

uc3m

Universidad  
Carlos III  
de Madrid



# CONEX-Plus

## MSCA-COFUND

### PROGRAMME SECOND CALL



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 **Santander**  
Universidades

## 1. OBJECTIVE AND PURPOSE

CONEX-Plus is a training and incoming mobility program that aims to accelerate the career development of a cohort of international Experienced Researchers (ERs) at Universidad Carlos III de Madrid (UC3M).

Building on the excellence of UC3M, the CONEX-Plus programme will train the next generation of research leaders in their respective areas, whilst at the same time supporting the Strategic Plan 2016 – 2022 from UC3M and contributing to the Spanish research and innovation landscape.

CONEX-Plus will offer 30 fellowships to ERs with up to six years of postdoctoral experience by means of two international public calls.

Fellows will undertake a three-year project freely chosen by them within the objectives and subjects outlined in the Research and Innovation Strategy for Smart Specialisation (RIS3) of the Community of Madrid. These areas will be underpinned by an area of strength of UC3M, the strategic research area of Social Sciences and Humanities (SSH) applied to the areas of the RIS3 strategy. The link of the program with the priorities of the RIS3, extended both to Spanish and European priorities, will improve the fellow's employability and career prospects both in and outside academia.

Projects will be implemented in one of the 27 departments at the UC3M and through a compulsory secondment in a high-level non-academic organization. Each fellow will have 2 supervisors (i.e. one from UC3M and another from the secondment organization) to support their career development and will set up a Career Development Plan (CDP) that will guide the fellows to achieve their scientific and career development objectives.

The CONEX-Plus training and career development programme is based on the so-called triple 'i' dimension: International aspects, intersectoral exposure and interdisciplinarity. All fellows will benefit through the training programme with dedicated modules on relevant transferable skills and Industry Training Blocks.

UC3M holds the European Commission's HR Excellence in Research award. This recognises the University's commitment to supporting the personal, professional and career development of its researchers and acknowledges its full alignment with the principles of the European Charter for Researchers and Code of Conduct, which will apply to their recruitment, including CONEX-Plus selection processes and project execution.

CONEX-Plus is funded by UC3M, the European Commission through the Marie Skłodowska-Curie COFUND Action (H2020-MSCA-COFUND-2017- GA 801538) and Banco Santander.

## 2. FELLOWSHIP DESCRIPTION

For the second call, the CONEX-PLUS programme offers **10 fellowships** with a **duration of 3 years** to Experienced Researchers (from 0 to a maximum of 6 years of postdoctoral research experience), with a gross yearly salary of €41,203.62 in addition to other economic benefits, such as family allowance or research expenses (for additional information see section 6).

### 2.1. Types of Fellowships:

CONEX-Plus invites applications for 3 types of full-time fellowships:

- **Standard CONEX-Plus fellowships:** are open to researchers coming to Spain from any other country in the world.
- **Career Restart fellowships:** are open to researchers coming to Spain, who wish to resume research in Europe after a career break. (e.g. after parental leave, long-term illness, clinical training, national service, working outside research, etc).
- **Reintegration CONEX-Plus fellowships:** are open to researchers coming to Spain, who wish to return and reintegrate in a research position in Europe.

The purpose of the fellowship is the training and career development of the researcher during the fellowship duration. The fellowship does not involve future recruitment or direct tenure track position at UC3M.



It should be noted that all received proposals will be evaluated jointly; no specific panels will be convened for the different schemes.

Please see eligible conditions in section 3 (Eligibility Criteria) and further details in the "Guide for Applicants".

## 2.2. Research areas

The CONEX-Plus programme offers fellowships in the strategic research areas identified in the Research and Innovation Strategy for Smart Specialisation (RIS3) of the Madrid Autonomous Region:

1. Advanced Materials, Manufacturing Technologies and Space
2. Energy, Environment and Transport (including Aeronautics)
3. Health and Biotechnology
4. Information Technologies and Communications

These areas are underpinned by an area of strength of UC3M: Social Sciences and Humanities applied to the areas of RIS3 strategy indicated above.

Within the RIS3 broad range of research areas, applicants will have a free choice of a research topic.

## 2.3. UC3M Supervisors

The fellowships are based on an individual research project that will be prepared by the Experienced Researcher (ER) with support from a UC3M supervisor, chosen from the list available at the website.

The UC3M supervisor will support the fellow to propose and implement a research project that will widen their research experiences, deepen their research skills and accelerate their career development. They will set up a Career Development Plan (CDP) at the start of the fellowship.

A maximum of 2 candidates can be endorsed per supervisor.

All fellows will have a co-supervisor from the secondment organization, with equivalent scientific/technical experience as the UC3M supervisor, to receive an intersectoral orientation as well as to ensure the continuity and execution of the project, achieving the objectives and obtaining the expected results.

For more detailed information please check the "Guide for Applicants".

## 2.4. Secondments.

Fellows are required to undertake a secondment to one or several non-academic organizations. After a first compulsory secondment to a non-academic organization, an optional secondment to an academic organization may be proposed.

The minimum duration for each secondment is 2 months and the total duration for all secondments is 12 months.

The secondment should significantly add value to the impact of the Fellowship.

While secondments can take place within the same sector, inter-sectorial secondments are highly encouraged.

Applicants are advised to discuss suitable secondments with their UC3M supervisor.

Secondments may be proposed to a host organization included in the List of Partner Organizations published on the CONEX-Plus Website or to another host organization with proven high international standard.

It is also possible to choose a specific organization at a later stage, prior to the start of the fellowship. However, it is compulsory to describe in the application forms what type of organisation, main activities, and impact it is envisaged for the secondment.

Further information about eligibility in section 3.3 and in the "Guide for Applicants".

### 3. ELIGIBILITY CRITERIA

#### 3.1.-Eligibility criteria for applicants are as follows:

A) The applicant must be in **possession of a PhD**, at the date of the call deadline.

B) The applicant must have from 0 to a maximum of 6 years of research experience after obtaining a PhD, at the date of the call deadline. These years of experience are measured from the date the researcher obtained the first doctoral degree.

Periods of inactivity in research (e.g. unemployment, periods of employment outside research, parental or sick leave) do not count towards the time of research experience.

Applicants for **Career Restart fellowships** must not have been active in research for at least 12 months prior to the deadline for the submission of proposals.

C) Nationality:

- For the **Standard CONEX-Plus** fellowships and the **Career Restart CONEX-Plus** fellowships, applicants may be of any nationality.
- For the **Reintegration CONEX-Plus fellowships**, applicants should be nationals of a European Member State or Associated State to H2020, or long-term residents (having completed a period of full-time research activity of at least 5 consecutive years in these countries).

D) Applicants must engage in transnational mobility:

- For the **Standard CONEX-Plus fellowship**: the researcher must not have resided or carried out his/her main activity (work, studies, etc) in Spain for more than 12 months in the 3 years immediately before the call deadline, unless this time was spent as part of a procedure for obtaining refugee status under the Geneva Convention.
- For the **Career Restart CONEX-Plus fellowships**: the researcher may not have resided or carried out their main activity (work, studies, etc.) in Spain for more than 3 years in the 5 years immediately before the call deadline, unless this was as part of a procedure for obtaining refugee status under the Geneva Convention.

- For the **Reintegration CONEX-Plus fellowships**: the researcher may not have resided or carried out their main activity (work, studies, etc.) in Spain for more than 3 years in the 5 years immediately before the call deadline, unless this was as part of a procedure for obtaining refugee status under the Geneva Convention. They must move or have moved from a Third Country (any country that is not an EU Member State nor is associated to Horizon 2020) directly to Spain.

#### 3.2.-Eligibility criteria for applications:

Each application must:

A) Be complete, be submitted on or before the call deadline through the online application system CEMS+ (please see section 4). Additional or supplementary application information will not be accepted after the deadline.

B) Follow the guidelines and complete the templates provided in the Guide for Applicants and CONEX-Plus Website. Application documents must be in English.

C) Relate to projects with a duration of 36 months and must include one or several secondments with a duration between 2 and 12 months, being the maximum duration of all secondments no more than 12 months.

If the research project requires additional short visits outside the UC3M (excluded dissemination and communication activities), it will be necessary to detail this information in the application form (Section A, section "Short visits").

D) Include only one candidate; each applicant can submit only one application per call.

E) Adhere to the CONEX-Plus Ethical Issues procedure and to the CONEX-Plus Ethical standards. The applicants must fill in the ethics statement and complete the Ethics Issues Self-Assessment in Part C of their proposal.

F) Research alignment. The proposal topic must fall within the range of scientific areas defined for the programme (please see Section 2.2).



G) Applicants must have arranged in advance a research plan with an eligible UC3M Supervisor, chosen from the list available at the website. Supervisors will formally indicate his/her commitment to supervising the fellow through a letter of Commitment that has to be attached to the online application, Section A.

### 3.3.-Eligibility criteria for the Secondment organization:

A) All project proposals must include at least one secondment to a host organization in the non-academic sector, of between 2 and 12 months of total duration. Secondments may be split, however, the minimum duration of each one should be at least 2 months. The total duration of all secondments, non-academic/academic cannot exceed 12 months.

B) Proposed partner organizations for secondments must be located in an European Member State or Associated Countries. Secondments to the country of the fellow's nationally or the country where the fellow has worked or lived (in the 3 previous years to the call deadline) are not recommended and have to be strongly justified in the proposal, Part B. However, secondments in Spain are possible in any case.

C) Secondments must not take place during the first year of the fellowship.

## 4. APPLICATION PROCEDURE

The period for the submission of applications will start on **December 1st, 2019 and end on February 29th, 2020 at 13:00 CET.**

All applications must be submitted through the online application system CONEX-Plus, that is accessible through the programme website:

<https://www.uc3m.es/research/conex>

Applicants must create a proposal which they can submit and modify at any time until the call deadline. The submitted documents may not be modified after the call deadline.

The official language for this call is English; applications submitted in any other language will not be eligible.

An application will be considered complete when it includes:

**Section A- Applicant details.** To be filled in online through CEMS+.

Applicant details (mobility, research experience, etc), including a compulsory choice of one of the three types of fellowships offered.

### Section B- Proposal information

Proposal information: abstract, including the scientific area addressed, keywords, proposed UC3M supervisor and secondments. Three pdf documents have to be uploaded in this part:

1. Signed Letter of Commitment from the proposed UC3M supervisor (Compulsory).
2. Signed Letter of Commitment from the proposed secondment organisation, in case the host organization is not included in the List of Partner Organisations (Optional).
3. Part B- Scientific and technical form. It is prepared as a stand-alone document and uploaded as a pdf document (Compulsory).

Part B.1 Motivation and Match between the applicant and UC3M Department (Research Group).

Part B.2 Excellence of the project proposal.

Part B.3 Implementation of the project proposal.

Part B.4 Impact of the fellowship.

Part B.5 Excellence of the applicant:

Curriculum Vitae.

The templates are available on the CONEX-Plus website.

**Section C- Ethical issues.** To be filled in online through CEMS+.

Applicants must complete the following Ethics Issues information:

C.1 Ethics Issues Self-Assessment (table).

C.2 Ethics Statement: when ethical issues are flagged, the applicant must complete a more in-depth Ethics Self-Assessment.

An acknowledgement of receipt (AOR) will be sent to all applicants.



## 5. SELECTION AND EVALUATION PROCESS

The evaluation and selection process is set up according to the recommendations in the “European Charter for Researchers” and the “Code of Conduct for Recruitment of Researchers”, and adhere to the principles of an open, transparent, merit-based, impartial and equitable procedure, based on international peer review and the pursuit of excellence in the recruitment of researchers.

### 5.1 Phase 1: Eligibility

Applicant’s eligibility will be checked after the call deadline.

Ineligible applicants will have 10 working days to correct the conditions flagged as ineligible in their application.

After the correction period, applications which do not meet the eligibility criteria will be rejected and will not pass to the evaluation phase.

All definitive ineligible applicants will be informed by email of the decision and reasons within 2 weeks after the correction deadline. After receiving feedback on the ineligibility, the applicants can initiate a request for redress (see section 5.4).

A list with the eligible applicants who continue to the evaluation phase will be published on the CONEX-Plus website.

Results of this phase will be posted on the CONEX-Plus website within two weeks after the submission of the corrective actions.

If it becomes clear later on, during or after the evaluation phase, that one or more of the eligibility criteria has not been met (for example, due to incorrect or misleading information), the proposal will be also declared ineligible with the option to request for redress.

### 5.2 Phase 2: Evaluation

The evaluation process involves three steps:

#### - First step (up to 70 points) - Evaluation of Excellence of the applicant and the project.

This step consists of a scientific and technical peer-review of proposals and will be implemented by an **External Assessment Institution**.

The reviewers will evaluate and score the proposal according to the following evaluation criteria:

- Criterion 1: Excellence and implementation of the research project
- Criterion 2: Excellence of the applicant.

A ranked list will be prepared with those applicants who have reached the quality threshold of 50 points (out of 70).

Only the top 30 researchers will be invited to the second evaluation step, the Interview.

#### - Second step (up to 30 points) - Evaluation of Impact criterion and Motivation and Match

Applicants will be interviewed by the **CONEX-Plus Interview Panels**

These panels will evaluate the proposal according to:

- Criterion 3: Impact
- Criterion 4: Motivation and Match for the fellowship

Interviews will be conducted by videoconference in English. Interviews also may be held in Spanish if the applicant is fluent in Spanish and agrees with it.

The CONEX-Plus Interview Panels will provide a score of up to 30 points to each proposal reaching the second step.

At this point in the evaluation process, a final score for each of these proposals is assigned by adding the scores of the first and second step.

A ranked list will be prepared, based on these final scores. The top 10 will be proposed for funding, and the following 5 will be put forward for a place on a reserve list.

**- Third step - Ethics check**

Applicants must have reported ethical issues and properly completed Part C during the application process.

No scores will be given in this phase.

The UC3M Ethical Committee will review proposals addressing ethical issues from the 15 first positions in the ranked list, following the CONEX-Plus and H2020 guidelines.

The Committee shall take into account any ethics conclusions from the evaluation process, as indicated by the reviewers.

Proposals without ethical clearance or contrary to H2020, national or UC3M regulation will be declared ineligible and will be removed from the ranked list for funding.

The UC3M Ethical Committee may request additional information before making a decision or declaring the proposal ineligible.

The Ethics Review can lead to ethics requirements that become contractual obligations during the proposed project implementation.

**5.3 Evaluation Criteria**

	<b>Evaluation Criteria</b>	<b>CONEX-PLUS Experienced</b>
<b>First Evaluation Step (AEI)</b>	Excellence of the applicant	35%
	Excellence and Implementation of the project	35%
<b>Second Evaluation Step</b>	Interview on Impact Criterion	10%
	Interview on Motivation and Match	20%
<b>Third Evaluation Step</b>	Ethics check	√
	<b>Total score</b>	<b>100%</b>

In case of an equal total score, priority will be given to the female candidate.

If applied the above rule, remains an equal score, the candidate with higher points obtained in part “Excellence and Implementation of the project” will be selected.

For further information about the evaluation process, please check the “Guide for Applicants”.

**5.4 Evaluation Results**

After each step of the evaluation phase, the Office of the University Rector will publish a **Provisional Resolution** on the website, indicating the list of successful candidates as a ranked list according to their scores.

At the time of the publication of the Provisional Resolution, all eligible applicants will receive an Evaluation Summary Report (ESR) by email. This report will include the score and any comments about the strengths and weaknesses identified in the proposals.

After receiving feedback on the evaluation of their proposal, the applicants can initiate a **request for redress** within 10 working days after each Provisional Resolution has been published.

Requests must be sent by email to the address provided on the CONEX-Plus website. The template will be available on the website. The candidate will receive an acknowledgement of receipt (AOR) of the request.

The CONEX-Plus management team will process and examine the requests and forward them to the Redress Committee, who will decide and provide a definitive reply. Applicants will receive the decision on the redress request within 5 days after the Redress Committee has convened. Decisions of the Redress Committee are final. A **Definitive Resolution** from the Office of the University Rector will be published thereafter.

Redress procedures are concerned with the evaluation and/or eligibility checking process. The committee will not call into question the scientific or technical judgement of appropriately qualified experts. A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to fund it or not.

Applicants who are on the award list will receive an email with a fellowship offer and the procedures to be followed. The offer must be accepted or declined within 15 working days of receipt.

Applicants who are on the final reserve list will be advised thereof. When a fellowship position opens up, applicants on the reserve list, in descending order, will be offered the fellowship position. The reserve list will be kept until the latest possible starting date for fellows.

Considering that the total number of positions set up for the CONEX-Plus Programme (First and Second Calls) will be **30**, a maximum number of fellows per department will be allocated for the whole programme, as follows:

- The following departments will host a maximum of four candidates: Business Administration, Economics, Computer Science and Engineering, and Journalism and Audiovisual Communication.

- The following departments will host a maximum of three candidates: Mechanical Engineering, Social Sciences, Electronic Technology, Bioengineering and Aerospace Engineering, Mathematics, Materials Science and Engineering and Chemical Engineering, Signal Theory and Communications, Thermal and Fluids Engineering, Statistics, Telematic Engineering, Public State Law, and Private Law.

- The following departments will host a maximum of two candidates: Physics, Systems Engineering and Automation, International Law, Ecclesiastical Law and Philosophy of Law, Humanities: Philosophy, Language and Literature Theory, Library and Information Science, Continuum Mechanics and Structural Analysis, Humanities: History, Geography and Art, Criminal Law, Procedural Law and History Law, and Electrical Engineering.

- The following departments will host a maximum of one candidate: Private Social and International Law, and Social Analysis.

Therefore, it is possible that a high-scoring proposal will not be funded if the number of available fellowships at the selected UC3M host department has already been filled by even higher scoring proposals or, in regard to the second call, the available positions at the chosen UC3M host department have already been allocated within the first call.

Positions will be awarded until the budget is depleted and taking into account the maximum number of fellowships allocated to each Department. Empty positions may be declared if applicants did not meet the evaluation criteria.

## 6. EMPLOYMENT CONDITIONS PROVIDED TO FELLOWS

Within 30 days following the reception of the email with the fellowship offer, successful applicants will receive a draft of an employment contract.

All fellows will be offered a contract with social security coverage under Spanish law and in line with the Charter and Code, for the 36-month fellowship.





CONEX-Plus contract holders must start their fellowship before **31st of January, 2021**. This deadline cannot be delayed under any circumstance.

The employment contract remains in place during secondments, in Spain or abroad.

### Salary

CONEX-PLUS fellows will receive a competitive gross salary of €41,203.62 per annum, including:

- Living allowance of €34,868.78 per annum
- Mobility allowance of €6,334.84 per annum

Additionally, a family allowance of €4,524.89 per annum is provided only to candidates that have family obligations, 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 actually being maintained by the fellow. The family status will be determined at the deadline of the call and will not be revised during the fellowship.

This amount shall be paid in 14 monthly instalments.

Please note that salaries received by the fellow will be liable for taxes and/or other deductions according to current Spanish regulations.

### Research costs

Fellows will receive additional funds for the implementation of their research. Research costs are budgeted for a total of €800 month. Research allowances will be managed in accordance with UC3M regulations and accounting rules.

### Secondments Cost

When secondments imply mobility and depending on the location, additional support funding will be given subject to the CONEX-Plus programme regulations.

### Other Cost

Funding for special equipment may be available according to the CONEX-Plus programme regulations.

## 7. RIGHTS OF CONTRACTED PERSONNEL

A) An employment contract for 3 years will be signed by UC3M and the appointed CONEX-Plus Fellow. This will state the arrangements for the legal and financial administration of the Fellowship.

B) Receipt of the corresponding payments, as established in section 6.

C) Receiving the necessary cooperation and support from the University, to carry out research work.

D) Benefits from any corresponding intellectual and industrial property rights arising from their research activity, according to the legislation and regulations currently in force.

E) Use of the University services and participation in all its activities in accordance with UC3M internal regulations.

F) Enjoyment of the University faculty rights, benefits and privileges.

G) Having two Supervisors, one from the University and the other from the secondment organisation, as well as a Personal Career Development Plan (PCDP).

H) Scientific training through their individual research projects and through dedicated training events.

I) Optional teaching to UC3M students for up to 80 hours/year.

J) Optional co-supervision of Master students and/or PhD students to strengthen their supervision skills.

K) Optional Spanish language course in line with the CONEX-Plus regulation.

L) Possibility of holding an academic administrative position, if eligible according to University regulations.



## 8. OBLIGATIONS OF CONTRACTED PERSONNEL

A) According to professor nationality, applying for and obtaining the corresponding permits allowing the candidate to work under contract, in the terms established by the current legislation and for the period indicated in point 6 of this call.

B) Adherence to the internal norms and particular regulations of the University as well as those of the corresponding academic Department.

C) Full-time incorporation within the UC3M Department in the period indicated in section 6 of this call.

D) Informing the University as soon as possible of any events, circumstances or changes in status that are likely to affect your fellowship.

E) Informing the University if the research project requires additional short visits outside the UC3M premises (excluded secondments and dissemination/communication activities). Short visits are subject to obtaining prior approval by the CONEX-Plus PC Team at the project execution phase.

F) Implementing the research in accordance with the research proposal and PCDP accepted by the CONEX-Plus PC Team, secondment organisation and the EU. Any deviations from the research proposal will have to be explicitly informed and authorised by them. Equipment, facilities, short stays and other resources, detailed in the project proposal, will not bind UC3M during the development of the project.

G) Submission of annual Progress Reports within 30 days before the end of each reporting period, describing the progress of their research, achievements and impact as set out in the PCDP.

H) Completion of a final evaluation form to assess the programme and provide feedback from their experience at the host institution.

I) Fellows are required to accept the obligations specified by the confidentiality policy of UC3M.

J) Fellows will work at the UC3M premises.

K) Any absence from UC3M will be regulated by the employment contract and where appropriate by the UC3M and National Legislation.

L) Any promotional, dissemination or communication activity must include affiliation to the UC3M in the first position, display the relevant logos and highlight that CONEX-Plus has received research funding from UC3M and the European Union's Horizon 2020 programme under the Marie Skłodowska-Curie grant agreement No 801538, or other funding bodies if applicable.

M) All fellows must disseminate, in collaboration with the UC3M Communication Services, their research and its results by providing targeted information to multiple audiences.

N) Each fellow will be required to:

- Make at least one poster presentation and at least one oral presentation during an international conference.
- Have at least 3 scientific publications accepted in high-impact, peer-reviewed scientific journals (books and book chapters edited by high-level international editors for the law and humanities areas).
- Participate at least twice in an event aimed at the general public and one targeted to a specific group.
- Make a poster and present it for a final CONEX-Plus poster session.
- Make at least 2 contributions to the CONEX-Plus Website.
- Participate at least in one activity to promote their projects among graduate students from the UC3M.

O) Successful applicants must move their residence to Spain by the time of employment at the latest.

P) All fellows will be exposed to intersectoral elements during their fellowship, through a compulsory secondment to a non-academic host and through their compulsory participation in two dedicated Industry Training Blocks, as part of the CONEX-Plus training programme.

Q) Completion of any secondment-related reports requested.



R) Fellows must comply with principles for good scientific conduct according to UC3M's regulation and the European Code of Conduct for Research Integrity.

S) All dissemination activities must adhere to UC3M's policy on Open Access (OA) and be in line with H2020 rules and regulations concerning this topic.

## 9. OBLIGATIONS OF THE UNIVERSITY

A) Execution of the full-time contract in accordance with the current regulations, for a period of 36 months.

B) Provision of the facilities and material means required to carry out the fellow's work as well as guaranteeing the rights entitled to personnel of a similar category.

C) Awarding the fellowship and completing the obligations of the corresponding contract will not bind the University to any commitment to later incorporate the fellow into its faculty.

## 10. INCOMPATIBILITIES OF CONTRACTED PERSONNEL

A) The condition of being contracted within this programme is incompatible with other contractual or statutory links that could detract from the fellow's full-time dedication to their research at UC3M.

B) Payments from academic activities (courses, conferences or speaking engagements) or research (books or articles), directly associated with research, may be authorized, as long as they are sporadic and not habitual.

## 11. CONTRACT EXECUTION

In order to execute the labour contract, the beneficiary of the fellowship must present the following documents in the University Human Resources and Organization Service (Servicio de Recursos Humanos y Organización) before the anticipated date of incorporation:

- A copy of their identity card or passport.
- A certified copy of their PhD.
- A photocopy of their Social Security number (if the

beneficiary does not have one, it shall be necessary to apply for one at any Spanish Social Security office).

- Bank account information.
- A passport photo.
- Non-European Union beneficiaries must present the corresponding work permit, allowing them to work under an employment contract.
- Documents to prove the family allowance condition: marriage, a relationship with equivalent status to a marriage recognised by the national legislation of the country of the beneficiary or of the nationality of the fellow, or dependent children who are currently being maintained by the professor.
- Proof of having from 0 to a maximum of 6 years of postdoctoral research experience (but no more) immediately after obtaining a PhD, at the date of the call deadline.
- For the Standard fellowship, proof that the candidate has been engaged in international mobility, not have resided neither carried out their main activity in Spain for more than 12 months within the last 3 years immediately prior to the deadline of the call (vg, home institution's certificate)
- For the Career Restart and Reintegration fellowship, proof that the candidate has been engaged in international mobility, not have resided neither carried out their main activity in Spain for more than 3 years in the last 5 years immediately prior to the deadline of the call (vg, home institution's certificate)
- For the Career Restart fellowship, proof of having had a career break, being not active in research, for a continuous period of at least 12 months immediately prior to the call deadline.
- For the Reintegration fellowship and long-term residents of a European Member State or Associated State to H2020, proof of a long-term resident of a European Member State or Associated State to H2020 (having completed a period of full-time research activity of at least 5 consecutive years in these countries).
- Any other relevant document may be needed to validate the information provided.

The documents must be notarized if necessary. A certified translation will be needed when documents are in a language other than English.



All notifications related to contracting issues will be made by the electronic means established in Law 39/2015 on Common Administrative Procedure for Public Administrations.

## 12. CONTRACT MODIFICATIONS

### Interruptions

When a research fellow takes a maternity/paternity leave during the fellowship period, the fellowship will automatically be extended for an equivalent period.

### Contract termination

UC3M, as the employer of funded fellows, has the right to cancel a fellowship that has already been awarded in the following situations:

- A) The fellowship has been accepted but has not commenced within the timeline, unless this has happened for justified reasons (e.g. difficulties in obtaining the necessary documents).
- B) The fellowship is interrupted without justified reasons. A justified suspension of a maximum of 30 days is not considered a cause for cancellation.
- C) Breach of obligations stated in section 8.

### Contract Resignation

Should the fellow not be able to complete their fellowship, they must give at least two weeks notice to UC3M.

## 13. DATA PROTECTION

A) Participation in this call for applications legitimizes UC3M as responsible for the processing of personal data of the interested parties. The purposes of the processing are to complete the evaluation process for the fellowship, within the framework of this call for applications, and to implement the results of this evaluation by hiring the selected applicants, under the terms of this Resolution.

B) Data processing will be carried out in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27th, 2016, on the protection of individuals with regard to the processing of personal data and on the free movement of such data (which suspends Directive 95/46/EC "General Data Protection Regulation"), as well as the Spanish Organic Law 3/2018 of December 5th, on the Protection of Personal Data and Guarantee of Digital Rights. Persons who wish to do so may exercise their right to access, rectify and cancel their data in the General Secretariat of the University.

## 14. INTELLECTUAL PROPERTY RIGHTS

Universidad Carlos III de Madrid will have ownership of the exploitation rights of the results, both intellectual and industrial rights, generated by the project.

The fellows will keep all moral rights to their work.

The researcher fellow is entitled to benefit from the exploitation of the results of the project, according to the "[Regulation for the protection of the research results at Universidad Carlos III de Madrid](#)". The sharing of these benefits between UC3M and the fellow is governed by this regulation.

IPR issues will also be covered in the Partnership Agreement that will be signed with the secondment host organisations.

RECTOR

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