



European Respiratory  
Society

# ERS/Marie Curie Postdoctoral Research Fellowships 2010 (RESPIRE Programme)

## Guidelines during completion of an ERS/Marie Curie Fellowship

The proposed start and finish dates of your project should fall within the specified duration of the Fellowship you applied for. They should allow sufficient time after the expected date of the funding decision for you to complete travel, visa and passport formalities. Start dates should be set as from July 2010 and within 1 year of the notification dates at the latest.

The Fellowships are not granted in retrospect for already fully or partly carried out projects. The research project should be completed as outlined in the application files within the given time period of 12 months.

The ERS/Marie Curie Postdoctoral Research Fellowships last exactly 12 months and their duration may not be reduced. The research project outlined in the Fellowship is to be carried out in a continuous time period and may not be split.

The Fellowship is to be carried out in a full time basis (100%) and the Fellows may not be engaged in any paid or salaried activities during the course of their Fellowships. Fellowships are not granted for basic training, workshops, courses, lectures, meetings, conferences, congresses, etc. or for visiting institutions.

**The implementation of the Fellowship (duration, research project, supervision, location, etc.) should be carried out exclusively as outlined in the submitted Fellowship application and may not be amended.**

**Any event or circumstance which might affect the implementation of the Fellowship or are likely to have an effect on the performance of the Fellowship (as foreseen in the application files) need to be notified to the ERS at the earliest. Fellowships that are terminated prematurely, must be notified promptly to ERS and appropriate funds reimbursed.**

## Grant amounts

The ERS/Marie Curie Postdoctoral Research Fellowships are intended to provide a reasonable salary adapted to the Fellow's personal situation and to the Host country. The Fellowships cover the Fellow's travel only, plus subsistence of the Fellow and dependents below 16 years. **The ERS does not recognize recipients of its Fellowships as agents or employees of the ERS** and accepts no liability in respect of any of their actions or activities or in respect to the health or safety of their persons. Therefore it is the Fellow's and Host supervisor's responsibility to find a mutual agreement on the nature, in terms of status, of the Fellow's appointment during the Fellowship at the Host unit.

Grants are funded according to the personal (number of children under 16 years of age) and professional circumstances of the Fellow and the **Host country**. The ERS subsistence rates are based on those published by the European Molecular Biology Organisation (EMBO) [www.embo.org](http://www.embo.org). (see Table 1).

The Fellowship does not provide the travel costs for the Fellow's family. **The grant amounts are indicated per month in EURO (depending on the Host country) for a Fellow not receiving any other sources of income (salary, funding, travel grant, fellowship, etc.).**

**If the applicant is already at the receiving institute or in the Host country the travel flat rate is not granted.** A one off travel flat rate of €200 will be granted for distances between Host and Home unit below 5000km. For distances above 5000km the one off travel flat rate will be €700.

Please note that the total ERS grant amount should cover travel and accommodation costs and provide with enough money to live on during the Fellowship. Therefore only subsistence rates are supported by the ERS grant. **The ERS/MC Fellowship is not intended to cover any expenses other than the ones related to the living expenses in the Host country during the stay.**

**The standard calculation foresees deducting from the ERS monthly subsistence rate the monthly salary of the Fellow should he/she still be receiving income from the Home/Host Institutes during his/her Fellowship.** Whether the amount is transferrable to the Host country or not, is not determining in the calculation. When a salary is provided during the Fellowship, the ERS considers that the Fellow already has a source of funding while completing the Fellowship. Most Fellows do not receive any salary during their leave from the Home unit and it is their responsibility to manage expenses in their Home country (rent, etc.). **The grant amount is set in order to enable the stay in the Host country only.**

**A fixed amount per Fellow is calculated for their Fellowship and is set as an ERS Grant amount at the beginning of the research project. The Fellowship provides the recipient with a subsistence allowance to cover the Fellow's living costs and a flat rate for travelling expenses to the host institute.** The ERS does not provide the Fellows with bench fees, any other contribution to the costs of the research or any other financial support to the social security and safety schemes during the Fellowship.

**The Fellowships may not be financially supplemented by agencies other than the Home or Host institutions, or the Fellows personally. Therefore they may not run concurrently with other awards, funds, grants, fellowships, etc. during the same time period and project.**

The only financial supplements that are permitted to the Fellow, to be supplied with by Home and/or Host institutes without deduction on the ERS grant amount; are financial aid to cover the Fellow's obligatory health and safety insurances, legal and social security insurances, pension schemes and child support in Home and Host country.

Table 1

	Austria	Belgium	Denmark	Finland	France	Germany	Ireland
<b>fellow</b>	2890	2545	2900	2500	2530	2840	2900
<b>for each dependent</b>	275	234	272	239	243	272	244
<b>currency</b>	EURO	EURO	EURO	EURO	EURO	EURO	EURO

  

	Italy	Netherlands	Norway	Sweden	Switzerland	UK	Other
<b>fellow</b>	2820	2650	2829	2526	3524	2900	Approx. 2400
<b>for each dependent</b>	264	253	288	257	358	297	Approx. 220
<b>currency</b>	EURO	EURO	EURO	EURO	EURO	EURO	EURO

- a. **In order to avoid duplication of expenditure**, particularly with national sources, it is a condition of any award by the ERS that a full declaration be made to the organization of all other grants, awards and contributions applied for towards the same travel and subsistence expenditures. **Continuation in whole or part of existing salary and income** must also be declared. It will be separately considered by the ERS in the light of any explanations furnished by the fellow of the necessity of continuing expenses not connected with the ERS fellowship. **The ERS will usually reduce its normal financial intervention by a corresponding sum or, where appropriate, annul it entirely.**
- b. The financial supplements that are permitted to Fellows, to be supplied with by Home and/or Host institutes without deduction on the ERS grant amount; are financial aid to cover the Fellows' obligatory health and safety insurances, legal and social security insurances, pension schemes and child support in Home and Host country.
- c. ERS fellows are encouraged to engage in teaching, discussion and similar activities of the institution they visit. **They may not, however, engage in any paid or salaried activities during the course of their fellowships.**
- d. **The Fellowships may not be financially supplemented by agencies other than the Home or Host institutions, or the Fellows personally. Therefore they may not run concurrently with other awards, funds, grants, fellowships, etc. during the same time period and project.**
- e. ERS fellows are not insured by the ERS against medical expenses for themselves or their families; neither are they insured for accidents during their travel to and from the host institution. **The ERS does not recognize recipients of its fellowships as agents or employees of the ERS and accepts no liability in respect of any of their actions or activities or in respect to the health or safety of their persons.** In their own interest, recipients of the Fellowships are, therefore, urged to make sure that they, their families and the institutes which receive them are fully covered by the necessary insurances. **It is the sole responsibility of the recipient of an award to ensure that he/she is covered under a social security scheme providing protection at least equivalent to those of local researchers holding a similar position.**
- f. The ERS is a non-governmental international organization whose awards are not automatically endowed with any particular tax privileges. It is the sole responsibility of the recipient of an award to pay any tax which may be levied upon him/her by the appropriate national authority. The ERS is not responsible for any tax issue that may arise either in the Home or in the Host country and any taxes have to come out of the Fellowship award.
- g. **The subsistence rates mentioned above (Table 1) are indicative and subject to change.** The subsistence rates depend on the available yearly ERS Fellowship budget and are also subject to variable inflation, exchange rates and the cost of living in the Host country.

# Performance Obligations

## ***Ethical considerations***

The ERS acknowledges the importance of adhering to the EU Commission's ethical principles of FP7. Therefore, several measures are implemented in the programme to ensure adherence to these principles.

- a. **In line with national and international legislation each research programme in an accepted Fellowship application must be approved by an ethical review board at the Host-institution, before it is commenced.** A copy of the approval by the ethical review board will be requested by the ERS, and must be submitted at the latest at the time of the interim report, which is 6 months after the start of the Fellowship. Documentation of approval of the research by the Host's institution ethical review board will have to be provided with the interim report. **Failure to provide this will result in termination of the grant.** Any evidence or suspicion of breaches of ethical conduct and/or scientific integrity during (or after) the Fellowship will result in a rapid and thorough assessment by the ERS Ethical Committee. If necessary, this may result in termination of the Fellowship and/or other appropriate actions towards the Host institution and its authorities.
- b. **A signed statement from the Host institute will be requested before start of the Fellowship and before making the first payment. The statement must include the following points:**
  - 1) **Certification that there is an ethical review board for research at the Host institute;**
  - 2) **The research conducted at the laboratory of the Host institute is in compliance with local, national and international legislation and guidelines on research in humans and/or animals;**
  - 3) **All necessary steps will be undertaken to ensure that the specific research project for which the application is made, will be in compliance with these legislation and guidelines, including the FP7 Ethical Principles, as specified above;**
  - 4) **Documentation of ethical approval of the proposed research will be provided to the ERS as part of the interim report;**

Specifically, the following fields of research will not be financed in this programme:

- Research activity aiming at human cloning for reproductive purposes
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable
- Research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

## ***Requirements for Host Institutes & ERS/MC Fellows***

### **Host Institutes:**

- a. Will be requested to ensure the fulfilment of both practical and scientific aspects which are relevant in the beginning (housing, safety), during the completion (regular meetings, evaluations) and at the end/ during the follow-up of the Fellowship.
- b. The Host supervisor will be required, before the beginning of the project, to confirm in writing that he/she is prepared to receive the Fellow and to provide the necessary facilities to carry out the research. The written confirmation by the Host should include a starting date of the Fellowship, and a confirmation of the Host institute's responsibilities which include availability of laboratory and office space; ability to conduct the projected research; and verification that health & safety issues are taken care of. The Host will also be asked to assist the Fellow in housing and other practical issues (e.g. he/she will be directed to the university's housing department). **Moreover, a signed ethics statement must be submitted by the Host at this stage (see also section above).**

- c. An important aspect of this written confirmation will be that the Host will be requested to assign named persons as scientific and administrative mentors for the Fellow. The first one being responsible for the scientific part of the Fellow's project, whereas the second mentor will be responsible for coaching the Fellow in all matters related to visa requirements, registration with the university, opening a bank account, housing, finding appropriate schools for the Fellow's children, etc.
- d. The ERS expects from the Host supervisor a brief report on what has been done and achieved at the end of the Fellowship.

#### **ERS/MC Fellows:**

- a. The ERS will at the beginning of the Fellowship write to the Fellow to ensure that all practical matters have been taken care of, and that the Fellow has optimal starting conditions. If there are any problems, the Fellow has the possibility to report these to the ERS, who in such cases will contact the Host in order to try to solve the problems.
- b. The mid-term and the end-of-project report include sections where the Fellow will be asked to evaluate and score the Host in terms of scientific and administrative support and supervision. If in the mid-term report the Fellow indicates unsatisfactory support with regard to supervision, the ERS will contact the Fellow and Host directly to see what may need to be improved, and follow-up 2 months later with the Fellow and the Host, and ask for written confirmation that the matter has been resolved. In extreme circumstances the ERS may decide to prematurely terminate the Fellowship.

#### ***ERS follow-up reports***

- a. The Fellow and the Host supervisor will be requested to submit a **mid-term review report and completed questionnaire (including certification of ethical approval by local ethics board at host unit)** in order to assess the progress of the fellow's activities **six months after start** of the fellowship.
- b. The Fellow and the Host supervisor will be requested to submit **two final activity reports and completed questionnaires two and six months** (administrative & scientific report, report on the fellowship experience to be posted online) **after the end** of the Fellowship.
- c. The Fellow and the Host supervisor will be requested to provide **two years and five years after the end** of the Fellowship a completed **questionnaire and report** on any outcomes related to the Fellowship (career opportunities, papers published, grants & awards received, etc.)
- d. The Fellow and Host supervisor will make sure that any **publication or outcome** related to the Fellowship will **acknowledge the ERS support and EU Community support**.
- e. The Fellow and Host supervisor will record and update the ERS, for **at least five years after the end** of the fellowship, of any **publication activity** and other outcome resulting of the fellowship and **within two months of the said publication** being made public.
- f. Publication of results in the official journals of the society, in particular in the ERJ, is encouraged.

#### ***The ERS/MC Fellowships***

- a. require an interim (or mid-term) report from the Fellow (signed by the Host supervisor) 6 months after beginning of the project. This report will include scientific progress, as well as administrative and other issues. This report will include scientific progress, as well as administrative and other issues. **At this time also a copy of approval of the research project by the local ethical review board needs to be submitted.**

- b. require a short administrative end-of-project report in English within 2 months of the end of the project. 6 months after conclusion of the Fellowship a full scientific report should be submitted by the Fellow. The reports will be posted on the ERS Website. Following this condition, Fellows will automatically become members of the Association of ERS Fellows and are encouraged to attend the Fellows Lunch Session organized at the ERS Annual Congress;
- c. do not guarantee any tax issue that may arise either in the Home or in the Host country and any taxes have to come out of the Fellowship award;
- d. that are interrupted or affected by any event or circumstance which may amend their implementation or performance (as foreseen in the application files) need to be notified to the ERS at the earliest.
- e. that are terminated prematurely, must be notified promptly to ERS and appropriate funds reimbursed.

### ***Association of ERS Fellows***

- a. Upon submission of a satisfactory end-of-project report, which must carry the endorsement of the Host supervisors, Fellows are eligible to join the Association of ERS Fellows. This Association brings together the exclusive group of ERS Fellows who, after an international evaluation process, were selected from a large number of candidates to receive ERS Fellowships.
- b. The Association of ERS Fellows directory provides a unique and invaluable resource of addresses, current professional activities, Fellowship subjects and Host institutes. It permits members to identify and contact colleagues. It may also serve as a useful recruitment pool. New Fellows who work in developing countries or in Eastern Europe may benefit from a 1-year ERS full membership.
- c. The end-of-project report will be posted on the ERS website. Fellows will automatically become members of the Association of ERS Fellows. ERS office will contact Fellows on a regular basis in order to update their profile on the website.
- d. ERS Fellows are encouraged to attend the Fellows Lunch Session organised at the ERS Annual Congress.

**Any infringement of these conditions will result in the withdrawal of an application from the selection process or the cancellation of an award already made.**