Guidelines for applicants
ATTRACT

Guidelines for Applicants

This guide provides practical information to potential applicants in preparing and submitting an application to the FNR ATTRACT Programme.

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Version Call 2020, 03/07/2019

Changes to the previous call:

• The FNR has signed the “Declaration on Research Assessment (DORA)” and therefore has introduced changes in how it assesses research proposals. This means that the FNR evaluates quality and impact independently of journal-based metrics and gives value to all research outputs. The application and peer review guidelines have been adapted accordingly.
• The FNR requires gender parity per institution in the applications submitted in the Call 2020.
• From the ATTRACT Call 2020 onwards, the FNR implements a co-funding requirement.
• A few additional changes:
  At Pre-Proposal stage:
  o requirement for an institutional statement on fit of project/candidate
  At Full Proposal stage:
  o requirement for commitment letters by non-contracting partners
  o requirement for a project plan (FNR Gantt Chart)
1. Introduction

The aim of the ATTRACT programme is to attract outstanding researchers with high potential to Luxembourg. The proposal, submitted jointly between host institution and applicant, should aim at strengthening strategically important research fields in Luxembourg by integrating new skills and innovative research programmes in the existing research competencies, while supporting recognised junior researchers in establishing independent research teams and providing attractive career perspectives beyond the ATTRACT funding through a tenure track with in-built promotion. The ATTRACT project duration is 5 years. The suggested start of the projects is 1st of January 2021. Please note that FNR reserves the right to review any offer of support if the start of the project is delayed to a date beyond the 1st of July 2021.

Project funding requested from the FNR may not exceed **1.5 M€ for ‘Starting Investigators’ or 2.0 M€ for ‘Consolidating Investigators’**.

Further details about the objectives and characteristics of the ATTRACT Programme are presented in the [ATTRACT programme description](https://www.fnr.lu/fnr-beneficiaries/).

2. ATTRACT Eligibility Criteria

2.1. Eligible Host Institutions and Partners

The following organisations established within Luxembourg are eligible for financial support from the FNR:

- Public institutions performing research in Luxembourg, among them
  - the University of Luxembourg
  - the Luxembourg Institute of Science and Technology
  - the Luxembourg Institute of Health and
  - the Luxembourg Institute of Socio-Economic Research;
- Non-profit associations and foundations performing research in Luxembourg having obtained a special authorization from the Ministry for Higher Education and Research.[1]

Prospective host institutions have to be registered at the FNR.

Proposals must be accompanied by the approval of the person authorised to legally commit the host institution.

‘Contracting Partners’ are partner institutions which are eligible for funding and seek direct financial support from the FNR.

‘Non-contracting Partners’ are organisations or individuals from the public or private sector (within Luxembourg or abroad) participating in the project without direct financial support from the FNR.

‘Subcontractors’ are not considered partners (contracting or non-contracting) in the project.

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[1] For more information on eligibility, please consult the following webpage: [https://www.fnr.lu/fnr-beneficiaries/](https://www.fnr.lu/fnr-beneficiaries/)
2.2. Eligibility of ATTRACT candidates

In order to be eligible as Principle Investigator of an ATTRACT application; researchers must comply with the specific FNR requirements for principal investigators and supervisors.

In addition, candidates must:

- have proven experience of research in a professional context for a minimum of two years and a maximum of eight years following successful completion of doctoral studies (see additional clarifications below);
- have an outstanding level of scientific ability – i.e. research work must be internationally recognised (through scientific publications, references or research results, other);
- undertake to set up a research team capable of advancing research in Luxembourg in the relevant field;
- not have been employed by the Host Institution for more than a year at the date of the Full Proposal submission\(^2\).
- submit their proposal to the FNR jointly with a public-sector research body in Luxembourg that is willing to host the project and to offer the researcher a work contract and a career track in accordance with the ATTRACT conditions (for details concerning conditions, please refer to the specific chapter in the ATTRACT programme description).

Each candidate may only submit one project proposal. Candidates who were not retained for funding in previous calls are excluded from subsequent calls.

Additional clarifications

The PI must have been awarded his/her first PhD (or equivalent doctoral degree) at least 2 and up to 8 years prior to the date of the Pre-Proposal deadline.

Extensions to this period may be allowed in case of eligible career breaks which must be properly documented. Eligible career breaks are for example: maternity leave (18 months per child born before or after the PhD award upon submission of birth certificate), paternity leave (with proof of accumulation of actual time off for children born before or after the PhD award), and leave taken for long-term illness or national service. Leave taken for unavoidable statutory reasons (e.g. clinical qualifications) may also count as an extension.

No allowance will be made for part-time working (2 years of half-time working count as 2 full-time years). The cumulative eligibility period should not in any case surpass 11 years following the award of the first PhD.

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\(^2\) For candidates having in former years spent some of their research time in Luxembourg (e.g. PhD or Postdoc in Luxembourg), they need to have gained experience in international research environments for a continuous duration of at least 36 months, prior to postulating for the ATTRACT grant. The reference dates are the date of the end of the former employment contract in Luxembourg and the date of the Full Proposal deadline (or start of the new employment contract, if earlier).
The reference dates to test eligibility period are the date of the actual award according to the national rules in the country that the degree was awarded and the date of the Pre-Proposal deadline.

### 2.3. Other eligibility requirements

The application for the ATTRACT programme runs in two stages, with the submission of a "Pre-Proposal" (1st stage) followed by the submission of a “Full Proposal” (2nd stage). Full Proposals from applicants who have not submitted a Pre-Proposal will not be accepted.

All information and documents provided must be in English.

Applications must respect character or page limits as well as structure, where indicated.

Applications must be complete and submitted on time.

### 3. General Principles for FNR-funded research activities

Research activities conducted in the frame of an FNR-funded project should fulfil the following general principles:

#### 3.1. Research Integrity

Applicants must comply with the FNR research integrity guidelines and FNR ethical charter accessible under: [https://fnr.lu/download-center/](https://fnr.lu/download-center/) (‘General Guidelines for all applicants’).

Research misconduct, e.g. plagiarism or falsification of data, may result in the immediate disqualification of the research proposal or the cancellation of the research project.

#### 3.2. Legal and Ethical Requirements

Research activities should respect fundamental ethical principles, including those which are reflected in the Charter of Fundamental Rights of the European Union.

When postulating for FNR funding, applicants need to thoroughly assess whether their intended research project may give rise to ethical or data protection considerations. The **Ethical Issues Questions** listed in the online application form of the proposal provides a guide to what are considered to be ethical issues. If the answer to any of the Ethical Issues Questions is YES, the applicant must provide a description in the application of the ethical issue involved and how it will be appropriately managed. Ethical issues need to be considered for the whole project and are not limited to the project activities executed in Luxembourg.

Where necessary, the approval of the Comité National d’Éthique de Recherche (CNER) and/or the Commission Nationale de la Protection des Données (CNPD) need to be sought prior to the launch of the project. No ethically sensitive research activity should be attempted until the relevant authorisations are available. Updates need to be provided on the handling of ethical or data protection issues in the frame of the regular FNR project reporting.

With regard to ethical and data protection issues, the following special indications 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. Particular attention must be paid to properly inform study participants about the complex research procedures. If children are involved in a research activity it is necessary to obtain their assent and the permission of their parents.

Recruitment of patient cohorts: For the recruitment of patient cohorts equitable selection of patients should be ensured. The inclusion/exclusion criteria as well as the power calculations underpinning the recruitment targets will need to be described.

Collection and use of human derived material: The type and amount of biological materials to be taken from study participants and the manner in which biological materials will be taken including safety and invasiveness of the procedures for acquisition need to be specified. The measures employed to protect the privacy of and minimize risks to participants the length of time the biological materials will be kept, how they will be preserved, location of storage, and process for disposal, if applicable need to be described. Any anticipated linkage of biological materials with information about the participant, if applicable will need to be described. One should note that downstream research on human derived material (such as somatic cells for the generation of iPS cells and derivatives) could also raise ethical concerns (e.g. large-scale genome sequencing may evoke concerns about privacy and confidentiality). Appropriate confidentiality protections and consent for the downstream use of the material will need to be ensured.

Data protection issues: All FNR funded projects must comply with the EU’s General Data Protection Regulation (GDPR) with regards to all data protection issues. Unnecessary collection and use of personal data needs to be avoided. The source of the data, describing whether it is collected as part of the research or is previously collected data being used will need to be described. Issues of informed consent for any data being used should be considered. Anonymity of the participant must be ensured by adhering to state of the art anonymisation/pseudonymization protocols.

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;
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;
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;
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.

Other ethical issues: Other ethical issues may pertain to research conducted within developing countries such as through the use of local resources (genetic, animal, plant, etc) as well as research which may have an impact on the local communities (e.g. capacity building, access to healthcare, education, etc).

Dual Use research having direct military use or the potential for terrorist abuse also gives rise to ethical issues.

In case of multi-national projects, identify the countries where research will be undertaken and which ethical committees and regulatory organisations will need to be approached during the life of the project.

The application should specify any already existing authorisation or permission for the proposed work and include copies (the copies do not count towards the page limit).

The applicant is advised to contact the department in charge of ethical issues in its research institution for support.

3.3. National Quality Framework for Doctoral Training

FNR-funded PhDs are expected to be offered a research and training environment in accordance with the principles enounced in the National Quality Framework for Doctoral Training (NQFDT).

The NQFDT contains a set of requirements with respect to the management, quality and academic standards of PhD training, in particular:

- doctoral research environment and management
- recruitment and admission into doctoral training
- supervision
- skills training and professional development
- dissemination of research results
- good practice in research
- thesis assessment committee and procedures
Host institutions of FNR-funded PhDs are expected to respect the NQFDT requirements. Beyond the implementation of the NQFDT at institutional level, PIs are encouraged to consider innovative approaches to doctoral training stimulated by international good practice.

Following an external assessment in 2018 of the implementation of the principles of the NQFDT, a number of recommendations have been issued in view of further developing the quality of doctoral training in Luxembourg.

In reply to these recommendations, PhD candidates within FNR-funded projects:

- need to have access to institutional structures/procedures for the adequate handling and resolution of conflict situations
- need to have at least one member from a research institution abroad in their Comité d’encadrement de thèse - CET³
- define an individual PhD plan with their supervisor(s) at the onset of the PhD project, serving as support to all involved parties and being reviewed at regular intervals

Moreover, supervisors of FNR-funded PhD candidates commit to continuously develop their supervision skills, through participation in formal supervision training, through participation in forums for exchange on good supervision practice or other.

### 3.4. Dissemination and Impact of Research

The dissemination and transfer of knowledge is a key added-value of research actions and measures need to be taken to increase the use and impact of results by industry, policy makers and society. The FNR expects results to be published in peer-reviewed open access publications (see next section). The FNR also encourages the economic exploitation of research results whenever possible, with a related IP protection strategy. Besides, the FNR also encourages the dissemination of research towards the general public and the media. Thus activities aimed at generating impact need to be foreseen from the initial project planning on.

### 3.5. Open Access

The FNR attaches great importance to the impact of research outputs on science, industry, policy making and society in general. To maximise the possibilities for impact of research outputs, results from FNR-(co)funded research are expected to be disseminated via high-quality, peer-reviewed publications that are made freely available (c.f. FNR Policy on Open Access).

Costs for project related publications can be refunded through the FNR’s “Open Access Fund”. This does not apply to conference proceedings, PhD theses, book chapters and scientific monographs, although the FNR recommends Open Access publishing whenever possible. Please refer to the Open Access Fund guidelines for details.

### 3.6. Intellectual Property Rights management

Generally, the FNR does not present any claim relating to intellectual property rights and the use of the knowledge gained through the activities funded through the FNR programmes. In return, it is expected that the involved host institutions undertake measures to examine the possibility of protecting results gained in the framework of an FNR-funded project.

³ requirement relevant only for PhD candidates registered at University of Luxembourg
The terms and conditions for distributing the intellectual property rights between the individual host institutions themselves and between the host and partner institutions (if applicable) are governed by specific agreement(s) to be established in the frame of the FNR project to the extent specified in the following principles:

- all involved institutions (host and partner) shall not undertake action of any sort and in any way that might compromise a possible protection of the intellectual property rights arising from the knowledge gained in the framework of the project;
- the involved institutions will not obstruct the protection of the intellectual property rights arising from the knowledge gained in the framework of the project;
- it must be possible for the host institutions to publish the knowledge gained in the framework of the project after a reasonable period of time; institutions ensure that PhD theses are made publicly available, possibly after an embargo period not exceeding two years;
- the host institutions keep the right to use the knowledge gained in the framework of the project for teaching and research purposes.

The revenue that the host institutions make from the commercial use of the knowledge gained in the framework of the project shall be used as follows:

- to cover the external expenses associated with protecting the intellectual property rights;
- to allocate a fair share of the revenue to the inventors;
- to finance research, innovation and exploitation projects conducted by the host institutions.

3.7. Acknowledgment of financial support

Financial support from FNR must be acknowledged in all publications and other forms of media communication, including position announcements, media appearances, press releases and conferences. Acknowledgements should identify the type of FNR support and quote the project reference number where possible. For further guidance on the acknowledgement of FNR funding and the use of FNR logos, please refer to the FNR Communication Guidelines.

3.8. Working conditions and gender mainstreaming

In the implementation of the research activities, adequate attention needs to be paid to working conditions, transparency of recruitment processes and career development. In this matter, the European Charter for Researchers and the Code of Conduct for the recruitment of Researchers offer a reference framework. PIs are encouraged to promote gender equality by proposing specific objectives and action plans.
4. ATTRACT Application Procedure and Deadlines

The application procedure under the ATTRACT programme consists of the following mandatory stages:

- **Pre-Proposal**  
  Deadline on 15th November 2019  
- **Full Proposal**  
  Deadline on 13th February 2020  
- **Expert Panel Meeting (Interview)**  
  June 2020 (date to be announced)  
- **Funding Decision**  
  July 2020

The **Pre-Proposal** is a joint submission by the candidate and the host institution to the FNR Grant Management System (https://grants.fnr.lu) no later than 14:00 (CET) on the deadline date.

Candidates are responsible to check early in advance whether the Luxembourg host institution for their ATTRACT grant has an internal deadline prior to the FNR deadline.

- Information provided by the University of Luxembourg concerning their internal deadline: Candidates applying with the University of Luxembourg (UL) should note that the UL institutional deadline for submission of a Pre-Proposal under the ATTRACT call is 31st October 2019 to the Research Support Department. Proposals should be discussed with the UL’s Research Units, Faculties or Interdisciplinary Centres before.

4.1. Pre-Proposal Check and Strategic Merit Assessment

The Pre-Proposal undergoes an administrative eligibility check based on the following criteria:

- It must be submitted before the deadline  
- It must be complete (i.e. all of the requested components and forms must be present)  
- It must respect the character limit and structure

In addition to the administrative eligibility check, the proposal will undergo a **Strategic Merit Assessment (SMA)** by the ATTRACT standing panel checking the strategic fit with the host institution’s activities as well as the candidate’s scientific track record (see ATTRACT Programme Description for these criteria).

Based on the SMA, candidates will receive a feedback and possibly an invitation to submit a Full Proposal.

The **Full Proposal** stage consists of a joint submission by the candidate and the host institution to the FNR Grant Management System (https://grants.fnr.lu) no later than 14:00 (CET) on the deadline date. After the administrative eligibility check, the proposal will be remotely evaluated (written evaluation) by at least three independent and senior experts in the relevant field with regard to the selection criteria.
Following the written evaluation process, the ATTRACT standing panel ranks the proposals according to the fulfilment of the selection criteria and selects the candidates (usually not more than five) who are invited to present and defend their proposals in front of an interview panel. This Expert Panel Meeting will take place in June 2020 in Luxembourg (date to be announced). The panel may suggest several candidates for funding to the FNR Board, by proposing a ranking. Should no proposals meet the criteria of excellence, the panel explicitly reserves the right not to propose any candidate for funding.

The final funding decision will be taken in July 2020 by the FNR Board.

5. ATTRACT Online Proposal Submission

All FNR Grants 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 system guides the applicants through the different steps of the application procedure. On your first visit, you will have to register as a new user. You will receive an email with your login data and a link to confirm your registration. After clicking this link, you may log into the system.

The welcome page of the FNR Grant Management System shows you the content of your INBOX.

Click on ‘Create New Application’, select the ATTRACT programme and follow the steps for completing the application, i.e. completion of online form, downloading and off-line completion of templates, conversion to pdf, upload of completed template and relevant support documents, final conversion to pdf, etc.

If you want to replace a file already uploaded, please REMOVE it first then RENAME it before uploading it back to the system.

The submission of the application (Pre-Proposal and Full Proposal) to the FNR consists of 2 stages:

- Submission by applicant to host institution
- Validation and submission by host institution to FNR

After having generated the application in PDF format, please click the button ‘Submit for Institutional Check’. The application will now be accessible to the administration of your Host Institution in Luxembourg. They have the possibility to check and validate your application and/or return it to you for changes. The final submission of the application to the FNR is acted by the coordinating institution’s administration (not by the applicant). Please note that the Host Institution has to respect the FNR deadline for the final submission of the application.

All applications must be submitted in electronic format to the online submission system.

For technical questions regarding the ‘FNR Grant Management System’, the FNR can be contacted by email at tech-support@fnr.lu or call our Help Desk at +352 26 19 25 45.
6. Completing the Online Application Form (Pre-Proposal)

The online completion process of the ATTRACT application is the same for the Pre-Proposal and the Full Proposal and consists of 3 different steps, which are presented as a ‘To Do’ list:

1. Consult the Guidelines for Applicants
2. Fill in the Online Application Form and upload attachments
3. Generate a PDF document and submit application for institutional validation

The first step named ‘Check Guidelines for Applicants’ reminds you to consult the present document to guide you through the application stages. Press the button ‘Done’ to validate the completion of the task and make it disappear from your ‘To Do’ list.

In a second step, click on the hyperlink named ‘Online Application Form - ATTRACT’, which brings you to the Online Application Form to be completed.

Please note that there is only one Online Application Form both for the Pre-Proposal and for the Full Proposal. The information computed in the Pre-Proposal stage will be maintained for the Full Proposal stage (online application form will be prepopulated, though remains open for eventual adaptations in the Full Proposal stage). Also in the Full Proposal stage, additional information will be required.

The Online Application Form for the Pre-Proposal is divided into 4 sections which can be accessed individually:

1. Principal Investigator Personal Data
2. Project Description
3. Research Project Consortium Details
4. Attachments

The form can be saved at any time and you can come back to it later on. Before you can submit the completed form however you need to make sure that all mandatory questions (marked with *) have been filled out. Please also ensure that all data is correct before submission. When completing the online form, you might have to use the scroll bar to see all the fields. To validate a section and proceed to the next one, click the button ‘Save draft and continue to next section’!

Additional information on how to prepare your ATTRACT Pre-Proposal is given on the following pages in blue italic characters.

If you need further advice and support, please contact the ATTRACT programme manager.
6.1. Online Application Form (Pre-proposal)

1. Principal Investigator Personal Data

1.1

Application ID: \textit{Generated automatically}

First Name:

Family Name:

Gender:

Title:

Category of Position:

Discipline of Doctorate (PhD):

University/Institution issuing the PhD Certificate:

Country:

Department:

Supervisor:

Thesis Title:

PhD Certificate Date:

Email:

Phone Number:

Date of Birth:

Nationality:

Current employer:

\textbf{Start Date of Employment} \textit{Provide the date when you started employment with the current employer.}

\textbf{End Date of Employment (if applicable)} \textit{Provide the end date of your current employment contract if you have a fixed term contract.}

Disclaimer: Data, such as “date of birth”, “nationality” or “gender”, is collected for monitoring purposes and are not relevant to scientific peer review
1.2 Coordinating Institution Details

Name of Coordinating Institution: Provide the name of the hosting organisation where the candidate will work and which will serve as a contact for FNR throughout the application process and eventual later project implementation.

Name of Local Collaborator: Provide the name of the person who will act as a ‘Chaperon’ in the hosting organisation. This person may be a close scientific collaborator, head of department or other, and will be in copy of the official exchanges between the FNR and the PI during project implementation.

Department:

Website of Group:

1.3 Postdoctoral Research Activities of the applicant

Click the Add button to validate your entry before continuing

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<th>Supervisor</th>
<th>Name of the Institution</th>
<th>Research Field</th>
<th>Country</th>
<th>Beginning</th>
<th>End</th>
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2. Information of the Research Project

2.1

Project Title: The title should not be longer than 200 characters.

Project Acronym: The acronym should not be longer than 10 characters.

Project Start: Tentative: Please note that FNR reserves the right to review any offer of support if the start of the project is delayed to a date beyond the July 1st 2020.

Project Duration (in months): Please provide a rough estimation of the total project budget

Total Project Costs € (e.g. 500000 no decimal points or commas): Please provide a rough estimation of the funds you intend to request from the FNR. Note that this amount should not exceed 1500000€ for starting investigator and 2000000€ for consolidator.

Requested Funds from FNR Programme €:

Total Effort (Person Months): Please provide a rough estimation of the time spent by all persons on the project

Total Effort to be Financed by FNR (Person Months): Please provide a rough estimation of the share to be covered by the FNR

Total Effort PI (Person Months): Please provide a rough estimation of the PIs time spent on the project

2.2 ATTRACT category applied for

Select 1 of the 2 possible options (refer to the programme description for details on the categories)
2.3 **FNR Research Field**

*You may only select 1.*

2.4 **Select Primary and Secondary Domains/Sub Domains**

- **Primary Domain:** *Use the primary domain designation which best fits your proposal.*
- **Secondary domain:** *Optionally, you may select an additional domain / sub domain.*

To select a domain, chose one from the drop down menu. To select a sub domain click and highlight one only. The domain and sub domain designation are needed for statistical purposes.

2.5 **Legal and Ethical Requirements**

- **Does your research involve human participants?** Yes/No
- **Does your research involve human biospecimens?** Yes/No
- **Will you still need to seek approval by the institutional ethics committee?** Yes/No
- **Will you still need to seek approval by the CNER (Comité National d’Éthique de Recherche)?** Yes/No
- **Does your research involve animals?** Yes/No
- **Will the proposed procedures on the animals still need to be approved by your institute’s animal welfare office?** Yes/No
- **Will the proposed procedures on the animals still need to be approved by the Ministries of agriculture and Health?** Yes/No
- **Does your research involve personal data collection and/or processing (including further processing of previously collected personal data - secondary use)?** Yes/No
- **Will you still need to notify or to seek approval by the CNPD (Commission Nationale de la Protection des Données)?** Yes/No
- **Are there any other ethics issues that will need to be taken into consideration?** Yes/No

If you have answered yes to any of the questions above you will need to provide more ample explanations in the relevant section of the Full Proposal Project Description on how these issues will be addressed.

2.6 **Key Words Characterizing the Research Project:**

*Give up to 8 key words to characterise the scope of your proposal.*

2.7 **Project Summary:**

*Please write a scientifically oriented abstract. It should provide a clear understanding of the objectives of the proposal, how they will be achieved and give a clear indication of the research question to be addressed. This summary will be used as the short description of the proposal during the evaluation process, i.e. for the recruitment of external scientific experts.*

Max. 4000 Characters (including spaces)
3. Research Project Consortium Details

The FNR formally distinguishes between:

“Contracting partner”: The institution which is eligible for funding and which is seeking financial support from the FNR.

Contracting partners are Luxembourgish project partners that may benefit from direct funding from the FNR. By definition these FNR beneficiaries are public research centres, the University of Luxembourg and public bodies and establishments in Luxembourg with an authorisation to undertake research in their areas of competence.

“Non-contracting partners”: Organisations or individuals from the public or private sector (in Luxembourg or abroad) that are committed to provide direct intellectual and scientific input to the project but will not receive direct funding from the FNR.

### 3.1 Contracting Partners (add only institutions different from the Coordinating Institution) *

*Click the Add button to validate your entry before continuing.*

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<thead>
<tr>
<th>Institution</th>
<th>Department</th>
<th>Name of collaborator</th>
<th>Web Address</th>
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### 3.2 Non-contracting Partners

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<th>Institution</th>
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<th>Name of collaborator</th>
<th>Web Address</th>
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4. Attachments

<table>
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<tr>
<th>4.1 Project Description</th>
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<tbody>
<tr>
<td>Please upload the completed Pre-Proposal Project Description. Upload pdf files only and use short filenames without spaces or special characters e.g. cv.pdf. If you want to replace the file already uploaded, please REMOVE it first then RENAME it before uploading it back to the system.</td>
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<th>4.2 Applicant CV</th>
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<td>Please upload a recent Curriculum Vitae, (max. 3 pages in pdf format). Do not include pictures and personal information not relevant for scientific peer review (i.e. Gender, Birthdate, Nationality). If you want to replace the file already uploaded, please REMOVE it first then RENAME it before uploading it back to the system.</td>
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<th>4.3 Institutional statement on fit of project/candidate</th>
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<th>4.4 Where did you learn about the ATTRACT Programme?</th>
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<th>4.5 Additional Comments</th>
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<tr>
<td>Please upload comments and supportive documents concerning possible career breaks to extend eligibility period, (max. 3 pages in pdf format). If you want to replace the file already uploaded, please REMOVE it first then RENAME it before uploading it back to the system.</td>
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</table>

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<thead>
<tr>
<th>4.6 Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ I hereby declare that this proposal conforms to the call guidelines</td>
</tr>
</tbody>
</table>
6.2. Pre-Proposal attachments to be uploaded online

**Attachment 1: Pre-Proposal Project Description**

Download the template (Word Document) for the Pre-Proposal Project Description from the FNR Website (www.fnr.lu/attract). This document should be saved to the desktop and completed off-line.

Since the ATTRACT 2019 Call, the FNR implemented a character limit for the project description instead of a page limit.

The Pre-Proposal Project Description must include the exact headings of the form and is limited to a total number of 18,000 characters including spaces (bibliography excluded).

As a recommendation, you may use font types such as Arial, Times New Roman, Helvetica or equivalent with a font size of minimum 11 points and adequate line spacing and margins. Pictures and graphs may be included. Scanning of written text is not allowed.

FNR uses the tool Count Anything to check the number of characters. Characters of the template headings will not be considered in the character count. The 18,000 characters are counted including spaces (indicated in Count Anything as Chars).

Proposals exceeding the indicated character limit will be rejected without further evaluation.

The Pre-Proposal Project Description is part of a web-based online application and cannot be submitted alone. After completion of the Word document, please convert it to .pdf and upload it into the system (no scanned .pdf version).
# Template for the Pre-Proposal Project Description

## 1. Project description

Please provide a short project description including research question, previous work in the field (including your own) relevant to the project, the major aims/objectives of your project and the various milestones that you intend to reach within the timeframe of the grant.

## 2. Fit with research focus of host institution

Explain how your research will fit in the strategic research orientation of the institution (make reference to existing strategic documents whenever possible) and where there are potential synergies with existing researchers at the institution. Provide a short summary of the institution’s past achievements and investments as well as the future investments and goals in this field (provide qualitative and quantitative elements to support your claims).

Additionally, give a brief description of the research facilities and infrastructure that will be available and/or provided (working and laboratory premises, relevant equipment and research infrastructure) that will be helpful in setting up your research group in the host institution.

## 3. Short candidate profile

Please provide details on your track record and experience and why this makes you a competitive ATTRACT candidate and suitable for the ATTRACT category chosen (starting investigator or consolidating investigator). Please refer to teaching and reviewer experience, publications and conference contributions, and make reference to your appended CV.

## 4. Starting position at host institution and career perspective

Provide details on the starting position and career track you have been offered by the host institution (see requirements in the ATTRACT Programme Description for Starting Investigators or Consolidators).

## 5. Bibliography / References

Each reference must include the names of all authors (except when authors list exceeds 10 people; First 3 authors and last author should be given in this case), the article and journal title, book title, volume number, page numbers, and year of publication. For documents other than papers, the website address should be mentioned if it is available electronically. The bibliography is not included in the word count limit and should not exceed 2 pages.

**Attachment 2:** The applicant’s CV (3 pages max.)

**Attachment 3:** Institutional statement on fit of project/candidate (2 pages max., no template provided)

The host institution needs to provide a statement explaining from its perspective how the ATTRACT proposal fits with the existing research environment and with the research strategy of the host institution (and other contracting partners, if applicable) and how the project is expected to contribute to the international visibility of the institution(s) in the long-term.

Moreover, the host institution needs to profile the chosen candidate, describing how and why he/she was chosen for the ATTRACT application, also providing a justification for the chosen track (starting, consolidating). The statement should furthermore describe the framework conditions offered to the candidate by the host institution, notably in terms of career perspectives and financial contributions within and beyond the timeframe of the project.
The institutional statement has to be signed by an institutional representative of the host institution. If applicable, it should be co-signed by the institutional representative of the contracting partner(s).

**Attachment 4:** (if applicable): Any supportive document concerning possible career breaks.

If you want to replace an attachment already uploaded, please REMOVE it first then RENAME it before uploading it back to the system.

In a final step, after having completed the Online Application Form and uploaded the attachments, you need to generate the application in PDF format and click the button 'Submit for Institutional Check'. Please also refer to chapter 5 for the submission of the Pre-Proposal.

### 7. Completing the Online Application Form (Full Proposal)

The online completion process of the ATTRACT Full Proposal is the same as for the Pre-Proposal and consists of the 3 steps:

1. Consult the Guidelines for Applicants
2. Fill out the Online Application Form and upload attachments
3. Generate a PDF document and submit application for institutional validation

Please refer to chapter 6 for details.

The Online Application Form for the Full Proposal is divided into 6 sections which can be accessed individually:

1. Principal Investigator Personal Data
2. Information on the Research Project
3. Research Project Consortium Details
4. Project Outputs
5. Financial Part
6. Attachments

Please note that the Online Application Form will be populated with the information already provided during the Pre-Proposal submission. They can however be amended. Please ensure that all data is correct before submission.

Additional information on how to prepare your ATTRACT Full Proposal is given on the following pages *in blue italic characters*.

If you need further advice and support, please contact the ATTRACT programme manager.
7.1. ATTRACT Online Application Form (Full Proposal)

1. Principal Investigator Personal Data

1.1

Application ID: Generated automatically

First Name:

Family Name:

Gender:

Title:

Category of Position:

Discipline of Doctorate (PhD):

University/Institution issuing the PhD Certificate:

Country:

Department:

Supervisor:

Thesis Title:

PhD Certificate Date:

Email:

Phone Number:

Date of Birth:

Nationality:

Current employer:

Start Date of Employment Provide the date when you started employment with the current employer.

End Date of Employment (if applicable) Provide the end date of your employment contract if you have a fixed term contract.

Disclaimer: Data, such as “date of birth”, “nationality” or “gender”, is collected for monitoring purposes and are not relevant to scientific peer review.
1.2 Coordinating Institution Details

Name of Coordinating Institution: Provide the name of the hosting organisation where the candidate will work and which will serve as a contact for FNR throughout the application process and eventual later project implementation.

Name of Local Collaborator: Provide the name of the person who will act as a ‘Chaperon’ in the hosting organisation. This person may be a close scientific collaborator, head of department or other, and will be in copy of the official exchanges between the FNR and the PI during project implementation.

Department:

Website of Group:

1.3 Postdoctoral Research Activities of the applicant
Click the Add button to validate your entry before continuing

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Name of the Institution</th>
<th>Research Field</th>
<th>Country</th>
<th>Beginning</th>
<th>End</th>
</tr>
</thead>
</table>

2. Information of the Research Project

2.1

Project Title: The title should not be longer than 200 characters.

Project Acronym: The acronym should not be longer than 10 characters.

Project Start: Tentative: Please note that FNR reserves the right to review any offer of support if the start of the project is delayed to a date beyond the 1 July 2020.

Project Duration (in months): Please quote the total of the detailed calculations in the “ATTRACT Budget Form”.

Total Project Costs € (eg. 500000 no decimal points or commas): Please quote the total of the detailed calculations in the “ATTRACT Budget Form”.

Requested Funds From FNR Programme €: Please quote the total of the detailed calculations in the “ATTRACT Budget Form”.

Total Effort (Person Months): indication of the time spent by all persons on the project

Total Effort to be Financed by FNR (Person Months): indication of the share to be covered by the FNR

Total Effort PI (Person Months): indication of the PIs time spent on the project

2.2 ATTRACT category applied for

Select 1 of the 2 possible options (refer to the programme description for details on the categories)
2.3 FNR Research Field
You may only select 1.

2.4 Select Primary and Secondary Domains/Sub Domains

- Primary Domain: Use the primary domain designation which best fits your proposal.
- Secondary domain: Optionally, you may select an additional domain / sub domain.

To select a domain, chose one from the drop down menu. To select a sub domain click and highlight one only. The domain and sub domain designation are needed for statistical purposes.

2.5 Legal and Ethical Requirements

- Does your research involve human participants? Yes/No
- Does your research involve human biospecimens? Yes/No
- Will you still need to seek approval by the institutional ethics committee? Yes/No
- Will you still need to seek approval by the CNER (Comité National d'Éthique de Recherche)? Yes/No
- Does your research involve animals? Yes/No
- Will the proposed procedures on the animals still need to be approved by your institute’s animal welfare office? Yes/No
- Will the proposed procedures on the animals still need to be approved by the Ministries of agriculture and Health? Yes/No
- Does your research involve personal data collection and/or processing (including further processing of previously collected personal data - secondary use)? Yes/No
- Will you still need to notify or to seek approval by the CNPD (Commission Nationale de la Protection des Données)? Yes/No
- Are there any other ethics issues that will need to be taken into consideration? Yes/No

If you have answered yes to any of the questions above you will need to provide more ample explanations in the relevant section of the Full Proposal Project Description on how these issues will be addressed.

2.6 Key Words Characterizing the Research Project:
Give up to 8 key words to characterise the scope of your proposal.

2.7 Project Summary:
Please write a scientifically oriented abstract. It should provide a clear understanding of the objectives of the proposal, how they will be achieved and give a clear indication of the research question to be addressed. Max. 4000 Characters (including spaces)
3. Research Project Consortium Details

The FNR formally distinguishes between:

“Contracting partner”: The institution which is eligible for funding and which is seeking financial support from the FNR.

Contracting partners are Luxembourgish project partners that may benefit from direct funding from the FNR. By definition these FNR beneficiaries are public research centres, the University of Luxembourg and public bodies and establishments in Luxembourg with an authorisation to undertake research in their areas of competence.

“Non-contracting partners”: Organisations or individuals from the public or private sector (in Luxembourg or abroad) that provide direct intellectual and scientific input to the project but may not receive direct funding from the FNR.

All non-contracting partners need to provide a commitment letter to the application, clearly stating their interest and their role/commitment in the ATTRACT project.

| 3.1 Contracting Partners (add only institutions different from the Coordinating Institution) |
|---|---|---|---|
| Institution | Department | Name of collaborator | Web Address |

Click the Add button to validate your entry before continuing.

| 3.2 Non-contracting Partners |
|---|---|---|---|
| Institution | Department | Name of collaborator | Web Address |
4. Project Outputs

4.1  **PhD Training**
Please click the 'Add' button to validate your entry before continuing.

<table>
<thead>
<tr>
<th>First Name of PhD Candidate:</th>
<th>Last Name of PhD Candidate:</th>
<th>(Envisaged) Title of Thesis:</th>
<th>Name of Supervisor:</th>
<th>Institution Issuing the Degree:</th>
<th>Expected Award Date:</th>
</tr>
</thead>
</table>

Please write N/A if there is no PhD candidate.

4.2  **Scientific Peer Reviewed Publications**
Please click the 'Add' button to validate your entry before continuing.

<table>
<thead>
<tr>
<th>Estimated Total Number:</th>
<th>Type of Publication Category:</th>
<th>Targeted Level of Publication:</th>
<th>Time Horizon:</th>
</tr>
</thead>
</table>

4.3  **Other Tangible Outputs**
Please click the 'Add' button to validate your entry before continuing.

<table>
<thead>
<tr>
<th>Description of Output:</th>
<th>WP Number; Generating Output:</th>
<th>Planned for Project Month:</th>
<th>Partner Responsible:</th>
</tr>
</thead>
</table>
5. Financial Part

5.1 Contracting Partners

Note: Depending on your browser settings you may need to click into the total boxes to update the totals.

<table>
<thead>
<tr>
<th>FNR Contribution</th>
<th>Coordinating Institution</th>
<th>Partner 1</th>
<th>Partner 2</th>
<th>Partner 3</th>
<th>Partner 4</th>
<th>Partner 5</th>
<th>Total</th>
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</tbody>
</table>

Personnel
Equipment
Consumables
Travel Costs
Subcontracting
Others
Overhead
Total

Other Funding

5.2 Non-Contracting Partners

<table>
<thead>
<tr>
<th>Estimated Person*Months</th>
<th>Estimated Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total
6. Attachments

6.1 Project Description

Please upload the completed Full Proposal Project Description. Upload pdf files only and use short filenames without spaces or special characters e.g. cv.pdf. If you want to replace the file already uploaded, please REMOVE it first then RENAME it before uploading it back to the system.

6.2 Applicant CV

Please upload a recent Curriculum Vitae, (max. 3 pages in pdf format). Do not include pictures and personal information not relevant for scientific peer review (i.e. Gender, Birthdate, Nationality). If you want to replace the file already uploaded, please REMOVE it first then RENAME it before uploading it back to the system.

6.3 Researchers CVs

Please upload a recent Curriculum Vitae of researchers directly involved in the project, (max. 3 pages in pdf format). Do not include pictures and personal information not relevant for scientific peer review (i.e. Gender, Birthdate, Nationality). If you want to replace the file already uploaded, please REMOVE it first then RENAME it before uploading it back to the system.

6.4 Commitment letters by partner institutions

Upload pdf files only and use short filenames without spaces or special characters e.g. cv.pdf. If you want to replace the file already uploaded, please REMOVE it first then RENAME it before uploading it back to the system.

6.5 ATTRACT Budget Form

Upload pdf files only and use short filenames without spaces or special characters e.g. cv.pdf. If you want to replace the file already uploaded, please REMOVE it first then RENAME it before uploading it back to the system.

6.6 ATTRACT Project Plan

Upload pdf files only and use short filenames without spaces or special characters e.g. cv.pdf. If you want to replace the file already uploaded, please REMOVE it first then RENAME it before uploading it back to the system.

6.7 Declaration

☐ I hereby declare that this proposal conforms to the call guidelines
7.2. Full Proposal Attachments to be uploaded online

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The Full Proposal Project Description must include the exact headings of the form and is limited to a total number of 90,000 characters including spaces (bibliography excluded).

Additional characters are allowed for the following headings if applicable:
- Ethical considerations: max. 6,000 characters
- PhD candidate supervision and research lines: max. 3,000 characters per PhD candidate

As a recommendation, please use font types such as Arial, Times New Roman, Helvetica or equivalent with a font size of minimum 11 points and adequate line spacing and margins. Pictures and graphs may be included. Scanning of written text is not allowed.

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1. Applicant Profile

Provide details on your track record and experience and why this makes you a competitive ATTRACT candidate and suitable for the ATTRACT category chosen (starting investigator or consolidating investigator).

Please specify:
1) Experience and potential in working as a researcher: state why you are excellent in your domain
2) Why the ATTRACT Fellowship has been considered: What do you expect to achieve personally during your research experience in Luxembourg (in terms of your own research career)?
3) Your ability to become a leader in the research field
4) Your ability to develop an independent strong research group in the host institution
5) Any other element relevant to describe your scientific potential or excellence

Please append in annex your CV with more detailed information on your education and scientific track record.

2. Definition of proposed project

2.1 Current state of the art including your relevant previous work

Describe the current scientific state of the art and on-going developments in fields relevant to your proposal including your own previous work. Provide an assessment of the competitive environment of the research fields and of further
research needs (what are the main ideas that led you to propose this work?).

### 2.2 Project objectives and contribution to knowledge development

Outline your project’s intended contribution to the research needs identified above. State your research question and hypotheses. Clearly define the objectives to be achieved by the project in a realistic and, as far as possible, measurable form. What is your specific contribution to the furthering of knowledge in this competitive environment?

### 2.3 Methods and Approach

Describe the methods and procedures you will use in order to reach the objectives and scientific milestones defined above

Summarise / analyse the underlying theory / theories. Quote the relevant references in section 7 Bibliography.

### 3. Project plan and workpackage description

#### 3.1 Project plan

Present a work plan suitably broken down in workpackages, milestones, scientific objectives or other which would permit monitoring of progress during the implementation of the project. Provide a narrative description of interdependencies of these implementation steps.

For each of these steps:

- Provide a brief description of the work to be undertaken (including methods to be applied where appropriate) making reference to section 2 wherever necessary to avoid redundancy within the text. Identify the partners involved and specify their contributions.
- List, specify and quantify deliverables (e.g. prototype, survey results) and milestones (e.g. prototype tested, patient cohort established)
- Please note: a separate Gantt chart needs to be completed and joint to the application; use the Excel-format ‘ATTRACT Project Plan’ provided (c.f. attachment 6).

#### 3.2 Risk management and Quality-assurance

Describe how you intend to assure the quality of your work (e.g. definition of milestones for measuring project progress, regular joint progress evaluation, cross-checking of intermediate reports or results, etc.) and how you will monitor and mitigate risks identified for the project.
### 4. Project outputs

#### 4.1 Project impacts and contributions to advancement of own research programme and research focus of host institution

Outline the envisaged impacts and outputs of your project that will contribute to your career development as an independent researcher and to the strategic research objectives and international visibility of the host institution within your field.

#### 4.2 Intended medium to long term impact of your research

Describe the necessary steps that are foreseen (e.g. dissemination of project results, stakeholder involvement) to exploit the research results in view of obtaining socio-economic impact (Intellectual property, licensing agreements, public-private partnerships, technological innovations, Open access publishing and if applicable, data management, access and preservation of data produced in the course of the project (if applicable), policy changes, international follow-up projects, etc).

Describe:

- the project’s contribution to the advancement of the state of the art, the knowledge production in the field and its dissemination to the scientific community
- the project’s contribution to training of young researchers, in particular that of PhDs
- the projects potential to generate intellectual property
- how you will involve potential stakeholders from the private and public sector (which may not be directly involved in the project) in order to achieve knowledge and technology transfer and increase public awareness and understanding of your research.

Quantify the intended direct outputs of the project like PhDs, scientific publications, patents, and other tangible outputs like prototypes, computer programmes, databases, etc as far as possible.

#### 4.3 PhD supervision and research lines

According to “FNR requirements for principal investigators and supervisors”, the ATTRACT fellow is expected to be the main supervisor of the ATTRACT funded PhD candidate(s). If applicable, the candidate has to apply for “Authorisation à diriger des recherches – ADR” at the University of Luxembourg in order to be formally authorised to promote PhD candidates at the University of Luxembourg. The ADR needs to be available at project start.

Briefly describe the research line pursued by the individual PhD candidates in the frame of this project (by making reference to the project description and workplan where possible to reduce repetition of text) and its suitability as a topic for a PhD thesis.

Briefly describe also the profile of the candidate you wish to employ for each PhD position.
5. Project participants and management

5.1 Description of the consortium

If there are partner organisations in this project proposal: For each partner organisation in the proposed project, provide a brief description of the organisation, the responsibilities within the proposed project, as well as the previous experiences qualifying the involved researchers for the task at hand. Describe how the participants collectively constitute a consortium capable of achieving the project objectives, amongst others, by highlighting the complementarities between them. Provide short profiles of the personnel who will be undertaking the work (also for new staff to be hired) and list the persons in the table below.

If new staff needs to be hired for the project, please explain how you make sure that these people are in place at the start of the project.

Additional details (CVs, publication lists, organisation descriptions etc.) have to be provided in the annexes.

5.2 Communication and decision-making

If there are partner organisations in this project proposal: For projects with several partner organisations, describe how communication (channels, methods etc.) between all partners will be organised and how decisions will be taken.

5.3 Intellectual property rights management

Describe your intentions for managing intellectual property (where applicable). Please note that IPR should be negotiated before proposal submission and needs to be settled before the signing of the contract.

6. Justification of project budget and requested funding

Structure and justify the project’s costs. Relate them to the envisaged outputs and impacts of the project. Explain the distribution of costs amongst the partners and the cost categories as laid down in the ATTRACT Budget Form. Details have to be presented in the ‘ATTRACT Budget Form’ using the Excel-format provided (c.f. attachment 5).

7. Bibliography / References

Each reference must include the names of all authors (except when authors list exceeds 10 people; First 3 authors and last author should be given in this case), the article and journal title, book title, volume number, page numbers, and year of publication. For documents other than papers, the website address should be mentioned if it is available electronically. The bibliography is not included in the word count limit and should not exceed 5 pages.
Attachment 2: Applicant CV

Please upload a recent curriculum vitae. The CV should not exceed 3 pages and include the following information:

- name and year of birth
- degrees, dates and places, major subject, topic of doctoral dissertation
- present employment relationship with starting and ending dates
- previous posts and full-time positions with starting and ending dates
- adjunct professorships/lectureships, universities, years of appointment
- supervision experience (Master, PhD, etc.), role in supervision (main or co-supervisor)
- scientific expert positions
- most important scientific positions of trust and administration with starting and ending dates
- peer-reviewed publications (indicate whether published Open Access or not), conference contributions
- previous projects and research grants (indicating responsibility in the project)
- most important foreign research visits
- most important scientific acknowledgements and awards
- any teaching experience, experience as peer reviewer, etc.

Attachment 3: Researchers’ CVs

Upload recent curriculum vitae of the participating researchers including the following information:

- Recent curriculum vitae for each of the core researchers (1 page max per CV) including at least:
  - List of 10 most recent publications
  - List of 10 most recent ongoing and completed projects including funding source
  - List of most relevant patents
- Profiles of the researchers to be newly hired for the project (1 page max)
- Description of the Consortium
  - Description of coordinator and contracting partners participating in the project (1 page max per partner)
  - Non-contracting partners involved (industrial partner, private research partner, public partners, others) (0.5 page max per partner)

---

4 Only CVs of researchers taking an active role in the implementation of the ATTRACT project should be uploaded.
Attachment 4: Commitment letters by partner institutions

A commitment letter has to be provided by each non-contracting partner institution. It has to state the interest and the role/commitment of the institution in the ATTRACT project and has to be signed by an institutional representative legally entitled to engage the institution for the specified contribution/collaboration. Template commitment letters should be avoided.

Attachment 5: ATTRACT Budget Form

Download the ATTRACT Budget Form from the FNR website (www.fnr.lu/attract). Please refer to the Excel Budget sheet description in the Financial Guidelines Chapter (Chapter 8) for detail how to fill out this document. The Excel file should be saved to the desktop and completed off-line. After completion, please convert it to .pdf and upload it into the system (no scanned .pdf version).

Attachment 6: ATTRACT Project Plan (Gantt Chart)

Download the Project Gantt Chart from the FNR website (www.fnr.lu/attract). The Excel file should be saved to the desktop and completed off-line. After completion, please convert it to .pdf and upload it into the system (no scanned .pdf version).

8. Financial guidelines applicable for FNR projects

The ATTRACT Budget Form provides an Excel sheet that contains formats for an indicative breakdown of estimated expenditure for each partner and calendar year and of the funding expected from the FNR.

A base-line contribution from the host institution is expected in that it provides the regular starting package for the position the candidate will occupy. This should include at least 1 PhD position.

8.1. Eligibility of expenditures

ATTRACT provides five year funding with a maximum FNR contribution of €1.500.000 for ‘Starting Investigators’ and €2.000.000 for ‘Consolidating Investigators’ respectively. This funding cannot have the purpose or effect of producing a profit for the beneficiary. This funding must not give rise to duplicate funding of operating costs, acquisition costs or staff costs. The expenditure listed must be essential for implementation of the project.

Certain types of expenditure may be indicated on a lump-sum basis (e.g. if they relate to operations routinely performed by the partner in question), provided the expenditure does not differ significantly from the actual cost and these operations are acceptable to the Fund. Where appropriate, add calculations for lump sums in section 6 of the Full Proposal Project Description.

During the implementation of the project, the PI may move budgets between budget headings, but should notify the FNR in the regular project reports.

Please refer to the following chapter (8.2) for specific rules concerning each budget heading.

---

5 Only commitment letters from listed partner institutions should be uploaded. The FNR reserves the right to take out any additional support letters to the ATTRACT project.
8.2. Excel Budget sheets

The budget sheets are subdivided into direct costs, indirect costs and external financial contributions. Direct costs and indirect costs designate estimated expenditures that are needed for the implementation of the project.

External financial contributions designate funding that is received by the institution from other sources than their own or the FNR. The total budget of a project = the FNR contribution + external financial contribution + the institute’s own financial contribution.

The FNR assumes that the difference of the total budget - the FNR contribution - external financial contribution is covered by the institution.

The budget sheets must be completed for each phase of the project and for each partner, giving an estimate of the eligible expenditure required and the amount of funding expected from the FNR.

Additional justification and information regarding the different budget headings should be given in section 6 of the Full Proposal Project Description (c.f. guidelines to section 6 above)

Fill in the worksheets named ‘COORD.,’ ‘CONTR. P,’ ‘NON-CONTR. P’ etc. by completing the green cells. All other cells are locked for editing. Additional rows can be added if necessary.

8.2.1 DIRECT COST

VAT is not an eligible cost in case the institute can reclaim VAT from the Luxembourg tax authorities in conformity with Luxembourg indirect tax regulation.

Direct costs are expenditures that are to be directly incurred for a project and only that project and are supported by an auditable record.

Personnel costs

The payroll costs of all staff, full or part-time, who work on the project, and whose time can be supported by a full audit trail may be included. The need for such staff should be justified in the Full Proposal application. The FNR will not cover costs of persons already funded by the State or by other funding sources.

The project may involve researchers who still need to be hired by the institutions (e.g. PhDs, Postdocs) but the respective responsible persons in the institutions need to make sure that the project is able to start within the time limits defined in the ATTRACT Call.

Indicate for each person

- Whether the person is already on the payroll or will be recruited specifically for the project.
- How many person*months will the person work on the project.
- Monthly salary: Lump sums for staff categories may be used provided these are based on a real-figure calculation (which must be added and explained in the Full Proposal application).

PhD candidates may be covered by the project funding.
The FNR expects project staff to use timesheets so that their actual time is recorded against a project to form the basis of the costs charged. Where a person is contracted to work 100% of their time on a single project (whether they are working full-time or part-time), timesheets are not necessary as their costs can only be charged to that activity. In all other cases, timesheets or project time records are required. This includes those who may be contracted to work on two or more projects, since it is essential when charging to have a means of recording and verifying the actual time applied to each activity.

Please indicate for each person working on the project (in section 6 of the Full Proposal Project Description and in the budget sheet, respectively):

- Name and first name
- Function or staff category (postdoc, research nurse, PhD candidate etc.)
- How many person*months will the person work on the project.
- Monthly salary (lump sums for staff categories may be used)
- Whether the person is already on the payroll or will be recruited specifically for the project.
- How much of the estimated amount is to be covered by the FNR.

The PI will have the possibility to adapt the profile and time-on-project for the personnel during the implementation of the project, but should notify the FNR in the regular project reports.

**Equipment**

This heading provides for new equipment dedicated to the project. This includes but is not limited to laboratory/workshop equipment (including computers and servers), software and installation costs.

Please indicate in section 6 of the Full Proposal Project Description:

- the precise nature of equipment with specific technical requirements
- its unit cost and number of units
- its relevance to the project
- the necessity of the equipment taking into account the current equipment of the institution
- its expected useful life (technical and financial) and its use beyond the project
- its use by other research groups/institutions (if applicable)
Consumables
Indicate the nature (chemicals, glassware, etc.) and the estimation of the total costs. The total amount can be indicated as a lump sum. Please justify the requested budget in section 6 of the Full Proposal Project Description.

For projects in the Life Sciences, consumables should be listed separately for the following categories:

- Animals experiments
- High costs per sample items such as Arrays, Proteomics
- General molecular biology

Travel Costs
The FNR will cover the real expenses for travel, subsistence and conference fees. Expenditures should be in accordance with the institution’s own regulations.

To avoid administrative burdening at submission and in order to give the applicant team the necessary flexibility, the budget for travel expenses, subsistence and conference fees is calculated on a lump sum basis as follows:

2,000 € per year and per 12 person*months (in relation to the total project effort)

It is therefore essential to provide the total person*months effort of all the people working on the project.

Please briefly indicate which conferences you wish to attend. If the project team requires a higher budget for travel, please justify in detail the amount in section 6 of the Full Proposal Project Description.
Subcontracting

This budget line is for expenditures related to services provided by subcontractors. Contracting partners may subcontract specific services (limited in time and scope) essential for the realisation of the project but not central to it, in case this work cannot be directly undertaken by one of the partners. It is understood that subcontracting cannot be provided by contracting or non-contracting partners of the project. This would be regarded as a direct scientific contribution to the project and should be budgeted for the partner in the appropriate budget line. Sub-contracting to non-contracting partners is therefore explicitly not possible as it is considered a circumvention of the laws and regulations defining the direct beneficiaries of project funding by the FNR.

Please describe the service, indicate the price (market price) and specify the reason why you resort to a third service in section 6 of the Full Proposal Project Description:

- Why an expert or technical assistance is needed.
- How many hours’ work the subcontractors are expected to provide.
- All covered costs must be substantiated.

All subcontracting costs need to be duly justifi ed: The FNR limits the subcontracting costs to a maximum of 25% of the FNR requested funding (not including overhead costs).

In addition:

1. The subcontractor (person and institution) has no IP rights
2. The subcontractor has no publication rights on tangible project outputs
3. Consultancy fees for scientific advisory boards set up by the PI are not eligible project costs
4. A ‘Non-contracting partner’ cannot be ‘Subcontractor’
Other costs
This heading provides for costs that are not reflected in the budget sheet. They include but are not limited to:

- Documentation (not expected in institutional libraries)
- Costs generated by the use of existing equipment within partner institutions. This may include rental/access charges for equipment or analysis costs. Please specify in section 6 of the Full Proposal Project Description:
  - the type of equipment in question
  - justification of the costs
  - information on whether the existing equipment was purchased by the State
  - its residual useful life, and details of the calculation on which the budget estimate figure is based
- Field work/fees
- Recruitment and advertising costs for staff directly employed on the grant
- Equipment related items, such as relocation, maintenance (external contracts/agreements)
  - Depreciation costs of equipment which has been completely funded by the FNR in other projects cannot be included in the FNR budget.
  - Equipment which is to be developed during the course of the project is not eligible under this budget heading (see equipment budget heading).
  - Open Access publication costs are not eligible; these can be refunded through FNR's Open Access Fund

Please specify the nature of the costs and their relevance to the project in detail in section 6 of the Full Proposal Project Description.

<table>
<thead>
<tr>
<th>designation</th>
<th>Description</th>
<th>Estimated Amount</th>
<th>FNR Financial Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Other Costs</td>
<td>- €</td>
<td>- €</td>
<td></td>
</tr>
</tbody>
</table>

8.2.2 Indirect Cost

Overhead
The FNR does not provide funding for indirect costs within the ATTRACT programme. This heading serves to provide information on overheads which are all the structural and support costs of an administrative, technical and logistical nature which are cross-cutting for the operation of the institution’s various activities and cannot therefore be attributed in full to the project. They are considered as an additional financial contribution by the Host Institution.
8.2.3 External Financial Contribution
This part of the form provides information on sources of funding outside of the FNR and the contracting institution.

Please indicate other external financial contribution additional to the FNR funding (for example: donation by a charitable organisation, etc.)

Note that in kind contributions by non-contracting partners (i.e. the partner’s research effort in the frame of the project) are not considered as an external source of funding. These contributions should be indicated in the excel sheet ‘NON-CONTR. P.’:

<table>
<thead>
<tr>
<th>Name of the Organization</th>
<th>Type of Contribution</th>
<th>Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total External Financial Contribution

- €

8.2.4 Contribution by Non-contracting partners
Please provide in the excel sheet ‘NON-CONTR. P.,’ an estimation of the contributions of each of the non-contracting partners to the project in terms of person efforts and estimated budget.

<table>
<thead>
<tr>
<th>Contributions by Non-contracting Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Institution</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Partner 1</td>
</tr>
<tr>
<td>Partner 2</td>
</tr>
<tr>
<td>Partner 3</td>
</tr>
<tr>
<td>Partner 4</td>
</tr>
<tr>
<td>Totals:</td>
</tr>
</tbody>
</table>

8.2.5 The project Summary Sheet
The excel sheet ‘SUMMARY’ provides an overview of the budgetary and Person*months efforts by each project partner.

Note this worksheet does not have to be completed but will be automatically populated with the data that you put into the different budget sheets.