



Terms and Conditions

Revision History	Details / changes
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<https://futureneurocentre.ie/Neuroadapt/>

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A. Applying for a Fellowship

1. By submitting your application electronically, you are declaring that the information you are supplying is factually correct - Neuroadapt reserves the right to withdraw any Fellowship awarded, or if you have commenced employment, the host institution reserves the right to terminate your employment should any of the information provided in the application be found to be false or misleading.
2. Applications must be submitted by the Call Deadline
 - a. Late submissions will not be accepted
 - b. Confirmation of receipt of your application will be sent to the e-mail address entered when registering
 - c. All sections of the application must be complete on submission
3. All applicants are required to nominate a Neuroadapt Supervisor on their application
 - a. Neuroadapt Supervisors are listed on <https://futureneurocentre.ie/about-us/our-people/>
 - b. If a Fellowship is awarded, the nominated Supervisor will become the Fellow's direct manager, and the Fellow will be employed by the Supervisor's institute (the Host Institute)
 - c. Applicants must name a main academic supervisor in their proposal. While it is not mandatory to have made contact with this supervisor, it is highly advisable for the purpose of scientific advice, to discuss the research being proposed, to check/request information about the right expertise/infrastructure available in the supervisor's lab/host etc.
4. Applications must be submitted via the Neuroadapt portal <https://futureneurocentre.ie/Neuroadapt/> unless an alternative is agreed by contacting the Programme Manager in advance of the Call Deadline.

B. Evaluation and Selection

1. The Evaluation and Selection process for the recruitment of Neuroadapt Fellows is designed to be transparent, equitable and fully aligned with the principles of the Charter and Code^{1,2}
 - a. Processes, Evaluation criteria, scoring/ranking and cut-off thresholds are detailed in the Guide for Applicants
 - b. At certain points in the selection process, you may be required to show original certificates of any qualifications listed on your application, proof of identity and any other relevant documentation to verify aspects of your submission
2. If invited to interview:
 - a. Applicants will be interviewed remotely (via Microsoft TEAMS)
3. All candidates have a right to appeal after each review phase
 - a. Appeals can be made with regards to evaluation procedures that were followed and/or to the application of the evaluation criteria
 - b. Appeals concerning the scientific judgement of reviewers will not be taken into consideration
 - c. Appeals must be submitted within 15 days of being notified of an evaluation outcome
 - d. Appeals Committee decisions are final

¹ <https://euraxess.ec.europa.eu/jobs/charter/european-charter>

² <https://euraxess.ec.europa.eu/jobs/charter>

C. The Fellowship Offer

1. Successful candidates will be offered a Fellowship; this offer comprises sequentially:
 - a. Offer of the Award of the Fellowship by Neuroadapt
 - b. Offer of contractual employment by the Host Institution
2. Each offer is conditional on verification of eligibility and reference checks
3. The applicant will be required to accept each stage of the offer in writing, within 7 days of receipt
4. Accepting the Award at the first stage does not commit the applicant to accepting the employment offer
5. In the unlikely event that the Host Institute is not able to support the Fellowship, and the Neuroadapt

management cannot find an alternative acceptable host, the award of the fellowship may be withdrawn

6. The Host Institutes reserve the right to withdraw an offer if the programme is withdrawn for any reason, or if an error has been made by the Host Institute
7. Personal data in addition to that already supplied during the application may be required by the Host Institute to complete the offer of employment; personal data requests will be made by the Host Institute following their own data management policies
8. It is expected that successful Fellows will start the Fellowship at the earliest convenience, allowing necessary time for Neuroadapt and the Host Institute to administer the Award, and for the Fellow to gain permission to enter and work in Ireland.

D. Employment under a Neuroadapt Fellowship Award

1. The Award for Neuroadapt Fellowships is comprised:
 - a. Salary Allowances;
 - i. A Living allowance and a mobility allowance (refer to the Guide for Applicants for an indication of possible gross salary as it will vary slightly in different institutions because of pension contributions)
 - ii. A Family allowance of €660 (super gross amount) per month for a Fellow who has or acquires dependents during the Fellowship
 - iii. Dependents are defined as persons linked to the Fellow by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; or (iii) dependent children who are being maintained by the Fellow
 - b. Non-salary allowances⁴
 - i. Funding towards the cost of research consumables, up to €900 per month of the Fellowship completed
 - ii. Funding towards travel costs (conference travel, Secondment) up to €200 per month of the Fellowship completed
2. The **salary allowances** will be used by the Host Institute to pay the Fellow a salary, and include employer costs that the Host Institute may incur in employing the Fellow
 - a. The Host Institute will determine the gross salary offered to the Fellow on issuing the employment offer²
 - b. All salary payments made to the Fellow may be subject to tax and deductions under Host Institute policies and national law
 - c. Global Fellowships will have a country correction coefficient applied to their Living Allowance while on the outgoing phase, as defined in the Guide for Applicants (Appendix).
3. The non-salary allowance funds will be made available in a research account at the Host Institute, under the authorisation of the Supervisor with a payment schedule in place³

³ non-salary allowances are subject to a payment schedule with 25 % of all applicable consumable budget being retained until a Fellow completes 18 months of Fellowship.

⁴ A non-binding indication of the gross salary is provided in the Guide for Applicants

4. The Fellow will be employed on a specific purpose or fixed term contract, full time for a duration of up to 24 months, as a Research Fellow or equivalent status at their host institution. General terms and conditions of the employment contract will be as standard for that institution, and specify the following:
 - a. The formal role title
 - b. The nature of the appointment of the researcher / status with relation to the Neuroadapt Programme
 - c. The total duration of the Fellowship
 - d. Expected hours of work
 - e. Details of the names of the Supervisor(s) with overall responsibility for the project

- f. The gross salary
 - g. Vacation and other leave entitlements, such as sickness and maternity leave
 - h. Arrangements between the institute and the researcher relating to IP rights⁴, confidentiality and any other policies of the institute
 - i. Details of grounds and notice periods relating to termination or dismissal
5. The Fellows' main duties will be the execution of the project tasks proposed in their successfully evaluated Fellowship application, with secondary activities including but not limited to:
 - a. Neuroadapt programmed events supporting their career development
 - b. Supervision and teaching as part of their general obligations as part of the research group they join, if permitted by their host institute
 6. If circumstances arise that result in the Fellow being unable to complete their duties in executing their project tasks, they must inform their Supervisor and the Neuroadapt programme manager without delay
 7. The Fellow is expected to complete the contracted period of the Fellowship. Fellowships may not be suspended other than in exceptional circumstances (e.g., parental leave, military service or prolonged illness). Any suspensions must be in line with the employment terms and follow the procedures of the host institution, and, where relevant, national procedures on this matter
 8. Fellows will be bound by their Host Institutes policies with respect to work, paid or otherwise, outside of their contracted hours
 9. Fellows will work in the premises of their Host Institute, at which they will have appropriate laboratory space and resources to carry out their research
 10. Fellows will receive an induction on policies & procedures of the Host Institute / department to ensure safety and assist integration
 11. From time to time, and particularly during an intersectoral Secondment or outgoing phase, the Fellow may be expected to work at the site of another organisation; additional agreements (non-disclosure, safety documentation etc.) may be required due to their interaction with the other organisation
 12. Fellows will receive the security and benefits that all employees are entitled to under Irish law
 - a. All fellows will be covered by appropriate accident insurance through their host organisation, and all fellows are able to access public health care
 - b. Fellows can opt for additional private health insurance through one of the private health insurers in Ireland at their own cost; most host institutions provide access to specific schemes
 13. Fellows will contribute to a pension scheme if operated by their Host Institute. Once they have paid into the pension fund for two years, they are entitled to receive a pension upon retirement. If they move to a job in another Irish public body or the civil service, they can transfer their fund to that institute or organisation's pension fund
 14. Fellows are always entitled to 26 weeks maternity leave. The fellow will receive the full amount of their usual salary for these 26 weeks
 15. Fellows are also entitled to an additional 16 weeks of unpaid maternity leave by Irish law. Both parents of a child can avail themselves of unpaid parental leave for up to 26 weeks. During these special unpaid leave periods, all employment rights are maintained
 16. The Carer's Leave Act 2001 allows employees in Ireland to leave their employment temporarily to provide full-time care. Carer's leave is unpaid, but the Act ensures that those who propose to avail of carer's leave will have their jobs kept open for them for the duration of the leave
 17. All absences will be regulated by the employment contract and where appropriate by National Legislation
 18. The Host Institutes operate under the National Intellectual Property Protocol⁵ regarding funded research, and the employment terms will be consistent with this policy
 - a. Intellectual Property generated by Neuroadapt Fellows will be managed by the Host Institute within which the Fellow is employed
 - b. Supervisors and Neuroadapt Fellows may further be obliged to complete and sign agreements and assignments where required in accordance with the National Intellectual Policy Protocol;
 - c. Confidentiality of undisclosed IP will be maintained using non-disclosure agreements where it must be shared

⁵ <https://www.knowledgetransferireland.com/Reports-Publications/Ireland-s-National-IP-Protocol-2019-.pdf>

E. Eligibility Criteria

1. Applicants may be of any nationality.
2. Applicants must be postdoctoral researchers by the relevant Neuroadapt Call deadline, i.e., in possession of a doctoral degree.
 - a. Applicants who have successfully defended their doctoral thesis but have not yet formally been awarded the doctoral degree will also be considered eligible to apply. The successful defense must be unconditional (no further requirements/corrections that need to be addressed) and take place before the Call deadline.
 - b. A medical doctor degree will be accepted only when it corresponds to a doctoral degree or if the researcher can demonstrate his/her appointment in a position that requires doctoral equivalency (e.g., professorship appointment). Medical doctor degrees corresponding to basic medical training defined in Annex V of Directive 2005/36/EC will not be considered a doctoral degree
3. Applicants must be fluent in English (written and spoken); fluent in English means either native, or possessing qualifications equivalent to:
 - a. TOEFL: 237 (computer-based), 580 (paper-based test)
 - b. Cambridge Certificate of Proficiency in English (CAP): Overall score of 180 with a minimum of 169 in all components.
4. Standard applicants must comply with the Transnational Mobility Rule: Applicants must not have resided or carried out their main activity (work, studies, etc.) in Ireland for more than 12 months in the 3 years immediately prior to the Call Deadline
 - a. Compulsory national service and/or short stays such as holidays are not taken into account
 - b. For refugees covered by the 1951 Refugee Convention (Geneva Convention), the refugee procedure (i.e., before refugee status is conferred) will not be counted as ‘period of residence/activity in the country of the beneficiary’; this is regardless of whether he/she was active in research at that time
5. Applicants applying for the Global Fellowships must be a national or long-term resident of an EU Member State or Associated Country comply with the Transnational Mobility Rule for the outgoing phase: Applicants may not have resided or carried out their main activity in the country of the outgoing phase for more than 12 months in the 3 years prior to the Call Deadline
6. The application:
 - a. must be complete and in English
 - b. must be received on or before the Call Deadline through the online submission system
 - c. must adhere to the ethical standards^{6,7} applicable to the Marie Skłodowska-Curie actions and the Neuroadapt programme
 - d. must be within a Neuroadapt theme, and have identified and named a Neuroadapt Supervisor
 - e. must be able to be conducted while hosted at the institution of the Neuroadapt Supervisor
7. Only one application per applicant may be submitted per call

⁶ <https://op.europa.eu/en/publication-detail/-/publication/12567a07-6beb-4998-95cd-8bca103fcf43>

⁷ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf

F. Ethics

- 1) All Neuroadapt Fellows must adhere to their Host Institute’s research ethics policy. The Fellows will be required to commit themselves to conduct their research to the highest standards of integrity, as outlined in the National Statement on Ensuring Research Integrity in Ireland
- 2) The Neuroadapt Programme will not fund:
 - a. research activities aiming at human cloning for reproductive purpose
 - b. research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer
- 3) Applicants are required to complete an ethics self-assessment as part of the application process. Should any issues be identified, a statement will be requested on submission, and a separate ethics review will be conducted to confirm eligibility in parallel to the evaluation and selection process

- 4) Research activities involving human embryonic stem cells (hESCs) will require an additional level of approval from the Research Executive Agency prior to being awarded

G. Reporting

- 1) Fellows will report directly to their nominated Supervisor as line manager at the Host Institute.
- 2) A Supervision Team will be established at the start of the Fellowship, to assist with mentorship, which will include the principal academic supervisor (and co-supervisor for Global Fellowships), a Secondment supervisor from industry/patient group/clinical setting, and an impartial individual (academic or other) mentor
- 3) Fellows will be required to prepare a Career Development Plan (CDP) within the first two months of the Fellowship, with the assistance of the Supervision Team and the Neuroadapt management team.
 - a. The CDP will indicate a clear set of training and development objectives
 - b. The CDP will be reviewed on an annual basis and revised as necessary
- 4) Each Fellow is obliged to submit annual Progress Reports documenting the progress of their Fellowship

H. Public Announcement

- 1) All public announcements and publications given or authored by the Fellow which arise from the work carried out during their Fellowship must:
 - a. Acknowledge that the work was co-funded by Marie Skłodowska Curie Actions under Horizon Europe using the following wording:

This project has received funding from the European Union's Horizon Europe research and innovation programme under the Marie Skłodowska-Curie grant agreement No. 101179447

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

I. Data Management and Protection

- 1) Personal data obtained from applicants to the Neuroadapt programme, and from Fellows awarded a Neuroadapt Fellowship, will be stored for the specific purposes and durations related to the programme by the Royal College of Surgeons in Ireland (RCSI).
- 2) "Personal data" may include:
 - a. Date of birth
 - b. Contact telephone number, email address and postal address
 - c. Residence information for the three years prior to the Call Deadline
 - d. Education, qualifications and employment history, including locations
 - e. Family status (i.e., proof of dependents)
 - f. Gender
- 3) The Programme Management will make the best effort to delete any superfluous personal information provided by the Applicant or Fellow not listed above.
- 4) Prior to the award of a Fellowship:
 - a. Personal data will be collected via a Submission Management System operated by Creative Force Ltd, under contract with RCSI. For specific terms related to this systems operation, please see <https://www.creativeforce.team/data-processing-agreement>
 - b. Personal data will subsequently be held by RCSI, on a restricted access computerised database in accordance with the provisions of national and international law and RCSI policies
 - c. Education, qualifications and employment history, including locations, will be accessed by external, independent expert reviewers (anonymous to the Applicant) for the specific purpose of evaluating the Application, via the Submission Management System
 - d. Your supervisor may find it useful to share details of your application with collaborating researchers in academia and industry to explore collaboration opportunities that may benefit your research proposal,

but will only do so with your explicit written permission.

- 5) On award of a Fellowship:
 - a. RCSI will share personal data will be shared with the Host Institute for the purpose of issuing an employment contract, and with the Research Executive Agency of the European Commission in compliance with funding requirements
 - b. The Host Institute may inform applicants of, and apply, their own data collection and privacy policies, typically managed through the terms and conditions of the employment contract
 - c. In any event, RCSI will retain this personal data for a period of 7 years from the date of the last activity on your record
- 6) During your fellowship, Fellows are obliged to submit annual reports documenting the progress of their research project. This will include information on activity conducted for the purpose of your executing a fellowship, including:
 - a. Details of the employment contract, including any suspension(s)
 - b. Work location
 - c. Travel (eg. conference travel)
 - d. Participation in dissemination activities
 - e. Publication and commercialisation activities
 - f. Ethical approvals sought and obtained / denied
- 7) These reports, and any other reporting you do as part of the fellowship, are the property of the host institute, as per the terms defined in the employment contract
- 8) The host institute is obliged to share information from the reports with RCSI, and the Research Executive Agency of the European Commission
 - a. Data will be retained for 7 years after last activity on your record
- 9) At the end of a Fellowship, Fellows are obliged to complete a questionnaire for the Research Executive Agency of the European Commission, and two years later, a follow up questionnaire