

RESPIRE3 November 2018 Application Guidelines

3rd call

Deadline: 1 November 2018 (23:59 CET)

RESPIRE3 - REspiratory Science Promoted by International Research Exchanges 3



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Main RESPIRE3 definitions

EU Member States (MS): the current EU (European Union) Member States and their overseas departments (including Overseas Countries & Territories - OCT). Please also see item 2.1 below.

H2020 Associate Country (AC): a country which is party to an international agreement with the European Union, as identified in Article 7 of Regulation (EU) No 1291/2013. Please also see item 2.1.

Europe: within the specific context of this programme, Europe means the EU Member States (MS) as well as the H2020 Associate Countries (AC).

H2020 Non-associated Third Country (TC): countries that are neither EU Member States (MS) nor associated to Horizon 2020 (AC). Please also see item 2.1.

RESPIRE3 European Fellowships (EF): fellowships lasting exactly 24 months, open to researchers of any nationality, either coming to Europe (MS or AC) from any country in the world or moving within Europe (MS or AC). Please see also section 2.

RESPIRE3 Global Fellowships (GF): fellowships lasting exactly 36 months, entailing an initial outgoing phase in a TC outside of Europe followed by a return phase to Europe (MS or AC). They are open only to nationals or long-term residents of MS or AC. Please also see section 2.

Host centre: the legal entity employing, supervising and training the fellowship recipient during the RESPIRE3 fellowship. It is ultimately responsible for the fellowship recipient and the fellowship. For Global Fellowships, the main host centre is that of the return phase to Europe. Please see also item 2.3.

1. Introduction

- a. The ERS/EU RESPIRE3 Postdoctoral Research Fellowship programme is an **international, inter-sectoral and inter-disciplinary** programme providing Marie Skłodowska-Curie opportunities to early stage scientists with the potential to become the leaders of tomorrow in the respiratory field.
- b. The programme is co-funded by the European Respiratory Society (ERS – www.ersnet.org) as well as the European Union (EU) under the Horizon 2020 (H2020) / Marie Skłodowska-Curie Actions (MSCA) / COFUND programme (<http://ec.europa.eu/research/mariecurieactions/>).
- c. RESPIRE3 builds on the evaluation of the RESPIRE1 (2009-2013) and RESPIRE2 (2013-2018) programmes coordinated by ERS with co-funding from the EU's 7th Framework Programme (FP7). In light of the feedback received from past fellowship recipients, RESPIRE3 introduces a number of new elements as well as offers more options and flexibility, compared to RESPIRE2, notably thanks to the introduction of Global Fellowships (GF).
- d. More in particular, the RESPIRE3 programme aims to strengthen the European Research Area (ERA) as well as the respiratory specialty by:
 - Promoting excellent science in respiratory research in Europe and worldwide through transnational mobility and transfer of knowledge;
 - Enabling Europe to become a hub for the exchange of scientists, actively involved in respiratory medicine in both academia and the non-academic sector;
 - Fostering the implementation of novel and innovative techniques and therapies as well as the development of new international collaborations;
 - Gathering expertise from various fields, even those not traditionally associated with respiratory research, as well as fostering career development.
- e. RESPIRE3 Fellowships are funded with the objective of enabling scientists, investigators and clinicians as well as allied healthcare professionals, with a significant research background, to carry out basic, translational, or clinical cutting-edge research projects in the field of respiratory science.
- f. Candidates from any discipline (e.g. life sciences, engineering, mathematics, information technology, biochemistry, pharmacology) are highly encouraged to apply to carry out research in any area related to respiratory science/medicine, in line with the ERS Roadmap (www.ersroadmap.org).
- g. If selected, fellowship recipients will be solely working on the RESPIRE3 research project, based at pre-registered RESPIRE3 host centres and enjoying attractive working conditions (e.g. contract, living & mobility allowances, family allowance if applicable, etc). Career development as well as training in scientific and non-scientific, transferable skills are important elements of RESPIRE3.
- h. Applicants can choose between one of two options: RESPIRE3 Global Fellowships (exactly 36 months) OR RESPIRE3 European Fellowships (exactly 24 months). Fellowships are awarded based on scientific merit.
- i. These November 2018 Application Guidelines refer to the 3rd RESPIRE3 call, launched during summer 2018 with deadline of: **1 November 2018 (23:59 CET)**. They set out the requirements of the programme for applicants as well as host centres, in line with H2020 rules as well as the

RESPIRE3 Grant Agreement between ERS and the EU. A Frequently Asked Questions (FAQs) document will also be available on the [ERS website](#), based on these November 2018 Application Guidelines.

- j. RESPIRE3 is a highly competitive programme as it selects Marie Skłodowska-Curie fellows. It is part of a wider ERS fellowship portfolio (www.ersnet.org/fellowships) and – before applying – applicants are highly encouraged to ensure that they identify the most relevant ERS programme(s) in light of their background, objectives and career goals. For instance, RESPIRE3 is not aimed at purely clinical or training purposes, which may, however, align with other ERS fellowships.

2. RESPIRE3 Fellowships on offer

2.1 2-year European Fellowships OR 3-year Global Fellowships

- a. Two types of RESPIRE3 Fellowships are on offer, allowing for more flexibility and options than in the past. Applicants can only submit ONE application for each RESPIRE3 round and ONLY one of the two programmes can be selected, either 24-month European Fellowships OR 36-month Global Fellowships. Please select the fellowship programme you would like to undertake and report ONLY ONE choice in the online fellowship application platform.
- b. Requirements for each RESPIRE3 Fellowship type are summarised in the table below; in addition, please also refer to items 2.2-2.3 as well as section 3 on eligibility hereunder.

Type	Brief description	Nationality (applicant)	Mobility rule (applicant)	Pre-registered Host Centres
RESPIRE3 European Fellowship (EF) Exactly 24 months	Open to researchers either coming to Europe (MS or AC) from any country in the world or moving within Europe (MS or AC)	Open to all nationalities	Mobility rule applies to country where fellowship will be held See also Marie S. Curie mobility rule (item 3.3)	Mandatory: ONE pre-registered host centre based in Europe (MS or AC) Optional: if secondment in non-academic sector, it must be based in Europe (MS or AC) – see item 6.2
RESPIRE3 Global Fellowships (GF) Exactly 36 months	Fellowship starts with outgoing phase in TC + followed by mandatory return phase to Europe (MS or AC) Duration of TC initial outgoing phase is flexible, provided that return phase to Europe (MS or AC) may not be more than 50% of the total duration of the fellowship For the return phase, it is possible to return to the any previous home centre or any other centre, provided it is in Europe (MS or AC)	Nationals or long-term residents of MS or AC Long-term residents are considered researchers who spent a period of at least 5 consecutive years (without breaks in research) on full-time research activity in a one or more MS or AC Researchers who have held refugee status in a MS or AC for at least 5 consecutive years may qualify as long-term residents	Mobility rule applies to country where the fellowship initial outgoing phase takes place (NOT the country of the return phase to Europe) See also Marie S. Curie mobility rule (item 3.3)	Mandatory: TWO pre-registered host centres as follows 1) Initial outgoing phase: ONE pre-registered host centre based in TC + 2) Return phase: ONE pre-registered host centre based in Europe (MS or AC) Optional: if secondment in non-academic sector, it can be based in MS, AC or TC – see item 6.2

IMPORTANT NOTE: The latest list of Associate Countries (as of 1 January 2017) can be found on the EU website: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf. Switzerland is considered as an H2020 Associate Country and the UK as an EU Member State within the framework of RESPIRE3, as the programme was approved under the 2015 COFUND call. Please check carefully if there are any developments, with regard to country status but also EU Council restrictions/sanctions: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/international-cooperation_en.htm and https://eas.europa.eu/topics/sanctions-policy/8442/consolidated-list-of-persons-groups-and-entities-subject-to-eu-financial-sanctions_en.

2.2 RESPIRE3 European Fellowships (exactly 24 months)

- a. Please see summary in above mentioned table (item 2.1).
- b. European Fellowships are, to some extent, similar to what previously available through RESPIRE2. However, a number of amendments have been introduced in light of new H2020 requirements as well as the feedback and evaluation from previous programmes, as set out in the November 2018 Application Guidelines.
- c. Applicants for European Fellowships should develop and submit a research project covering **exactly 24 months; failure to do so will mean that the application will not be considered eligible.**
- d. The 2-year European Fellowship programme may be potentially extended - if approved by ERS and a period in industry is secured by fellow/host - to an additional third year. This third year will be either entirely or partially spent in industry or the non-academic sector (min. 4 months, max. 12 months) and – if applicable – combined with a period at the host centre. It will be a continuation of the original research project. Please also refer to item 6.2.

2.3 RESPIRE3 Global Fellowships (exactly 36 months)

- a. Please see summary in above mentioned table (item 2.1).
- b. Global Fellowships are offered for the first time through the RESPIRE3 programme, in order to offer wider choices and options to potential applicants, depending on their research projects and career goals, to foster international long-term collaborations and knowledge transfer as well as to engage with host centres worldwide. This aims to ultimately promote excellence in respiratory science/medicine while strengthening research in the European Research Area (ERA) and beyond.
- c. In order to allow adequate time for the initial outgoing period outside of Europe and the return phase, Global Fellowships will be awarded for a 3-year period. Applicants for Global Fellowships should thus mandatorily develop and submit a research project covering **exactly 36 months; failure to do so will mean that the application will not be considered eligible.**
- d. Candidates interested in a Global Fellowship, should contact both the host for the outgoing initial phase as well as for the return phase to Europe. As part of the application process, both hosts will need to provide Host Supervisors Acceptance Forms (see also item 7.3).
- e. The application should already contain a full proposal, with project design for both phases. The project carried out during the return phase should be the continuation of the project started during the initial outgoing phase and therefore integral part of the very same proposal. Candidates should clearly identify which steps take place in which country and how they relate to each other.
- f. Applicants wishing to opt for Global Fellowships should clearly provide in the online application form, a clear rationale why and how the objectives of the research project are only attainable by going outside of Europe (e.g. availability of skills, know-how, expertise, facilities, material, training, etc.) during the initial outgoing phase and what are the expected benefits for the mandatory return phase to Europe for the fellowship recipient, the host centre(s) and the wider respiratory specialty.
- g. The return phase back to Europe is mandatory, in order to ensure knowledge transfer and re-integration into the European Research Area. In case of non-fulfilment of this condition, ERS may need to ask for the reimbursement of the total amount granted, in line with H2020 principles.
- h. For the return phase, researchers will have the possibility to return to any previous “home” centre (any centre hosting the researchers during their previous career) or any other centre, as long as it is based in Europe (MS or AC).
- i. For Global Fellowships, in principle, it will be up to the host centre in Europe (MS or AC) to provide the employment contract covering the full RESPIRE3 fellowship. The fellowship recipient will then be seconded to the host centre in a TC during the initial outgoing phase, in line with general current practices within other EU MSCA and COFUND programmes.
- j. Alternatively, as now the case for MSCA IFs (managed directly by EU), a further option is now allowed by the EU apart from the secondment option, if needed. The host centre in a TC may thus exceptionally conclude an additional employment contract with the fellowship recipient to ensure equivalent social security coverage and conditions similar to local researchers with a similar position, during the TC stay. Under this option, the fellowship recipient will have two EMPLOYMENT contracts: one with the main host centre in Europe for the total duration of the fellowship (e.g. 3-year period) AND one complementary, additional one with the TC host centre (e.g. 2-year period, depending on what set out in the online application form). Host centre(s)

should ensure this option is feasible in the two countries concerned and should contact ERS for further details.

- k. The ERS Helpdesk remains available to discuss further – if needed - Global Fellowships being a newly introduced offer and a complex arrangement to put in place.
- l. The host centre and host supervisor of the return phase in Europe will be the main contact/reference host centre for the purpose of RESPIRE3 and will have the overall responsibility to ensure compliance and the smooth running of the whole fellowship. It will make facilities/resources available for the return phase and it will work closely with the host centre outside of Europe, notably during the initial outgoing phase.
- m. The allowances (see item 10.1) destined to the fellowship recipient as well as the management contribution (see item 4.j) will be in principle transferred via the host centre in Europe with the overall responsibility for the fellowship, but both hosts (outgoing phase & return phase) will need to discuss and agree on financial aspects, in cooperation with the fellowship recipient.
- n. In light of the potential complexity of Global Fellowships, it is highly recommended that the two host centre(s) involved already agree amongst themselves and with the applicant, on the actual details of the cooperation, already during the fellowship application phase. It is highly recommended to carefully check whether the proposed arrangement is feasible in the two concerned countries and two host centres.
- o. If the applicant is selected, – and before the fellowship starts - the two host centre(s) will, in principle, develop a collaboration/partnership agreement, specific to the needs of the fellowship. While they will be able to develop their own model, in cooperation with the fellowship recipient, the agreement should align with the framework provided by the November 2018 Application Guidelines and cover topics such as: dates/timelines, finances, logistics, roles & responsibilities, research project & its funding, facilities/infrastructure, training and career development, decision-making, IPR & confidentiality, reporting, ethics, settlement of disputes, logistical support towards moving to a new country (e.g. visa) etc.
- p. Adequate time should be allowed for administrative and logistical requirements (e.g. visa application, finalisation of collaboration/partnership agreement) linked with moving to a country outside of Europe. Specific support will need to be provided by both host centres with this matter. However, all fellowship should start at the very latest by end of August 2019. It is up to applicants to ensure that they start these procedures as early as possible to comply with this timeframe.
- q. Please also carefully note ethics requirements in section 5 hereunder, as they also apply to Global Fellowships and to research carried out outside of Europe.

3. Eligibility

- a. The main eligibility requirements for fellowship applicants are set out in this section, in line with H2020. In case of doubt, please contact the ERS Helpdesk (fellowships@ersnet.org), well in advance of the call deadline, as some queries may require some time to address, depending on the specific circumstances.

3.1 Qualifications & publications

- a. Applicants can only submit **one application for each call** and must choose only one type of fellowship: 2-year RESPIRE3 European Fellowship OR 3-year RESPIRE3 Global Fellowship. It is up to applicants to carefully consider whether they meet all the eligibility criteria for the specific fellowship type chosen and whether they can provide related proof/evidence, if and as needed.
- b. Applicants from **any discipline** (e.g. life sciences, engineering, mathematics, information technology, biochemistry, pharmacology) are encouraged to apply, with a research project (one research title only) related to respiratory science/medicine, in line with the ERS Roadmap (www.ersroadmap.org).
- c. Candidates should possess appropriate scientific, medical qualifications (academic) and/or experience (professional), and/or be engaged in research/science/practice that is relevant to the specific fellowship project/topic applied for.
- d. Applicants need to comply with the EU definition of “**experienced researcher**”: At the time of the call deadline for the recruitment of researchers (e.g. 1 November 2018 for 3rd call), applicants must be in possession of a doctoral degree (PhD) or have at least four years of full-time equivalent* research experience. **Full-time equivalent research experience is measured from the*

date when a researcher obtained the degree, entitling him/her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited, irrespective of whether or not a doctorate is or was ever envisaged. This may vary from country to country. When calculating experience only postgraduate research experience is relevant for this purpose and other professional activities are not taken into account, no matter when these took place.

- e. In the context of Marie Skłodowska-Curie actions, Medical Doctor (MD) studies are not considered as equivalent to PhD studies. For MDs, the requirement of 4 years of full-time research experience therefore applies.
- f. Applicants must have at least **one first-author (or co-author) paper published** (or accepted for publication) in an international peer-reviewed journal by the call deadline (1 November 2018 for the 3rd call). Papers that are in preparation, submitted, in revision are not eligible until they have been formally accepted for publication. If you have submitted a 1st author paper and it has been formally accepted for future publication, you are eligible but proof/evidence of the acceptance will have to be provided. Posters and conference abstracts are in principle not considered as publications in an international peer-review journal.
- g. In terms of **nationality**, the requirements differ depending on the type of fellowship chosen by the applicant, as follows:
 - 2-year European Fellowships: open to applicants of any nationality to come to Europe (MS or AC). Please also refer to table under 2.1.
 - 3-year Global Fellowships: ONLY open to nationals or long-term residents of EU MS or AC. Long-term residents are considered researchers who spent a period of at least 5 consecutive years (without breaks in research) on full-time research activity in a one or more EU MS or AC. Please also refer to table under 2.1.
- h. Candidates should have adequate fluency in the **language** spoken at the host centre(s), to enable him/her to successfully carry out the research project.
- i. RESPIRE3 is open to ERS members and non-members, in line with H2020 wider principles. Selected fellowship recipients will be strongly encouraged to become ERS members to maximise career development opportunities. Further information is available at: <https://www.ersnet.org/the-society/membership#categories>.

3.2 Previous ERS fellowship(s) & double funding

- a. Candidates who have already been awarded with any RESPIRE1 or RESPIRE2 Fellowship are not eligible, as RESPIRE3 aims to create new opportunities reaching out to researchers who did not benefit yet from a previous RESPIRE Fellowship.
- b. Applicants having received ERS fellowships – other than any RESPIRE1 or RESPIRE2 fellowship – are eligible, provided that they meet all eligibility criteria and that they have provided the ERS with the requested follow-up reports at the end of their previous fellowship.
- c. No double funding is possible nor any concurrent combination of a RESPIRE3 Fellowship with any other Marie Skłodowska-Curie Actions funding (e.g. IF, ITN, etc) or any funding by EU or other bodies, within the same timeframe. See also section 10.1.

3.3 Transnational mobility

- a. The applicant must move (or have moved) from the home country to the host country. More specifically, applicants must comply with the mandatory **Marie Skłodowska-Curie mobility rule**: at the time of the call deadline for the recruitment of researchers (1 November 2018 for the 3rd call), applicants must demonstrate transnational mobility and must not have resided nor carried out their main activity in the country of the host centre for more than 12 months in the 3 years immediately prior to the reference date (i.e. reference period: 1 November 2015 – 1 November 2018), unless as part of a procedure for obtaining refugee status under the Geneva Convention¹. Short stays such as holidays and/or compulsory national service are not taken into account.

¹ 1951 Refugee Convention and the 1967 Protocol. 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 host beneficiary' for the purpose of European Fellowships. This is regardless of whether he/she was active in research at that time.

- b. The mobility rule applies differently depending on the option (European or Global fellowships) chosen by the applicant. For European Fellowships, the rule applies to the country where the fellowship is held. For Global Fellowships, it applies to the country of the initial outgoing phase (NOT the country of the return phase to Europe). See also table under item 2.1.
- c. Candidates already permanently employed at the host centre prior to applying are not eligible.
- d. Candidates already at their host country/centre may be eligible provided: that they comply with the Marie S. Curie mobility rule and that they are not permanently employed by the host. Should they be eligible, they will nevertheless need to put forward a strong case and valid rationale (e.g. best centre for their project, added value for career development etc) for their choice, the aim of the fellowships being to promote transnational mobility, launch new projects, and establish new collaborations.

3.4 Research project & timeline

- a. Selected fellowship recipients will need to be employed to work on the RESPIRE3 fellowship research project in respiratory science/medicine on a full-time basis during the entire fellowship duration. Successful candidates are not allowed to carry out any paid or salaried activities other than those related to the ERS fellowship.
- b. The fellowship research project cannot be split nor reduced. It is critical that the research project plan is realistic, feasible and achievable within the planned timeframe. The project cannot start before the final selection decision and funding is not granted in retrospect for already fully or partly carried out projects.
- c. Selected fellowship recipient will be recruited by the host centre to work exclusively on the RESPIRE3 fellowship research project. In light of the focus on career development, additional professional training and personal development could, to some extent, be undertaken such as: complementary skills training (e.g. teaching activity as part of research training, proposal writing, language lessons) and attendance at conferences/workshops and outreach activities to the public. However, non-research activities will need to be complementary activities and must NOT jeopardise the delivery of the RESPIRE3 fellowship research project.
- d. Between the notification date and the start of the fellowship, successful candidates should complete travel, visa, passport, housing, contract, insurance formalities, if and as needed. To achieve this, they should engage with their host centre(s) and related authorities well ahead of time; this will notably be the case for Global Fellowships. These points should be considered when identifying the starting date and timeline for the research project.
- e. The research project must start at **earliest on 1 April 2019 and at the latest by the end of August 2019**. Please note that this 3rd round of applications will be the final one under RESPIRE3 and there is no flexibility in terms of starting date. Therefore, the fellowship cannot start after end of August 2019, in line with the timeline set out with the EU for the RESPIRE3 programme. Please bear in mind that final notifications will be sent around mid-February 2019 and that it is up to applicants to ensure – with the host centre(s) - that your proposed starting date is feasible.
- f. Applicants are responsible for developing a project according to their choice of fellowships; otherwise their application might be considered ineligible. Duration of RESPIRE3 Fellowships must thus be:
 - Exactly 24 months for RESPIRE3 European Fellowships;
OR
 - Exactly 36 months for RESPIRE3 Global Fellowships.

3.5 Pre-registered RESPIRE3 host centres

- a. Before applying, applicants should identify the pre-registered host centre and host supervisor most suitable for their research project and career development, as follows:
 - For 2-year European Fellowships: only one host centre and one host supervisor is needed. The host centre must be based in Europe (MS or AC). See also table under 2.1
 - For 3-year Global Fellowships, two pre-registered host centres and two host supervisors are needed: one for the initial outgoing phase (TC) and one for the mandatory return phase to Europe (Ms or AC). The return phase may not be more than 50% of the total duration of the fellowship. See also table under 2.1

- b. It is mandatory for host centres wishing to participate in RESPIRE3 to apply to be pre-registered and confirm compliance with RESPIRE3 commitments, ensuring that selected fellowship recipients enjoy suitable working conditions and a high-quality research environment. Please also refer to section 4 hereunder.
 - c. A pre-registered list of hosts in the form of a brand, new Web Host Registry platform (www.erscongress.org/respire or via www.ersnet.org/fellowships) was launched specifically for RESPIRE3 to facilitate the applicants' search for suitable centres. More than 100 centres worldwide are already listed.
 - d. Host centres already listed for the previous RESPIRE2 programme are not automatically pre-registered. Due to the new administrative requirements, in line with H2020, host centres need to apply to confirm compliance specifically for RESPIRE3. They will, however, benefit, from a fast-track procedure.
 - e. It remains up to fellowship applicants to identify, search and get in touch with the most suitable host centre(s) in terms of their research project and career development to discuss a potential cooperation and to submit the fellowship online application, in liaison with the host supervisor/centre. The objective is enable researchers to develop their own research project via a bottom-up approach, according to their areas of research interest.
 - f. Potential fellowship applicants are also able to freely propose new centre(s) not listed as long as the latter confirms compliance with the RESPIRE3 host centre's commitments and undergo the relevant review process by submitting the [Host Application Online Form](#). This should ideally take place well in advance of the application deadline of 1 November 2018 as the whole process may take a few weeks; however, please do not hesitate to contact the office (fellowships@ersnet.org) to further discuss this timeline.
- g. **IMPORTANT:** Potential fellowship applicants need to discuss in detail and agree all aspects of the fellowship with the chosen host centre(s) and host supervisor(s) within the wider framework of the November 2018 RESPIRE3 Application Guidelines, already at the application phase. This notably includes the research project (e.g. scientific approach, objectives, funding), facilities/resources available, training & career development, nature of the employment contract, detailed distribution of the RESPIRE3 grant and other financial aspects (e.g. gross/net salary, social deductions/coverage, gross/net mobility allowance, taxes, exchange rate, etc). Please also refer to section 4 hereunder as well as – for Global Fellowships - item 2.3 for further guidance on the cooperation/partnership agreement between the two host centres.

4. Pre-registered Host centres

- a. All host centres need to be pre-registered and be listed on the RESPIRE3 Web Host Registry in order to participate in RESPIRE3, whether in European and/or Global Fellowships. Further information also under item 3.5 and on the ERS website through the [Host Application Online Form](#).
- b. Among other, host centres need to comply with a number of administrative requirements as set out in section A of the Host Online Application Form, in alignment with the principles set out by the EU H2020. This document is available on the [ERS website](#). Section 4 of these Application Guidelines is based on section A of the Host Online Application Form.
- c. The European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers, and the EU Human Resources Development² principles, provide a best practice framework for employing and supporting researchers and are reference documents for RESPIRE3. Host centres have confirmed alignment in order to be pre-registered.
- d. The host centre will ultimately be responsible for the fellowship recipient and his/her fellowship research project, ensuring compliance with EU and national laws/standards (e.g. health & safety, taxes, etc) throughout the full fellowship period, even during secondments (e.g. non-academic sector). The host centre will also ensure compliance with ethical and integrity principles, as set out in section 5.
- e. For Global Fellowships, the host centre of the return phase in Europe will have the overall responsibility to provide the employment contract and to ensure compliance and the smooth running of the whole fellowship, although it will work closely with the host centre for the outgoing

² <http://ec.europa.eu/euraxess/index.cfm/rights/index>

phase. For instance, it will need to ensure that the fellowship recipient is covered from social security / insurance perspective even when in another organisation/country. For Global Fellowships, please also refer to point 2.3.

- f. The host centre commits to host selected RESPIRE3 fellowship recipient and – as soon as possible upon selection - offer a mandatory fixed-term employment fellow/host contract (full-time basis) covering :
- full social security in line with EU standards (including but not exclusively: annual leave, pension rights, parental leave, sickness leave, health/accident insurance, unemployment & invalidity benefits, benefits for accidents at work and occupational diseases etc);
 - Starting/end date during which RESPIRE3 fellow will be fully and exclusively dedicated to the fellowship and related research project on full-time basis;
 - Remuneration (in line with section 10.1 below);
 - IPR and confidentiality during/after fellowship (including but not exclusively: access to background, use of foreground, promoting the research, protection/ownership of results);
 - Other (e.g. ethics, any secondment periods, facilities/infrastructure and funding for research project, etc)

The employment contract must cover the fellowship recipient for the full duration of the fellowship, including any secondment periods and – for Global Fellowships - periods outside of Europe. It should be in line with what offered to a local researcher holding a similar position and with similar experience. The applicant and host centre should already discuss the employment contract and financial aspects at the application phase (see item 3.5.g).

In line with H2020, under RESPIRE3, fixed amount fellowship agreements (e.g. visiting scientist/guest arrangements, affiliation/association agreements, no-pay contracts etc) are not eligible and will mean that the fellowship cannot be granted. Only employment contracts (see above) are eligible. **This point should be checked carefully by the applicant and the host supervisor well before applying, notably with the responsible host centre's Human Resources.**

Copies of related documents (e.g. certified employment contract, etc) will need to be provided to ERS before the start of the fellowship.

- g. The contract is signed exclusively between the fellowship recipient and the host centre(s) in line with national law. There is no contractual relationship between the fellowship recipient and the European Respiratory Society nor the EU. It is important that fellowship recipients discuss clearly with their host centre (e.g. HR), their rights and obligations under the employment contract.
- h. In order to set out payment arrangements, the ERS and host centre(s) will sign a Payment Agreement. A template model will be provided by ERS for this purpose. For Global Fellowships, in principle, this agreement is signed with the “main” host centre based in Europe, with the overall responsibilities of the fellowship.
- i. The fellow's living, mobility and – if applicable – family allowances will be transferred via the host centre in Europe (both for European and Global fellowships) which will in turn accordingly provide the fellow with remuneration. The host centre may pay a top-up from another budget source (except for other Horizon2020 funds) in order to complement these allowances, if it wishes and as needed.
- j. The host centre responsible will receive, through ERS/EU co-funding, a contribution towards management costs of max. €325.- per each fellow-month actually completed by the selected RESPIRE3 fellowship recipient. This amount corresponds to the actual, total contribution (max. €3'900.- per fellow-year) that ERS receives from the EU towards management costs for each fellow. This is a new element as it did not exist under the previous RESPIRE2.
- k. For Global Fellowships, the funds will be in principle transferred via the host centre in Europe with the overall responsibility for the fellowship, but both hosts (outgoing phase & return phase) will need to discuss and agree on financial aspects. Please also refer to point 2.3
- l. No further additional funding (e.g. overheads, bench fees, research project) will be available from the ERS nor the EU, apart from the allowances for the benefit of fellowship recipients (see 10.1.a) and the management cost contribution destined to host centres (see 4.h). It is up to host centres to

internally ensure – prior to the fellowship application – that adequate resources/funds to cover these types of items in relation to a specific applicant are in place.

- m. The host centre commits to guarantee the RESPIRE3 fellowship recipient with excellent support and working conditions, notably in terms of scientific supervision as well as administrative assistance during all phases of the fellowship: (e.g. housing, visa, safety induction, availability of office/lab space, opening of bank account, taxes, support for family moving etc), during (e.g. high-quality supervision, performance evaluation/review, career development, training, reporting) and at end of fellowship (e.g. career advice, final reporting etc).
- n. A scientific mentor, expert in a different discipline, should be allocated to the fellowship recipient and s/he should be affiliated with another centre, preferably from the non-academic sector.
- o. An administrative mentor should also be assigned to support the fellowship recipient before and during the fellowship, particularly in terms of moving to a new country. For Global Fellowships, it is recommended to have two administrative mentors, to provide support in the two countries.
- p. The host centre commits to provide all the necessary means to enable RESPIRE3 fellowship recipients to carry out the research training activities and complete their research project, including adequate facilities, infrastructure, equipment and products. The host centre will cover costs associated with the delivery of the fellowship research project and ensure, along with the fellowship recipient, open access to all peer-reviewed scientific publications relating to the project's results, in line with H2020 principles (see also item 11.2).
- q. The host centre will provide the fellowship recipient with career development support, training in scientific and transferable skills as well as opportunities to train students/technicians, to carry out talks and co-author grants and papers. It will allow fellowship recipients to attend ERS training events and support (e.g. Congress, intra-programme exchange, ERS mentoring, etc) as well as to undertake a potential secondment in the non-academic sector (see item 6.2).
- r. A tailored Career Development Plan will also be developed by the fellowship recipient together with the host supervisor during the fellowship, in order to also plan for the post-fellowship phase. An initial summary is already submitted in the online application platform and ERS will also ask for updates during the fellowship itself as part of interim reporting. For Global Fellowships, this plan will be led by the fellowship recipients with the main host supervisor (that of the return phase), in liaison with the other host supervisor (initial outgoing phase).
- s. Host centres also commit to ensure that the research project and research training activities – within the framework of the fellowship – comply with fundamental ethical principles, as set out in section 5 hereunder.
- t. While there are no restrictions in terms of the number of fellow applications in which a host centre is involved, the latter is advised to only apply with the very best applicants, the programme being competitive. Indeed, it will not be possible for all pre-registered host centres to be awarded a RESPIRE3 fellow due to the limited number of places available.

5. Ethics, compliance & integrity

5.1 Ethical considerations

- a. Ethical considerations, compliance and research integrity are essential, mandatory aspects of RESPIRE3 Fellowships, in line with ERS and EU's guidelines. All the activities carried out under Horizon 2020 co-funding must comply with ethical principles and relevant national, EU and international legislation, for example the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights as well as the European Code of Conduct for Research Integrity³.
- b. Selected fellowship recipients must thus carry out the action in compliance with:
 - ethical processes and regulations at the host centre;
 - H2020 ethical principles (including the highest standards of research integrity); and
 - applicable international, EU and national law.
- c. Funding will not be granted for activities carried out outside the EU if they are prohibited in

³ http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm

ALL Member States or for activities which destroy human embryos (for example, for obtaining stem cells), as per EU rules. Research activities must also have an exclusive focus on civil application.

In addition, any activities involving research on human embryonic stem cells will require an additional, formal and official approval by the EU (to be requested via ERS for selected fellowships).

- d. Moreover, in line with Horizon 2020's regulations, this research will NOT be financed by the RESPIRE3 programme:
 - activities that aim at human cloning for reproductive purposes;
 - activities that intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed);
 - activities that intend 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.
- e. The main ethics issues that must be addressed under H2020 are, as identified by the EU: *human embryos/foetuses (in particular human embryonic stem cells), human participants, human cells and tissues, personal data, research on animals, research in non-EU countries, environment & health and safety, dual use and misuse.*
- f. For Global Fellowships, where research activities are carried out in Third Countries (TC) as part of the initial outgoing phase, the EU's ethical standards, principles and regulations for H2020 apply and no exception will be made even if laws in the TC allow to carry out research in contrast with the H2020 principles. Horizon 2020 funding cannot be granted for activities carried out outside the EU if they are prohibited in all Member States.
- g. Please also closely refer to the H2020 Online Manual (under cross-cutting themes/ethics) for further information on ethics at EU level⁴. This includes guidance specific to different ethical issues (e.g. under the "How to complete your Ethics Self-Assessment" document) as well as the contact form for the H2020 Ethics Review Helpdesk for any specific queries on ethical principles at EU level.

5.2 Research on animals

- a. Furthermore, in terms of research involving animals, ERS supports 3Rs (replacement, reduction, refinement) guiding principles for ethical use of animal testing. Applicants should thus integrate a 3Rs strategy and plan, and demonstrate the use of replacement, reduction and refinement techniques in their research proposal involving animals, where applicable.
- b. Further information and definitions are available on the websites below. Please note that ERS has no link with these organisations.
 - ARRIVE Guidelines (www.nc3rs.org.uk/arrive-guidelines)
 - <http://www.understandinganimalresearch.org.uk/how/the-three-Rs>
 - <http://www.nc3rs.org.uk/the-3rs>

5.3 Research Integrity

- a. In line with H2020, fellowship recipients and host centres must respect the highest standards of research integrity as set out, for instance, in the European Code of Conduct for Research Integrity, including compliance with the following essential principles: honesty, reliability, objectivity, impartiality, open communication, duty of care, fairness, and responsibility for future science generations.
- b. This means that fellowship recipients and host centres need to:
 - present their research goals and intentions in an honest and transparent manner;
 - design their research carefully and conduct it in a reliable fashion, taking its impact on society into account;
 - use techniques and methodologies (including for data collection and management) that are appropriate for the field(s) concerned;
 - exercise due care for the subjects of research be they human beings, animals, the environment or cultural objects;
 - ensure objectivity, accuracy and impartiality when disseminating the results;

⁴ <http://ec.europa.eu/research/participants/docs/h2020-funding-guide>

- make the necessary references to their work and that of other researchers;
- refrain from practicing any form of plagiarism, data falsification or fabrication;
- avoid double funding, conflicts of interest and misrepresentation of credentials or other research misconduct.

5.4 Compliance & Monitoring

- As part of the RESPIRE3 Online Application platform, candidates will need to identify potential ethical issues and explain how they will be addressed so as to conform to national, European and international regulations as well as H2020 principles.
- During the peer-review process, ERS College of Experts reviewers will also closely assess ethical compliance. Moreover, additional ethics checks will be carried out by independent ethics experts on applications shortlisted for interviews.
- Further to these independent ethics checks, specific additional conditions or follow-up remedial measures may be set in terms of ethics, which fellowship recipients and host centres will need to integrate in the implementation of the research activities and project. ERS will closely monitor ethical and integrity compliance throughout the duration of the RESPIRE3 fellowship.
- All research projects and activities must be submitted for ethics and any other needed reviews for approval, by the local review board/committee at the host centre (or equivalent). Moreover, fellowship recipients and host centres must have obtained before commencing research activities:
 - any ethics committee/authority opinion required under national law; and
 - any notification or authorisation for activities raising ethical issues required under national and/or European law needed for implementing the tasks in question.
- Copies of all these ethics documents (e.g. opinions, approvals, notifications, authorisations) specific to the fellowship research project must be submitted to ERS as soon as possible following the awarding of the fellowship and, at the very latest, by the time of the first interim report (i.e. six months after the start of the fellowship). If they are not in English, they must be submitted together with a summary in English, which shows that the research tasks in question are covered and includes the conclusions of the committee or authority concerned (if available).
- The requested documents (see 5.4.e) and a summary of the remedial actions taken (if applicable following the ethics review) may be sent to independent ethics reviewers for additional feedback.
- It will not be possible to proceed with any research with potential ethical implications before the ERS has received a copy of all documents proving compliance with existing EU/national legislation and H2020 principles.
- Fellowship recipients and host centres will need to report regularly on any potential ethics issues and how they are being addressed, as applicable to their projects, for example, through the interim reports to be submitted to ERS.
- ERS strongly suggests that applicants and their host centre start all the necessary requests for ethical permission or any formal permission as set out above, well before the fellowship start date. They should target to be granted all formal permissions for the start date of the fellowship. Failure to do this may severely impact funding projects and ERS will not accept any delay on the project caused by this matter.
- Any evidence of suspicion of breaches of ethical conduct and/or scientific integrity before, during (or after) the fellowship will lead to a rapid assessment by ERS (e.g. ethics experts, ERS Fellowships & Awards Director, ERS Science Council) and may lead to the termination of the fellowship and – as needed - other actions towards the fellowship recipient, host centre and concerned authorities.

6. Career development, secondments and outreach

6.1 Career development

- RESPIRE3 places a significant emphasis on career development, with regard to support provided by the host centres (e.g. high-quality infrastructure, scientific mentor, state-of-the-art facilities). Please also refer to section 4.
- The fellowship is also a great opportunity to further get involved with ERS and integrate within the Society's scientific and educational activities. ERS will provide career development support in terms of:
 - ERS appointed external mentor;

- Financial support towards participation in ERS’ two flagship events (e.g. yearly mandatory ERS International Congress and annual Lung Science Conference);
 - Intra-programme exchange mini-retreats known as RESPIRE MeetUp (e.g. LSC, ERS Congress) for RESPIRE3 fellowship recipients and skills sessions for women’s scientists;
 - Networking (e.g. Congress’ dedicated events, etc);
 - Opportunity to get involved in own Assembly as well as – for under 40s - Early Career Member Committee, as well as other ERS scientific and educational activities (e.g. research seminars, Respipedia, ERS School etc);
 - Other – depending on the needs of each fellowship recipient and research project.
- c. Accepted fellowship recipients will be strongly encouraged to become ERS members during the fellowship to maximise opportunities for career development and to get involved in the Society.

6.2 Secondments

- a. There are a number of options for any potential secondments in the non-academic sector, including industry, depending on the needs of the fellowship recipient and that of the research project:

Type	Country / timeline	Details
European Fellowship (standard secondment)	Must be in MS or AC – see also table under 2.1 Can be requested at any time	Max. of 3 months (single period or split into short periods) Overall fellowship duration will not be extended
Global Fellowship (standard secondment)	Can be in MS, AC, TC – see also table under 2.1 Can be requested at any time	Max. of 3 months (single period or split into short periods) Overall fellowship duration will not be extended
European Fellowships (1-year extension) Option NOT available under Global Fellowships	Must be in MS or AC – see also table under 2.1 Upon request/approval by ERS following submission of a mini-proposal by the end of first 18 months of the fellowship	The 2-year European Fellowship programme may be potentially extended - if approved by ERS and a period in industry is secured by fellow/host - to an additional third year. This third year will be either entirely or partially spent in industry or the non-academic sector (min. 4 months, max. 12 months) and – if applicable – combined with a period at the host centre. It will be a continuation of the original research project. For European Fellowships, the standard secondment and 1-year extensions secondments can both take place within the same fellowship for a total max. of 15 months.

- b. All secondments need to be planned and integral to the research project, with specific supervision in place, and should significantly and meaningfully add to the value of the fellowship.
- c. All secondment need to be agreed with the host supervisor/centre and a formal request (e.g. letter on headed paper signed by fellowship recipient and host supervisor, commitment letter from non-academic sector) submitted to ERS in advance for approval.
- d. In addition, for the potential one-year extension (European Fellowships only), a more detailed mini-proposal will need to be provided to ERS by the end of the first 18 months and approved by the ERS Fellowships & Awards Director.
- e. If applicants are already aware of any potential secondments at the application phase, they may include relevant information in the online application form. However, this is not strictly mandatory, in order to give the flexibility for fellowship recipients and host centres to secure this at a later stage.

- f. It is solely the responsibility of the fellowship recipient and host centre to identify a potential secondment, liaise with the relevant organisation as well as arrange logistics and administration. The host centre should be able to provide specific assistance / contacts through its own networks / collaborations.
- g. Short visits (see also next point) do not qualify as secondments and can only represent a small part of the overall project. On the other hand, secondments should be well-structured, planned in considerable advance and entail specific supervision, in cooperation with the main host supervisor.
- h. The fellowship is to be held exclusively at the host centre (or host centres for Global Fellowships), except for one-off short visits of around 1-2 weeks (e.g. conference, congresses) and secondments agreed/approved by ERS. Any one-off period over 1-2 weeks in another host country/centre or additional, recurrent visits to the same lab (even if the visits last a few days each) may constitute a secondment, which will need to be agreed in advance and be justified in light of the needs of the RESPIRE3 fellowship research project.
- i. During standard secondments, the host centre and the fellowship recipient should ensure all RESPIRE3 requirements (e.g. employment contract, financials, social security coverage, ethics) are still being met. In principle, the fellowship recipient will still be under employment contract with the host centre and seconded to the external organisation. It is strongly recommended for the host centre to draft an agreement with the organisations providing the secondment, in cooperation with the fellowship recipient.
- j. As 1-year extensions (European Fellowships only) are fully funded by ERS, the latter will remain available to discuss alternative way forwards if needed.

6.3 Outreach & dissemination

- a. In line with H2020 principles, ERS is highly committed to encourage fellowship recipients to get involved in dissemination and public awareness activities and recognises the need to bring together the scientific community, patients, the public, to effectively communicate on respiratory diseases and their impact. It is essential that the results of the research are disseminated and help shape policy-making and current practices (e.g. industry, NGOs, policies etc).
- b. Fellowship recipients will need to put in place additional outreach activities aimed at the general public and/or participate in existing ones, particularly at the host centre, and are asked to identify them already at the application phase. Some examples may include: press articles/video aimed at general public, participation in European Researchers' Night, presentations to schools (e.g. science days, open days).
- c. As a means to bring lung diseases to the attention of a non-specialized non-professional audience, in line with H2020, ERS will ask fellowship recipients to write a mandatory outreach article targeting the general public. The article may be used for wider ERS dissemination and public awareness activities.
- d. On the other hand, dissemination activities may include publications (item 11.2) and patents, among others.

6.4 Integration in ERS activities post-fellowship

- a. Fellowship recipients are encouraged to remain engaged in ERS activities following the end of their fellowship through Assemblies and – if applicable – the ERS Early Career Member Committee as well as by attending the yearly ERS International Congress and other events.
- b. ERS also provides educational courses for continuous professional development (<https://www.ersnet.org/#professional-development>) as well as a wide range of activities (e.g. research seminars, task forces, etc).

7. Application Process

7.1 Online platform

- a. Applications and all supporting documents must be submitted in English through the ERS online application platform (via myERS). The link & further information can be found on the [RESPIRE3](#) webpage.

- b. Applicants can quickly and easily create a myERS account for free without needing to be members, should they not have one already: <https://my.ersnet.org/>. This only takes a few minutes but it is needed to access the application form via myERS.
- c. An automated abstract will summarise candidates' applications, based on the information provided online. Please check carefully the automated abstract at your end before submission.
- d. The deadline for submitting application files and documents is: **1 November 2018 (23:59 CET)** for the 3rd call of RESPIRE3. There will be no extensions granted. Applications with missing files/information will not be processed for selection.
- e. It is strongly recommended to submit the application well in advance of the call deadline to avoid any last-minute problems (e.g. technical, etc), which cannot be considered as extenuating circumstances. It is the responsibility of the fellowship applicant to ensure that there is sufficient time for submission, including collecting all the required documents and signatures.
- f. Applicants can only submit ONE application per each call and must choose in the system between: 24-month European Fellowship OR 36-month Global Fellowship.

7.2 Project description

- a. This is one of the main elements of the application. The description should provide the scientific rationale for the research. The project description should not exceed 5 pages including references (font size 12 pts Arial or Times New Roman) and should detail / expand on what already presented in the online application form.
- b. It should detail the project aim, objectives, hypothesis, methods, state-of-the-art, ethics and reasons for selecting the host centre/supervisor. There should be a clear and realistic work plan with clear steps and with a scope achievable within the set timeframe. The rationale for the project at the host centre should be explained, with evidence of facilities/resources available, and – if already known – any potential secondments planned at this stage (e.g. non-academic sector).
- c. The value of the project for career development should be stated as well as how the proposal adds value (e.g. impact, potential outputs, outreach/dissemination) to respiratory research and the European Research Area.
- d. For European Fellowships (only), the research project proposal should realistically cover exactly 24 months and be developed by the applicant, in cooperation with (only) ONE host supervisor. **Applications for European Fellowships NOT covering exactly 24 months will not be considered eligible.**
- e. For Global Fellowships (only), the research project proposal should realistically cover exactly 36 months and be developed by the applicant, in cooperation with the TWO host supervisors (the one for the initial outgoing phase as well as the one for the return phase). **Applications for Global Fellowships covering NOT covering exactly 36 months will not be considered eligible.**
- f. For Global Fellowships (only), the project carried out during the return phase should be the continuation of the project started during the initial outgoing phase and therefore integral part of the very same proposal. Candidates should clearly identify which steps take place in which country and how they relate to each other.

7.3 Home & Host Supervisors' files

- a. The home supervisor refers to, in most cases, the applicant's current supervisor at the centre where s/he is currently based. However, it is also possible to put forward one of the applicant's past supervisors (e.g. PhD supervisor, etc) provided that the person can act as a referee through the Home Supervisor Reference Form and comment on the candidate's work, in relation to the proposed research project. In general, it is up to applicant to identify the most relevant person for the purpose of this application and contact them. In addition, please also see note below.
- b. For applicants already at the host centre, should they meet the eligibility criteria, they should identify a past supervisor as their home supervisor, for the purposes of this application. In any case, the home supervisor cannot be the same person as the host supervisor proposed for the fellowship. For Global Fellowships, the person identified as home supervisor should ideally not be connected with the two host centres (outgoing phase & return phase), so as to provide an independent reference through the Home Supervisor Reference Form.
- c. Home Supervisor Reference Forms can be sent directly to ERS (fellowships@ersnet.org) by the home supervisor. Or alternatively they can be completed, signed and returned to the applicant to

upload on the application online form. In both cases, the applicant is responsible for timely submission by the time of the call deadline.

- d. The host supervisor is required to complete and sign the Host Supervisor Acceptance Form, confirming that facilities and resources are available for the project as well as that the applicant is fully eligible (e.g. experience researcher, mobility rule, etc). He/she should also attest commitment to the applicants and his/her career development as well as the research project. The host supervisor should provide the signed Host Supervisor Acceptance Form as well as CV and lists of publications to the applicant. It is the applicant's responsibility to inform the host supervisor of required documents and – once received – to upload them before the application deadline.
- e. While the host centre already completed the Host Application Online Form (incl. section A) to be pre-registered and commit to key RESPIRE3 principles, the Host Supervisor Acceptance Form refers to these commitments in relation to a specific applicant.
- f. For Global Fellowships (only), Host Supervisor Acceptance Forms, CVs and lists of publications should be provided for two host supervisors/centres: the one for the initial outgoing phase and the one for the return phase to Europe. Failure to do so will result in the application being considered ineligible.
- g. Mandatory templates for home/host supervisors are available on the online application platform. Applicants can download and upload documents throughout the application process, although they are advised to leave sufficient time before the call deadline.
- h. Applicants who already applied for previous rounds, need to ensure that the persons identified as home and host supervisor(s) fill out the new forms specific for the 3rd round of RESPIRE3. It is not possible to re-use forms submitted under previous rounds.

7.4 Applicants' files

- a. Information provided by applicants in the online application form will be compiled into an abstract by the system, and transmitted to ERS experts (reviewers and interviewers) as a synopsis. Fellowship are awarded based on scientific merit, quality of information provided, well-written and well-argued research project description (see also section 8 for detailed criteria).
- b. Applicants should provide and upload the following documents on the online application platform all in pdf format:
 - i. A short curriculum vitae (2 pages maximum).
 - ii. A list of publications, sorted out in the following order: 1) original peer-reviewed papers, 2) review articles and 3) any other relevant publication (e.g. abstract relevant to the application) (2 pages maximum).
 - iii. A research project description including references (5 pages max). See also item 7.2.
 - iv. A lay summary (2 pages max, font size 12 pts Arial or Times New Roman): This should be a brief summary of your research (e.g. rationale, background, intended outcomes, long-term impact), also highlighting where the fellowship fits in with your previous background and career development goals. This document is different from the scientific Project Description (see item 7.2), as the lay summary should be written in plain English and in a such way that a non-scientist can easily understand the aims, outcomes and potential relevance to future practice. Should it be useful, you can find several websites with some advice on writing lay summaries, including [here](#). This aligns with Horizon2020's increasing focus on outreach.
 - v. The host supervisor's short curriculum vitae (2 pages maximum, including up to 10 major supporting grants in the 5 past years and/or those being of specific interest for the support of the candidate's project). For Global Fellowships, please provide information on both host supervisors (4 pages maximum).
 - vi. The host supervisor's list of publications (3 pages maximum, with the 10 most important/relevant for this application listed first). For Global Fellowships, please provide information on both host supervisors (6 pages maximum).

Compliance with the required length of supporting files is mandatory. Any document longer than required will be truncated at random by ERS. Applicants are responsible for verifying that the host supervisors' files are in compliance with the above. If not, applicants either follow-up with the supervisors and/or truncate/compile the files until compliance is met.

- c. ERS forms should be downloaded online and sent to the home and host supervisors, for completion. The supervisors complete, sign (mandatory) and return all documents to the applicant.
 - Home Supervisor's signed Reference Form (note: this document only can also be sent directly to fellowships@ersnet.org).
 - Host Supervisor's signed Acceptance Form + supporting documents. For Global Fellowships, documents related to two host supervisors (initial outgoing phase + return phase to Europe) need to be provided.
- d. Other supporting documents to be uploaded online:
 - Scanned copy of applicant's ID card or passport. In addition, for Global Fellowship (only): If the candidate is not an EU national, proof (e.g. residency certificate/permit) of long-term residency in an EU Member State of H2020 Associate Country should also be provided. See also point 3.1 above for the full definition and further information.
 - Copy of PhD degree/certificate OR proof of 4-year FULL-TIME research experience (e.g. letter from university, etc) with copy of latest degree (e.g. MSc, MRes, MD, etc)
 - Fellowship Applicant Signed Agreement – to download from online application, sign and upload.

Please note that further documents may be requested throughout the evaluation process if needed or that you may be contacted at a later stage in terms of any eligibility related queries following the eligibility checks (item 8.b). In addition, applicants shortlisted to proceed to the interview phase may be asked for additional documents, for instance, in terms of the transnational mobility rule.

8. Selection process

- a. ERS research fellowship programmes are under the responsibility of the ERS Science Council, which is under the accountability of the ERS Executive Committee. The latter is accountable for the final endorsement following recommendations made by the Science Council. In order to keep a high standard of applications and quality of the proposed research projects, ERS is strictly enforcing these management rules.
- b. Upon application, submitted applications will undergo eligibility checks. Only applications deemed eligible as per November 2018 Application Guidelines will proceed to scientific, international-level evaluation.
- c. Applications for all RESPIRE3 Fellowships (whether European or Global Fellowships) will be reviewed together, according to the overall evaluation process and criteria.
- d. The selection is made by two distinct groups of experts:
 - i. 1st step: An evaluation process with in-depth review of the applications, with remote scoring and shortlisting by at least 5 ERS College of Experts members. Reviewers are already asked at this stage to comment on ethics and potential ethics concerns.
 - ii. 2nd step: An interview process by the ERS Working Group panel and ERS Fellowships & Awards Director (formerly ERS Research Director) with shortlisted applicants. Shortlisted applications will also undergo a more in-depth ethics review in parallel.
 - iii. Approval process: Final selection will be passed on to ERS Science Council for validation. The final endorsement will be made by the ERS Executive Committee.
- e. ERS Experts are selected from different countries on the basis of excellence in their respective fields (expertise and experience) as well as bearing in mind gender balance. To prevent any conflict of interest, ERS ensures that experts who take part in the review process do not participate in the interview process and *vice versa*. Reviewers cannot take part in the process if any conflict of interest is identified.
- f. Experts' task and responsibility are to assess the research project and supporting documents based on criteria provided below, in line with the Grant Agreement with the EU. During both 1st and 2nd step, each criterion will be scored on a 1-10 scale (very bad - excellent).
 - 10 – Excellent, should be automatically funded
 - 9 – Very good, should be funded with highest priority
 - 8 – Very good, should be funded with priority
 - 7 – Good, should be funded with priority
 - 6 – Good, should be funded

- 5 – Good, could be funded with lesser priority. Put on reserve list
- 4 – Average, put on the reserve list
- 3 – Average, probably not funded
- 2 – Poor, probably not funded
- 1 – Poor, should not be funded

- g. The evaluators will be also asked to provide general comments in alignment with the assigned scores and with the aim of giving feedback to successful and unsuccessful candidates.
- h. College of Experts reviewers will score according to these four criteria during the 1st step:

1st step evaluation: review of applications (ERS College of Experts)		
Criteria	Weight	Sub-criteria
Applicant's qualifications	30%	Quality of CV Scientific record (publications, grants, talks) Overall potential to carry out the project successfully Potential for fellowship to broaden candidate's knowledge
Research project	40%	Relevance of topic Novelty Adequacy of approach, methodology and work plan Feasibility and quality of the design Clarity of the proposal Ethical processes
Research environment	10%	Scientific/technical competence and expertise of host centre Opportunities of suitable interactions with co-workers
Career development	20%	Potential of fellowship to enhance and advance the fellow's research training Impact on the development of professional career

- i. Following the scoring and peer-review process, candidates will be ranked by median and the best candidates will be shortlisted and invited for an interview, under the overall supervision of the ERS Fellowships & Awards Director.
- j. Shortlisted candidates will be interviewed by a panel of 5-6 interviewees from the ERS Fellowships & Awards Working Group led by the ERS Fellowships & Awards Director. A patient representative may also participate in the interviews as an observer.
- k. Shortlisted candidates will be contacted approx. ten days before the interviews. Interviews are currently planned around 30 January 2019 (final dates TBC) by skype/videoconference.
- l. The interview will last 30 minutes and it will consist of a 10-minute presentation by the candidate and 15-minute discussion where the evaluators will ask specific questions focusing on: 1) the research project and 2) candidate's profile. The interview panel will score according to two criteria during the 2nd step (interviews), as per table hereunder.
- m. Following the interview process, the interview panel will put forward a proposal with recommendations for the selection of RESPIRE3 fellowship recipients to the ERS Science Council, to then be ratified by the ERS Executive Committee. Not all interviewed candidates will receive a fellowship. Decisions are final and appeals only considered if formal mistakes have been made by the ERS.

- n. Applicants will then be informed around mid-February 2019 of the final outcome of their application and will receive feedback from the evaluation process (peer-review and – if applicable – interview)
- o. Assessments are strictly confidential and will not be shared outside of ERS.

2nd step evaluation: interview of shortlisted applicants (ERS Fellowships & Awards Working Group panel)		
Criteria	Weight	Sub-criteria
Research project	50%	Relevance and contribution of the project beyond the state of the art Projected impact Ground-breaking nature Appropriateness of the methodology and ethical approach Feasibility and time scale
Candidate's profile	50%	Intellectual capacity Creativity and ability to conduct original research Commitment Leadership Career path vision

9. Equal Opportunities

- a. RESPIRE3 fellowship recipients will be selected through an open, transparent, equitable and competitive selection procedure, ensuring gender balance and equal opportunity at all levels.
- b. There is no age limit and applications from researchers having undertaken a career break or whose scientific careers have been interrupted (e.g. parental leave, period working outside research, waiting for refugee status etc) are encouraged.
- c. Applicants have the opportunity to highlight the merits of a career break in the online application form. During the evaluation, applicants with a career break will be judged on fair grounds and will be reviewed looking at their achievements, with respect to the period they were actually active in scientific research.
- d. More specifically, gender balance is a fundamental principle of H2020 and ERS strives to promote gender equality in scientific research. For this purpose, a dedicated family allowance (see item 10.1) has been introduced with RESPIRE3. Moreover, a specific leadership skills training session for female scientists will also be offered. More flexible working arrangements may also be considered for family or personal reasons (see item 10.2.I).
- e. Applicants are recommended to take into account gender in all the research project lifecycle (e.g. design, data collection, analysis, etc), particularly (but not exclusively) when working with humans (e.g. patients, etc).

10. Allowances

10.1 Grant allowances

- a. ERS RESPIRE3 grant covers the following allowances (full-time rates), covered through ERS/EU co-funding:

Type	Amount	Details
Living allowance	€56'400.-	Yearly gross amount (flat rate, irrespective of country) May be taxable & subject to deductions depending on country/centre
Mobility allowance – for moving to a new country & career development	€14'600.-	Yearly gross amount (flat rate, not based upon actual expenditure) May be taxable depending on country/centre
NEW! Family allowance – <u>only if applicable</u>	€6'000.-	Yearly gross amount (flat rate) May be taxable depending on country/centre

- b. The living allowance of €56'400.- refers to the basic, gross flat-rate amount (irrespective of host country) for the benefit of the researcher, to be paid by the host to the fellowship recipient in monthly instalments, in line with the host/fellow employment contract. See also section 4 above.
- c. The living allowance is thus a gross contribution to the salary costs of the researcher. Consequently, the net salary results from deducting all compulsory (employer/employee), social security contributions as well as direct taxes (e.g. income tax) from the gross amounts, depending on each country and host centre.
- d. The mobility allowance is a gross flat-rate of €14'600.- yearly for the benefit of the fellowship recipient to cover costs associated with moving to a new country and/or career development (e.g. training, participation in conferences, open access fees for publications, membership fees for various associations/societies etc). It is not based upon actual expenditure incurred, as it's a flat rate, and should be provided directly to the fellowship recipient (e.g. monthly instalments). It may be, however, taxable depending on the country.
- e. Selected fellowship recipient will additionally be granted a gross, flat-rate family allowance of € 6'000 per fellow-year, if applicable. Family is defined – within the framework of the EU H2020 - as persons linked to the researcher by: 1) marriage or 2) a relationship with equivalent status to a marriage recognized by the legislation of the country where this relationship was formalized or 3) dependent children who are actually being maintained by the researcher. The family allowance may be, however, taxable depending on the country.
- f. Kindly note that family status of a researcher will be determined at the deadline of the call (1 November 2018 for the 3rd call) and will not be revised thereafter, as per EU rules.
- g. The host centre may pay a top-up from another budget source (except for other Horizon2020 funds) in order to complement the above mentioned allowances, if it wishes and as needed.
- h. No further additional funding (e.g. overheads, bench fees, research project) will be available from the ERS nor the EU, apart from the allowances for the benefit of fellowship recipients (see 10.1.a) and the management cost contribution destined to host centres (see 4.j). It is up to host centres to ensure internally – prior to the fellowship application – that adequate resources/funds to cover these types of items are in place and ensure the delivery of the research project and successful completion of the fellowship, in relation to the specific applicant. Apart from the allowances provided (see 10.1.a), all other costs (e.g. research project) can be covered by the host centre through other sources of funding, if needed, except for funds provided through EU Horizon2020.
- i. The model for RESPIRE3 is quite similar to what used by the EU for MSCA Individual Fellowships (MSCA IF); although there are specific features and figures for RESPIRE3 (MSCA COFUND). The net amount to be received by selected fellows will vary from country to country and even from employer to employer, in line with national legislation (e.g. taxes, social deductions, etc) and institutional policies.

- j. **IMPORTANT:** Potential fellowship applicants need to discuss in detail and agree all aspects of the

fellowship with the chosen host centre(s) and host supervisor(s) within the wider framework of the November 2018 RESPIRE3 Application Guidelines, already at the application phase. This notably includes the detailed distribution of the RESPIRE3 grant and other financial aspects (e.g. gross/net salary, social deductions/coverage, gross/net mobility allowance, taxes, exchange rate if applicable etc). See also sections 3 and 4.

- k. These allowances destined to the fellowship recipient will be transferred via the host centre in Europe (both for European and Global fellowships), which will in turn provide the fellowship recipient with remuneration in line with the RESPIRE3 allowances and the fellow/host contract. The funds will be transferred to the host centre in different instalments upon receipt of the required documents (e.g. copy of contract, submission of interim reports, etc).
- l. Fellowships cannot run concurrently with other awards, funds, grants, salary/stipends, fellowships, etc. received during the same period, including other Marie Curie-Sklodowska fellowships or other EU funding. Successful applicants are encouraged to engage in teaching, discussion and similar activities. However, the fellowship is to be carried out on a full-time basis (100%) and fellows may not engage in any other paid or salaried activities, which are not related to the ERS fellowship.
- m. If selected, fellowship recipients and host centres will need to sign a declaration to confirm that there is no double funding or duplication of expenditure covering the full duration of the RESPIRE3 Fellowship.
- n. In principle, the fellowship is carried out on a full-time basis. Should candidates be potentially interested in working part-time for family or personal reasons, this will need to be requested and agreed with the host centre, ERS and the EU. In these cases, all the allowances will be calculated pro-rata (30-day month).
- o. The currency used for ERS fellowships is the EURO (€). Fellowship instalments are made in EURO, no matter the home and host countries.
- p. Please also refer to section 4 on host centre's commitments.

10.2 ERS status

- a. ERS is neither a funder nor an employer, but aims to promote research by facilitating transnational mobility and providing fellowship grants.
- b. Fellowship recipients are neither agents nor employees of ERS. ERS accepts no liability for any wrongdoing, damage, actions or activities of fellowship recipients or host centres within the framework of the RESPIRE3 fellowship (and beyond), including with respect to health & safety, insurances, taxes, research costs etc.
- c. The fellowship recipient will be under employment contract with the host centre(s) and therefore an employee of the host centre(s). Please see also section 4.
- d. ERS is not in a position to provide any medical, accident, social insurance coverage and support. The host centre in accepting the fellowship recipient accepts the responsibility of protecting both itself and the fellowship recipient as appropriate to local legislation, in line with national and European standards and regulations. See also section 4.
- e. ERS is a not-for-profit organisation. ERS fellowships have no tax privileges, which is also the case for RESPIRE3 Marie Sklodowska-Curie fellowships. It is the responsibility of the fellowship recipient and host centre(s) to ensure the payment of any taxes which may be levied upon by the appropriate national authority (in any relevant home/host countries), in relation to the fellowship.
- f. ERS can provide a visa letter – if needed and upon request – if it helps fellowship recipients and host centre(s) with administrative procedure. However, it cannot be held responsible for visa applications and any related outcomes.

11. Reporting & publications requirements

11.1 Fellowship reporting

- a. Both the fellowship recipient and the host supervisor are required to submit an interim report six months after the start of the fellowship in order to assess the project's progress. The interim report

includes sections where the fellowship recipient will be asked to evaluate and score the host in terms of scientific and administrative support, as well as supervision.

- b. Thereafter, provided that the fellowship is running smoothly, fellowship recipients and host supervisors will need to submit interim reports every 12 months, also depending on the duration of the fellowship. Within two months after the end of the fellowship, both the fellowship recipient and the host supervisor are then required to submit an end-of-project final report to ERS.
- c. Moreover, there will be mandatory evaluation questionnaire and follow-up questionnaire from the EU, at the end of the fellowship as well as two years after its completion respectively.
- d. As the programme is co-funded by EU, ERS may ask host centre and/or fellowship recipient for copies of relevant documents upon request by the EU, up to five years since the end of RESPIRE3. Moreover, the EU's (and its agencies) rights to carry out audits/checks/reviews/investigations, including ethics checks, extend to the host centres with selected RESPIRE3 fellowship recipients.

11.2 Publications

- a. Both the fellowship recipient should acknowledge EU and ERS support in any publication or outcome (e.g. patent applications) related to the fellowship. A standard phrase will be provided to selected fellowship recipients.
- b. Both the fellowship recipient should record and update ERS on any publication activity and other outcome (e.g. patent application) resulting from the fellowship, within 2 months.
- c. The fellowship recipient and host centre need to ensure open access (free of charge online access for any user) to all peer reviewed scientific publications relating to the project's results, in line with H2020 requirements and as the case across Marie Skłodowska-Curie programmes. Open access does not imply the obligation to publish and does not interfere with the decision to exploit research results commercially. There is no obligation to grant access to research data.
- d. Open access normally implies depositing a machine-readable electronic copy of the publications into a repository, at the latest by the publication time and providing open access to deposited publications and bibliographic metadata via the repository. The second step may take place upon publication (if an electronic version is available for free via the publisher) or – in case of self-archiving – depending on the embargo period (if any), although at the maximum latest within six months of publication. As this a new element, introduced under H2020, please contact the ERS Helpdesk should you require additional information already at the application phase.

12. Enquiries

- a. For any enquiries, please refer to the dedicated RESPIRE3 web page on the [ERS Fellowships webpage](#) as well as [Frequently Asked Questions \(FAQs\)](#) document.
- b. For any other queries, please also contact the ERS Helpdesk at: fellowships@ersnet.org.
- c. We recommend that you contact ERS with any queries well before the application deadline, in order to allow adequate time to reply.
- d. Upon selection, fellowship recipients and host centres will receive detailed rules & regulations for the implementation phase based on these November 2018 Application Guidelines.

Any infringement of the conditions in these November 2018 Application Guidelines will result in the withdrawal of an application from the selection process or the cancellation of a fellowship already granted