

GUIDE FOR APPLICANTS

IPD 2016

University of Liege

Administration Recherche & Développement

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1 About BeIPD-COFUND

1.1 Summary

Within the framework of the BeIPD-COFUND programme, the University of Liège (ULg) currently provides a grant programme that supports young post-doc research mobility across Europe and beyond:

- Incoming post-docs who want to develop their research at ULg during 2 years;
- Outgoing ULg post-docs who want to develop their research abroad for one-year.

The fellows will be offered a salary, a research-travel-mobility allowance as well as soft skills training and an attractive LLL offer that enable them to develop their capabilities and independence as research leaders.

The Euraxess Service Centre of the University of Liege will provide a personalised relocation service for each fellow as well as to his/ her family.

1.2 Why? What? Who?

1.2.1 Why?

BeIPD-COFUND allows excellent young researchers to develop their career beyond the doctorate, through a project of their own choice, while being integrated into the best teams of ULg. The post-doc can thus acquire the skills that a research leader is intended to have: acquire excellence in research, experience leading projects, management- and leadership capacities, academic independence, etc.

BeIPD-COFUND offers attractive working conditions for researchers. The conditions under which researchers are welcomed include remuneration with social security coverage¹ and a travel-mobility-research allowance. The researcher has complete liberty to choose his/her host research unit according to his/ her academic field or research area.

ULg wishes to speed up the implementation of the principles described in HRS4R². By aligning its practices with those of the FP7-people programme, ULg contributes to the standardisation of working conditions and the mobility of researchers across Europe and from the rest of the world to Europe, thus facilitating the circulation of researchers, of knowledge and of technologies.

¹ that the Belgian social law calls 'bourse de post-doctorat', not to be confused with grants not subject to social security. The eligibility criteria for these grants are defined by law.

² www.ulg.ac.be/hr-strategy

1.2.2 What?

Incoming and outgoing calls will be open separately. A number of 4 incoming calls (2013, 2014, 2015 and 2016) will be published. A number of 4 outgoing calls (idem) is also foreseen.

	Incoming	Outgoing
Duration of the fellowship stay	24 months	12 month
Periodicity of the publication of calls	Yearly: December	Yearly: April
Total number of fellowships offered/year	25	7

ULg BeIPD-COFUND fellowships are based on a bottom-up approach. Applicants define their own research project in cooperation with their host unit, so that they can develop a win-win cooperation in terms of science, excellence and career development. All research areas are accepted.

1.2.3 Who? (Eligibility of applicants)

The current BeIPD-COFUND incoming programme is entirely dedicated to recently graduated ("young"), foreign PhDs. The BeIPD-COFUND outgoing programme is exclusively dedicated to young PhD graduates from the University of Liège.

<u>Incoming</u>	<u>Outgoing</u>
<p>Those applying for the grant must meet the conditions for the allocation of a "foreign post-doctoral grant" in Belgium :</p> <ul style="list-style-type: none"> • They must have obtained a PhD abroad and not have lived or worked in their main job in Belgium for more than 24 months in the past 3 years before the start of the BeIPD-COFUND fellowship; • If they are allocated the grant, they must be doing full-time unconstrained research at ULg; • During the fellowship, the applicant may not perform other paid work for ULg or a third party. <p>Additional conditions are imposed within the BeIPD-COFUND programme:</p> <ul style="list-style-type: none"> • The applicant must have obtained his/ her doctoral degree after 1 October 2010 or be in a position to 	<p>Not relevant</p>

obtain his/ her doctoral degree before 16 March 2016. The earliest admissible date of the doctoral degree will be set back by one year per maternity/paternity leave, with a max. of 2 years;

- Applicants may not have previously held a research position (grant, work contract, FNRS post-doc) at ULg before the start of the BeIPD-COFUND fellowship;
- Applicants may not have benefited from a “Belgian post-doc grant” for more than 12 months before the start of the BeIPD-COFUND fellowship.

2. BeIPD-COFUND calls

2.1 Preparation of the application

2.1.1 Useful information

We advise you to read the FAQs (http://www.ulg.ac.be/cms/c_3044331/en/faq) carefully because they provide with important information that allows you to submit an excellent application.

2.1.2 Content and submission of the application (for both incoming and outgoing fellowship applications):

The online application form and all required annexes must be submitted online (http://www.ulg.ac.be/cms/c_3041348/en/call-forms) by the post-doc applicant.

The application should contain all the obligatory annexes. All the annexes should respect the requirements (e.g. requested character size, number of characters etc.). Only complete applications will be taken into consideration.

The online application form must include:

- a summary of the suggested research project;
- the name of a permanent ULg academic who supports the applicant and is willing to host the applicant if his/ her application was selected for funding;
- the choice of the Sector Research Council(s) to which the project proposal thematically belongs;

- the name of two international experts whose opinion can be requested regarding the application.

The applicant must make sure that no links between the international experts and him- or herself exist in order to guarantee objectivity and independence and avoid any conflict of interest.³

The following documents should be uploaded in the online application form (upload of a compiled, unprotected PDF file is required):

Annex I Research project description

The description of your research project may not exceed 10,000 characters, font (letter size) 11. A bibliography is non compulsory and will not be counted amongst the max. character limit;

Annex II Requested budget

You will have access to an operating, “running” costs budget for research expenses, as well as travel and mobility (see “guide for applicants”

http://www.ulg.ac.be/cms/c_3044337/en/guide-for-applicants and/ or the FAQs:

http://www.ulg.ac.be/cms/c_3044331/en/faq);

Annex III Ethics check-list

You will find this document to be completed on the internet portal

http://www.ulg.ac.be/cms/c_3041348/en/call-forms under the heading “Call & Forms”;

Annex IV Full CV that includes a list of publications

Full CV that includes a list of publications in which the articles you have published as the main author are highlighted;

Annex V Motivation letter

Your motivation letter should be recent (<3 months), dated and signed. If any, your letter should provide a brief explanation of the nature of your previous stay(s) at ULg;

Annex VI Letter of recommendation from your ULg scientist-in-charge

A recent (<3 months), signed and dated letter of recommendation from your ULg scientist-in-charge;

Annex VII Letter of recommendation from an external expert

A recent (<3 months), signed and dated letter of recommendation from an academic with whom you have previously worked or with whom you have published (PhD thesis supervisor, head of a research unit, etc.). This person cannot be one of the international experts you listed in the “international expert” section of this form;

³ Foire aux questions/ Frequently Asked Questions : http://www.ulg.ac.be/cms/c_3044331/en/faq)

Annex VIII PhD diploma

Copy of the PhD diploma or certificate of status and expected graduation date from the doctoral school where you are currently preparing your thesis. These documents should provide comprehensive information regarding the degree obtained (or to be obtained) and must be translated if the document is not written in English, French, Dutch or German.

2.2. Evaluation and selection

2.2.1 Description of the evaluation and selection process

For both the in- and outbound application, 4 steps can be distinguished:
(A figure that presents a detailed description of the evaluation process as well as a step-by-step procedure description can be found in **annex 1** of this document)

STEP 1 - Eligibility and application check – Online submission of the application, in English or French⁴, by the applicant. After the closure of the call, the eligibility of applicants is checked. Applicants, whose application is considered as non eligible, will be informed about the possibility to introduce a redress request within 5 working days after reception of the written notification of the decision (redress procedure, see 2.3.2).

STEP 2 - Evaluation + sectorized ranking – At the suggestion of the BeIPD-COFUND Project Manager, the chair of the relevant ULg Sector Research Council will assign 4 experts who will review and evaluate the application (for a description of roles and responsibilities, please have a look at **annex 2** of this document).
2 experts are from ULg, 2 are international experts. One of the two international experts is selected amongst the experts suggested by the applicant.
One of the internal ULg experts will be assigned as lead evaluator and be in charge of collecting and discussing the experts' evaluation, obtaining the consensus on individual marks, and preparing the consensus evaluation report that has to be written for each applicant. He will present the report to the selection committee, i.e. one of the three Sector Research Councils (Human & Social Sciences, Science and Technology, Life Sciences) that can suggest amendments to the report following the members' debates. After collecting all evaluations, each Sector Research Council ranks the applicants it has been assigned.

STEP 3 - Overall ranking and decision - Awarding of marks:
On the basis of the Sector Research Councils, the University Research Council proceeds to the final overall ranking in categories:

A: 'Priority List': the applicant is offered funding. He/she must confirm his/her stay within 15 working days.

⁴ Foire aux questions/ Frequently Asked Questions : http://www.ulg.ac.be/cms/c_3044331/en/faq)

B: 'Reserve List': the applicant's proposal is of high quality but sufficient funds are not available. This list is ranked in order. In case an applicant ranked "A" refuses an offer, the first applicant placed on list B will be informed about the vacancy and thus will have the opportunity to accept. He/she must confirm his/her stay within 15 working days.

C: 'Reject list': the applicant's proposal is not of sufficient quality to be funded.

Each applicant will receive a feedback report. Applicants in category A or B will receive their ranking number; applicants in category C aren't ranked.

STEP 4 - Feedback to the applicant - Applicants as well as host units are informed of the decision by the BeIPD-COFUND Project Officer (letter and feedback report). Each successful applicant must confirm his/her acceptance for the offered fellowship and sign an agreement with ULg within 15 working days. Start dates for funded post-doc applications: between 1/10 and 31/12 of the year of the funding decision.

2.2.2 Evaluation Criteria

The Evaluation Criteria (for both incoming and outgoing applications) are:

(1) Quality of the applicant (CV, publications). The first criterion especially focalises on the applicant's qualification, career and capabilities. Overall weight: 50%.

(2) Quality of the research project and its feasibility in the proposed time frame. The intrinsic quality of the project as well as the applicants' capacity to develop and manage the research project is considered. Adequacy of the required research, mobility and travel expenses budget is taken into account as well as the ethical issues the applicant has to deal with. Consideration of ethical issues is mandatory. Overall weight: 25%.

(3) Research Environment: Compatibility of the research project with the research currently undertaken in the host unit. Quality of the host unit (availability of necessary resources, equipment and material), expected spin-offs and knowledge transfer activities. Overall weight: 25%.

For each criterion, a mark in the range 0 to 5 is given. The threshold for each criterion is fixed at 3/5. The overall threshold is 9/15, taking into account the relative weights described above.

Note	Explanation
1	Insufficient. The application meets the evaluation criterion in a superficial way and information is missing.
2	Weak. The application shows many weaknesses related to the

	criterion in question.
3	Good. The application broadly satisfies the criterion, but raises some points for discussion here and there.
4	Very Good. The application satisfies the criterion in an appropriate way, even if some improvements remain possible.
5	Excellent. The application fully meets all the relevant aspects of the criterion in question.

2.3 Specific procedures

2.3.1 Ethical issues

Within the BelPD programme, all research areas are eligible, so ethical issues should be considered for all projects.

The ethics issues check-list (**annex 3** of this document) is part of the application form. This list must be completed.

1 – If applicable, applicants are asked to describe in an additional document how the ethical requirements set out in the FP7 as well as in the national regulations will be fulfilled.

2 – During the evaluation process, the lead evaluator (see step 2 of the 2.2.1 evaluation & selection process) will check any ethical issues (Ethics check list) raised by a proposal with reference to the rules set out in the FP7⁵ and in Belgian law.

3 - If any ethical issue is raised, the head of the applicants' host unit is asked to produce a report which includes a list of the pertinent ethical issues and his/her recommendations regarding the way the issues are to be handled by the applicant. He/she may indicate the need to organise a follow up at a later stage of the project. He/she may also suggest appropriate training activities to be added to the fellow's personal-, professional- and career development plan (e.g. the required certification for working with Laboratory Animals⁶).

4 - The applicants are informed by the R&D Office of the outcome of the ethical review through the feedback report given at the end of the evaluation process.

⁵ The Research Council is provided with the list and relevant information from the Cordis website : http://cordis.europa.eu/fp7/ethics_en.html

⁶ This certification is provided by the Faculty of Veterinary Medicine of Ulg (LLL Offer)

2.3.1.1 Specific procedures for the use of human embryonic stem cells

With regard to the Human Embryonic Stem cells related policy, reference is made to the current EU policy in this regard (http://cordis.europa.eu/fp7/ethics_en.html)

Research using hESCs may not start until the proposal receives the approval of the EC ethics review and the PEOPLE Programme Committee. The ULg R&D Office will communicate the approval to both the applicant's host as well as to the applicant him/herself.

2.3.2 Redress procedure

After the closure of the call, each application is subject to an eligibility check that is coordinated by the R&D Office (for details, see 2.2.1)

Whenever an eligibility problem occurs, the applicant receives a mail notification from the ULg R&D Office that explains the non-eligibility status and gets informed of the possibility to introduce a redress request.

The redress procedure is as follow:

Within maximum 5 working days after the closure of the call, the applicant is informed by mail about the outcome of the eligibility check.

The applicant may submit a redress request if he/she considers that he/she can submit additional information that would allow the R&D Office to reconsider the application.

The redress request form must be submitted to ULg within 5 working days following the reception of the R&D Office mail notification of the results of the eligibility check.

Requests must be related to the eligibility check and must include a clear description of the reason for complaint.

The Quality Assessment Office (SMAQ-ULg) of the ULg will examine requests for redress. Its role is to ensure a coherent interpretation of such requests, and equal treatment of applicants. It will review the case and will recommend an appropriate course of action to the R&D Office. The SMAQ doesn't consider the scientific or technical details of the application.

Final decision about application refusal/acceptation will be notified by mail and letter notification 10 working days after reception of the redress request. Only one redress request per proposal will be considered.

No redress request can be introduced on the evaluation process or results. The independence and objectivity of the evaluation is guaranteed by the process itself. An

individual feedback is given to each applicant, but confidentiality has to be kept concerning the debates in the Research Council in order to protect the evaluators as well as the privacy of the other applicants.

2.4 Getting started

2.4.1 Appointment conditions of selected applicants

ULg is acknowledged as fulfilling "HR Excellence in Research" criteria since January 2011⁷ and offers fellowships with full social security coverage to all researchers and PhD students.

[BEIPD-COFUND]

<p><u>Inbound researchers :</u></p> <p>The average net wage provided to awardees is approximately €2,100 per month. The social coverage is a full coverage including health care, professional insurances, family allowances.</p> <p>The inbound fellows will be ULg employees and will benefit of all existing ULg facilities: insurances, administrative support and access to the Euraxess Service Center and its network.</p> <p>A budget of max. 15.000 EUR/year is allocated to the inbound applicants to cover research costs and travel/mobility expenses: they include consumables, participation in congresses and colloquia, short-time research stays abroad, organisation expenses for conferences, fees for publications, etc. A provisional budget is required with the application.</p> <p>During the fellowship, the financial monitoring will be performed by the R&D Office to ensure that the actual expenses correspond to the budget breakdown as described in the application.</p> <p>To ensure that appropriate technical conditions are provided for the selected fellows, the research environment is fully part</p>	<p><u>Outbound researchers: not relevant</u></p>
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⁷ http://www.ulg.ac.be/upload/docs/application/pdf/2011-02/hsr4r_ulg_en.pdf



of the evaluation process. Special attention is paid on the information given in the application and its certification by the host research unit.

The host unit and the university provide additional support to the ULg researcher:

- Costs related to research work which are not detailed in the application form (e.g. IT, access to training, Intellectual Property Rights related services, patenting, etc.)
- Access to the ULg library network and particularly free access to its databases⁸;
- ULg email address and Internet facilities, with access to a computer;
- Introduction to and participation in the seminars run by research teams;
- Recognition of intellectual property rights identical to those of ULg researchers⁹.

2.4.2 Resigning from the post-doc position

Because of personal, family or professional reasons, situations might occur in which the fellow is obliged to resign from his or her post-doc positions. Fellows are ULg employees with a fixed-term labour contract. Any alteration of this contract implies the prior consent of the head of the host unit. The applicant informs the BeIPD-COFUND Executive Manager (R&D Office/ ARD) and the ULg Human Resources Administration of his/her intention to resign from the position at the latest by the end of the month that precedes the desired resignation date. The applicant immediately loses access to the allocated research, travel and mobility allowance.

2.4.3 Reporting

At the end of the fellowship, the fellows must submit a research report to the University Research Council following a given template. This report contains 3 sections: a section related to the research and publications, a section dedicated to travel and mobility outside of the host institution and, if applicable, a section dedicated to knowledge transfer during the fellowship. If applicable, a report describing ethical issues will be

⁸ <http://www.libnet.ulg.ac.be/>

⁹ <http://www.interface.ulg.ac.be/valorisation/princA.php>

submitted with the feedback questionnaire (satisfaction survey) the aim of which is to assess the programme.

Submission deadline: at the latest 1 month after finishing the fellowship.

2.4.4 Publications

Every publication released or event held within the framework of the applicant's research stay at ULg should be clearly referring to the author as being a beneficiary of the Marie Curie COFUND fellowship, co-funded by the ULg and the European Union.

The fellow is required to abide by the ULg policy guidelines regarding the way to refer to ULg and the programme in publications or communications (**Annex 4** of this document).

2.4.5 Additional available services

During her or his stay at the ULg, the fellow can benefit from services that will enable him/her to make the most of his/her stay on an academic, interpersonal and cultural level. The costs of these services are met by the host institution or research unit.

The following specific services are offered at ULg:

Lifelong Learning

ULg offers fellows the opportunity to participate in ULg conferences & seminars, (transversal) trainings, (scientific) networking activities etc.

Social integration actions

- Free access to ULg welcome events for researchers;
- Participation in the University committee of Research Staff (CUPS);
- Access to reduced price offers for cultural activities in Liège (concerts, opera, theatre, exhibitions);
- Access to the University Sports Services (RCAE) of the ULg.

Administrative support

- EURAXESS Service Centre : ULg is recognised by the Belgian federal Authorities for signing Hosting Agreements ("Scientific Visa") which is a simplified procedure for delivering visas to researchers. The Euraxess Service Centre of the University of Liege can support the preparation of a visa request, advises about the status of administrative procedures at ULg (admissions, registration, contract), and supports you with administrative formalities within the City of Liege, opening a bank account, arranging for additional healthcare insurance or with any practical

question regarding your stay. It can also support you when arriving at ULg, when leaving your country of origin and when returning home.

- ARD (R&D) Office: The R&D Office is the contact point for researchers who would like to initiate public funded research. It also provides support and training for researchers.
- AEE Office: the admissions department is the contact for foreign researchers wishing to obtain the equivalence of their degrees acquired abroad. It also provides support for the preparation of formalities related to the recognition of personal- or professional experience.
- The Employment & HR Office centralises and circulates job- and traineeship offers to graduates and enables employers and recruiters to gain contact with job applicants likely to be interested by them. It helps young graduates in terms of job seeking by both collective (job days, etc.) and individual initiatives (interviews, follow-up, etc.)

2.4.6 LLL training offers

Fellows may benefit of the LLL offers that ULg provides. They may also benefit from external traineeships that they consider being worthwhile to participate in. External trainings expenses should be mentioned in the fellow's provisional budget proposal that is part of the application. The R&D Office can help to find trainers or training sessions in Belgium.

2.4.7 Contact person

Mrs. Raphaëla Delahaye M.A., BeIPD-COFUND Project Manager
ULg R&D Office (ARD)
Place du XX Août, 7 (Bât. A1)
B- 4000 Liège – Belgique
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Mail: beipd@ulg.ac.be

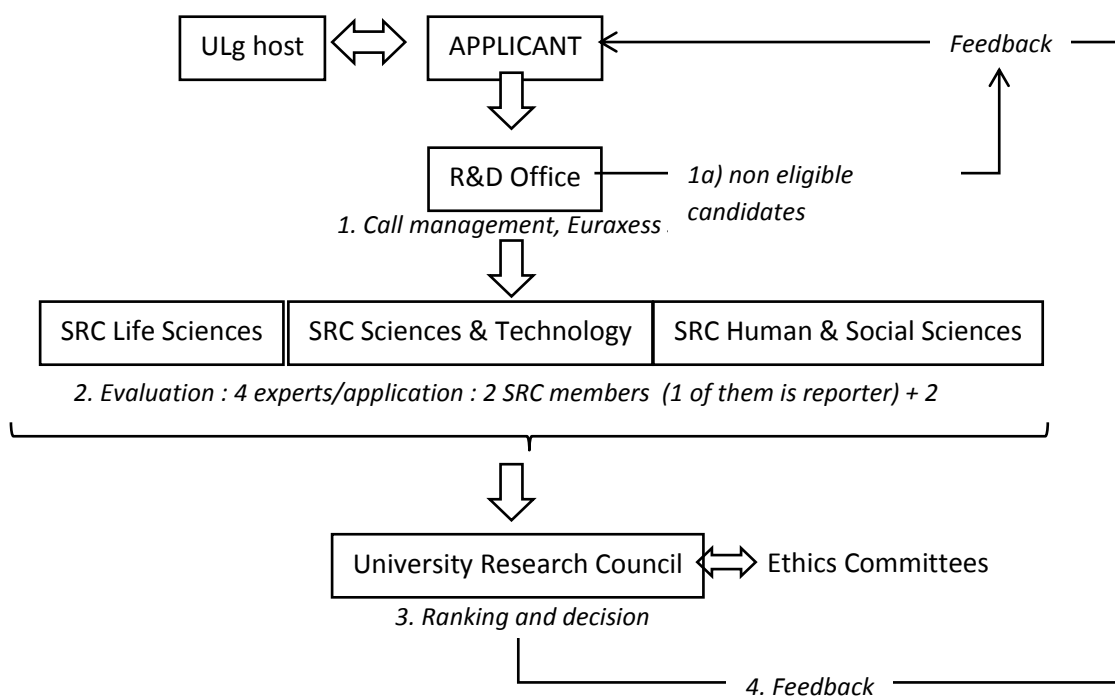
ANNEX 1

Description of the evaluation and selection procedure

For both the incoming and outgoing fellowship applicant evaluation procedure, 4 steps can be distinguished:

- STEP 1: Call management, Euraxess Services: eligibility and application check**
- STEP 2: Evaluation + sectorised ranking**
- STEP 3: Overall ranking and decision**
- STEP 4: Feedback to the applicant**

Step-by-step description of the evaluation process:



STEP 1 - The R&D Office is managing the programme and the incoming and outgoing calls. Applications must be submitted in English or French to this office. After the closure of the call (1), the eligibility of candidates is checked.

Candidates whose application isn't complete will be informed about the possibility to introduce a redress request within 5 working days after reception of the written notification of the decision.

STEP 2 - Appointment of external, international and internal experts.

4 experts are selected for reviewing each application: 2 ULg internal and 2 ULg external experts. When feasible, at least one of the members has to be female.

The chairs of the Sector Research Councils (SRC) examine all the applications and decide



together to which Sector Research Council(s) the applications will be submitted for evaluation. If the choice made by the applicant was not pertinent, the application can be oriented; this will be explained in the application report.

Internal and external experts are then suggested by the R&D Office.

The list of experts is then validated - or corrected - by the Chair of the relevant Sector Research Council – and jointly approved by the chairs of the different Sector Research Councils if the project is in between 2 sectors.

E-mails are sent to nominated referees in order to ask them to review the application. Nominated referees are asked to decline if potential conflicts of interest occur.

If a referee declines, another one has to be suggested by the R&D Office and approved by the Sector Research Council chairs(s). If he agrees, he will receive the assessment form and will be asked to answer within 2 months.

The R&D Office has to collect all reports and to send them to the reporter as soon as all reports have been received. The reporter is obliged to mention any problem that might occur to the R&D Office.

All in- and out applications are evaluated by the Sector Research Councils. Final approval is done by the University Research Council.

Evaluation is done remotely and marks are given by the experts. External, international experts are asked to submit their evaluation and marks per mail. An application report is written for each candidate.

The reporter will be responsible for writing this application report including comments and marks after having obtained a consensus prior to the Research Council meeting. He will present the report to the Sector Research Council (Human & Social Sciences, Sciences & Technology, Life Sciences) or to the relevant Sector Research Councils if the application is inter-sectoral. The Sector Research council(s) can make amendments to the marks according to the members' debates and experts' approval.

It then ranks the applicants and provides the list to the University Research Council.

Equality of the global score

In case of an equal global score, priority will be given to applicants from emerging economic countries, then to gender issues. In case of an equal score of – for example – two women from emerging countries, the age is considered (priority to the younger candidate).

STEP 3 - The University Research Council proceeds to the final ranking in categories (A, B or C). Each candidate will receive a feedback report including the category A or B and the

ranking number in the category. Candidates in the category C aren't ranked.

STEP 4 - Candidates as well as host research units are informed of the decision by the R&D Office (letter and feedback report). Each successful candidate must confirm his/her acceptance for the position on offer and sign an agreement with ULg within 15 working days. Each candidate is obliged to start his fellowship between 1 October and 31 December of the selection year.

ANNEX 2
Glossary

Applicant / candidate	The applicant is a person who meets the conditions of applying for the programme. He/ she is also named ' <i>candidate</i> '. An applicant or candidate becomes a <i>fellow</i> once his or her application was accepted.
Scientist in charge	The scientist in charge is a member of the <i>host (research) unit</i> which can be either a research laboratory or a ULg faculty and will supervise the researcher during the whole duration of the project. He/ she is a scientific ULg member. The scientist in charge is accompanying the applicant during the preparation of its application. Scientists in charge are generally also responsible for the welcome at the host organisation level.
Expert/ evaluator/ referee	<p><u>Internal experts:</u> 2 internal experts from ULg will be selected for reviewing each application. Internal experts are experienced researchers chosen amongst the members of the ad hoc Sector Research Council according to their expertise in the field of the applicant's research. One of them is chosen as being the <i>reporter</i> of the application (writes the application report, evaluates ethical issues, investigates if potential conflicts occur, etc.).</p> <p><u>External experts:</u> An external or "<i>international expert</i>" is an internationally renowned scientist who is working outside of Belgium.</p> <p>A maximum of 2 independent international experts are brought into the evaluation process. One of the international experts who is mentioned by the candidate will be solicited by the BeIPD-COFUND Executive Officer, as well as members from ULg's international partners and networks (University associations, UniGR, ALMA, FP6 networks of excellence) or members from the National Research Fund experts panel. They will be chosen according to their academic excellence in the specific field of the application. If pertinent, international experts will be proposed by the R&D Office from the industrial sector</p>

	(for example, members of the ‘competitive clusters’ from the Walloon region ¹⁰).
BeIPD-COFUND Executive Manager	<p>The BeIPD-COFUND Executive Manager is a person that is entirely dedicated to the EU-COFUND project “Be International Post-Doc”. She is a member of the R&D Office. At the University of Liège, the R&D Office is called ARD which stands for <i>Administration Recherche & Développement</i>.</p> <p>The R&D Office is also hosting the <i>Euraxess Service Centre</i> (please consult page 11 of the guide for applicants for a description of the services the Euraxess Service Centre provides with).</p>

¹⁰ http://www.polesdecompetitivite.eu/home/en_poles/index.html



ANNEX 3 Ethics check list	YES/ NO
Informed Consent	
• Does the proposal involve children?	
• Does the proposal involve patients or persons not able to give consent?	
• Does the proposal involve adult healthy volunteers?	
• Does the proposal involve Human Genetic Material?	
• Does the proposal involve Human biological samples?	
• Does the proposal involve Human data collection?	
Research on Human embryo/foetus	
• Does the proposal involve Human Embryos?	
• Does the proposal involve Human Foetal Tissue / Cells?	
• Does the proposal involve Human Embryonic Stem Cells?	
Privacy	
• Does the proposal involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)	
• Does the proposal involve tracking the location or observation of people?	
Research on Animals	
• Does the proposal involve research on animals?	
• Are those animals transgenic small laboratory animals?	
• Are those animals transgenic farm animals?	
• Are those animals cloned farm animals?	
• Are those animals non-human primates?	
Research Involving Developing Countries	
• Use of local resources (genetic, animal, plant etc)	
• Benefit to local community (capacity building i.e. access to healthcare, education etc)	
Dual Use	
• Research having direct military application	
• Research having the potential for terrorist abuse	
ICT Implants	
• Does the proposal involve clinical trials of ICT implants?	
A) I confirm that none of the above issues apply to my proposal	YES/NO

ANNEX 4

ULg & BeIPD-COFUND publication guidelines for Marie Curie COFUND fellows

It is absolutely necessary for the ULg academic staff members to be clear about their affiliation while communicating.

Please follow the following recommendation when you sign an article or when you give a communication in any public event :

- Use "University of Liege (ULg) – name of the department – name of the research unit
- Do not use the name of the university in French if not required and do not use accents
- Exemples :
 - University of Liege (ULg), Center for Protein Engineering
 - University of Liege (ULg), Gembloux Agro-Bio Tech, Landscape and Biodiversity Unity
 - University of Liege (ULg), Faculty of Veterinary Medicine, Research Unit in Epidemiology and Risk Analysis Applied to Veterinary Sciences (UREAR)
 - University of Liege (ULg), GIGA-Research , Laboratory of Tumor and Developmental Biology
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