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**ERS Headquarters, 4 Avenue Sainte-Luce, CH-1003 Lausanne, Switzerland**

**Tel +41 21 213 01 01 E-mail fellowships@ersnet.org**

Subject: RESPIRE3 Marie Sklodowska-Curie fellowship (1st round) / 18-month interim report

Dear RESPIRE3 Marie Sklodowska-Curie Fellow,

You are approaching or have reached the end of the first 18-month interim period of your fellowship. As part of the requirements set out by the ERS and EU as well as in line with the [2017 Operational Rules & Regulations](https://www.ersnet.org/professional-development/fellowships/marie-curie-post-doctoral-research-fellowships-1st-round-respire-3), the mandatory interim reports and related documents will be due at the latest ONE month following the end of the first 18-month period.

We therefore kindly ask fellows to:

1. Fill out and sign the confidential questionnaire hereunder covering the past 12-month period of your fellowship, including the ethics and confirmation checklist.
2. Enclose a confidential max. 2-page separate scientific report on progress towards your fellowship research project, as set out in your application.
3. Enclose an updated Career Development Plan (max. 1-2 pages), building on what set out in the previous interim report and covering post-fellowship plans. Please refer to section 7.2 of the 2017 Operational Rules & Regulations for further information.
4. Ensure that your Host Supervisor has received the enclosed Host report and returned it directly to ERS at: fellowships@ersnet.org. This will be kept confidential. For Global Fellowships, the Host report should be in principle signed by both host supervisors.
5. Please feel free to enclose any other additional, relevant information as you deem suitable. We kindly remind you that – in light of EU requirements - copies of any publications (open access mandatory) linked to the fellowship should be provided.
6. At the latest six months before the end of the fellowship, a **lay outreach article** will also be due (see 2017 Rules & Regulations – item 7.5.d) in line with EU’s outreach requirements. ERS will contact you separately for this purpose closer to the time.
7. We take this opportunity to remind you that host centre(s) and fellowship recipients 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, except for one-off short visits of 1-2 weeks (e.g. conferences) or holidays. Such evidence may be asked at any time by the EU.
8. As a reminder, 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 according to EU. Therefore, host centres & fellowship recipients should contact the ERS in advance to formalise such arrangements (please carefully refer to section 7.3 of the 2017 Operational Rules & Regulations).
9. If you are interested in applying for a **potential extension in the non-academic** sector (24-month European Fellowships only) by the end of the 19th month, please refer to Rules & Regulations (item 7.2) as well as contact the ERS office in advance.

Upon receipt of both reports (fellow + host), ERS will need a few weeks to go through them, clarify any points if needed as well as process them. After ERS confirms that the reports are fully finalised, the host centre will then be able to send the invoice for the next instalment.

A copy of the scientific progress report and career development plan will be sent to the ERS external mentor (if applicable), as per Mentee/Mentor agreement. If you would like to update your mentor at your end instead, please let us know.

After this 18-month report, the final report will be due two months after the end of the fellowship (except for Global Fellowships where a 30-month interim report will also apply). Thanking you for your cooperation and remaining available for any queries.

ERS Scientific Activities

CONFIDENTIAL INTERIM QUESTIONNAIRE – FELLOW

ERS/EU RESPIRE3 Fellowship programme

# *To be completed by the Fellow.Should you need extra space, please extend relevant fields if needed.*

# *Where several options are available, please highlight/select the relevant one.*

# FELLOW FULL NAME:

# FELLOWSHIP NUMBER: RESPIRE3 (1st round) – 2017 - xxxx

# HOST SUPERVISOR:

# HOST CENTRE:

# DATE OF THE FELLOWSHIP:

**TITLE OF THE RESEARCH PROJECT:**

1. **Your living and mobility allowances:**

- are they sufficient to cover living/mobility expenses in the work location?

 Yes No (please explain if needed) ……………………………………………………………………………………………………………..

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# What is the main objective/aim of your fellowship?

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# Have you been able to follow the timeline for your project as set out in your application file? How are you planning for potential risks/challenges to ensure that you deliver the research on time?

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1. **Please comment on the expected final results and their potential impact/use (e.g. socio-economic impact, wider societal implications).**

**Also, is there anything from your work to date that could have an impact on the public or patients?**

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# How often do you attend activities organised by or receive support from your host centre/supervisor? Through what sources are research costs being covered?

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# a) Where appropriate, rate the following aspects of your host centre:

(use a scale of: 5 – Excellent; 4 – Very Good; 3 – Good; 2 – Average; 1 – Poor)

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| --- | --- | --- | --- | --- | --- |
| Welcome & admin (e.g. work/residence permit, work contract, social security, language issues, administrative mentor support, etc..) | **5** | **4** | **3** | **2** | **1** |
| Your integration within the work group and assistance from your colleagues | **5** | **4** | **3** | **2** | **1** |
| Assistance from your host supervisor and scientific mentor (in terms of frequency and quality)  | **5** | **4** | **3** | **2** | **1** |
| Support regarding ethical requirements and IPR  | **5** | **4** | **3** | **2** | **1** |
| Host’s suitability with regard to your proposed project | **5** | **4** | **3** | **2** | **1** |
| Opportunities to train and/or supervise students/other researchers as well as to develop scientific and non-scientific skills  | **5** | **4** | **3** | **2** | **1** |
| Career development support(e.g. training & career outline plan, training, workshops, performance assessment, mentoring/coaching etc) | **5** | **4** | **3** | **2** | **1** |
| Cooperation with other researchers in partner institutions and with the non-academic sector  | **5** | **4** | **3** | **2** | **1** |
| Availability & adequacy of equipment (e.g. computing facilities, office/laboratory space, equipment, sources of information, health & safety, medical library etc.) | **5** | **4** | **3** | **2** | **1** |
| Support towards research project (e.g. lab technician, IT support, etc)  | **5** | **4** | **3** | **2** | **1** |

b) **Do you have any other comments regarding your host centre where the ERS office could potentially help?**

**Would you recommend this institution to others wishing to undertake a similar fellowship (if not, why not?). Please note that all your replies will remain confidential.**

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1. **As part of EU outreach requirements (section 7.5 of Rules & Regulations), please detail all outreach activities aimed specifically at the general public to date (e.g. press articles/videos, participation in public awareness events, social media, etc).**

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1. **How is the fellowship contributing to your career development and towards improving your scientific and non-scientific skills? Please explain (e.g. trainings/courses, independent thinking, problem solving, group leader skills, etc.)**

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1. **Is the fellowship providing you with new research and/or professional contacts?**

**Are new collaborations being created as part of the fellowship (e.g. home/host centre, industry)?**

Yes No

if yes, indicate in each case: e.g. universities, research centres, industry, other

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1. **Is there any intellectual property rights resulting from the project or planned? If so, please provide details for EU records (e.g. type of IP rights, application reference & date, IPR protection, etc).**

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1. **Does your project include a gender dimension in research content? This information is needed for EU reporting. Please explain or indicate if not applicable.**

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1. **Please briefly list below when you have been in contact with your ERS appointed external mentor as well as by what means (e.g. phone, face-to-face) and provide your confidential feedback so far on the pilot mentoring scheme.**

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# Do you expect the mobility aspect of this fellowship to increase your chances of employment post-fellowship? Yes No Not relevant

1. **Please rate your overall degree of satisfaction with the fellowship programme so far and provide any further comments/suggestions you would like to share with ERS and/or highlight potential areas of support.**

(please use this scale: 5 – Excellent; 4 – Very Good; 3 – Good; 2 – Average; 1 – Poor)

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1. **Ethics EU checklist (please select the relevant answer)**

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| A) Did the work performed in the past 12 months of this fellowship involve any of the following? * human embryos/foetuses (in particular human embryonic stem cells – note: specific additional EU approval may be required) - Yes/No
* humans - Yes/No
* human cells and tissues - Yes/No
* personal data - Yes/No
* research on animals - Yes/No
* research in non EU-countries - Yes/No
* environment & health & Safety - Yes/No
* dual use and misuse - Yes/No
* other (e.g. ethics & research integrity) - Yes/No

B) Where the answer was ‘Yes’ to any of the categories above, please enclose documented proof that the work performed in the past 12 months of this fellowship has necessary approvals/documents, as per section 6 of the 2017 Operational Rules & Regulations. If these documents have already been provided to ERS, then no further action is needed. C) Will work performed in the next 6-12 months (as applicable) of this fellowship involve any of the following? * human embryos/foetuses (in particular human embryonic stem cells – note: specific additional EU approval may be required) - Yes/No
* humans - Yes/No
* human cells and tissues - Yes/No
* personal data - Yes/No
* research on animals - Yes/No
* research in non EU-countries - Yes/No
* environment & health & Safety - Yes/No
* dual use and misuse - Yes/No
* other (e.g. ethics & research integrity) - Yes/No

D) Where the answer was ‘Yes’ to any of the categories above, please enclose documented proof that the work to be performed in the next 6-12 months of this fellowship has all necessary approvals/documents, as per section 6 of the 2017 Operational Rules & Regulations. If these documents have already been provided to ERS, then no further action is needed. E) Do you wish to raise any concerns/comments regarding ethics compliance to the ERS and/or the EU at this stage? Yes/NoF) If research is carried out in non EU-countries, are any activities planned prohibited in all EU Member States? Yes/No or Not applicable G) According to latest EU rules, there are certain obligations under the EU Regulation on Access and Benefit Sharing (EU ABS Regulation), if you utilise genetic resources. In case anything has changed since your last report please carefully check if your project now falls within the scope of the regulation on the [EU Participant Portal](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm#genetic-resources). For your information, the regulation does not apply to human genetic material. * Does your research project fall within the scope of the EU ABS Regulation? Yes/No
* If so, does it comply with the regulation? Please refer to [EU Participant Portal](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm#obligations) on compliance requirements (e.g. exercise due diligence, submit a due diligence declaration). Yes/No

Please also carefully consult section 6 of the 2017 Operational Rules & Regulations as well as the [EU Online Manual](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm) (ethics section) for further guidance.  |

1. **Dissemination & communication activities for EU reporting (activities directly linked to the project only)**

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| --- | --- |
| **Peer reviewed scientific publications directly related to results of research project**  **Mandatory open access (Horizon2020 rule) – see Rules & Regulations (section 7.4)**  | **Pls indicate if Green or Gold Open Access** **If Green open access, indicate length of embargo** **If Gold Open Access, pls indicate processing charges**  |
| Please provide details (including DOI number, whether it is a joint public/private publication, repository link etc) : ………………………  | ……………………… |
| Please provide details (including DOI number, whether it is a joint public/private publication, repository link etc) : ………………………  | ……………………… |
| Please provide details (including DOI number, whether it is a joint public/private publication, repository link etc) : ………………………  | ……………………… |
| Please provide details (including DOI number, whether it is a joint public/private publication, repository link etc) : ………………………  | ……………………… |
| Please provide details (including DOI number, whether it is a joint public/private publication, repository link etc) : ………………………  | ……………………… |
| Please provide details (including DOI number, whether it is a joint public/private publication, repository link etc) : ………………………  | ……………………… |

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| **Type of dissemination & communication activities** | **Number** |
| Organisation of a conference  |  ……………………… |
| Organisation of a workshop  |  ……………………… |
| Press release  |  ……………………… |
| Non-scientific and non-peer reviewed publication (popularised publication)  |  ……………………… |
| Exhibition  |  ……………………… |
| Flyer  |  ……………………… |
| Training  |  ……………………… |
| Social media  |  ……………………… |
| Website  |  ……………………… |
| Communication campaign (e.g. radio, TV)  |  ……………………… |
| Participation to Conference  |  ……………………… |
| Participation to a workshop  |  ……………………… |
| Participation to an Event other than a Conference or a workshop  |  ……………………… |
| Video/film  |  ……………………… |
| Brokerage Event  |  ……………………… |
| Pitch Event  |  ……………………… |
| Trade Fair  |  ……………………… |
| Participation in activities organised jointly with other H2020 projects  |  ……………………… |
| Awards / grants - please specify ……………………… | ………………………… |
| Other - please specify ……………………… |  ……………………… |

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| **Type of audience reached in the context of all dissemination & communication activities (multiple choices is possible)**  | **Estimated number of person reached**  |
| Scientific Community (Higher Education, Research)  |  ……………………… |
| Industry  |  ……………………… |
| Civil Society  |  ……………………… |
| General Public  |  ……………………… |
| Policy Makers  |  ……………………… |
| Media  |  ……………………… |
| Investors  |  ……………………… |
| Customers  |  ……………………… |
| Other – please specify ……………………… |  ……………………… |

**Confirmation checklist (please tick relevant boxes)**

Through this questionnaire, the fellow also confirms the following:

[x]  I continue to consult and comply with ERS/EU regulations, as set out in the 2017 Operational Rules & Regulations for RESPIRE3.

[x]  I confirm that I have worked full-time exclusively on the RESPIRE3 fellowship research project during the whole reporting period concerned.

[x]  I confirm I have been based at the host centre’s premises during the reporting period, except for these periods: *\_Please provide details if and as applicable. It is sufficient to indicate approx. how many weeks you have been away for holidays, extended sick leave, conferences/congresses, visits to other labs and/or collaborations – if & as applicable*

[x]  There is no double funding as defined in section 4.3 of the 2017 Operational Rules & Regulations. Should any double funding arise, this will be declared at any time.

[x]  All research (whether carried out within EU or in non-EU countries) continues to be in compliance with all fundamental ethical standards and principles at EU level, notably Horizon2020, and national level legislation/guidelines, as per section 6 of the 2017 Operational Rules & Regulations.

[x]  I have received via the host centre, the RESPIRE3 grant corresponding to the reporting period in question, as per section 4.1 of the 2017 Operational Rules & Regulations, also including the mobility and – if applicable – family allowances.

[x]  There are no administrative changes as well as any event or circumstances which might affect the implementation of the fellowship or are likely to have an impact on the performance of the fellowship, as per section 5.1 of the 2017 Operational Rules & Regulations.

[x]  I have informed or will inform ERS of any publication activity and other outcome (e.g. patent application) resulting from the fellowship, within two months of publication or submission of application, even after the end of the fellowship (section 7.4 of 2017 Operational Rules & Regulations). Electronic copies of publications should be provided to ERS along with interim reports.

[x]  I am aware of the requirements in terms of acknowledgement of support as well as ensuring open access (free of charge online access for any user) to all peer reviewed scientific publications, as per EU rules and section 7.4 of the 2017 Operational Rules & Regulations.

[x]  I understand that the reports will be kept confidential and only be seen by the ERS office as well as – for the progress report & career development plan only – the ERS appointed external mentor, as per signed MentorMentee agreement. If you prefer to update your mentor directly and that a copy of the reports is NOT sent to him/her, please let us know here: *………………………………………….*

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*I certify that I have carefully read and I am responsible for all the answers provided above. I certify that my answers to the foregoing statements are true and complete to the best of my knowledge.*

*Place & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dd/mm/yyyy)*

*Fellow signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*