ASSISTID

Postdoctoral fellowships in Assistive Technologies in Intellectual Disability, Autism Spectrum Disorder and Dementia

Guide for Applicants

Call 2015

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RESPECT

DAUGHTERS OF CHARITY SERVICE
FOR PEOPLE WITH AN INTELLECTUAL DISABILITY

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Part I – Information about the ASSISTID programme and fellowships

1.   ASSISTID fellowships – Purpose and scope

The ASSISTID programme aims to equip postdoctoral researchers with multidisciplinary skills to enable them to assume leadership roles in intellectual disability research and with the Daughters of Charity Services which provide for the education, social inclusion and employment of people with autism or an intellectual disability.

This will ensure societal relevance of research training and mobility, work-practice career development and employability of the Fellows, and the translation of knowledge to improve care for people with autism and intellectual disability.

ASSISTID fellowships are financed by RESPECT, a fundraising charity for intellectual disability service and research, established by the Daughters of Charity Disability Support Service based in Dublin, Ireland. ASSISTID fellowships are co-funded by the European Commission under the 7th European Framework Programme.

During the lifetime of the project, 2 calls for proposals will be published; the first call in September 2014 and the 2nd call in July 2015. For each call, an indicative number of 16 incoming fellowships and 4 outgoing fellowships will be awarded.

2.   Participants

2.1   Daughters of Charity and RESPECT

The Daughters of Charity Disability Support Services (DoC) of St. Vincent de Paul are an Irish service who provide care, education and training for people with an intellectual disability. RESPECT is the fundraising charity for intellectual disability service and research established by the Daughters of Charity Disability Support Service. RESPECT is the project coordinator and cofunder of ASSISTID.

2.2   DOCTRID Research Institute and host organisations

The DOCTRID Research Institute (RI) was set up as a research programme under the RESPECT and Daughers of Charity Board in 2010. It is a distributed research network that funds and supports training for Experienced Researchers across all Irish universities and partners in the UK and USA. The DOCTRID RI is designed to serve as a center of research excellence in conducting evidence-based research to inform policy and practice throughout the organization to improve services, care, and outcomes for the individuals served at the Daughters of Charity Service and other State-subsidised Disability Services in the Republic of Ireland (ROI).

The DOCTRID RI includes 16 research institutes:

Incoming Hosts

1.   Dublin City University – UCD (Republic of Ireland)
2.   Maynooth University – MU (Republic of Ireland)
3.   National University of Ireland Galway –NUIG (Republic of Ireland)
4.   Trinity College Dublin – TCD (Republic of Ireland)
5.   University College Dublin – UCD (Republic of Ireland)
6.   University College Cork –UCC (Republic of Ireland)
7.   University of Limerick - UL (Republic of Ireland)
8.   Royal College of Surgeons in Ireland – RCSI (Republic of Ireland)
9.   The Institute of Technology Tralee – ITT (Republic of Ireland)
10.   Dublin Institute of Technology – DIT (Republic of Ireland)
11.   Dundalk Institute of Technology-DkIT (Republic of Ireland)

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Outgoing Hosts

12. Queen's University Belfast – QUB (UK)
13. Ulster University – UU (UK)
14. Michigan State University – MSU (USA)
15. Eunice Kennedy Shriver Centre at the University of Massachusetts Medical school – UMMS (USA)
16. Designability (UK)

DOCTRID also encompasses Associated Partners in Canada (OCAD University, Toronto) and Japan (National Rehabilitation Centre for Persons with Disabilities (NRCD), Japan).

Contacting the host organisations

A profile of each host organisation and contact details for key faculty can be found on our website homepage www.assistid.eu under the Host Institutions tab. Applicants are expected to make contact with their host organisation of interest as early as possible to discuss the proposed research project. Engaging with the potential host supervisor will help to develop a competitive proposal which will reflect the expertise being offered by the host institution and the specific training and career development which the applicant will receive. The proposal should convey the collaborative benefits of the project and the desire of both host and applicant to work together. Please note that the project must be written and submitted by the applicant and not the host organisation. However, proposals which have had no input or communication with the host organisation are not expected to be successful.

2.3   Partner organisations

For the outgoing mobility scheme (see Section 3 below), fellows may choose to go to one of the non-ROI based research institutes of the DOCTRID RI, or to another university or a private sector partner world-wide with a proven high international research standard. For a list of partners within the network please see http://www.assistid.eu/host-institutions/).The latter will be referred to as Partner Organisations. The fellow together with the host supervisor must seek approval to carry out their research at a host university outside the DOCTRID network by submitting a written justification to the Programmes Manager outlining the relevant beneficial training and career development which the new host will provide to the applicant, and also how the new partnership will enhance the capacity and sustainability of the DOCTRID RI. The PM will in turn submit this to the DOCTRID Research Board for approval. Once approved, the academic institution will sign a MoU to formalize collaborative links with the DOCTRID RI.

2.4   DOCTRID Collaborators

ASSISTID Fellows are strongly encouraged to engage with the Daughters of Charity during their project and may choose to undertake research visits and secondments to either the DoC or other academic and private sector partners. (More information on secondments can be found in Section 4.2 below). They may take part in the Intersectoral Academia – Private Sector Service mobility training programme, which includes immediate engagement of the fellows with people with disability under environments of daily living, coupled with developing their own independent research programmes. The DOCTRID collaborators in the Intersectoral Academia-Private Sector programme are the DoC Service Centres Ireland, the New England Children's Center (partnered with EK Shriver Center UMass) and Peckham Industries (partnered with MSU).

Fellows may also choose to carry out their secondment with a collaborator at another high-level private sector or academic collaborator outside of the DOCTRID network which they feel will be of benefit to their training and career development. (For a list of collaborators and academic partners within the network please see http://www.assistid.eu/collaborators/ and

http://www.assistid.eu/host-institutions/). The fellow together with the host supervisor must seek approval of new collaborators (either public sector or academic) which are outside the DOCTRID network by submitting a brief written justification to the Programmes Manager outlining the relevant expert training and career development which the new host will provide to the applicant. The PM will in turn submit this to the DOCTRID Research Board for approval.

3.   Structure of the ASSISTID Fellowships and eligibility criteria

The ASSISTID fellowship programme offers fellowships for incoming mobility and for outgoing mobility.

The Incoming mobility programme offers fellowships of 24 months to Experienced Researchers from outside the Republic of Ireland (ROI) at one of the Irish universities participating in the DOCTRID Research Institute.

The Outgoing mobility programme offers fellowships of 36 months to Experienced Researchers based in the ROI, consisting of an outgoing phase of 24 months and a return phase of 12 months. The outgoing phase will take place in one of the non-ROI based university partners in the DOCTRID RI: MSU, UMMS, Ulster University, QUB, or to another university or a private sector partner world-wide with a proven high international research standard. The return phase will take place in one of the ROI universities participating in the DOCTRID Research Institute.

Eligibility criteria for the incoming mobility programme:

1.   Fellows may be of any nationality but must be fluent in English (both written and spoken).
2.   Fellows must be Experienced Researchers: they shall, at the time of the relevant deadline for submission of proposals) be in possession of a doctoral degree or have at least four years of full-time equivalent research experience. Allowance is made for career breaks.
3.   Fellows must engage in international geographical mobility: at the time of the relevant deadline for submission of proposals, Experienced Researchers shall not have resided or carried out their main activity (work, studies, etc) in the ROI for more than 12 months in the 3 years immediately prior to the submission deadline. Compulsory national service and/or short stays such as holidays are not taken into account.
4.   The host organisation for the Incoming Mobility scheme is one of the ROI universities participating in the DOCTRID Research Institute.

Eligibility criteria for the outgoing mobility programme:

1.   Fellows may be of any nationality but must be fluent in English (both written and spoken).
2.   Fellows must be Experienced Researchers: they shall, at the time of the relevant deadline for submission of proposals) be in possession of a doctoral degree or have at least four years of full-time equivalent research experience. Allowance is made for career breaks.
3.   Fellows must engage in international geographical mobility: fellows must, at the time of the application deadline, be resident in Ireland and must be either Republic of Ireland nationals or long-term residents in ROI. A long term resident is defined as a researcher who has spent a period of full-time research activity of at least 3 consecutive (without breaks in research) years in ROI. At the time of the relevant deadline for submission of proposals, researchers shall not have resided or carried out their main activity (work, studies, etc.) in the country of their host organisation for more than 12 months in the 3 years immediately prior to the reference date. Compulsory national service and/or short stays such as holidays are not taken into account. These fellows will return to their ROI home institution for the return phase of their fellowship.
4.   The host organisation for the Outgoing Mobility scheme is one of the non-ROI based university partners in the DOCTRID RI: MSU, UMMS, Ulster University, QUB, or in another university or a private sector partner world-wide with a proven high international research standard.

Eligibility criteria for the proposal:
1. Fellows have full freedom in the choice of their research topic, provided that it falls within the wide research area of 'Assistive Technologies for Autism and Intellectual Disabilities'.
2. Proposals must be executed during a period of 24 months for the Incoming scheme and of 36 months for the Outgoing scheme
3. Proposals must adhere to the ethical standards as set out in the Guide for Applicants (tick box on the application form)
4. Proposals must be received on time. The time indicated by the on-line submission system will be regarded as the time of submission. The deadline for this call is 30 June 2015 at 17:00:00 Dublin time.
5. Proposals must be complete. Please see section VI of this Guide.
6. Applicants may only submit one proposal per call.

4. Typical activities of an ASSISTID Fellowship

4.1 Hands-on training through a Research project

Experienced Researchers should propose an individual research project, suited to the interests and needs of the fellow, which allows them to enhance and diversify their scientific skills and to further develop their scientific careers. The ASSISTID programme will equip postdoctoral researchers with multidisciplinary skills to enable them assume leadership roles in intellectual disability research and with the Services which provide for the education, social inclusion and employment of people with autism or an intellectual disability. They can set up their own project in such a way that it enables them to widen and deepen their scientific knowledge. Please note that this will be evaluated under the criterion 'Impact'.

Fellows have full freedom in the choice of their research topic, provided that it falls within the wide research area of 'Assistive Technologies for Intellectual Disabilities, Autism Spectrum Disorder and Dementia'. This includes, but is not limited to: Applied Behaviour Analysis and Autism, Augmentative and alternative communication, Assistive technologies and innovative learning, Intellectual disability research Ethics and rehabilitation, Intellectual disability policy and law, Multimedia development, Rehabilitation and counselling in employment for intellectual disability.

During the proposal preparation phase as well as during the implementation of the project, ethical rules must be adhered to. Please see chapter V of this Guide.

4.2 Secondments

ASSISTID fellows may choose to undertake secondments either through the Inter-sectoral Academia-Private Sector Service mobility training programme or with other high-level private sector or academic collaborators if they and their supervisor feel that this brings an added value to their project. In particular, engagement with the Daughters of Charity Disability Service is strongly encouraged, either through project design and including service users in the study or through a secondment period. Please contact the ASSISTID programmes manager if you require further information. Applicants may include a secondment in their project proposal, even if the secondment place is not identified at the proposal stage. Please note that secondments are not mandatory nor do they have to be confirmed in advance of submitting the proposal for funding; these can be decided at any time throughout the duration of the fellowship. However, if while preparing the proposal, the applicant is aware of a specific secondment which they are interested in and which will require the approval of the DOCTRID Research Board (ie it is outside the DOCTRID network), the Programme manager should be approached with this request as soon as possible.

Secondments in the private sector should allow fellows to develop skills such as entrepreneurial skills, intellectual property approach and innovation approach. Secondments in the academic sector should allow fellows to widen their scientific competences. Secondments in the DoC Services will allow the fellows to translate their academic findings into practical applications.

Secondments may last for up to 6 months during a 24 and 36 months fellowship. The employment contracts with the main host organization will remain in place during possible secondments during the fellowship.

4.3   Other training activities

DOCTRID RI organized a number of training activities, which all fellows are expected to attend during their fellowship.

o   RESPECT ensures a welcome event including a session on the practicalities of moving abroad (a welcome to Ireland, information about social security/pension entitlements, setting up bank accounts etc) and how EURAXESS can help both incoming and outgoing fellows.
o   The DOCTRID RI organises an ASSISTID Training Week once every two years, for all fellows active in the network at that moment. The Project Coordinator will, together with the Project Manager, determine the exact content of each Training Week.
o   DOCTRID RI partner University of Limerick will host a research forum (open to the public) once every two years, to showcase the work, disseminate findings, foster collaboration, and advance further funding applications of Postdoctoral Fellows and DOCTRID partner organisations and collaborators.
o   The DOCTRID RI encourage and will facilitate fellows to undertake secondments either through the Inter-sectoral Academia-Private Sector Service mobility training programme or to other academic or private sector partners. These secondments are not mandatory.
o   Host institutions must provide fellows with opportunities to attend conferences, training courses etc.

4.4   Supervision

Each fellow will be appointed a supervisor. The supervisor will support the fellow with designing his/her Personal Career Development Plan. The supervisor supports the fellow in all scientific aspects of his/her research project. Supervisors support the fellows in the scientific and financial management of their projects, project reporting, supervision and/or teaching, participation in outreach activities of their host organisation and of the DOCTRID RI, the submission of papers and publications and grant writing.

For the incoming mobility scheme, one supervisor shall be appointed. For the outgoing mobility scheme, two supervisors are appointed: one at the outgoing host organisation and one at the return host organisation.

4.5   Career Development Plan

All fellows are required to set up their own Personal Career Development Plan (PCDP) together with their supervisor. The PCDP will state clear and well-defined objectives in terms of gaining new scientific and complementary experience how the fellow intends to achieve these objectives. The PCDP will be reviewed and updated every six months by the fellow, the supervisor and the mentor, to ensure that objectives are still relevant and that they are still in line with the activities to achieve these objectives.

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5. **Financial aspects and contracts**

Each fellow is entitled to a living allowance, which is the salary of the fellow (gross salary and employer's social security charges). It will be paid by the host organization to the fellow directly. The yearly average living allowance for the incoming mobility scheme is €63823.77. The yearly average living allowance for the outgoing mobility scheme is €64788.27. Included in the living allowance for the outgoing scheme is an amount of €867.00 / outgoing fellow / year that may be used to purchase private health insurance.

Each fellow is entitled to a mobility allowance. The monthly mobility allowance is paid to cover expenses linked to the personal household, relocation and travel expenses of the fellow. The mobility allowance will be paid directly to the fellow and is subject to national taxation legislation. Reference rates are set for fellows with and without family. The reference rate for researchers without a family is €700 / month and €1000 / month for researchers with a family.

Each fellow is entitled to a flat-rate contribution to research costs, for expenses related to the participation of the researcher in research and training activities. The research costs are calculated as a flat rate of €750 per researcher month or €9.000/year/fellow.

Payments per fellow per year	Incoming fellowships	Outgoing fellowships
Average living allowance	€63823.77	€64788.27
Mobility allowance for fellows without family	€ 9164	€9209
or	*or*	*or*
Mobility allowance for fellows with family	€13092	€13056
Research costs	€9000	€9000

There is no need to indicate the budget in the application

When a fellow accepts the fellowship position, the host organization signs a fixed term employment contract with the fellow. For outgoing fellowships, the return host organization in ROI offers the fixed term employment contract. The outgoing and the return host sign between them a Partnership Agreement, defining rights and obligations of the institutions, including ethical issues, with regard to the specific fellowship. The employment contracts will remain in place during possible secondments during the fellowship. Fellows enjoy full social security coverage and the statutory working practices of their host organization.

Part II – Indicative timetable for this call

Deadline for submission of proposals	30 June 2015
Evaluation of proposals, including interviews	October 2015
Final information on the outcome of the evaluation (rejection letters and fellowship offers)	01 November 2015
Indicative dates for the signing of employment contracts with the host organisations	01 November 2015 – 30 Jan 2016
Indicative start date of the fellowship	01 November 2015 – 30 Jan 2016

Part III – Evaluation criteria and evaluation process

1. **Evaluation process**

The selection process of the ASSISTID programme consists of the following 3 steps after receipt of applications.
Step 1: eligibility check for fellow, proposal and project
Step 2: Evaluation process, including Ethics check if relevant
Step 3: Final funding decision by the DOCTRID Research Board

Step 1: Eligibility check
After the Applications deadline, all proposals and applicants are checked for eligibility by the Project Manager. Please see Part I Section 3 for the eligibility criteria of the host organization, applicant and proposal. Ineligible proposals will not be evaluated. Eligible proposals progress to step 2 of the selection process.

Step 2: Evaluation process
Step 2, stage 1: independent review by remote reviewers
Each proposal is reviewed by three independent remote reviewers. Allocation of proposals will be done primarily based on a match between the proposal topic and the reviewers' expertise. Reviewers will all be non-Irish, and will be checked for Conflict of Interest. Each remote reviewer will send their individual written report to the Project Manager within 4 weeks.

Step 2, stage 2: ethics check by the DoC Ethics Committee (if relevant)
The Daughters of Charity Ethics Committee will do a quick screening of all proposals which have been identified as having a potential of ethics concern, also when the 'ethics-box' is not ticked on the application form.

Step 2, stage 3: shortlisting of candidates by the DOCTRID Research Board
The Project Manager will combine the comments from the independent remote reviewers in one Evaluation Report and will calculate the average score awarded by the three remote reviewers. Based on the Evaluation Reports, the DRB will compile a ranked list. The ranked list will list all proposals in descending order of scores. The DRB will indicate which candidates will be invited for interview, following the order of the ranking list. The DRB will shortlist a double number of candidates (up to 40 per Call) compared to the number of fellowships available in that call. In case of ex aequo cases, both proposals will be put onto the ranking list.

Step 2, stage 4: interviewing of shortlisted candidates by Selection Panels
Each shortlisted candidate will be interviewed by a Selection Panel. Each Selection Panel consists of 3 members. The DRB appoints 2 of its members by unanimous vote to each Selection Panel. In addition, one member of the Scientific Advisory Board (SAB) will be appointed to each Selection Panel.

The interview is an assessment of oral presentation: applicants will be asked to give a 15 minutes power point presentation. The presentation will be followed by Q&A session (15 min max).

Interviews will be held either face to face or through video conferencing or Skype. Note: the applicants' travel costs associated to the selection process will be covered within reason (e.g. economy fares) by the scheme. In cases of very expensive travel costs, Skype or videoconferencing will be used. The Programme Manager will compile a ranked list of applicants, based on the score given for the interview.

Step 3 Funding decision
For each interviewed candidate, the Project Manager will combine the scores obtained in the review report (0 – 5) and during the interview (0 – 5) in a combined funding proposal. Both scores count even.

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The maximum score an applicant can obtain is 10. Consequently, the Project Manager compiles a final ranked list, listing the applicants in order of the final total scores received. The DOCTRID RB actions the funding proposal following the final ranked list.

2.   Evaluation criteria

The ASSISTID programme applies the 5 evaluation criteria for the remote evaluation and the interview. These 5 evaluation criteria are:
1.   S&T Quality
2.   Training
3.   Researcher
4.   Implementation
5.   Impact

For each of the evaluation criteria, a number of sub-criteria have been formulated, to help the reviewer to decide on the quality of the proposal and the project. Please see the evaluation criteria and sub-criteria in the table below.

S&T Quality	Training	Researcher	Implementation	Impact
Research/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal	Clarity and quality of the research training objectives for the researcher	Research experience	Feasibility and credibility of the project, including work plan	Impact of competencies acquired during the fellowship on the future career prospects of the researcher, in particular through exposure to transferable skills training and if relevant with exposure to the private sector
Appropriateness of research methodology and approach	Relevance and quality of additional research training as well as of transferable skills offered	Research results including patents, publications, teaching etc., taking into account the level of experience	Quality of infrastructure / facilities and (inter)national collaborations of host	Contribution to career development, or reestablishment where relevant
Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field	Host expertise in training experienced researchers in the field and capacity to provide	Match between the fellow's profile and project	Practical arrangements for the implementation and management	Development of lasting cooperation and collaborations with other countries

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	quantitative and qualitative mentoring/tutoring		of the research project	
Timeliness and relevance of the project		Independent thinking and leadership qualities. Potential for reaching or reinforcing a position of professional maturity.	Practical and administrative arrangements, and support for the hosting of the fellow	Benefit of the project outcomes to people with intellectual disability
Host research expertise in the field and quality of the group / scientist in charge		Potential to acquire new knowledge		

During the interview, the candidate may once again be questioned about the five evaluation criteria as described for stage two. However, specific attention shall be given to two items:

1. Motivation and presentation of the candidate.
2. Potential of the project outcomes to improve and enhance the lives of people with intellectual disabilities, support carers and educators in delivering an effective service, and for families caring for people with intellectual disabilities.

During both the remote review phase as during the interview, evaluators will be asked to provide a score of 0 – 5 (0 being very poor to 5 being excellent) for each evaluation criterion. Scores may be provided up to 1 decimal. The scores shall then be weighted according to the table below to come to an overall score. Therefore, the maximum score for the each phase is 5. In case of *ex aequo* results, the priority of the proposals on the ranked list shall be according to the table below.

	Threshold	Weighting	Priority in case of ex aequo
S&T Quality	3	25%	3
Training	3	15%	2
Researcher	4	25%	1
Implementation		15%	5
Impact	3.5	20%	4

The score for the review phase shall be the average score of the scores given by the three remote reviewers, and is between 0 – 5 points. The members of the Selection Panel agree on a score for the interview, on a scale from 0 – 5 points. Both scores count even. Both scores will be added up, thus the maximum final score will be 10 (ten).

Only proposals passing the threshold for each evaluation criterion and passing the overall threshold of 70% will be placed on the ranked list.

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3.   Information to applicants

Applicants will receive feedback after each step of the selection process. Within 4 months after the deadline of the call, applicants will receive either a rejection letter or an offer of fellowship letter.

4.   Redress Procedure

RESPECT will implement a redress procedure for the ASSISTID programme. Applicants may submit a request for redress within 30 days after receiving the evaluation results. Redress requests can only be made with regard to procedural issues or perceived incorrect application of eligibility criteria. Redress requests cannot not be made with regards to the scientific judgments of the remote reviewers and members of the Selection Committee. Applicants will be informed about the results of redress within 30 days from their request.

Applicants wishing to start the redress procedure should contact the Programme Manager within 30 days after receiving the evaluation results for information about the procedure.

Part IV – Application process

1.   On-line proposal submission

All applications must be made through the on-line proposal submission which is linked to the ASSISTID programme website www.assistid.eu. There are two steps in the online submission; firstly, complete the Online Application Form-once completed (including creating your username and password) this will bring you to the second step-the Submissions page where you can upload the required documentation.

Please note that the Application Form and the Online Submission cannot be saved halfway through-you must complete each section in one go. However, you may complete the Application Form and log into the Document Upload/Submission page at a later date using the username and password created during the Application Form stage.

Please take care when completing the Application Form as it cannot be edited once submitted. Any edits will require the user to complete the form again using a new username and email address.

Once the entire form has been completed, hit 'SEND' and this will automatically redirect you to the Online Submission page. Here you can upload your documents (CV, project proposal etc). Hit the 'SUBMIT' button to complete your application. You will receive an automated email to confirm your successful application. Please note that this is not proof of eligibility of the proposal.

If you wish, you can complete the Application Form and return at a later date to the Submissions Page to log in and upload your documents-the process does not have to be done in the same day. Applicants will receive an automatic acknowledgement of receipt of the submitted proposal.

To support applicants in the preparation, submission and implementation of their project proposal, the Research Office within the DOCTRID Research Institute can be contacted for information. Throughout the programme, applicants and fellows may contact the Programme Manager at sgorman@respect.ie/Ph 00353 (0) 1 685 6004. For any questions, please check the FAQ-section on the project website first.

For support in practical issues, please contact
- The international office at your host university

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- EURAXESS Ireland for fellows hosted by Irish host organizations

Tel no: +353 1 676 4948
E-mail: mobility@iua.ie
URL: http://www.euraxess.ie/

- Other EURAXESS centres for fellows hosted by organizations in other countries
http://ec.europa.eu/euraxess/

Part V – Ethical issues

In line with the FP7 Ethics policy, that any of the following ethics issues that may arise must be described in the proposal:
o   Human Embryonic Stem Cell (hESC) Research
o   Informed consent
o   Privacy and data protection
o   Dual use
o   Research involving Developing Countries
o   Research on animals

In line with the FP7 Ethics policy, the following areas are excluded from the ASSISTID fellowship scheme:
o   Research activity aiming at human cloning for reproductive purposes
o   Research activity intended to modify the genetic heritage of human beings which could make such changes heritable (research related to cancer treatment of the gonads can be financed)
o   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.

In cases where national ethical rules conflict with FP7 ethical rules, FP7 ethical rules will prevail.

Ethics issues in the proposal
Applicants must tick a box on the application form, indicating if their research deals with any of the ethics issues listed above.

If they tick the box, they must describe these ethics issues in their proposal, including how they will deal with the ethics issues, following the guidelines as described in the 2013 People Programme Guide for Applicants Marie Curie Actions (Ethics).

Proposals with ethics issues during the evaluation process
Step 2, stage 2 of the evaluation process is an Ethics check by the Daughters of Charity Ethics Committee. All proposals which have been identified as having a potential of ethics concern (either when the ethics-box is ticked or on recommendation from the remote reviewers in step 2, stage 1 of the evaluation process) will be screened by the Daughters of Charity Ethics Committee (DoC EC).

The DoC Ethics Committee may approve the ethics of the proposal as it is presented, it may request for additional information and then take a decision, or it may recommend to the DRB, out of grave ethics concerns, that the proposal be non-fundable under the ASSISTID programme.

Grave ethics concerns may relate to research procedures which are unlawful under the UN Convention of Human Rights, under Irish and EU Law or where applicants have not shown in their proposal that /

how required ethical approvals are/will be obtained before the specific part of research starts, and for research projects which do not respect the ethics principles applied in FP7 and national obligations.

In case RESPECT receives a proposal using human embryonic stem cells (hESCs), the following procedure applies: The scientific experts must mention in their evaluation report, if the use of HESCs is justified and necessary for the success of the project. If the project is suggested for funding, the RESPECT administration immediately contacts the REA project officer, who will forward the research proposal and the scientific evaluation reports for the EC ethics review. In addition, the REA will ask the PEOPLE Programme Committee for its opinion. The research using HESCs may not start until the proposal received the approval of the EC ethics review and the PEOPLE Programme Committee, which will be communicated by the REA project officer.

Projects with ethics issues during the project implementation

RESPECT will ensure that any questions related to ethical issues are clarified during the grant agreement process between RESPECT, the host (and the return host institution for the Outgoing mobility scheme), before the start of the fellowship. It is an integrated part of the General Terms and Conditions in the RESPECT contract with the host institution(s) that: "Research will be conducted in line with FP7 ethical rules. The Host Institution is required to comply with the applicable statutory framework and other public regulations, ethical guidelines as well as recognised quality standards and norms for good research practice. The responsibility for following that all ethical guidelines are followed during the projects lifetime lies with the host institution for the Incoming mobility scheme and with the return host institution for the Outgoing mobility scheme.

Part VI – Guidance and template for the proposal

A complete proposal consists of the following elements:
1.   A completed application form
2.   The project proposal
3.   The applicant's CV
4.   A Letter of motivation
5.   Written approval letter of the DOCTRID Research Board for fellowships based in institutions *outside* the DOCTRID network.
6.   Optional: A Letter of Support from the scientist(s) in charge of the supervision of the fellows, countersigned by the Dean/Vice-president of Research of the Host Organisation.

Note: All applications must be submitted through the online submission process. The online Application Form must be completed and the above documents 2-4 (plus 5 and/or 6 if appropriate) should be uploaded to the website at http://www.assistid.eu/submissions/

1.   Application form

The application form is an online form. All relevant fields must be completed.

2.   The project proposal

The project proposal must be uploaded to the website in PDF format via the online submission process.

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The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers). Ensure that the font chosen is clearly readable (e.g. Arial or Times New Roman).

Literature references should be listed in footnotes, font size 8 or 9. However, regardless of the format used, all footnotes will count towards the page limit.

The maximum length of sections 1 – 6 listed below may be 10 pages. Within the page limit, you are free to decide on the number of pages per section. You are strongly encouraged to use the headlines provided below in your proposal. This ensures that you address each of the award criteria as outlined in this Guide for Applicants, and will increase the chance of your proposal being funded.

PROPOSAL TEMPLATE

Cover page

1. Summary

Please use the same summary as in the Application form.

2. Scientific Quality of the project

a. Research / technological aspects of your project, including interdisciplinary and multidisciplinary aspects

b. Methodology and approach

2.3 State of the art in the research area, innovativeness of your proposal, importance of your proposal

2.4 Suitability of the proposed host(s) and scientist(s) in charge for the proposed project

3. Training

3.1 Applicant's training objectives

3.2 Quality of training offered by the host(s)

3.3 Experience of the host(s) / supervisor(s) in providing training, supervision arrangements

4. Researcher

4.1 Match between fellow's profile and project

4.2 Independent thinking and leadership qualities, potential for reaching or reinforcing a position of professional maturity

5. Implementation

6.1 Work plan

Please provide information on the organization of the work, deliverables and milestones, timing of the work (you may want to include a Gantt chart), possible secondments

6.2 Management structure and procedures

Please describe the project organization, the management structure, financial strategy, progress monitoring mechanisms, risks and contingency plans

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6.3 Description of most relevant infrastructures / facilities / collaborations at the host(s)

6.4 Practical and administrative arrangements, and support for the hosting of the fellow

6. Impact

6.1 Impact of the fellowship on the future career prospects and career development or reestablishment of the fellow (private sector, transferable skills)

6.2 Development of lasting cooperation between host countries

6.3 Benefit of the project outcomes to people with intellectual disability

7. Intellectual Property Rights

Please indicate the outcomes of your project and how you propose to disseminate and/or exploit the results. Outline the strategy for knowledge management and protection.

8. Ethics

ASSISTID will ask for further information if your proposal deals with any of these specific issues:

- ☐ Human Embryonic Stem Cell (hESC) Research
- ☐ Informed consent
- ☐ Privacy and data protection
- ☐ Dual use
- ☐ Research involving Developing Countries
- ☐ Research on animals

If you have ticked any of these boxes in form A.5, please describe here how you will deal with these issues. You may want to check the 2013 People Programme Guide for Applicants – Ethics on the ASSISTID website for further guidance.

3. Applicant's CV

Your CV uploaded to the website in PDF format via the online submission process. Please provide your CV of maximum 5 pages (including your publications).

4. A Letter of Motivation

Your Letter of Motivation (maximum 2 pages) uploaded to the website in PDF format via the online submission process.

5. Written Approval Letter of the DOCTRID Research Board for fellowships based in institutions *outside* the DOCTRID network.

A written approval letter must only be provided by applicants who wish to implement their fellowship in an institution outside the DOCTRID network (Please see Part I, Section 2.2- 2.4 of this Guide). Your written Approval Letter uploaded to the website in PDF format via the online submission process.

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Please contact the ASSISTID Programme Manager to discuss such an institution and the procedure to obtain a written approval letter from the DOCTRID Research Board. Please note that written approval letters must be requested at least one month before the call deadline.

6. Letter of Support

You may optionally include a Letter of Support from the scientist(s) in charge of the supervision of the fellows, countersigned by the Dean/Vice-president of Research of the Host Organisation. The Letter of Support must be uploaded to the website in PDF format via the online submission process.

The Letter of Support should include:
- A description of the research facilities of the Host Organisation
- A description of scientist(s) in charge research/technical and supervisory experience
- A description of the institutional support on practical matters (finding a place to live, language courses, support with administrative procedures such as getting a residency permit (for the fellows and possibly their spouses/children) etc.
- A confirmation that all arrangement are in place for the fellow to conduct the proposed research project, including access to equipment, lab and writing-up stations.

Note: Applicants are expected to make contact with their host organisation of interest as early as possible to discuss the proposed research project. Engaging with the potential host supervisor will help to develop a competitive proposal which will reflect the expertise being offered by the host institution and the specific training and career development which the applicant will receive.