AFR FAQ

Application stage

1. Q: If my research project is part of a greater multiannual project, can I use the overall project description as my own project description in the application form?

A: No. Your AFR project must be a research project on its own, with clear research objectives, hypothesis and workplan. If the AFR proposal is part of a multiannual research grant, you should describe the overall project and explain how your proposal contributes to the bigger project.

2. Q: Does AFR cover additional salary costs such as a 13th month salary?

A: Yes, the grant amount can be used to cover all direct salary costs.

3. Q: My Host Institution does not offer employment contracts. Is it possible to receive an employment contract by FNR?

A: No, the FNR does not employ beneficiaries. See question 2.

4. Q: My Host Institution is ready to employ me without knowing whether or not the AFR grant decision will be positive. In case I receive the grant, will it be paid retroactively?

A: Retroactive funding is possible until the 1st of the month of the call deadline.

5. Q: I am interested in an AFR grant. Where can I find a Host Institution in Luxembourg?

A: Euraxess Luxembourg is a good source of information. You can find there a link to the website of the public research institutions in Luxembourg.

6. Q: Can I add any documents to support my application?

A: You may want to add few essential support documents for the reviewers to judge your application, such as letters of support by other scientists. These documents should be attached to the pdf of section “additional documents” of the online application form.

You should keep in mind that if your application is overloaded with unnecessary documents, the reviewers might ignore them.

7. Q: Can I top up my AFR grant with another grant? Is it possible to top up the FNR grant with funding from a foreign country? How much is the maximum amount?

A: An accumulation with another grant is only possible, if the other funding donator is aware of and agrees to the procedure. There is no restriction to which country the additional funding is coming from. For AFR beneficiaries, the maximum gross salary is indicated in the respective AFR Terms and Conditions.

8. Q: Why is the “Joint Declaration” called “Joint Declaration” if it is only signed by the Host Institution?

A: You do not need to sing the Joint declaration, since you are the one submitting the document to the Online Submission System. The FNR calls it "Joint Declaration" because both, the Host Institution
(signing the document) and the applicant (submitting the document), declare therein that they agree with the document.

**AFR PhD questions**

1. **Q:** I am working since 1,5 years at my research institution. Am I eligible to apply for AFR PhD funding?

   **A:** It depends whether you have been working on your PhD or on other topics (e.g. as a technician). To be eligible for AFR PhD funding, your PhD project (and research on this topic) should not have started longer than 1 year before the call deadline. However, if you have worked on another position and not on your PhD in the same institution for longer than a year, you are eligible to apply for AFR PhD funding.

2. **Q:** Can I apply for PhD funding, even though I do not hold a master diploma yet?

   **A:** You can apply for AFR PhD grant prior to obtaining your University degree. However, you cannot start the AFR funding until the FNR has received a proof of the conclusion of your degree.

   You should also take into consideration that, if your project was evaluated in the spring call, then it will have to start until the 1st of January of the following year at the latest. If it was evaluated in the autumn call, then the latest start date will be the 1st of July of the following year.

**Start of project**

1. **Q:** After a positive funding decision, when can I start my research grant?

   **A:** If your proposal has been accepted for funding, a contract (a Grant Agreement elaborated by the FNR) has to be signed between you, your host institution (HI) and the FNR. The Grant Agreement relates to the Terms and Conditions set by the FNR and specifies the rights and duties of the different signing partners (e.g. the reporting frequency, the supervision requirements, etc.). It also fixes the exact starting date of your research project/grant payments and the duration of the grant attribution. When fixing the start date, retroactive payments up to the application deadline can be taken into account.

2. **Q:** Which documents do I need to send to FNR to start my AFR grant after a positive funding decision?

   **A:** In order to start your AFR funding, the following documents need to be sent to the FNR:

   · The Grant Agreement signed by the FNR, the Host Institution and you
   · In case of an employment contract with your HI, the FNR also requests a copy of this contract.
   · In case of an AFR PhD grant, the certificate of PhD registration

**Ongoing Grants**

1. **Q:** Am I allowed to teach during my AFR grant?

   **A:** The FNR strongly encourages AFR beneficiaries to gain teaching experience as it is a good way to acquire multiple skills, such as strengthening of communication skills, experience in the contact with students, etc. However, AFR beneficiaries should not be used as low-cost teaching staff. The task of teaching must not constitute an impediment on your research activity and the subject taught should be directly related to your research field. Your teaching missions should not exceed 90 hours per year. The AFR scheme does not award supplements for your teaching activities.
2. Q: I have an AFR grant and I have been on sick leave for more than 1 month. What shall I do?

A: If you have been on sick leave for more than a consecutive month, then you or your host institution have to send a written notification to the FNR, as soon as possible. If necessary, you may ask for the suspension of the grant and a possible extension of the funding period may be granted.

4. Q: I would like to change supervisor/host institution? What shall I do?

A: A change of supervisor is a substantial change of the AFR grant and needs to be approved by the FNR, otherwise the funding may be immediately terminated (see AFR Terms and Conditions).

If you are planning to change supervisor or Host Institution, then you should contact the AFR Programme Manager of your domain as soon as possible (preferentially by email) and ask how to proceed.

5. Q: I am planning to attend a summer school, a conference and non-scientific training seminar (on project management, communication, scientific writing and research ethics) during my AFR grant. Are the costs eligible for reimbursement through the AFR training allowance?

A: Yes. A specific budget (4000€/PostDoc and 6000€/PhD) is available to cover costs for training. The following costs are eligible:

- Travelling to and from the location of the activity
- Registration fees
- Accommodation for the duration of the activity
- Meals.

Please refer to the AFR Terms and Conditions.

Extension requests

1. Q: My AFR PhD Grant with is about to finish and I need additional time to successfully obtain my PhD degree. What shall I do?

A: PhD beneficiaries may request a single project extension but the total duration of the project may not exceed 48 months. The extension request has to be submitted at the latest 3 months before the grant end date indicated in the grant agreement. Please note that the FNR terminates the AFR PhD grant at the latest 3 months after the PhD examination.

2. Q: My AFR PhD Grant is about to finish and I would like to apply for an extension. My employment contract with the Host Institution in Luxembourg will finish at the same time. Is it possible to apply for an extension via a fellowship?

A: In the AFR scheme, employment contracts are the rule. In Luxembourg, the AFR exclusively supports researchers having a work contract. The institution hosting a PhD candidate should ensure that it can offer a work contract for the full duration of the PhD project. Therefore, extensions requests applying for a fellowship in Luxembourg are not considered.

Moving to Luxembourg

1. Q: I will be moving to Luxembourg. Where can I find help for my visa application?
A: Euraxess Luxembourg is a good source of information. Euraxess Luxembourg provides free of charge information and assistance to researchers on job and funding opportunities, visa applications, taxation, professional and daily life and mobility in Luxembourg.