online submission system
 - c. must adhere to the ethical standards applicable to the Marie Skłodowska-Curie actions and the NeuroInsight programme
 - d. must be within an NeuroInsight theme, and identify an NeuroInsight Supervisor who has agreed to support the application
 - e. must be able to be conducted while hosted at the institution of the NeuroInsight Supervisor.

⁴ https://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules_en.pdf



41. Only one application per applicant may be submitted per call.

F. Ethics

42. All NeuroInsight Fellows must adhere to their Host Institute's research ethics policy. The Fellows will be required to commit themselves to conduct their research to the highest standards of integrity, as outlined in the National Statement on Ensuring Research Integrity in Ireland⁵.
43. The NeuroInsight Programme will not fund:
 - a. research activities aiming at human cloning for reproductive purposes
 - b. 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, which may be financed)
 - c. 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.
44. Applicants are required to complete an ethics self-assessment as part of the application process. Should any issues be identified, a statement will be requested on submission, and a separate ethics review will be conducted to confirm eligibility in parallel to the evaluation and selection process.
45. Research activities involving human embryonic stem cells (hESCs) will require an additional level of approval from the Research Executive Agency prior to being awarded.

G. Reporting

46. Fellows will report directly to their nominated Supervisor as line manager at the Host Institute.
47. A Supervision Team will be established at the start of the Fellowship, to assist with mentorship, which will include two co-supervisors from other institutes or organisations as appropriate to the Fellowship.
48. Fellows will be required to prepare a Personal Career Development Plan (PCDP) within the first two months of the Fellowship, with the assistance of the Supervision Team and the NeuroInsight management team.
 - a. The PCDP will indicate a clear set of training and development objectives
 - b. The PCDP will be reviewed on an annual basis and revised as necessary.
49. Each Fellow is obliged to submit annual Progress Reports documenting the progress of their Fellowship.

H. Public Announcement

50. All public announcements and publications given or authored by the Fellow which arise from the work carried out during their Fellowship must:
 - a. 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 NeuroInsight Marie Skłodowska-Curie grant agreement No. 101034252.

- b. acknowledge any other source of financial or intellectual contribution as directed by the NeuroInsight Programme Manager or Fellow's Supervisor.

⁵ <http://www.iaa.ie/wp-content/uploads/2014/06/National-Policy-Statement-on-Ensuring-Research-Integrity-in-Ireland-2014.pdf>



I. Data Management and Protection

51. Personal data obtained from applicants to the NeuroInsight programme, and from Fellows awarded a NeuroInsight Fellowship, will be stored for the specific purposes and durations related to the programme by the Royal College of Surgeons in Ireland (RCSI).
52. "Personal data" may include:
 - i. Date of birth
 - ii. Contact telephone number, email address and postal address
 - iii. Residence information for the three years prior to the Call Deadline
 - iv. Education, qualifications and employment history, including locations
 - v. Family status (i.e., proof of dependents)
 - vi. Gender.
53. The Programme Management will make the best effort to delete any superfluous personal information provided by the Applicant or Fellow not listed above.
54. Prior to the award of a Fellowship:
 - a. Personal data will be collected via a Submission Management System operated by Creative Force Ltd, under contract with RCSI. For specific terms related to this systems operation, please see <https://www.creativeforce.team/data-processing-agreement>
 - b. Personal data will subsequently be held by RCSI, on a restricted access computerised database in accordance with the provisions of national and international law and RCSI policies
 - c. Education, qualifications and employment history, including locations, will be accessed by external, independent expert reviewers (anonymous to the Applicant) for the specific purpose of evaluating the Application, via the Submission Management System
 - d. Your supervisor may find it useful to share details of your application with collaborating researchers in academia and industry to explore collaboration opportunities that may benefit your research proposal, but will only do so with your explicit written permission.
55. On award of a Fellowship:
 - a. RCSI will share personal data will be shared with the Host Institute for the purpose of issuing an employment contract, and with the Research Executive Agency of the European Commission in compliance with funding requirements
 - b. The Host Institute may inform applicants of, and apply, their own data collection and privacy policies, typically managed through the terms and conditions of the employment contract
 - c. In any event, RCSI will retain this personal data for a period of 7 years from the date of the last activity on your record.
56. During your fellowship, Fellows are obliged to submit annual reports documenting the progress of their research project.
 - a. This will include information on activity conducted for the purpose of your executing a fellowship, including:
 - i. Details of the employment contract, including any suspension(s)
 - ii. Work location
 - iii. Travel (eg. conference travel)
 - iv. Participation in dissemination activities
 - v. Publication and commercialisation activities
 - vi. Ethical approvals sought and obtained / denied.
 - b. These reports, and any other reporting you do as part of the fellowship, are the property of the host institute, as per the terms defined in the employment contract
 - c. The host institute is obliged to share information from the reports with RCSI, and the Research Executive Agency of the European Commission
 - d. Data will be retained for 7 years after last activity on your record.
57. At the end of a Fellowship, Fellows are obliged to complete a questionnaire for the Research Executive Agency of the European Commission, and two years later, a follow up questionnaire.