APPLICATION GUIDELINES
CALL 2015 FOR BI-LATERAL
POSTDOC PROJECTS WITH RIKEN

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1. Introduction

Through the research grant scheme AFR (Aides à la Formation-Recherche) PhD and postdoctoral level research training in Luxembourg and abroad is supported. This specific call is dedicated to the cooperation between Luxembourg based research institutions and research institutions and universities from Singapore.

Research under AFR should fulfil the following general principles:

- Adequate attention needs to be paid to working conditions, transparency of recruitment, equal opportunities and career development as regards the AFR applicants. In these matters, the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers offer a reference framework.

- Under the AFR scheme, employment contracts are the rule. In Luxembourg, the FNR exclusively supports researchers having an employment contract.

- AFR grants cover the salary up to a maximum contribution indicated in the Terms and Conditions. Other costs such as overheads or consumables are not covered.

- Research should respect fundamental ethical principles, including those described in the Charter of Fundamental Rights of the European Union. Qualifying Research Bodies are expected to have in place clear ethical guidelines and assurance procedures designed to manage research under their direction.

- Research misconduct, e.g. provision of false information, plagiarism or falsification of data, results in a rejection of the proposal. The FNR reserves the right to pursue further steps according to the ‘Research Integrity Guidelines’ accessible on the FNR website.

- Regarding Research integrity, the FNR endorses the following references: The « Singapore Statement on Research Integrity » adopted in 2010 following the 2nd World Conference on Research Integrity, and « The European Code of Conduct for Research Integrity » published by the ESF (European Science Foundation) and ALLEA (All European Academies).

- Ideas and/or text belonging to others must be properly referenced, based on international standards. All applications will be checked for plagiarism and any misconduct may result in the immediate disqualification of the application.

- An adequate set of scientific and non-scientific trainings shall be offered to each AFR beneficiary to enhance the career perspectives beyond the AFR funding period.

- The dissemination of research results and transfer of knowledge are key added values of a research project. The FNR expects that each funded AFR results in at least one peer-reviewed first author publication. The commercial and/or industrial exploitation of research results is also greatly encouraged when it is appropriate. In addition, the FNR fosters the dissemination of research towards the general public and the media. Measures need to be taken to increase the use and impact of results by industry, policy

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1 The European Charter for Researchers and the Code of Conduct for their recruitment can be downloaded from http://ec.europa.eu/euraxess/rights
2 http://www.singaporestatement.org/
4 The FNR considers the following as peer-reviewed publications: a publication in a journal of the list of journals with impact factors published yearly by ISI Thompson; a publication in the journal index established by SCOPUS; a publication in peer-reviewed conference proceedings; or a monograph with a review board.
makers and society. Financial support from the FNR must be acknowledged in all publications and other forms of media communication, press releases and conferences.

2. General Principles

The AFR call for bi-lateral Postdoc projects has no thematic limitations.

The aim of this call is to foster the cooperation between Luxembourg based public research institutions and one or several RIKEN research centres.

The majority of the research activities will need to be carried out at a Luxembourg based eligible research institution (see section Error! Reference source not found.), i.e. more than 50 % of research time is spent in Luxembourg, under an employment contract. Additionally at least 20% of the research time needs to be spend at one or several of the above-mentioned Singapore public research institutions.

Applications have to be written in English.

2.1. Eligible Applicants

The AFR call for bi-lateral Postdoc projects is open to all researchers, regardless of their nationality.

The AFR PDR grant scheme is open to applicants in possession of a doctoral degree of a recognised higher education institution (please note that Medical Doctor (MD) studies are not taken equivalent to PhD studies). The researcher is considered in “possession” of a PhD, if she/he can at least provide a confirmation from the awarding authority attesting that all conditions linked to the award of the PhD (including defence of the thesis) have been fulfilled. If an applicant is not in possession of a doctoral degree at the relevant call submission deadline (e.g. final PhD examination has not been passed yet), such a certificate must be provided until 1 month after the submission deadline at the latest otherwise the proposal will be turned down without further evaluation. In addition, applicants not in possession of a PhD at the relevant call submission deadline must join a statement by their PhD supervisor addressing this issue.

Postdoctoral candidates can apply until up to 8 years after the date of their PhD certificate, the date of the call submission deadline counts. Furthermore, in order to be eligible as a postdoctoral applicant, the research work has to be carried out in a different country from where the applicant has been principally (>12 months) working in the 24 months preceding the call deadline. These two eligibility conditions are binding, without exception.

2.2. Eligible Institutions

The Host Institution (HI) is the institution (and the research group) where the AFR beneficiary performs the major part of her/his research work. Postdoc grants provided by the FNR are aimed at Host Institutions to employ AFR beneficiaries to conduct their research work. The HI must offer scientific guidance and training as well as office and/or laboratory space allowing the applicant to properly carry out the described research project. It is the responsibility of the applicants to find a suitable HI with a competent research group in their field.
The hosting institution should ensure that it can offer an employment contract for the full duration of the project, i.e. 24 months.

The following are **eligible HI for this call:**

1) Public institutions performing research in Luxembourg
2) Non-profit associations and foundations performing research in Luxembourg having obtained a special authorization from the Ministry for Higher education and Research.\(^5\)

The proposal must be signed by the person authorised to legally commit the Host Institution of the involved applicant (see ‘Joint Declaration’).

The involved following public research institutions from Singapore are denominated ‘Collaborating Institution(s)’. Additional Luxembourg based institutions which play a major role in the execution of the project should be listed under ‘Collaborating Institution(s)’ as well. The collaborating institution(s) will not employ the AFR beneficiary but commits to offer scientific guidance as well as office and/or laboratory space, if applicable.

If deemed necessary, other institutions may be involved and should be listed “other collaborations”.

### 2.3. Selection Criteria

The AFR applications for postdoctoral research projects will be assessed according to the **following selection criteria** as specified in article 3(12) of the law creating the FNR, namely:

1. Scientific quality of the research project
2. Profile of the applicant
3. Quality of the Host Institution
4. Interest of the research project in the Luxembourg R&D setting
5. Potential of the research project for career development

### 2.4. Research Training Environment

**Scientific support and training** offered to the postdoctoral applicant as well as an **excellent research framework of the postdoctoral project** are key elements for a successful completion of the research project. Scientific support should be tailored to meet the requirements of the individual applicant and her/his development throughout the project. The quality of the scientific advisor(s) and the research group as well as how the applicants’ supervision and training is organised will be ranked in the evaluation.

The AFR PDR project must be carried out in close collaboration with at least one qualified researcher in the domain of the project in the host institution who is actively involved in the scientific training and the career development of the researcher. The scientific advisor(s) shall ensure that the postdoctoral research project is conducted in accordance with the code of conduct for professional work in the field in question, and without any restrictions on the freedom to publish results that are incompatible with academic freedom.

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The importance of acquiring non-scientific skills in addition to scientific research training throughout the postdoctoral period is increasingly recognised. It is recommended for the postdoctoral researcher to define an Individual Development Plan with the main scientific contact(s)/mentor at the start of the project and to plan regular meetings in the course of the project to assess the candidate’s research and training development.

2.5. Project Characteristics

Latest possible start for projects is 1st January 2017. Please note that the FNR reserves the right to review its funding decision if the start of the project is delayed beyond these dates.

The AFR funds Postdoctoral research projects for up to 2 years. The minimum AFR PDR grant duration is 12 months.

Employment contracts are the rule. AFR PDR grants are aimed at Host Institutions to employ AFR beneficiaries to conduct their research studies. The FNR pays to the Host Institution a maximum contribution to the annual salary costs of 56,975 € /year (salary index as of 1st January 2014). A topping-up by the employer is possible up to a certain amount. For

Travel lump sum
For all AFR beneficiaries, the FNR allocates a one-off travel lump sum based on the airline distance between the beneficiary’s residence at the moment of the application and her/his Host Institution. For further details, please refer to the ‘AFR Terms and Conditions’.

Furthermore 5,000€ are foreseen to cover travel back and forth to Singapore as well as accommodation costs in Singapore.

Training allowance
The FNR strongly encourages complementing basic academic training with additional training targeting skills development to increase the employability and career prospects of researchers. A specific budget for scientific and non-scientific training of up to 4,000 € /AFR Postdoc grant is available to cover additional costs (e.g. travel to scientific conferences, conference registration fees). For further details, please refer to the ‘AFR Terms and Conditions’.

2.6. Ethical Issues

Research should respect fundamental ethical principles, including those described in the Charter of Fundamental Rights of the European Union. Qualifying Research Bodies are expected to have in place clear ethical guidelines and assurance procedures designed to manage research under their direction. Where an applicant’s research proposal requires approval by the relevant Research Body Ethics Committee, written evidence of such ethical approval will need to be obtained and available for examination by the FNR prior to the launch of the concerned part of the project. The applicant together with the host institution must take into account in a realistic manner the duration of processing of these authorisations into their work plan. The AFR beneficiary and his/her host institution must make sure that they respect any legal obligations concerning ethical issues and data protection (see AFR Terms and Conditions).

In case the project raises ethical issues, these need to be properly described in the proposal with an explanation how these issues will be addressed. The present Ethical Issues Table
from the ERC grant proposals provides a guide to what are considered to be ethical issues. If the answer to any of the questions of the Ethical Issues Table is YES, the applicant must provide a brief description of the ethical issue involved and how it will be dealt with appropriately. In particular, it should outline the benefit and burden of such research, the effects it may have and how the ethical issues will be managed. Ethical issues need to be considered for the whole postdoctoral project and for the activities executed in Luxembourg and abroad. The applicant should specify any already existing authorisation or permission for the proposed work and include copies (the copies do not count towards the page limit). On this basis, a proper ethical screening is possible, if the proposal is considered for funding.

The following Ethical Issues Table is also in annex of the project description template and has to be fully completed. Furthermore the ethical and data protection issue section of the online application form has to be filled in.

**Ethical Issues Table**

<table>
<thead>
<tr>
<th>Research on Human Embryo/Foetus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the proposed research involve human Embryos?</td>
<td></td>
</tr>
<tr>
<td>Does the proposed research involve human Foetal Tissues/ Cells?</td>
<td></td>
</tr>
<tr>
<td>Does the proposed research involve human Embryonic Stem Cells (hESCs)?</td>
<td></td>
</tr>
<tr>
<td>Does the proposed research on human Embryonic Stem Cells involve cells in culture?</td>
<td></td>
</tr>
<tr>
<td>Does the proposed research on Human Embryonic Stem Cells involve the derivation of cells from Embryos?</td>
<td></td>
</tr>
<tr>
<td>DO ANY OF THE ABOVE ISSUES APPLY TO MY PROPOSAL?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research on Humans</th>
<th></th>
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<tbody>
<tr>
<td>Does the proposed research involve children?</td>
<td></td>
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<tr>
<td>Does the proposed research involve patients?</td>
<td></td>
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<tr>
<td>Does the proposed research involve persons not able to give consent?</td>
<td></td>
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<tr>
<td>Does the proposed research involve adult healthy volunteers?</td>
<td></td>
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<tr>
<td>Does the proposed research involve Human genetic material?</td>
<td></td>
</tr>
<tr>
<td>Does the proposed research involve Human biological samples?</td>
<td></td>
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<tr>
<td>Does the proposed research involve Human data collection?</td>
<td></td>
</tr>
<tr>
<td>DO ANY OF THE ABOVE ISSUES APPLY TO MY PROPOSAL?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Privacy</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?</td>
<td></td>
</tr>
<tr>
<td>Does the proposed research involve tracking the location or observation of people?</td>
<td></td>
</tr>
<tr>
<td>DO ANY OF THE ABOVE ISSUES APPLY TO MY PROPOSAL?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research on Animals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the proposed research involve research on animals?</td>
<td></td>
</tr>
<tr>
<td>Are those animals transgenic small laboratory animals?</td>
<td></td>
</tr>
<tr>
<td>Are those animals transgenic farm animals?</td>
<td></td>
</tr>
<tr>
<td>Are those animals non-human primates?</td>
<td></td>
</tr>
<tr>
<td>Are those animals cloned farm animals?</td>
<td></td>
</tr>
<tr>
<td>DO ANY OF THE ABOVE ISSUES APPLY TO MY PROPOSAL?</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Involving Developing Countries</th>
<th></th>
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<tbody>
<tr>
<td>Does the proposed research involve the use of local resources (genetic, animal, plant, etc.)?</td>
<td></td>
</tr>
<tr>
<td>Is the proposed research of benefit to local communities (e.g. capacity building, access to healthcare, education, etc.)?</td>
<td></td>
</tr>
<tr>
<td>DO ANY OF THE ABOVE ISSUES APPLY TO MY PROPOSAL?</td>
<td></td>
</tr>
</tbody>
</table>
**Dual Use**

Research having direct military use  
Research having the potential for terrorist abuse  

**DO ANY OF THE ABOVE ISSUES APPLY TO MY PROPOSAL?**

**Other Ethical Issues**

Are there OTHER activities that may raise Ethical Issues?  
If YES please specify:

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The following special issues should be taken into account:

**Informed consent:** When describing issues relating to informed consent, it will be necessary to illustrate an appropriate level of ethical sensitivity, and consider issues of insurance, incidental findings and the consequences of leaving the study.

**Data protection issues:** Avoid the unnecessary collection and use of personal data. Identify the source of the data, describing whether it is collected as part of the research or whether it was collected previously. Consider issues of informed consent for any data being used. Describe how personal identity of the data is protected.

**Use of animals:** Where animals are used in research, the application of the 3Rs (Replace, Reduce, Refine) must be convincingly addressed. Numbers of animals should be specified. Describe what happens to the animals after the research experiments.

**Human embryonic stem cells:** Research proposals that will involve human embryonic stem cells (hESC) will have to address all the following specific points:

- the applicants should demonstrate that the project serves important research aims to advance scientific knowledge in basic research or to increase medical knowledge for the development of diagnostic, preventive or therapeutic methods to be applied to humans.
- the necessity to use hESC in order to achieve the scientific objectives set forth in the proposal. In particular, applicants must document that appropriate validated alternatives (in particular, stem cells from other sources or origins) are not suitable and/or available to achieve the expected goals of the proposal. This latter provision does not apply to research comparing hESC with other human stem cells.
- the applicants should take into account the legislation, regulations, ethical rules and/or codes of conduct in place in the country(ies) where the research using hESC is to take place, including the procedures for obtaining informed consent;
- the applicants should ensure that for all hESC lines to be used in the project were derived from embryos  
  - of which the donor(s)’ express, written and informed consent was provided freely, in accordance with national legislation prior to the procurement of the cells.  
  - that result from medically-assisted in vitro fertilisation designed to induce pregnancy, and were no longer to be used for that purpose.  
  - of which the measures to protect personal data and privacy of donor(s), including genetic data, are in place during the procurement and for any use thereafter. Researchers must accordingly present all data in such a way as to ensure donor anonymity;
- of which the conditions of donation are adequate, and namely that no pressure was put on the donor(s) at any stage, that no financial inducement was offered to donation for
research at any stage and that the infertility treatment and research activities were kept appropriately separate.

3. Applying for the AFR Call

3.1. Evaluation process

The AFR Postdoc Peer-Review process guarantees an independent, state-of-the-art evaluation of the application, and has the objective to select the research projects and applicants that reflect academic excellence. All proposals will be evaluated according to the five selection criteria. The AFR review process consists of several stages:

- Proposals undergo an administrative eligibility check. Applicants will receive a confirmation of the eligibility or non-eligibility of the proposal. In case of non-eligibility, the reasons are indicated and the application will not be assessed.
- Eligible proposals are peer-reviewed by independent experts.
- The funding decision is formalised by the Secretary General before being communicated to the applicants.

Special attention will be given to project proposals that raise ethical and/or data protection issues.

The funding decision will be communicated to the applicants within 3 months.

The description of the review process and the selection criteria can be found in the publication ‘Peer Review Guidelines’ available on the FNR webpage: www.fnr.lu/AFR.

3.2. FNR Grant Management System (Online Submission)

All FNR Calls, including the current AFR PDR Call, are managed through an online submission system (FNR Grant Management System) accessible via https://grants.fnr.lu. This system provides applicants a web services interface for automated submission and further monitoring of completed grant applications and related services (acknowledgement emails, notifications and reminders). The publication ‘e-Tutorial: Online Application’ explains how to log into the system and how to create a new application. Please download it from the webpage: https://grants.fnr.lu/help/

The system will guide the applicant through the different steps of the application procedure. All forms have to be filled in online and submitted in electronic format.

For documents that need to be uploaded to the online system, please respect the font and page limitations indicated in the application forms! If page limitations are not respected, the FNR retains the right to shorten the document and only forward the correct amount of pages to the external evaluators! In order to be eligible, the valid forms of the relevant call have to be used.

For technical questions regarding the FNR Grant Management System, please contact us by e-mail at tech-support@fnr.lu or call our Help Desk at +352 26 19 25 45.
4. AFR-PDR Application

4.1. Application submission procedure

Applicants must submit their application in electronic format to the online submission system (FNR Grant Management System) https://grants.fnr.lu no later than 14:00 (CET) on the deadline. To be eligible, applicants have to use the templates valid for the relevant call.

The publication ‘e-Tutorial: Online Application’ explains how to log into the system and how to create a new application. Please download it from the webpage: https://grants.fnr.lu/help/.

For documents that need to be uploaded to the online system, please respect the font and page limitations indicated in the application forms! If page limitations are not respected, the FNR retains the right to shorten the document and only forward the correct amount of pages to the external evaluators! In order to be eligible, the valid forms of the relevant call have to be used.

Incomplete applications and/or late submissions will make the application non eligible and the application will be turned down without further evaluation!

For technical questions regarding the FNR Grant Management System, please contact us by e-mail at tech-support@fnr.lu or call our Help Desk at +352 26 19 25 45.

4.2. Application elements

The AFR Application for a Postdoc project consists of the following elements:

- The **Online Application Form**: to be accessed and completed online in the FNR’s online Grant Management System (https://grants.fnr.lu).
- The **Project Description Form** contains detailed information on the proposed research project. A Word file template is to be downloaded and completed offline, afterwards converted to PDF and then uploaded to the PDR Online Application Form in the online system. The ‘Project Description’ cannot be submitted alone.
- The **supporting documentation** (to be uploaded):
  - The **Letter of Intent** is a brief personal statement for the choice of research project and should include a rationale for the institution and the scientific advisor chosen
  - The **Training Plan**
  - The **Recent Curriculum Vitae for Applicant and all Scientific Advisor(s)**
  - The **Copies of Degree Certificates and Statement of Courses and Marks** (‘relevé de notes’)
  - The **Description of the Research Framework within the Host Institution (and the Collaborating Institution(s))**
  - The **Joint Declaration** of the applicant and the Host Institution, **signed by the Host Institution** (template provided)
  - Copy of Passport
  - If applicable: Additional documents in special cases (e.g. justification of part-time work)
  - If applicable: Reference letter for the applicant by former supervisor / scientific advisor (not mandatory, no template provided). Applicants not in possession of a
PhD at the relevant call submission deadline must join a statement by their PhD supervisor addressing this issue.

- A single joint of **Letter of Support** to be provided by the main supervisors involved in the project.

Incomplete applications (e.g. missing letters of support) will be turned down without further evaluation!  

### 4.3. Step 1: Completing the Online Application Form

Step 1 of the AFR Postdoc Application consists of 5 different tasks, which are presented as a ‘To Do’ list:

- **Task 1:** Enter your contact and address details
- **Task 2:** Fill in the Online Application Form (+ uploads, including the Project Description Form)
- **Task 3:** Generate a PDF Document
- **Task 4:** Check application for completeness
- **Task 5:** Make sure your Scientific Advisor(s) have sent their support letters before the deadline

After completion of each task, press the button ‘Done’ to validate the completion of the task and remove it from your ‘To Do’ list.

The first task named ‘Enter your contact and address details’ requires you to enter your details in the Online System. The hyperlink brings you directly to the Online Contact Form. Please click on the “Save” button after having completed the form. Applicants are advised to keep their contact details in the online system up-to-date.

A click on the hyperlink of the second task named ‘Online Application Form – AFR’ brings you to the Online Application Form (labelled ‘Smart form’) for the AFR Proposal, which contains the administrative and budgetary details of your project. The present document (**Application Guidelines**) will guide you through the application stages.

The Online Application Form is divided into 7 sections that can be accessed individually:

- **Section 1. Applicant**
- **Section 2. Details on Host Institution and Collaborating Institution(s)**
- **Section 3. Research Project and Project Framework**
- **Section 4. Legal and Ethical Requirements**
- **Section 5. Type of Grant**
- **Section 6. Attachments**

If there is a reference to sections in these Guidelines below, they refer to the numbering of sections in the online Grant Management System.

The ‘Online Application Form’ may be saved at any time and you may come back to it later on. Before you may submit the completed form however, you need to make sure that all mandatory questions (marked with *) have been filled out. The system partially warns you of mandatory sections but put a special attention on the completeness of documents that need to be uploaded. Please also ensure that all data is correct before submission.
In the section 6 you have to 'Download the AFR PDR Project Description Form'. Please save it to your desktop and complete it off-line. A detailed description of the form is available in the dedicated section below.

4.3.1. Attachments

Project Description of the Research Project

Further information is provided in the downloadable document.

Training Plan

The FNR requests that the postdoctoral applicant has to provide a detailed training plan for the postdoc period. Any training activity has to be agreed on with the main scientific contact. Please attach the Training Plan in PDF Format (Maximum 4 pages).*

It should comprise:

- Any scientific or methodological skills training envisaged, such as attendance in renowned scientific conferences, participation in summer schools, methodological training courses, etc. Please indicate title and dates as far as known.
- Applicants are strongly encouraged to improve their non-scientific skills through appropriate training courses, such as project management, ethics, International Property Rights (IPR), and soft skills such as communication, public speaking, grant writing, …
- Training activities such as courses in the field of the promotion of scientific culture (communication of researchers with the public and other courses) as well as the practice of activities in collaboration with schools, the media, etc. should form part of any training programme of a postdoc researcher. These activities should also be included into the training plan in the application.

Personal Statement

Please attach a Letter of Intent (Maximum 1 page, in PDF Format). Only PDF files can be uploaded!

The statement should give the relevant arguments why the choice of host institution and project are the right ones at this moment of the research career of the applicant and how it enhances the professional research career. Please also include any other aspect of your professional or personal background that you consider of interest in the context of this application (scientific or other, e.g. awards, stays abroad, hobbies, etc.).

Applicant’s CV

Please upload a recent curriculum vitae for the applicant (Maximum 3 pages, in PDF Format). Only PDF files can be uploaded!

The CV should also list scholarly publications which have been authored (or co-authored) in
bibliographic format appropriate to the discipline. Only peer-reviewed articles, publications or editions should be quoted.

**Copies of Degree Certificates / Diplomas and Passport**

Please upload *copies of the requested documents* (merge all documents in one PDF file). Only PDF files can be uploaded!

Including:

1. **Copy of PhD certificate**

Copy of official PhD certificate or a certificate from the awarding authority attesting that all conditions linked to the award of the PhD (including defence of the thesis) have been fulfilled. If an applicant is not in possession of a doctoral degree at the relevant call submission deadline (e.g. final PhD examination has not been passed yet), such a certificate must be provided the latest 1 month after the submission deadline otherwise the proposal will be turned down without further evaluation. In addition, applicants not in possession of a PhD at the relevant call submission deadline must join a statement by their PhD supervisor addressing this issue. Please note that Medical Doctor (MD) studies are not taken as equivalent to PhD studies.

2. **A statement of courses and marks (’relevé de notes’) of the most recent degree**

If no official statement is available, applicants should at least provide a list of courses attended.

3. **Copy of Passport**

Copies of these documents may be submitted in English, French, or German. If in any other language, they must be translated into English, French or German and officially certified.

**Framework of the postdoctoral project: The Host Institution’s and collaborating institution’s research group(s)**

Besides the Project Description, the description of the research framework of the postdoctoral project forms a very important basis for the evaluation of the application. The quality of the scientific advisor(s) and the research group as well as how the applicants’ scientific guidance and training will be organised will be assessed. Applicants are advised to consult with their main scientific contact(s) to prepare this section.

A description of each (research) group involved in the project (max. 1 page per group) plus an overall description of the research framework of the AFR project (max. 3 pages) has to be provided.

The **description of the (research) group** must be given for the ‘Host Institution’ and the ‘Collaborating Institution(s)’. It should indicate

- a general description other the number of researchers, the main scientific achievements, scientific collaborations, etc. of the group, and
- An explanation how the project fits into the general research objectives
Merge all documents in one PDF file, starting with the HI. Only PDF files can be uploaded!

Scientific advisors’(s’) CV(s)
Please upload a recent curriculum vitae of the scientific advisor in the project into the system (max. 4 pages/CV merged into a single PDF File). Only PDF files can be uploaded!

Please include:
1. The number of supervised doctoral and postdoctoral projects as supervisor/scientific advisor
2. Information about the outcomes of the last three supervised PhDs und Postdocs (finished, including drop-outs): name, duration, success, dissemination (i.e. publications, conferences, patents, public talks...), and career track of candidates, if applicable
3. List of most recent publications (not more than 10)
4. List of invited talks at international conferences
5. Information on acquired external funding
6. List of own most relevant patents, if applicable

Letter of support
Please upload a letter of support signed jointly by the main scientific contacts of all involved Luxembourg and Singapore research institutions. The letter should clearly demonstrate the support to the Postdoc project by all involved parties and should also provide details about the research environment and how the supervision/training of the candidate will be organized.

Additional Documents
The following documents are to be submitted only if applicable. Please merge all required documents for your application into one single PDF file and upload the PDF file.

Documents required in case of:
- Statement by PhD supervisor: Mandatory for applicants not in possession of a PhD at the relevant call submission deadline.
- Reference letter for the applicant by former supervisor / scientific advisor: Applicants may add reference letters of former supervisors or scientific advisor. Please note that such documents are not mandatory (no template provided).

No other documents should be uploaded in this section. Any additional documents included in this section (esp. as an annex of the project description) will be disregarded during the evaluation.

Project Partner Signatures
Download the ‘AFR Applicant’s and Host Institution’s Joint Declaration.pdf’ from the FNR website.
The document has to be completed and signed by the legal representative of the Host Institution. The position/function of the signing responsible in the Host Institution has to be indicated and the official stamp of the HI must be put on the declaration.

The signed and stamped Joint Declaration has to be scanned and uploaded to the online submission system.

**Declaration**

Please tick the box: “I hereby declare that this proposal conforms to the call guidelines and the ‘FNR Research Integrity Guidelines’.”

To validate this section and jump to the next one, click the button ‘Save draft and continue to next section’!

If you have finished filling in the different sections of your ‘Online Application Form’, please click on the button named ‘Form fully completed and ready for PDF generation’. You may as well choose to modify the entered data by clicking on the button named ‘Enter more details now’.

Finally, press the button ‘Done’ to validate the completion of the task and make it disappear from your ‘To Do’ list.

Ensure that you correctly filled all sections of the application form. The system partially warns you of mandatory sections but put a special attention on the completeness of documents that need to be uploaded.

The third task of Step 1 is to generate a PDF document that contains all the information of your ‘Online Application Form’. Click on the hyperlink named ‘Generate Full Proposal PDF’. The PDF document will appear in the documents list on the right side of the screen. If the document named ‘Generated PDF’ does not appear in the list after a few minutes, please click on the refresh button of your browser.

Before submitting the application, applicants are advised to check the generated Pdf for completeness and correctness! (Fourth task)

### 4.4. Step 2: Submitting the Online Application Form

After having generated the report in PDF format, please open the document and check if it is complete and correct. Especially ensure that the right uploads have been attached.

To finally submit the application click the button ‘Submit to FNR’.

If you need further advice and support, please contact the AFR Programme Assistant in charge of your thematic group.

### 5. Glossary:

**Host Institution Details**

The ‘Host Institution’ (HI) is the institution where the AFR beneficiary performs the **major part** of her/his research, i.e. at least 50% of the time has to be spent with the Host Institution.
(unless fieldwork is more than 50% and no other institution is involved). It is the responsibility of the applicants to find a suitable HI with a competent research group in their field. The HI must offer office and/or laboratory space allowing the applicant to properly carry out the described research project. The HI should provide employment contracts to AFR beneficiaries.

**Administrative Contact Details of HI**

The administrative contact is the contact person for the AFR contractual and administrative issues. In some cases, the administrative contact may be identical to the legal representative. In case of a fellowship without an employment contract, the scientific contact may possibly take the role of administrative contact.

**Main Scientific Contact Details of HI**

In the application form, a distinction is made between three types of scientific contacts: *PhD supervisor, PhD co-supervisor and scientific advisor*. The PhD supervisor is considered to be the academic supervisor at the degree-awarding institution. For further information on the requirements expected from the PhD supervision see section 3.4 (Supervision and Training) in this document.

Only persons who play an active role in the applicant’s supervision throughout the entire duration of the PhD should be listed in the application form as scientific contacts.

Note that each supervisor and scientific contact listed in the application form has to provide a CV.

**2nd Scientific Contact Details of HI**

In many institutions, the supervision of PhD applicants is shared between two or more people. The main responsibility for the PhD is taken by the main scientific contact whereas the ‘day-to-day’ supervision is often done by another person in accordance with the main supervisor (e.g. by a postdoctoral researcher in the research group).

Please give below the details of the 2nd Scientific Contact at the HI actively involved in the project, if applicable. Note that each scientific contact listed in the application form has to provide a CV.

**Collaborating Institution Details**

A ‘Collaborating Institution’ is the institution where the AFR beneficiary performs a part of her/his research, i.e. less than 50% of the total project time. A collaborating institution could be for example a university, a public research institution, a public body, a private company, or a foundation with a research mission (see section 3.2). In case the Host Institution does not award the PhD degree, the university or public research institution awarding the PhD degree has to be mentioned as ‘2nd collaborating institution’.