EU/ERS RESPIRE3 Marie Sklodowska-Curie COFUND Postdoctoral Research Fellowship Programme

2nd ROUND (1 December 2017 deadline)

2018 Operational Rules & Regulations for selected RESPIRE3 fellowship recipients and host centres/supervisors

RESPIRE3 - REspiratory Science Promoted by International Research Exchanges 3

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***IMPORTANT NOTE**: Unless otherwise specified, all the provisions in this document apply to both RESPIRE3 European & Global Fellowships*

***IMPORTANT NOTE**: Please find a checklist/FAQs at the end.*

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Main RESPIRE3 definitions

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).

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 2.2.

RESPIRE3 Global Fellowships (GF): fellowships lasting exactly 36 months, entailing an initial outgoing phase in a TC outside of Europe followed by a mandatory 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 2.3.

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. Please also refer to section 3.
For Global Fellowships, the main host centre is that of the mandatory return phase to Europe. Please also see item 2.3.

1. Introduction

1.1 RESPIRE3 programme – overview

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 as well as the European Union (EU) under the Horizon 2020 (H2020) / Marie Skłodowska-Curie Actions (MSCA) / COFUND programme.
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, in line with the ERS Roadmap.

1.2 2018 Operational Rules & Regulations – overview

a. **These 2018 Operational Rules & Regulations are destined to selected 2nd round fellowship recipients and their host centres/supervisors** and align with EU regulations, the Marie Skłodowska-Curie Actions COFUND programme, the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers as well as the ERS/EU Grant Agreement.
b. The RESPIRE3 fellowship and related research project need to be implemented as set out in the online application form submitted, as well as in line with this document, the Payment Agreement (see section 3.3) as well as legal obligations under applicable EU, international and national law.
c. This document is based on **already existing documents** (e.g. December 2017 Application Guidelines, Host Online Application Form for inclusion in the RESPIRE3 Web Host Registry, Host Supervisor Acceptance Form as part of the online application), that applicants and host centres/supervisors are already acquainted with.
d. Host centres should note that this fellowship is co-funded by the EU via the Marie Sklodowska-Curie COFUND Action. It is not a MSCA Individual Fellowship (managed directly at EU level). Therefore, they should comply with the specific RESPIRE3 guidance.
e. This document covers a range of elements relevant to different phases of the delivery of the fellowship and it aims to provide guidance to fellows/hosts at different stages of the programme (e.g. start of fellowship, reporting, etc) and with regard to different aspects (e.g. ethics).
f. Fellowship recipients and host centres/supervisors should get acquainted with the provisions of these 2018 Operational Rules & Regulations and use them on a regular basis as a key reference document throughout the whole duration of the fellowship, particularly should guidance be needed on specific topics (e.g. reporting, ethics, publicity, etc). The ERS Office also remains available for any queries / assistance at any time.
g. You will also find a quick **checklist/FAQ** at the end of this document to help navigating through it.
h. Taking into account the duration of the RESPIRE3 programme, should any regulations directly related to RESPIRE3 evolve or be amended (e.g. new EU regulations/legislation), ERS will inform fellowship recipients and host centres/supervisors accordingly.

2. RESPIRE3 Fellowships – European vs. Global

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

a. Two types of RESPIRE3 Fellowships were on offer during the 2nd call of RESPIRE3: 2-year European Fellowships vs. 3-year Global Fellowships. Applicants had to choose between one of these two options and were awarded the fellowship on the basis of the online application form. It is not possible to change type of programme nor host centre(s) once the application submitted.

b. Please find a description of the two main programmes below. In both cases, please bear in mind that the host centre in Europe is ultimately responsible for the RESPIRE3 fellowship and compliance with these 2018 Operational Rules & Regulations.

2.2 RESPIRE3 European Fellowships (exactly 24 months)

a. During the 2nd call, European Fellowships were open to applicants of any nationality to come to or move within Europe (MS or AC) for a 2-year fellowship. Please also refer to the December 2017 Application Guidelines (2nd call).

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 EU H2020 requirements as well as the feedback and evaluation from previous programmes, as set out in the December 2017 Application Guidelines. **It is thus crucial that host centres with previous RESPIRE2 fellowship recipients make sure that the RESPIRE3 fellowship aligns with the new, amended RESPIRE3 guidelines (rather than previous RESPIRE2).**

c. 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 need to be approved by ERS and it will be a continuation of the original research project. Please also refer to item 7.3.

2.3 RESPIRE3 Global Fellowships (exactly 36 months)

a. During the 2nd call, Global Fellowships were offered 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.

b. In order to allow adequate time for the initial outgoing period outside of Europe and the return phase, Global Fellowships are awarded for a 3-year period. The timeline for the outgoing phase and return phases should follow what specifically set out in the online application form, in terms of the number of months in each country. No extensions are possible for 3-year Global Fellowships.

c. The project carried out during the return phase must be the continuation of the project started during the initial outgoing phase and therefore integral part of the very same proposal. Candidates should have clearly identified which steps take place in which country and how they relate to each other within the online application form.

d. The **return phase back to Europe, to the identified host centre, is mandatory**, in line with the EU co-funding and in order to ensure knowledge transfer, re-integration into the European Research Area as well as to ensure the successful achievement of the RESPIRE3 fellowship research project. In case of non-fulfilment of this condition, ERS may need to ask for the reimbursement of the amount received for the benefit of the fellowship recipient, in line with H2020 principles.

e. The host centre and host supervisor of the return phase in Europe are the main contacts/references for the purpose of RESPIRE3 and have the overall responsibility to ensure compliance and the smooth running of the whole fellowship (e.g. social security protection, ethics, health & safety). They will make facilities/resources available for the mandatory return phase and will work closely with the host centre outside of Europe, notably during the initial outgoing phase.

f. In line with the Host Online Application Form as well as December 2017 Application Guidelines, for Global Fellowships, in principle, it is up to the host centre in Europe (MS or AC) to provide the

employment contract covering the full RESPIRE3 fellowship (i.e. three years). The fellowship recipient will then be seconded to the host centre in a TC (e.g. Canada, USA) during the initial outgoing phase, in line with general current practices within other EU MSCA (e.g. IF) and COFUND programmes.

g. 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.

h. Irrespective of the nature of the contract, the main host centre in Europe with the overall responsibility needs to ensure that the fellowship recipient has adequate employment contract(s) and full social insurance coverage, covering the full duration of the fellowship, in line with section 3.3 hereunder.

i. The allowances destined to the fellowship recipient as well as the management contribution (see section 4) will be in principle transferred by ERS to the host centre in Europe with the overall responsibility for the fellowship, as the main host centre in Europe should, in principle, manage the RESPIRE3 allowances, in line with these 2018 Operational Rules & Regulations (see also section 4). However, always under the responsibility of the main host centre in Europe, it would be possible to transfer part of the allowances to the host centre in the TC if agreed in advance and in liaison with the fellowship recipient and ERS. In such cases, the partnership/collaboration agreement (see below) between the host centres is even more essential.

j. The host centre(s) need to ensure that options in terms of contracting and transfer of funds are discussed with the fellowship recipients as well as that they are in line with the institutional and national context. The ERS office remains available to discuss further details – if needed - Global Fellowships being a newly introduced offer and potentially entailing complex arrangements.

k. It is strongly recommended that the two host centre(s) 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 2018 Operational Rules & Regulations and cover topics such as: dates/timelines of each phase (outgoing + return), finances, logistics, roles & responsibilities, research project & its funding, facilities/infrastructure, supervision, training and career development, decision-making, IPR & confidentiality, data protection, reporting, ethics, settlement of disputes, logistical support towards moving to a new country (e.g. visa) etc. These should be based on the online application form already submitted (e.g. dates).

l. This collaboration/partnership agreement remains internal to the two host centres and will not involve ERS, although it should be in line with these 2018 Operational Rules & Regulations. The main host centre may be asked at any time by ERS or EU to provide a breakdown of how the allowances (living, mobility and – if applicable – family) have been paid to fellowship recipient.

m. 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 as soon as possible, upon conformation of the fellowship selection. However, all fellowship should start at the latest by 1 January 2019. It is up to applicants and host centres to ensure that they start these procedures as early as possible to comply with this timeframe.

n. Please also carefully note ethics requirements in section 6 hereunder, as they also apply to Global Fellowships and to research carried out outside of Europe.

3. Nature of fellowship & host centre(s)' role

3.1 Fellowship dates & duration

a. The start date and end dates of the fellowship have been agreed by the fellow as well as host centre(s)/host supervisor(s), through the online fellowship application (submitted by the deadline of 1 December 2017).
b. Should there be a valid reason to postpone a fellowship compared to what mentioned in the application form (but starting no later than 1 January 2019 for the 2nd call), the fellow will need to agree on a new start date with the host centre(s)/supervisor(s) and submit a formal letter to ERS – for approval - requesting the fellowship to be postponed and confirming the same project submitted will still be delivered. The letter should be signed by the fellowship recipient and host supervisor(s).
c. In any case, the fellowship cannot start later than 1 January 2019, in line with ERS's timescale with the EU.
d. The RESPIRE3 fellowships must be commenced after funding decision dates exclusively, as there will be no retroactive funding for a project already started or carried out (partially or in full) at the time of the positive decision and/or at time of the official start of the RESPIRE3 fellowship.
e. European fellowships last exactly 24 months and Global fellowships last exactly 36 months, to be carried out on a full-time basis and exclusively on the RESPIRE3 fellowship research project. In principle, this period may not be reduced, not split, not extended.
f. Therefore, the RESPIRE3 fellowship research project, as outlined in the fellow's application awarded under the programme, will need to be delivered within this timeframe, as specified in the online application form (e.g. aims/objectives, project description, methodology, timeline, etc).
g. Fellows and hosts are strongly advised to keep track of potential risks/challenges during the delivery of the RESPIRE3 fellowship research project and how they will be addressed.
h. Throughout the duration of the RESPIRE3 fellowship research project, ERS may provide specific feedback, notably on the basis of the interim reports, that fellows/hosts will need to carefully integrate, including in terms of ethical implications.

3.2 Host centre(s)' commitments

a. Host centres already had to confirm compliance to a number of mandatory administrative and scientific commitments when they applied for potential inclusion on the RESPIRE3 Web Host Registry, notably through the Host Online Application Form (section A & Section B) signed by their legal representative(s), in line with Horizon2020 rules and the ERS/EU Grant Agreement.
b. Furthermore, at application phase, they had to reiterate compliance with these commitments with regard to the specific candidate, through the Host Supervisor Acceptance Form.
c. **Applicants and host centre(s) were already highly recommended to discuss details of the fellowship, at the application phase and, even more so, when they were shortlisted for an interview.** This notably included 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 rates etc).
d. The host centre is ultimately responsible overall for the fellowship recipient and his/her RESPIRE3 fellowship research project, ensuring compliance with EU, international and national laws/standards (e.g. health & safety, taxes, etc) throughout the full fellowship period, even during secondments (e.g. non-academic & academic sector). The host centre also ensures compliance with ethical and integrity principles, as set out in section 6.
e. For Global Fellowships, the main host centre of the return phase in Europe has the overall responsibility to ensure compliance and the smooth running of the whole fellowship, working closely with the host centre for the outgoing phase. For Global Fellowships, please also refer to section 2.3.
f. Host centre already confirmed through the Host Online Application Form, close alignment with the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers and the EU Human Resources Development Principles. These provide a best practice framework for employing and supporting researchers and are reference documents for RESPIRE3.
g. Host centres may wish to apply for the EU HR Excellence in Research Award, if appropriate, although this remains a decision at host level.

h. Some of the host centre's specific commitments and responsibilities are highlighted in more detail hereunder.

3.3 Mandatory employment contract

a. The host centre has already committed to host selected RESPIRE3 fellowship recipient and – as soon as possible upon selection – it has an obligation to provide directly a mandatory fixed-term employment contract (full-time basis) to the fellowship recipient covering the whole fellowship duration. In light of EU guidelines, the employment contract needs to cover items such as:
    - 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); and
    - Starting/end date during which the fellowship recipient will be fully and exclusively dedicated to the RESPIRE3 fellowship and related fellowship research project on full-time basis under the supervision of [name of host supervisor]; and
    - Remuneration (in line with section 4 below); and
    - IPR and confidentiality during/after fellowship (including but not exclusively: access to background, use of foreground, promoting the research, protection/ownership of results – see also section 7.6); and
    - Other – as appropriate (e.g. ethics, any secondment periods, facilities/infrastructure and funding for research project, etc), also depending on national legislation and institutional policies.

b. The employment contract must cover the fellowship recipient for the full duration of the fellowship, including any secondment periods (e.g. academic or non-academic sector) and – for Global Fellowships - periods outside of Europe. The full social security coverage (see also previous point 3.3a) must be guaranteed for the entire fellowship; this may require extra health insurance, for instance, for periods outside of the EU. Fellowship recipients should generally also enjoy the same level of safety and occupational health as those of local researchers, holding a similar position.

c. If the fellow is already temporarily employed at the host centre at the start of the fellowship, an additional contract may not be necessary, provided that all the conditions in these 2018 Operational Rules & Regulations are respected. In such cases, a specific Addendum/Annex may be sufficient as long as there is overall compliance with these guidelines and RESPIRE3 specific items (see also point 3.3a above) are mentioned – through the Addendum/Annex - such as: remuneration amounts, full social security coverage, start/end dates, employment under a full-time regime, and that the fellowship recipient must be fully dedicated to the RESPIRE3 fellowship research project, as per online application form.

d. 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 with full social security coverage are eligible (as per item 3.3a above), in line with EU H2020 standards and to ensure that fellowship recipient are fully integrated within the host centre and fully protected. **This point should have already been checked carefully by the applicant and the host centre/supervisor before applying, as per Host Online Application Form and December 2017 Application Guidelines. Therefore, it will not be possible to accept other types of contracts and/or employment contracts not fulfilling all these conditions.**

e. Fellowship recipients should be employed, at the very minimum, for at least 3 months on the RESPIRE3 fellowship.

f. The fellowship recipient is recruited by the host centre to work exclusively on the RESPIRE3 fellowship research project, as per original online application form. In light of the focus on career development, additional professional training and personal development can, 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 are complementary activities and must NOT jeopardise the RESPIRE3 fellowship research project as set out in the application form.

g. 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; therefore host centres & fellowship recipients should contact the ERS in advance to formalise such arrangements, that need to be justified in light of the needs of the RESPIRE3 fellowship research project.

h. Host centre(s) should keep original records related to the fellowship, fellowship recipient and any other supporting documentation, such as, for instance, employment contract, salary payroll slips, other financial documents, ethics approvals. These records (or copies) may be needed at short notice or checked during audits/checks/reviews/investigations, including ethics checks, which may be carried out by the EU, up to five years since the end of the whole RESPIRE3 (i.e. 2026).

i. Host centre(s) and fellowship recipients will also need to keep evidence and records (e.g. lab books, travel documents, abstracts, timesheets if used in host centre etc) that the fellowship recipient is working exclusively on the RESPIRE3 fellowship research project and being based at the host centre or, in case of agreed/approved secondment, at the another organisation's premises for the agreed secondment dates. Such evidence may be asked at any time by EU and ERS up until 2026 (see previous point).

j. While provisions in this section still apply to **Global Fellowships**, in additional please also refer carefully to section 2.3 (including but not exclusively points f & g) with regard to employment contract for Global Fellowships.

k. 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.

l. In order to set out payment arrangements, the ERS and host centre(s) should sign a Payment Agreement. A template will be provided by ERS for this purpose, although ERS remains available to further discuss details with each host centre, if and as needed. For Global Fellowships, in principle, this agreement is signed with the "main" host centre based in Europe, with the overall responsibilities of the fellowship.

m. In general, both fellowship recipients and host centre(s) should not hesitate to contact ERS with any queries or to further discuss details, in relation to the employment contract and Payment Agreement.

3.4 Administrative & scientific support to fellows

a. The host centre(s) and host supervisor(s) commits to guarantee the RESPIRE3 fellowship recipient with **high-level support and conditions**, notably in terms of scientific supervision as well as appropriate administrative assistance during all phases of the fellowship: at the beginning (e.g. housing, visa, safety induction, availability of office/lab space, opening of bank account, taxes, support for family moving, employment contract etc), during (e.g. high-quality supervision, performance evaluation/review, career development, training, reporting, ethics, IPR, health & safety), at end of fellowship (e.g. career advice, career development support, job vacancies, manuscript submission etc) as well as thereafter (e.g. final reporting, follow up questionnaire, career support, etc).

b. From an administrative point of view, support is important throughout the fellowship, but particularly before and during the beginning phase, due to the fellowship recipient moving to a new country. For a scientific point of view, support towards training & career development/planning is equally a crucial aspect, particularly towards the end and after the fellowship.

c. A scientific mentor, expert in a different discipline, should be allocated in close liaison with the fellowship recipient and s/he should be affiliated with another centre, preferably from the non-academic sector, if possible. This will need to be confirmed in the host confirmation letter (see section 3.5) at the start of the fellowship.

d. An administrative mentor should have already been assigned at the application phase to support the fellowship recipient before and during the fellowship, particularly in terms of moving to a new country (e.g. employment contract, visa, housing, bank account, etc). This should be the reference person for the fellow for all administrative matters. For Global Fellowships, it is recommended to have two administrative mentors, to provide support in the two countries.

e. The host centre(s) and host supervisor(s) commit to provide all the necessary means to enable RESPIRE3 fellowship recipients to successfully carry out their RESPIRE3 fellowship research project, as per online application form, as well as develop his/her career. This includes providing adequate facilities & infrastructure (e.g. office space, IT, lab, etc), equipment, expertise (e.g. high quality & regular supervision, lab technician support, feedback from colleagues, etc), training (e.g.

specific techniques or methodologies), resources and products. The host centre will cover costs associated with the delivery of the RESPIRE3 fellowship research project (see also section 4).

f. 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, exchange retreat, ERS mentoring, etc) as well as to undertake a potential secondment if applicable, notably in the non-academic sector (see also item 7.3).
g. A tailored Career Development Plan will also be developed by the fellowship recipient together with the host supervisor and scientific mentor during the fellowship, in order to also plan for the post-fellowship phase. An initial summary was already submitted in the online application form 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 recipient with the main host supervisor (i.e. return phase), in liaison with the other host supervisor (outgoing phase). See also section 7.2.
h. Host centres also commit to ensure that the RESPIRE3 fellowship research project complies with fundamental ethical principles, as set out in section 6 hereunder.
i. Should fellowship recipients not be satisfied with administrative or scientific support provided by the host centre(s), they are advised to discuss details and potential solutions with the host supervisor. If issues cannot be resolved, then fellowship recipients and/or host supervisor should contact ERS to discuss a potential way forward either through interim reports or by email/phone. Feedback will be kept confidential, unless otherwise agreed.

3.5 Mandatory host letter & documents – before starting

a. Upon selection, RESPIRE3 fellowship recipients and host supervisor(s) will receive a copy of the 2018 Operational Rules & Regulations and will need to confirm formal acceptance of the fellowships and related conditions, through a brief Declaration. In many cases, fellowship recipients will only start the fellowship at a later phase, once they move to a new country (at the latest by 1 January 2019 for the 2nd call – see also section 3.1).
b. Ideally one week before the start of the fellowship at the latest, the main host supervisor should send, the following documents:
    1. **Copy of the signed employment contract between host centre and fellowship recipient** (in principle, certified copy) – see also section 3.3.
    2. **Copy of the ERS / host centre Payment Agreement (signed by host centre)** – subsequently, ERS will return a copy to the host centre once it has been signed by its own representatives. See also section 3.3. If this requires further time, please let us know.
    3. **Copy of the partnership agreement (Global Fellowships only)** – between the two host centres. See also section 2.3.
    4. **Host Supervisor accompanying letter** on official letterhead confirming:

    - that all is in place for the fellow to start his/her fellowship (e.g. office/lab spaces, resources/infrastructure to deliver project) and that s/he is receiving adequate administrative support (e.g. employment contract, visa, support towards moving country with family, housing, opening bank account, health & safety etc)
    - the contact details for the fellowship recipient at the premises of the host centre (e.g. email, address, direct telephone number, etc).
    - that the fellowship recipient has been assigned a scientific mentor (name, email, etc) expert in a different discipline. Ideally, this scientific mentor, s/he should be affiliated with another centre, preferably from the non-academic sector if possible, and should be allocated in liaison with the fellowship recipient. This person should not be the host supervisor(s).
    - contact details of the administrative mentor(s) as well as ethical review boards, especially if they have changed since the online application form (Host Supervisor Acceptance Form). The administrative mentor should, in principle, not be the host supervisor.
    - the breakdown of the fellowship allowances (adding up to EUR 71’000 OR EUR 77’000.- per fellow-year if family allowance applicable) and explanation of how the funds are transferred, including mobility and family allowances. If applicable, the exchange rates applied by the host centre should be explained. Please also see section 4, particularly 4.1.
    - Other details, if and as needed (e.g. other funding sources for research costs, whether the project is linked to another wider research project etc).
    - For Global Fellowships, the letter should be signed by both host supervisors if possible.

    c. These documents will be needed before the 1st instalment of the grant is transferred to the host centre. Please also see section 4.4 about payments.

4. Allowances & financial aspects

4.1 Allowances (living, mobility, family if applicable)

a. Applicants as well as host centre(s) were already recommended to discuss 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 etc) at the application phase and, even more so, when shortlisted for an interview.

b. 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), which host centre(s) need to carefully consider. Fellowship recipients need to note that the net amount to be received 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.

c. Host centre(s) should clearly explain to fellowship recipients how the fellowship grant has been distributed and confirm this to ERS through the host confirmation letter (see point 3.5 above).

d. The ERS RESPIRE3 grant covers the following allowances (full-time rates), 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

e. The living allowance of €56'400.- yearly is a basic, gross flat-rate allowance (irrespective of host country). The living allowance is a gross contribution to the salary costs of the researcher. Consequently, the net, monthly salary results from deducting all minimum compulsory (employer/employee) charges, social security contributions as well as direct taxes (e.g. income tax) from the gross amounts, depending on each country and host centre.

f. 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. The mobility allowance may be taxable depending on the country.

g. 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. Kindly note that family status of a researcher will be determined at the deadline of the call (1 December 2017 for 2nd call) and will not be revised thereafter.

h. Mobility and – if applicable – family allowances are, in principle, automatically transferred monthly directly to the fellowship recipient along with the salary, although they may be subject to taxation. They are not based on actual expenditure but are flat-rate amounts. If fellowship recipients and host centre would like to further discuss, they can contact ERS for this purpose.

i. Living, mobility and – if applicable – family allowances are for the benefit of the fellowship recipient and must not be used towards other purposes (e.g. overheads, bench fees, research costs, etc).

j. These allowances destined to the fellowship recipient will be transferred via the main host centre in Europe, 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 (see section 4.4) upon receipt of the required documents (e.g. copy of contract, submission of interim reports, etc). For additional information specific to Global Fellowships, please also see item 2.3.

k. The host centre should provide brief updates through the interim reporting as well as final figures with the final report. Appropriate records and justification can be requested to the host centre at any time, either by the EU and ERS, to show that the fellowship recipient is being paid according to these guidelines as well as his/her employment contract. At the very end, the host centre should be able to demonstrate that at least EUR 71'000.- (or EUR 77'000.- if family allowance applicable) per fellow-year x number of years were allocated and spent towards the fellowship recipient.

l. In principle, the fellowship is carried out on a full-time basis on the RESPIRE3 fellowship research project. 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(s), ERS and the EU. If approved, all the allowances will be calculated pro-rata (30-day month). Kindly note that it may not always be feasible to have such arrangements or that there may be limitations, in light of the ERS/EU timeline.

m. 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 section 4.1) and the management cost contribution destined to host centres (see section 4.2). 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.

4.2 Management cost contribution

a. 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. These funds should be used as a contribution towards the management of the RESPIRE3 fellowship itself.

b. For Global Fellowships, the funds will be in principle transferred via the main host centre in Europe with the overall responsibility for the fellowship. Please also refer to point 2.3.

c. Please also refer to section 3 on host centre's commitments, notably the employment contract (section 3.3) and career development (7.2) as well as point 4.1.m above.

4.3 Funding restrictions

a. The host centre may pay a top-up from another budget source – except any EU Horizon2020 funding - in order to complement the above mentioned allowances, if it so wishes and as needed. However, fellowship recipients may not engage in other paid or salaried activities nor receive other fellowships etc, as this would represent duplication of funding. In particular, there should be no duplication of funding – at the same time – with other Marie Curie-Sklodowska fellowships or other EU Horizon2020 funding.

b. If fellowship recipients or host centre(s) receive another fellowship or funding offer covering items such as salaries and running at the same time as the RESPIRE3 fellowship, then they would need to choose between one of the offers and inform ERS as soon as possible. Should s/he opt for the RESPIRE3 fellowship, a copy of the letter declining the other offer should be provided for ERS' records and/or a copy of a communication from the other body cancelling/withdrawing the fellowship or funding offer. Should it be potentially possible to combine another fellowship offer with the RESPIRE3 fellowship (e.g. postponing other funding offer), ERS asks to receive a written confirmation (e.g. other funding body) for its records that the two funding sources are not concurrent.

c. 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 with regard to living, mobility and – if applicable – family allowances provided. The fellowship would be terminated in cases of duplication of funding (e.g. double salary, etc).

d. Apart from living/mobility/family allowances as well as management cost contribution (see section 4), ERS does not provide any further additional funding (e.g. overheads, bench fees, research

project). Therefore, these types of costs can be covered by the host centre through other sources of funding, if needed, except for funds by EU Horizon2020. However, ERS asks the host centre(s) to disclose such additional, complementary funding sources as soon as possible, confirming that there is no duplication of funding. This also applies in case in which the RESPIRE3 fellowship research project forms part of a wider research project carried out by the research centre.

4.4 Payments

a. In order to set out payment arrangements, the ERS and host centre(s) should sign a Payment Agreement. A template will be provided by ERS for this purpose, although ERS remains available to further discuss details with each host centre, if and as needed. For Global Fellowships, in principle, this agreement is signed with the "main" host centre based in Europe, with the overall responsibilities of the fellowship.

b. The payment schedule from ERS to the host centre will be as follows, provided that all the conditions are met and upon receipt of an invoice:

    - 1st instalment (25% of max. total grant): as soon as possible after the fellowship formally starts and upon receipt and acceptance of necessary documents (and clarifications if needed). See also point 5.3. Same procedure for both European and Global Fellowships.

    Following the 1st payment above, subsequently the schedule will be as follows for 24-month European Fellowships:

    - 2nd instalment (50% of max. total grant): following receipt of the 1st interim reports (months 0 to 6) due at the latest by the end of the seventh month, after the start of the fellowship. Reports from fellowship recipient as well as host centre(s) plus ethics documents will need to be received. See also point 5.3 and section 6.
    - 3rd & final instalment (25% of max. total grant): following receipt of the 2nd interim reports (months 7 to 18) due at the latest by the end of the 19th month, after the start of the fellowship. Reports from fellowship recipient and host centre(s). See also point 5.3.
    - In both cases above, once the reports are finalised, the ERS will confirm to the host centre that it can send the corresponding invoice, as per Payment Agreement.

    Following the 1st payment above, subsequently the schedule will be as follows for 36-month Global Fellowships:

    - 2nd instalment (25% of max. total grant): following receipt of the 1st interim report (months 0 to 6) due at the latest by the end of the seventh month, after the start of the fellowship. Reports from fellowship recipient as well as host centre(s) plus ethics documents will need to be received. See also points 5.3 and section 6.
    - 3rd instalment (25% of max. total grant): following receipt of the 2nd interim report (months 7 to 18) due at the latest by the end of the 19th month, after the start of the fellowship. Reports from fellowship recipient and host centre(s). See also point 5.3.
    - 4th instalment (25% of max. total grant): following receipt of the 3rd interim report (months 19 to 30) due at the latest by the end of the 31st month, after the start of the fellowship. Reports from fellowship recipient and host centre(s). See also points 5.3. **IMPORTANT NOTE**: in principle, this payment will be sent upon return to Europe for the mandatory return phase. If this does not correspond with specific fellowship timeline, ERS will discuss a revised timetable with host centre(s) and fellows.
    - In all cases above, once the reports are finalised, the ERS will confirm to the host centre that it can send the corresponding invoice, as per Payment Agreement.

c. The currency used for ERS fellowships is the euro (€). Fellowship instalments are made in euro to the main host centre. Updates from host centres and final figures must be provided in euro.

d. For countries not using IBAN for payments, the host centre should provide the ABA Routing No.(USA)/Bank No. (CDN)/Bank Branch No.(AUS) or the relevant bank identification no. in the country instead.

e. ERS covers the cost of transfer fees charged by its own bank, but not the cost of charges that may be raised by the host centre's bank nor any intermediary banks.

f. ERS does not cover loses linked with exchange rate fluctuations and devaluations. Depending on individual circumstances (e.g. country), payments may take a few weeks to reach the host centre and may be impacted by external events (e.g. ERS Congress, Christmas holidays, etc).

g. Payments may be delayed if not all necessary information / documents have been submitted to ERS or there are any concerns about the fellowship; payment will thus resume once the situation has been fully resolved. The payment schedule may also be affected by temporary suspensions of the fellowship (e.g. sickness leave, etc). See also 5.2.

h. Should a fellowship be terminated earlier than expected, the actual gross amount of the fellowship would correspond to [EUR 6'241.67 or EUR 6'741.67, depending on family allowance and including management cost contribution, as per Payment Agreement] x number of fellow-months actually completed. See also Payment Agreement template. Should the host centre have been paid over this amount, the host centre may need to reimburse to ERS the difference so that the amount received corresponds to the number of fellow-months actually completed.

4.5 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. ERS is not a party in the fellow/host employment contract or any other collaboration/partnership agreements (e.g. Global Fellowships, secondments) related to the fellowship and not responsible for the content of these documents nor for any disputes arising from them.

d. 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 3.3.

e. 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 3.3.

f. 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.

g. 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.

5. Monitoring & reporting

5.1 General monitoring/updates & checks

a. The main host supervisor and the fellowship recipient are requested to inform, discuss and agree with the ERS as soon as possible any administrative changes as well as any event or circumstances which might affect the implementation of the fellowship or are likely to have an effect on the performance of the fellowship. This may include the following non-exhaustive list:

- Any change in the name, contact details and nationality of the fellow.
- Any change in the contact details of the host supervisor(s).
- Any change in the person acting as the host supervisor.
- Any changes in the name and contact details of the scientific and administrative mentors.
- Any change in the status of the host centre(s) concerned (e.g. legal, technical, etc).
- Any modification related to the employment contract. This includes changes of a legal, financial, organisational or technical nature (e.g. type of enrollment contract, changes in employment contract itself, statutory working practices, working conditions, financial details/breakdown etc.). Kindly note that the employment contract should always comply with this document.
- Any modification relating to the total duration of the fellowship such as early terminations.
- Any potential suspension period (e.g. sickness leave).
- Parental leave at the request of the fellow, in line with the applicable national law and the employment contract.
- Any modification in terms of any other funding sources (e.g. grants, awards, etc) received by the fellow/host within the framework of the research project and any potential double funding.
- Any modifications relating to the location where the activities are taking place (e.g. move of the host centre, merger, secondments, etc).
- Any significant modifications relating to the fellowship research project as described in the online application (e.g. project description, timeline, objectives, methodology, outputs/outcomes etc) including in terms of ethical implications.
- Any modification relating to the information having served as a basis for the selection of the fellowship recipient and the fellowship application.
- Any accident, health matter or any other matter that may directly have an effect on the implementation of the research project or cause delays.
- Any circumstances affecting compliance with these guidelines and/or the Payment Agreement.
- Any other matter as needed.

b. ERS would then discuss and agree a way forward with the host centre(s) and fellowship recipient within the framework of these 2018 Operational Rules & Regulations.

c. As the programme is co-funded by EU, ERS may ask host centre and/or fellowship recipient for copies or originals of relevant documents (e.g. salary slips and explanation/breakdown, evidence that fellow at host's premises, original copies of employment contract, etc) upon request by the EU, up to five years since the end of the whole RESPIRE3 (i.e. 2026).

d. Moreover, the EU (and its agencies) may carry out audits/checks/reviews/investigations, including ethics checks, which may extend to host centres with selected RESPIRE3 fellowship recipients, up to five years since the end of the whole RESPIRE3 (i.e. 2026).

e. Throughout the duration of the RESPIRE3 fellowship research project, ERS may provide specific feedback, notably on the basis of the interim reports, that fellows/hosts will need to carefully integrate, including in terms of ethical implications.

5.2 Suspension and termination

a. If during the fellowship, any complications may arise, the fellowship recipient and/or host supervisor(s) should inform ERS as soon as feasible, should it not be possible to find a way forward or solution. See also item 3.4.i.

b. Should it be decided that a fellowship is terminated before it is completed, the main host centre should inform ERS as soon as possible, in principle, 60 days in advance.

c. ERS may suspend at any time the whole or part of the fellowship should it consider that the obligations of the programme and these guidelines are not being fulfilled. The suspension may be lifted once the parties concerned have agreed on the continuation of the programme.
d. In instances such as extended sickness leave and parental leave, the fellowship may be temporarily suspended in agreement with host centre(s) and fellowship recipient, notably as these periods should be covered by social security under the employment contract. However, all potential suspensions and revised timeline need to be agreed with ERS, which will in turn inform the EU. Kindly note that, in line with the ERS Grant Agreement with the EU, there is a time limit for the delivery of the fellowship, therefore the updated timeline will need to be discussed in detail and agreed by ERS.
e. While a fellowship is temporarily suspended, there are no funds being transferred by ERS during the period of the suspension. The fellowship cannot exceed a total of 24 months (full-time) for European Fellowships or 36 months (full-time) for Global Fellowships.
f. In addition, some of the circumstances here below, may also lead to potential suspension, reduction of the grant, remedial actions and/or early termination:
    - When fundamental ethical principles (see section 6) and/or any applicable EU, international and/or national legislation has not been respected.
    - In cases of irregularities, non-compliance or breach with respect to the "December 2017 Operational Rules & Regulations (2nd call)" and/or the Payment Agreement, whether committed deliberately or through negligence.
    - When the fellowship recipient, host supervisor(s) or host centre(s) are no longer in a position to continue working under the research project as set out in the original application (e.g. major technical reasons, etc).
    - In case of non-performance or poor performance of work that is not remedied following a written request by ERS. This may, for instance, include failure to submit interim reports or respond to ERS' requests for information/documents in a timely and appropriate manner.
    - In cases of early termination, the fellowship amount received by the host centre should correspond to the number of months actually completed (see also 4.4). See also Payment Agreement.

5.3 Reporting - fellowship recipient & host centres(s)

a. Both the fellowship recipient and the host supervisor(s) are required to submit interim reports in order to assess the project's progress. The interim reports 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. Interim reports will need to be submitted as follows by fellowship recipients as well as host centre(s):
    - 1ST interim reports (months 0 to 6): by the end of the 7th month, from the start of the fellowship, whether for Global Fellowship or European fellowship. This also includes mandatory ethics documents (see section 6), if not submitted before.
    - 2nd interim reports (months 7 to 18): by the end of the 19th month from the start of the fellowship, whether for Global Fellowship or European fellowship.
    - 3rd interim reports (months 19 to 30): by the end of the 31st month from the start of the fellowship – only for Global fellowships! (not applicable to European Fellowships). **IMPORTANT NOTE**: in principle, this payment will be sent upon return to Europe for the mandatory return phase. If this does not correspond with specific fellowship timeline, ERS will discuss a revised timetable with host centre(s) and fellowship recipients.
    - Final end-of-project report: covering full fellowship period, two months after the end of the fellowship, whether for Global Fellowship or European fellowship. This should include a confirmation of the final breakdown of the grant agreement, adding up to fellowship grant and the amount transferred by ERS.
c. Reports will be treated as highly confidential. Fellowship recipients will not receive host supervisors' reports and vice versa. If agreed with the fellowship recipient, the fellow part of the report may be confidentially shared with the ERS appointed external mentor.
d. Kindly note that – upon receipt of both reports by fellowship recipient and host supervisor(s) – ERS will need a few weeks to go through them, clarify any points if needed as well as process them. The payment will only be released after the reports fully finalised and accepted.

e. It is up to fellowship recipient(s) and host supervisor(s) to schedule, plan and submit reports in due time, as per above mentioned point. Any delays in submission will impact payments, for which ERS cannot be held responsible. No specific reminders will necessarily be sent by ERS prior to the reporting deadlines.

5.4 Post-fellowship reporting

a. ERS may also contact fellowship recipients post-fellowship to assess the longer-term impact of the programme (e.g. external evaluation, etc), for instance, in terms of publications. Fellowship recipients should thus keep ERS up-to-date in case of any changes in contact details, up to five years since the end of the whole RESPIRE3 (i.e. 2026), and be available to provide brief updates if needed.

b. There will also be **mandatory EU evaluation questionnaires** at the end of the fellowship as well as follow-up questionnaire two years after its completion from the Research Executive Agency, for fellowship recipients to fill out. These are mandatory and very important as they will help shape the future Marie Sklodowska-Curie programmes. ERS will provide a link to the end-of-fellowship questionnaire at the end of the fellowship.

c. As the programme is co-funded by EU, ERS may ask host centres/supervisors and fellowship recipients for copies or originals of relevant documents (e.g. salary slips and explanation/breakdown, evidence that fellow at host's premises, original copies of employment contract, etc) upon request by the EU, up to five years since the end of the whole RESPIRE3 (i.e. 2026).

d. 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, up to five years since the end of the whole RESPIRE3 (i.e. 2026).

6. Ethics, compliance & integrity

6.1 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 Integrity.

b. Selected fellowship recipients and host centre(s)/supervisor(s) 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 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) before starting.

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 and/or 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 level. 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 EU ethical principles.

h. The host centre(s) and fellowship recipients need to start all the necessary requests for ethical approvals/documents as per these Guidelines or any other formal permission required by any regulatory body/bodies in the concerned countries as soon as possible and well in advance of the fellowship starting date, if not already done. Failure to do this has severely impacted recent fellowship projects and ERS will not provide additional funding for any delays.

6.2 Research on animals

a. 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.

b. Further information and definitions are available on the following websites. Please note that ERS has no link with these organisations:
   - ARRIVE Guidelines / http://www.nc3rs.org.uk/the-3rs

- http://www.understandinganimalresearch.org.uk/how/the-three-Rs

6.3 EU ABS Regulations

a. According to the latest EU rules, there are certain obligations under the EU Regulation on Access and Benefit Sharing (EU ABS Regulation), if you utilise genetic resources. Please carefully check your project falls within the scope of the regulation on the EU Participant Portal. If that is the case, please inform ERS as soon as possible and also check that you meet compliance requirements (e.g. exercise due diligence, submit a due diligence declaration) via the EU Participant Portal.

6.4 Research Integrity

a. In line with H2020, fellowship recipients and host centre(s) 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;
   - 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.

6.5 Compliance & Monitoring

b. As part of the RESPIRE3 online application form, candidates needed to identify potential ethical issues and explain how they will be addressed so as to conform to national, EU and international regulations as well as H2020 principles.
c. Further to independent ethics checks on application shortlisted for interviews, specific additional conditions or follow-up remedial measures will 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.
d. 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.
e. 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).
f. The requested documents and a summary of the remedial actions taken (if applicable following the ethics review) may be sent to independent ethics reviewers for additional feedback, if needed.
g. 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/international legislation and H2020 principles.
h. Fellowship recipients and host centre(s) 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. Specific feedback may be provided by independent ethics experts during the fellowship, if and as needed.

i. 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 led to the termination of the fellowship and – as needed – any other actions towards the fellowship recipient, host centre and concerned authorities.

7. Career development and other aspects

7.1 Career development & ERS involvement

a. 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) and the development of Career Development Plan by fellowship recipients. Please also refer to sections 3.4 and 7.2.

b. 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 specific career development support to RESPIRE3 fellowship recipients in terms of:

- ERS appointed external mentor (further information will follow during the first 3-4 months of the fellowship). A specific MentorMentee agreement will be provided as a framework.
- Financial contribution towards participation in ERS' two flagship events (e.g. yearly mandatory ERS International Congress and annual Lung Science Conference). The financial contribution will be provided max. twice for each event (LSC + Congress) during the whole fellowship – in principle - for the 2019-20 editions. If fellowship recipients are already interested in support towards participating in 2018 edition, they can contact the ERS Office (by end of June 2018 at the latest). The support is the same, irrespective of the country where the fellowship is based, whether in or outside Europe.
- Invitation during the fellowship to join the ERS College of Experts, the pool of experts that carries out the peer-review of fellowship applications.
- Intra-programme exchange for RESPIRE3 fellowship recipients (e.g. RESPIRE MeetUp at LSC and Congress).
- Networking (e.g. Congress' dedicated events such as Young Scientist Networking Evening, Early Member Career Session, etc).
- Opportunity to get involved in own Assembly, depending on area of expertise, as well as – for those aged 40 or under - Early Career Member Committee.
- Other – depending on the needs of each fellowship recipient and research project.

c. Accepted fellowship recipients are strongly encouraged to become ERS members during the fellowship to maximise opportunities for career development and to get involved in the Society. Kindly note that there is no automatic ERS membership provided to ERS fellowship recipients; as in many cases, agreements for joint membership are in place with a number of national societies. The ERS Office can assist with this matter if needed.

d. Fellowship recipients are highly advised to sign up to up to three Assemblies / groups via their myERS profile. Through myERS, they can also sign up to the competence list of the Early Career Member Committee (ECMC) as a mechanism to become more involved within ERS. Fellowship recipients are also encouraged to contact their Assembly representative within the ECMC. Do not hesitate to contact the ERS Office for further assistance.

e. ERS also provides educational courses for continuous professional development at Congress (ERS School) as well as a wide range of activities (e.g. research seminars, task forces, etc). You can sign up for regular updates. Social media is also an useful way to keep up to date with ERS (e.g. LinkedIn, Twitter, Facebook).

f. Fellowship recipients are encouraged to submit abstracts for ERS key events (e.g. LSC, Congress), however, their submission will need to undergo the independent, peer-review processes in place.

g. ERS encourages fellowship recipients to also contribute to the ERS Respipedia, if appropriate, and particularly if carrying out clinical/translational research. Respipedia is a peer-reviewed wiki dedicated to respiratory medicine, open to contributions from ERS members only (for the time being). Articles are created based on the principle of collaborative article editing, reviewed and validated by a page reviewer and updated by a continuous editing process. If interested, you can also contact the ERS Office.

h. RESPIRE3 fellowship recipients are Marie Sklodowska-Curie fellows, in light of the EU co-funding through MSCA COFUND scheme. They have the opportunity to join for free the Marie Sklodowska-Curie Alumni Association at any time. The EU EURAXESS website and office offer a

wealth of opportunities in terms of career development and moving to a new country including outside of the EU (e. jobs, career development advice/toolkit, career services in different countries, RESAVER pension scheme, etc).

7.2 Career development plan

a. A tailored Career Development Plan will also be developed by the fellowship recipient together with the host supervisor and scientific mentor during the fellowship, in order to also plan for the post-fellowship phase. For Global Fellowships, this plan will be led by the fellowship recipient with the main host supervisor (that of the return phase), in liaison with the other host supervisor (initial outgoing phase). See also section 3.4.
b. An initial summary/outline of the plan is already submitted in the online application platform and ERS will also ask for updates during the fellowship itself as part of interim reporting (i.e. 1st interim report).
c. Fellowship recipients and host supervisor(s) are free to use their own template for the Career Development Plan. However, the plan should be regularly updated and include for the whole fellowship period and beyond, items such as:
    - Detail of conferences, training workshops/courses and continuing professional development courses to attend within and outside of the host centre (of a scientific nature but also non-scientific related);
    - Details of training in transferable, non-scientific skills (e.g. leadership, presentation) and scientific/technical skills;
    - List of techniques/methodologies to be learned;
    - Details of talks/presentations to be given, within host centre (in order to get feedback from colleagues) or beyond;
    - Details of publications, grants or patents planned for submission;
    - Fellows' training of students/technicians and PhD supervision;
    - Mentoring & supervision support (e.g. host supervisor, scientific mentor, host centre and administration, fellows' colleagues, partner institutions etc);
    - Formal evaluation and performance assessment processes (as per HR processes at the host centre);
    - Career advice/coaching available at host centre (e.g. HR, career office) including information on job opportunities within and outside the host centre (e.g. industry, partner organisations/networks etc) ;
    - Benefits of exploitation of research results and IPR support;
    - Networking opportunities and access to networks;
    - Opportunities to network with non-academic sector;
    - Post-fellowship career plan, including next career steps/plans for fellow once completed the fellowship (particularly important during 2nd year of fellowship); and
    - Any other career development assistance.
d. Host centres have already committed to providing support with career development in the Host Online Application Form as well as Host Supervisor Acceptance Form. In particular, the host supervisor(s) should regularly meet the fellowship recipient to discuss the RESPIRE3 research progress as well as career development opportunities (see point 7.2.c), beyond the usual HR processes already in place at the host centre (e.g. formal annual evaluation).
e. While the support of the host supervisor(s) and host centre(s) is central, fellowship recipients should play a key role in the development and implementation of the Career Development Plan and need to regularly update it in collaboration with the host supervisor. They should also regularly be in touch with their scientific mentor as well as ERS external mentor for scientific matters.

7.3 Secondments

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

Type	Country / timeline	Details
European Fellowship	Must be in MS or AC Can be requested at any	Max. of 3 months (single period or split into short periods)

(standard secondment)	time (please contact ERS at least one month before)	Overall fellowship duration will not be extended
Global Fellowship (standard secondment)	Can be in MS, AC, TC Can be requested at any time (please contact ERS at least one month before)	Max. of 3 months (single period or split into short periods) Overall fellowship duration will not be extended
European Fellowships (1-year extension) **Options ONLY available for non-academic sector only** **Option NOT available under Global Fellowships**	Must be in MS or AC Upon request/approval by ERS following submission of a mini-proposal, at latest by the end of first 19 months of the fellowship (to be sent with 2nd interim report) If interested, you are advised to contact the ERS Office to discuss before finalising arrangements	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 the non-academic sector (min. 4 months, max. 12 months) and – if applicable – combined with a period at the host centre. It must be a continuation of the original research project. For European Fellowships, upon approval, the standard secondment and 1-year extension secondments can both take place within the same fellowship (total max. of 15 months).

b. All secondments need to be well-structured, planned in advance and integral to the research project, with specific supervision in place, and should significantly and meaningfully add to the value of the fellowship. Short visits (e.g. attendance at congress, etc) do not qualify as secondments and can only represent a small part of the overall project. See also section 3.3.

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) submitted to ERS in advance for approval, confirming compliance with these guidelines as well as detailing operational arrangements (e.g. bench fees, necessary insurances). Requests should clearly explain how the secondment is related to the RESPIRE3 fellowship research project. A commitment letter from the non-academic organisation should be included covering among other: commitment to host and support the fellow, to offer adequate research infrastructure, contact details of host supervisor in non-academic sector and compliance with these guidelines (e.g. EU ethical standards, health & safety, IPR, health & safety)

d. In addition to the point above, for the potential one-year extension (European Fellowships only), a more detailed mini-proposal will need to be provided to ERS – at the latest - by the end of the first 19 months (along with 2nd interim report) describing the project to be carried out in the non-academic sector as well as how it is linked with the original 2-year European Fellowship research project. Interested fellowship recipients should contact the ERS Office in advance.

e. 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.

f. During standard secondments (max. 3 months in total), the main host centre should ensure all RESPIRE3 requirements (e.g. employment contract, financials, social security coverage, ethics) are still being met, as per these guidelines and employment contract (see 3.3.a). 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, to define details (e.g. IPR, etc).

g. In principle, the same principles as in point 7.2.g above, also apply to 1-year extensions in the non-academic sector (European Fellowships only). As 1-year extensions for European

Fellowships are fully funded by ERS, the latter will remain available to discuss potential ways forward if needed.

h. After the secondment, the fellowship recipient should submit a brief report on the progress achieved during the secondment, which may be integrated within one of the interim reports if more suitable. A brief report/update should also be provided by the non-academic sector organisation. These reports may omit information infringing any IPRs and confidentiality clauses.

7.4 Promotion, dissemination, publications & open access

a. Fellowship recipients and host centre(s) must disseminate results from the research as soon as possible by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications, unless this goes against their legitimate interests.

b. The fellowship recipient and host supervisor(s) must acknowledge EU and ERS support, in relation to any communication/dissemination related to the RESPIRE fellowship and related research project as well as any infrastructure, equipment or major result funded through the fellowship.

c. For any communication/dissemination (e.g. results) activities, the following, standard phrase should be used: "*This project has received funding from the European Respiratory Society and the European Union's H2020 research and innovation programme under the Marie Sklodowska-Curie grant agreement No 713406*".

d. For infrastructure, equipment or major result, the following standard phrase should be used: *"[infrastructure] [equipment] [type of major result] is part of a project that has received funding from the European Respiratory Society and the European Union's H2020 research and innovation programme under the Marie Sklodowska-Curie grant agreement No 713406*".

e. Any publication, communication or dissemination of results, in whatever form and by whatever medium, must specify that it reflects only the authors' view and that ERS/EU are not liable for any use that may be made of the information it contains.

f. The fellowship recipient should update ERS on any publication activity and other outcome (e.g. patent application) resulting from the fellowship, within 2 months of publication or submission of application, even after the end of the fellowship. Electronic copies of publications should be provided to ERS (i.e. with the interim reports, end-of-project final report etc).

g. Fellowship recipients and host supervisors are encouraged to give consideration to publishing in the European Respiratory Journal, ERJ Open Research or other ERS publications. Further information can be found at: http://openres.ersjournals.com/Which and http://www.ersjournals.com/. However, the journal is the choice of the authors and ERS will not interfere with that.

h. The fellowship recipient and main host centre need to ensure **open access** (free of charge online access for any user) **to all peer reviewed scientific publications** relating to the results of the RESPIRE3 fellowship research project, in line with H2020 requirements and as already the case across Marie Sklodowska-Curie programmes.

i. The EU emphasises that open access to scientific publications produced, to some extent, with public funding is beneficial not only for science but also for speeding up innovation and involving citizens and society. 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.

j. 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. Bibliographic metadata that identify the deposited publication must all include the following: the term "Marie Sklodowska-Curie Actions", project details (name, acronym, grant number 713406), publication date and embargo period (max. 6 months) and a persistent identifier.

k. In essence, there are two main routes towards open access, which can be summarised as follows:

- Self-arching (or green open access): meaning that a published article or the final peer-reviewed manuscript is archived (deposited) in an online repository before, alongside or

after its publication. If this option is chosen, beneficiaries must ensure open access to the publication within a maximum if six months.

- Open access publishing (or golden open access) means that an article is immediately placed in open access mode (on the publisher/journal website). For this option, open access must be granted at the latest on the date of publication. A copy should, at the same time, be deposited in a repository.

l. As this a new element, introduced under H2020, please also refer to section on Open Access within the EU Online Manual.

m. Please note that requirements that relate, among others, to acknowledge ERS/EU funding as well as open access apply to all publication and other activities relates to the RESPIRE3 fellowship research project and related results, even after the end of the fellowship itself.

7.5 Outreach & communication activities

a. In line with H2020 principles, ERS is highly committed to encouraging fellowship recipients to get involved in outreach 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 and host centre(s) have an obligation, according to H2020, to promote results and provide targeted information to multiple audiences (e.g. including media and public).

c. They will need to put in place additional outreach activities and/or participate in existing ones, particularly at the host centre. 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).

d. 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 at the latest around 6 months before the end of the fellowship (i.e. with the 2nd interim report for European Fellowships and 3rd interim report for Global Fellowships). The article may be used for wider ERS dissemination (e.g. ER Weekly) and public awareness activities.

e. Fellowship recipients as well as host centre(s) should also inform ERS as soon as possible of any communication activity expected to have major media impact with potential for national/international outreach, so that ERS can keep the EU informed. They are, however, free to choose the type of communication (e.g. press release, local radio station, brochure for schools etc).

f. ERS may undertake promotional activities (e.g. ER Weekly newsletter) to publicise the RESPIRE3 programme, in liaison with concerned fellowship recipient(s) and host centre(s) if needed. The EU may also promote the RESPIRE3 programme as a whole and make available RESPIRE3's overall results to other EU institutions, bodies, offices or agencies, etc. However, information identified as confidential will remain so (see also section 7.7).

7.6 Intellectual Property Rights (IPR)

a. If host centre(s) are universities or other public research organisations, they must take measures to implement the principles set out in The Code of Practice annexed to the Commission Recommendation on the management of intellectual property in knowledge transfer activities, notably points 1 and 2.

b. IPR in all its aspects should be covered in the employment contract (see also section 3.3) between fellowship recipient and host centre(s) as well as in any other collaboration/partnership agreements (e.g. for Global fellowships and/or secondments, including in non-academic sector), in line with European and national legislation and also covering the post-fellowship phase. This should be in line with and generally ensure compliance with H2020 standards/regulations as well as national, EU, international laws.

c. Host centre(s) should inform the fellowship recipient of any related institutional regulations/policies as well as provide IPR-related advice and support if needed (e.g. dedicated helpdesk, specific training courses offered by the host centre, etc).

d. In case of a collaboration between the host centre and any industrial partner(s) during the RESPIRE3 fellowship research project, whether within a secondment or of another nature, the host centre shall clearly agree prior to the start of any research on the management of Intellectual Property Rights that may arise. For secondments, please see also section 7.3.

e. In line with EU guidelines, the possibility of protecting results for an appropriate period and for an appropriate territorial coverage should be examined by the main host centre. This is obligatory if the results can be reasonably expected to be commercially or industrially exploited and protecting them is possible, reasonable and justified. The EU may take measures should results not be properly protected.

f. In line with EU guidelines, measures should be taken by the host centre to ensure the exploitation of the results by using them in further research activities; develop, create or market a product or process; create or provide a service or using them in standardisation activities.

g. Applications for protection of results (including patent applications) filed must – unless agreed otherwise or unless it is impossible – include the following: *The project leading to this application has received funding from the European Respiratory Society and European Union's Horizon 2020 research and innovation programme under the Marie Sklodowska-Curie grant agreement No 713406*.

h. If results are incorporated in a standard, the following statement should be included in information related to the standard: *Results incorporated in this standard have received funding from the European Respiratory Society and the European Union's Horizon 2020 research and innovation programme under the Marie Sklodowska-Curie grant agreement No 713406.*

i. In light of the EU co-funding, access to results (rights to use them) must be granted to the EU on a royalty-free basis to EU institutions, bodies and agencies, for developing, implementing, or monitoring EU policies or programmes. Access rights are limited to non-commercial and non-competitive use.

j. Further information and advice about IPR at European level can also be found through the European IPR Helpdesk. Through this link, specific documentation/resources are also available and it is possible to take part in free, brief webinars on specific topics.

7.7 Confidentiality

a. In line with EU rules, during the implementation of the overall RESPIRE3 programme and for a period of four years after the end of the programme (e.g. 2025), the fellowship recipient, host centre(s), ERS and the EU must keep confidential any data, documents or other material (in any form) that is identified as confidential at the time it is disclosed ('confidential information'). This period may be extended if so agreed with the EU. If information has been identified as confidential only orally, it will be considered to be confidential only if this is confirmed in writing within 15 days of oral disclosure.

b. The host centre, ERS, and EU may disclose confidential information (e.g. personnel) only if this is strictly necessary for the implementation of the RESPIRE3 fellowship research project, to safeguard EU's financial interests and only if the recipients of the information are bound by an obligation of confidentiality.

c. The EU must moreover make available information on the results of Horizon 2020 to other EU institutions, offices, agencies as well as Member States or associated countries.

d. The confidentiality obligations no longer applies if:

- The disclosing party agrees to release the other party;
- The information was already known by the recipient or is given to him without obligation of confidentiality by a third party that was not bound by any obligation of confidentiality;
- The recipient proves that the information was developed without the use of confidential information;
- The information becomes generally and publicly available, without breaching any confidentiality obligation; or
- The disclosure of information is required by EU or national law.

7.8 Personal Data

a. All parties must process personal data under the Agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).

   Some key data from fellows (e.g. name, title of project) will be needed to be provided by the ERS to the Research Executive Agency (REA), for processing and reporting in strict relation to the implementation of RESPIRE3, although the confidential requirements above still hold. Further information on the ERS Privacy Policy can be found on the ERS website.

   Any personal data under the Agreement will be processed by the Research Executive Agency (REA) or the Commission under the latest regulations and according to the 'notifications of the processing operations' to the Data Protection Officer (DPO) of the Agency or the Commission (publicly accessible in the DPO register). Such data will be processed by the 'data controller' of the Agency or the Commission for the purposes of implementing, managing and monitoring the fellowship or protecting the financial interests of the EU or Euratom (including checks, reviews, audits and investigations). The persons whose personal data are processed have the right to access and correct their own personal data. For this purpose, they must send any queries about the processing of their personal data to the data controller, via the contact point indicated in the 'service specific privacy statement(s) (SSPS)' that are published on the Agency and the Commission websites. They also have the right to have recourse at any time to the European Data Protection Supervisor (EDPS).

7.9 Equal opportunities

a. RESPIRE3 fellowship recipients were selected through an open, transparent, equitable and competitive selection procedure, ensuring gender balance and equal opportunity at all levels.

b. 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 section 4) has been introduced with RESPIRE3. Moreover, a specific skills training session for female scientists will also be organised (e.g. ERS Congress). More flexible working arrangements may also be considered for family or personal reasons, if agreed by host centre, ERS and EU (see also section 4.1).

c. Fellowship recipients 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).

Any infringement of the conditions in these 2018 Operational Rules & Regulations may result in the cancellation of a fellowship already granted

8. Checklist (Frequently Asked Questions)

While fellowship recipients and host centre(s)/supervisor(s) should get acquainted with the "2018 Operational Rules & Regulations (2nd call)", the checklist hereunder can help navigate this document. Please do not hesitate to contact the ERS office at any time.

Before the start of the fellowship

What are the steps to be taken before the start of the fellowship?

- Fellowship recipients and host supervisor(s) should familiarize themselves with these 2018 Operational Rules & Regulations (2nd call), based on the Application Guidelines, as well as with the Payment Agreement template. They should ensure that relevant colleagues at the host centre(s) (e.g. administrative mentor, HR, etc), as needed, receive copies too. In principle, it was highly recommended for fellowship recipients and host centre(s) to discuss details already at the application phase and even more so, when shortlisted for interviews.
- They should then confirm acceptance of the fellowship offer within a few weeks of notification, through the Declaration Form.
- Host supervisor(s) and fellowship recipients should then start as soon as possible any related administrative and logistical procedures (e.g. visa, mandatory employment contract, Payment Agreement, partnership agreement for Global Fellowships etc), even if the fellowship is only starting a few months later. Kindly note that these procedures may take significant time, depending on the host centre and country, and that the fellowship start cannot be delayed for these reasons. Please see also section 3 above for further details.
- The host centre(s) should provide adequate support with moving to a new country as well as an assigned administrative mentor (identified already at the application phase), as per section 3.2.
- As soon as possible and at the latest one week before the formal start of the fellowship, the host supervisor(s) should send ERS a number of mandatory documents, along with a host confirmation letter (see item 3.5).
- ERS remains available for any briefing either by email/phone or any questions/feedback.

Is the employment contract mandatory?

- Yes, host centre already committed (e.g. Host Online Application Form, Host Supervisor Acceptance Form, December 2017 Application Guidelines) to provide fellowship recipients with an employment contract with full social security coverage. This is a mandatory element in order to access EU co-funding. Other types of arrangements (e.g. visiting/guest scientist etc) are not possible, as already communicated. Please also refer to section 3.3 for further information.
- ERS remains available for any briefing either by email/phone or any questions/feedback.

What shall be covered in the employment contract?

- Please refer to section 3.3 which explains in more detail the nature of the employment contract and key aspects to be covered, in line with EU guidelines.

If the fellowship recipient is already under temporary contract with the host centre, is a new employment contract needed?

- It may not be strictly needed, provided that the existing contract complies with the 2018 Operational Rules & Regulations and that RESPIRE3 specific items (see also point 3.3) are mentioned, for instance, through an Addendum/Annex.
- Please also refer to section 3.3.

For Global Fellowships (only), are there any requirements in terms of the mandatory employment contract?

- Apart from the general requirements for employment contracts (see item 3.3), please also refer additionally to item 2.3 for Global fellowships.

What is the purpose of the Payment Agreement?

- This is to be signed between ERS and the main host centre, to set out the payment schedule

and conditions. See also section 3.3 and the Payment Agreement template.
- ERS remains available to discuss further with each concerned host centre.

What is the difference between the Declaration and Host confirmation letter?
- The Declaration is returned by the fellowship recipient and host supervisor(s) within a few weeks of notifications of the awarding of the fellowship, to confirm acceptance of the fellowship.
- The Host confirmation letter is, in principle, sent a few months later at the start of the fellowship to accompany a number of key documents (e.g. copy of employment contract) as well as finalise a number of details (e.g. contact details for fellowship recipient, scientific mentor, etc). In some cases, where the fellowship starting date is close to the notification date, there may only be a few weeks in between these two separate documents. Please see also item 3.5.

Once the fellowship has started

What does the RESPIRE3 fellowship cover?
- Please refer to section 4.1, for further details on the living, mobility and – if applicable – family allowances as well as section 4.2 on the management cost contribution. No other funds are available from ERS.

When is the first payment released?
- The first payment by ERS to the host centre is sent, after the start of the fellowship and once all the documents set out in item 3.5 are received and deemed satisfactory.
- An invoice will also be needed by the host centre, in line with the signed Payment Agreement. Further information in item 4.4 as well as Payment Agreement template.

What does the payment schedule look like?
- Please refer to section 4.4. of this document as well as Payment Agreement template, with regard to the payment schedule. This will be linked, among other, to submission of timely reports (see item 5.3).

In what currency are payments released?
- All payments are in euro. Please also refer to section 4.4 on payments.

Can other EU funds be used to cover the cost of the research?
- In principle, this may be possible, as long as the funds do not come from another Horizon2020 programme and that ERS is informed. Please also consult sections 4.1 and 4.3.

What are the reporting requirements?
- 2 or 3 interim reports should be submitted by fellowship recipients and host supervisor(s), depending on whether it is a 2-year European or 3-year Global fellowship, plus an end-of-project report. Please also see item 5.3.
- ERS (on behalf of EU) may ask for related additional information/documents at any time and should be kept informed of any major changes. Please also refer to item 5.1.
- Post-fellowship reporting requirements are set out in section 5.4, including mandatory EU questionnaires.

Where is it possible to find further information about ethical requirements?
- Ethical requirements are set put in section 6, in line with EU regulations.

What support does ERS offer?
- Apart from the fellowship amount itself (see 4.1-4.2), ERS' support is detailed in section 7.1, this includes an external ERS mentor as well as financial support towards participation in ERS flagships events (e.g. Lung Science Conference, ERS International Congress).

Is there a standard sentence to use to acknowledge ERS/EU support?
- In section 7.4, you will find further information about how to acknowledge ERS/EU support.