



S A S **P R O** 2

# SASPRO 2 Programme

## Terms and conditions

September 2020



project partner



**100**  
project partner



This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No. 945478

## How to apply

1. Application is prepared and submitted by the applicant. The whole application is written in ENGLISH – please make sure that the English text is comprehensible. In case of doubts consider proof-reading by a native speaker before submitting.
2. Application has to be submitted via the online system of the Programme SASPRO 2 webpage (<https://saspro2.sav.sk/>). Applications submitted in hard copy received by post or personally will NOT be taken in consideration and will NOT be evaluated.
3. By submitting your application electronically, you are declaring that the information you are supplying is factually correct. Programme SASPRO 2 reserves the right to withdraw any application or fellowship awarded, the host organisation reserves the right to terminate your employment should any of the information provided in the application be found to be false or misleading.
4. All documents must be uploaded as a PDF file using the template available on the Programme SASPRO 2 website which applicant must follow. Instructions are included in each of the templates to assist you when writing your proposal to make sure you include all the necessary information required.
5. Only complete applications submitted by eligible applicants will be assessed.
6. Application must be received before announced deadline (please check our website) no later than 17:00 pm CET (Central European Time). Late submissions will not be accepted. Confirmation of receipt of your application will be sent to the e-mail address you have registered. Please contact us in case you don't receive acknowledgement within 2 hours of submitting application (please check also your spam folder before you raise an inquiry).
7. Personal data being used will be stored for the specific purposes and duration of the programme as described below. A personal data collected by Programme SASPRO 2 will be destroyed in compliance with Data Protection Guidelines:
  - a) Prior to the award of a fellowship, the information provided will be held by Slovak Academy of Sciences (SAS), as coordinator of the Programme SASPRO 2, then partners Slovak University of Technology in Bratislava (STU) or Comenius University in Bratislava (CU) based on the Agreement between joint controllers.
  - b) Data will be shared with external, independent reviewers under mandatory contract with SAS, STU and CU for the specific purpose of evaluating your research proposal.
  - c) On award of a Fellowship, data will be shared with the host organisation for the purpose of issuing an employment contract based on the Agreement between joint controllers.

## Eligibility criteria

1. Applicants may be of any nationality.
2. Applicant must be fluent in English (written and spoken).
3. Applicant can submit only ONE application per call.
4. Applicant must be an experienced researcher as per the MSCA definition.
5. Refugees covered by the 1951 Refugee Convention (Geneva Convention), the refugee procedure will not be counted as “period of residence/activity in the country of the beneficiary”. This is regardless of whether he/she was active in research at that time.
6. Applicant must comply with the mobility rule:
  - **Incoming grants** – is dedicated for researchers who have not resided or carried out their main activity (work, studies, etc.) in the Slovak Republic for more than 12 months in the last 3 years prior to proposal submission.
  - **Reintegration grants** – is dedicated for Slovak nationals who have carried out their main activity in the Third countries at least 3 years in the 5 years prior to proposal submission and who have resided or carried out their main activity in the Slovak Republic for maximum 3 months prior to proposal submission.
  - Researchers that are already permanently employed by the entity where the research training activities take place and that is recruiting them may not be supported.
7. The proposal/application:
  - a) Must be completed and received on time on or before the call deadline announced on the website of the Programme SASPRO 2.
  - b) Must adhere to the ethical standards applicable to the Marie Skłodowska-Curie actions.
  - c) Must be able to be conducted while hosted at the organisation that the scientist in charge is affiliated to.

## Evaluation and Selection process

1. Fellows will be selected following a transparent, merit-based, impartial and equitable selection procedure, based on international peer review. Recruitment process is aligned with the principles set out in the Code of Conduct for Recruitment<sup>1</sup>.

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<sup>1</sup> <https://euraxess.ec.europa.eu/jobs/charter/code>

SAS was granted the HR Excellence in research award (HRS4R). SAS follows the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers (Charter & Code).

2. Evaluation criteria, it's weighting, threshold are described in the Guide for applicants. The following stages must be performed:
  - a) Eligibility check, fulfilment of formal and technical requirements. Applicant can be asked to correct some minor mistakes or submit missing information (redress procedure).
  - b) If above criteria are met, three independent evaluators will assess remotely an application (an overall threshold of 70% will be applied to the total weighted score).
  - c) If chosen for an interview, applicant must be available to attend and interview or remote video conference on the date requested and present her/his project during the Evaluation committee session.
3. Personal attendance or remote presence does not possess preferential evaluation, both are equally evaluated. Travel and accommodation expenses to attend the interview will be reimbursed. We reimburse:
  - a) Maximum 500 Eur for 1 return ticket (flight, train, bus), no fuel costs will be reimbursed,
  - b) Maximum 70 Eur per night for accommodation per one person.
4. Both expenses must be justified to one night before and one night after the date of interview. Upon receipt of original documents (invoices, flight ticket, any ticket, bills), the cost will be covered to the researcher coming for personal interview. In case of questions, please contact [saspro2@savba.sk](mailto:saspro2@savba.sk) , [saspro2@uniba.sk](mailto:saspro2@uniba.sk), [saspro2@stuba.sk](mailto:saspro2@stuba.sk).
5. After interview applicant may be required to show original certificates of any qualifications listed in the application (in order to verify authenticity), proof of identity and any other relevant documentation.
6. The Programme SASPRO 2 shall provide all measures to ensure that all evaluators, evaluation committee members do not have any conflict of interest related to the application they are reviewing. All mentioned reviewers will sign a Non-disclosure agreement prior to assessment of any application.
7. All eligible applicants will receive details of their ranking and feedback at the end of selection process.
8. All applicants have a right to appeal. Requests can be made with regards to applicant eligibility criteria and procedural issues. Requests with regards to the scientific judgement of reviewers at any stage will not be taken into consideration. Applicants must submit their appeal within 10 working days after outcome notification. The



decision will be made within 30 working days. The scientific judgment will be taken into consideration. The Appeal Committee decisions are final. More information in Guide for Applicants, template uploadable on our website.

## Negotiating and implementation

1. After the completion of the evaluation, the results will be finalized and all applicants and authorized person of host organisation will receive information on the results of the evaluation, including the Summary Protocol giving the opinion of the evaluators on their proposal.
2. Successful applicants will be invited to negotiation. Unsuccessful applicants will be informed why their proposal cannot be funded. Due to budgetary constraints, some applications will be placed on a reserve list. In their case, negotiations will begin only if funds become available.
3. Negotiations between the applicants and SAS; CU; STU aim to conclude the Agreement which provides for funding of the proposed project. It covers both the scientific/technological and the administrative and financial aspects of the project.
4. Conclusion of the employment contract and the start of the project will normally take place after the Agreement enters into force, i.e. after it is signed by both sides, and no later than 6 months after the Agreement conclusion date.
5. The commencement dates for the fellows recruited under:
  - a. **First call:** 1<sup>st</sup> August 2021, 1<sup>st</sup> November 2021, 1<sup>st</sup> February 2022, 1<sup>st</sup> May 2022, 1<sup>st</sup> July 2022 and 1<sup>st</sup> September 2022.
  - b. **Second call:** 1<sup>st</sup> February 2022, 1<sup>st</sup> May 2022, 1<sup>st</sup> July 2022 and 1<sup>st</sup> September 2022.
  - c. **Third call:** 1<sup>st</sup> July 2022 or 1<sup>st</sup> September 2022.
6. As Programme SASPRO 2 is recognized and co-funded by Marie Curie Actions, successful applicants to this scheme can enjoy the title of “**Marie Skłodowska-Curie fellow**”.

## Employment – SASPRO 2 Fellow working conditions

1. Host organisation will enter into a fixed-term full-time employment contract with successful applicant. Standard employment conditions will be provided to the fellows. These conditions are governed by the Labour Code (Act. No. 311/2001 Coll. as amended) <https://www.slov-lex.sk/pravne-predpisy/SK/ZZ/2001/311/20200730>.
2. Fellowship may not be held or continued at any organisation other than the host organisations (except secondment period).
3. During the fellowship, fellows must maintain an actual presence within the appropriate

department/unit in their respective host organisation and must reside within a reasonable travelling distance of the relevant host organisation.

4. Fellows main duties will be the execution of the project tasks proposed in their application. Fellows are required to partake in activities supporting their career development. Any other remunerated activity outside of employment must be consulted and permission from the host organisation must be given.
5. This employment contract will remain in place during any application sphere secondments conducted during the Fellowship.
6. Maximum weekly working time of an employee (according to the Act and collective agreement) shall be 37,5 hours. In the case of risky work environment (exhaustively described in the Act) working time shall be at most 33 and ½ hours per week. An employee's average weekly working time including overtime may not exceed 48 hours.
7. Working time of employees is flexible with basic and optional parts.
8. Working conditions will be negotiated between the host organisation and fellow and they will be a part of the employment contract.
9. Any employee cannot be discriminated on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.
10. Social security coverage and social benefits are governed by the law of the Slovak Republic which is in compliance with EU legislation. Bilateral agreements on Social Security between Slovak Republic and countries which are currently members of EU have been fully or partly replaced by Regulation (EC) No. 883/2004 of the European Parliament and of the Council on the coordination of social security systems as amended by Regulation (EC) No. 988/2009. Provisions of this Regulation have been extended to the Third countries by Regulation (EU) No. 1231/2010 of the European Parliament and of the Council. Social security system in the Slovak Republic is based on social insurance which is composed of: sickness insurance (providing following sickness benefits: sickness allowance, nursing care allowance, equalization allowance, maternity allowance), pension insurance (old-age insurance, disability insurance), insurance for industrial and work-related injuries, wage-guarantee insurance, unemployment insurance. Each employer must pay the social insurance premiums in the appropriate amount for individual types of insurance. Employees' salaries are also subject to deductions for individual types of insurance
11. The salary consists of living allowance, mobility allowance and family allowance (those with children under 26 years old). In case a couple is applying for the fellowship, only one of partner/parent is eligible for this allowance.
12. The actual gross salary received by the fellow may vary depending on employment

conditions and items entering the gross salary. All salaries are subject of tax and deductions under the Slovak Law.

13. Fellows main duties will be the execution of the project proposed in their application. Fellows are required to take part in other activities supporting their further career development (trainings, summery schools, the Programme SASPRO 2 conferences, teaching etc.). However, this should not interfere the progress of their project goals.
14. All fellowships must be finished by 30. September 2025.
15. Fellows are bound by their host organisations policies with respect to work, paid or otherwise, outside of their contracted hours.
16. Fellows will work in the premises of their host organisation. All fellows will have appropriate laboratory or office work space and resources to carry out their research. Any secondment host organisations will also provide necessary infrastructure enabling implementation of the research project.
17. All absence will be regulated by the employment contract and where appropriate by the Labour Code.
18. All amounts payable are made to the fellow's host organisation. SAS does not transfer any funds directly to the fellow. The host organisation will coordinate payment of the salary to the fellow.
19. Fellowship may not be suspended other than in exceptional circumstances (e.g. maternity leave, parental leave or prolonged illness). Any suspensions must be in line with the employment terms and follow the procedure of the host organisation.
20. The host organisation must establish rules and procedures for protecting and managing any intellectual property arising during the fellowship. These rules and procedures must be in accordance with the applicable national guidelines and Horizon 2020 requirements as stipulated in the [grant agreement governing the fellowship scheme](#).
21. Applications for protection of results including patent applications must include acknowledgment of funding under Marie Skłodowska-Curie Actions.

## Secondments

1. During the implementation of the project, researchers will have access to the facilities of the private companies and will perform part of their research there.
2. Recommended duration for the secondments will be 1 month for the 12-month projects, at least 2 months for the 24-month projects, 3 months for the 36 months projects. Fellows will be allowed to realise more than 1 secondment (the recommended duration can be reached by several shorter stays/secondments).
3. According to the Slovak law, working conditions for the employees during the secondments must be at least as favourable as they are at their primary employer (chosen hosting organisation). This legal obligation will be strictly respected.

## **Training**

1. Fellows will be required to prepare an IDP (Individual Development Plan) within the first three months of the fellowship, with the assistance of the scientist in charge and the Programme SASPRO 2 team. This plan will include brief overview of research project and major expected accomplishment, long-term career objectives (over 5 years) and short term objectives (for 1 – 2 years). The progress of IDP will be assessed annually, an adjustment will be made accordingly.
2. Training programme will be tailored individually offering wide range of transferable skills including: management, IPR, presenting and publishing the results, Open science skills, ethics, teaching skills, cooperation with non-academic partners as well as the Slovak language for foreigners.

## **Reporting**

1. Fellow in cooperation with the host organisation is obliged to provide interim report each 12 months of the fellowship describing progress of their research and achievements as well as reached goals set out in the individual development plan. Interim reports are discussed and evaluated by the respective Evaluation committee.
2. Each fellow receive a feedback on their progress. In the last month of fellowship, the fellow submits final report. This submission includes personal presentation on achieved results in front of wide scientific public.

## **Project interruption and suspension**

1. In the case of maternal/paternal leave during the fellowship all available necessary measures to support the fellow will be adopted, including the possible interruption of the fellowship during the leave.
2. The fellowship can be terminated prematurely due to personal, professional or other reasons. This action should not be taken without prior consultation and written request to SASPRO 2 team (respective project officer).
3. Where the fellow intends to prematurely terminate the fellowship, the fellow is required to submit evidence of progress in implementation of the fellowship to the date of department.

## **Acknowledgement**



1. All publications given or authored by the awarded Fellow which arise from the work carried out during their SASPRO 2 Fellowship MUST be acknowledged using the following wording:  
*“This project has received funding from the European Union’s Horizon 2020 Research and Innovation Programme under the Programme SASPRO 2 COFUND Marie Skłodowska-Curie grant agreement No. 945478.”*
2. All public acknowledgements and publications given or authored by the Fellow which arise from the work carried out during the Programme SASPRO 2 fellowship must acknowledge any other source of financial or intellectual contribution as directed by the Programme SASPRO 2 management team or fellow’s scientist in charge (director of the host organisation).
3. Open access to scientific publications will be governed by the rules relating to the placement of research publications and outputs in open access repositories as application under the [grant agreement governing the fellowship scheme](#).

### Ethics Criteria

1. All application must adhere to their host organisation’s research ethics policy. All fellows will be required to commit themselves to conduct their research to the highest standards of integrity as outlined in the following documents:
  - a) [The European Charter for Researchers](#),
  - b) [The European Code of Conduct for Research Integrity](#),
  - c) [SAS Code of Ethics](#)
  - d) [CU Code of Ethics](#)
  - e) [STU Code of Ethics](#)
2. The fellowship will not be awarded to the following:
  - a) Research activities aiming at human cloning for reproductive purposes.
  - b) Research activities intended to modify the genetic heritages or human beings which make such changes heritable.
  - c) Research activities intended to create human embryos solely for the purposes of research or for the purpose of stem cell procurement, including by means of somatic cell transfer.
  - d) Research involving activities human embryonic stem cells.
3. Applicants are required to fulfil [all fundamental ethical principles of Horizon 2020](#).