



**Application form**

**Call #1 deadline: 17th October 2021**

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V1.0

**GUIDELINES**

The application should be completed in English and submitted along with the mandatory supporting documents. All sections of the form should be completed. If not relevant, please enter « N/A » in the appropriate field.

The documents should be uploaded separately (as indicated on the platform). It is limited to 10 MO per document.

Documents to be included in your application:

* Filled application form (fully dated and signed) – 1 PDF document
* Research project (**max 10 pages**)
* CV & track record (**max 5 pages**) 1 PDF document
* Ethics self-assessment
* ID (a copy of the identity proof, like valid passport) – 1 PDF document
* Phd or Phd letter of committment(a letter in English from the PhD delivering University to attest the near future delivery of the PhD) or work certificates (if no PhD degree at all) to justify at least 4 years of full-time research experience. For the PhD degree / work certificate(s), a copy of the original and non-certified English-translated copies are needed (certified translations will be requested in case the applicant is selected) – 1 PDF document
* Recommendation letters (2) – 2 PDF documents
* Other documents : if applicable – 1 PDF document

**All documents must be named as follows:**

* **“NameApplicant\_TypeofDocument”**

For any question, refer to the Guide for Applicants and the FAQ on the website <https://www.normandie.fr/winningnormandy-fellowship-programme> or please contact the following email address [winning@normandie.fr](mailto:winning@normandie.fr)

# APPLICATION FORM

## Applicant administrative data

|  |  |
| --- | --- |
| Name |  |
| First name |  |
| Place of birth (city, country) |  |
| Date of birth |  |
| Sex |  |
| Nationality |  |
| Nationality 2 |  |
| Home address |  |
| Current place of residence |  |
| Current organisation name |  |
| Home telephone |  |
| Work Mobile telephone |  |
| E-mail address |  |
| ORCID-ID (or Researher ID) |  |
| Country in which PhD or equivalent awarded |  |
| Date PhD awarded (or to be awarded) | DD/MM/YYYY |
| Proposed starting date for the 24-month fellowship (possible between April, 1st, 2022 and September, 1st, 2022) | DD/MM/YYYY |
| I would like to apply for MSCA Special Needs Allowance (see 1.3)\* | Yes/No |
| How did you find about the call? | By mail, internet, social media, job portals like Euraxess Jobs, publication in scientific journals, other (please describe) |

*\*Supplementary* ***MSCA Special Needs Allowance*** *(max 60,000 € per researcher) can be asked by the fellows for who the long-term physical, mental, intellectual or sensory impairments are as such that their participation in WINNINGNormandy would not be possible without extra financial support. This grant will cover the additional mobility costs, e.g. to ensure necessary assistance by third persons or for adapting the researchers’ work environment (social security and health insurance will be covered by other means).*

Please explain if applicable:

|  |
| --- |
|  |

## Place of activity / place of residence

Indicate the period(s) and the country/countries in which you have legally resided and/or carried out your main activity (work, status, ...) **during the** **last 3 years up until the call deadline (October, 17th, 2021)**. Please fill in this section by adding as many lines as necessary without gaps and by putting the most recent one first.

|  |  |  |
| --- | --- | --- |
| **Period from (DD/MM/YYY)** | **Period to (DD/MM/YYY)** | **Country** |
| … | Ex: 21/10/2021 |  |
|  |  |  |
|  |  |  |
| Ex: 20/10/2018 | … |  |

## Calculation of the total full-time postgraduate research experience

**The following table is only to be filled out if the applicant does not have a PhD degree at call deadline:**

Researchers without a PhD degree at the call deadline should clearly justify at least four years of full-time equivalent research experience in the table below. It is also essential that the CV clearly points out these research experiences and explains how it is calculated in the template below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic qualifications counting towards the total full-time postgraduate research experience** | | | |
| University degree giving access to PhD[[1]](#footnote-1): | Institution name and country | Date of award (a) |  |
|  | DD/MM/YYYY |
| Other university degree(s)/master(s), if any, obtained after the award of the university degree giving access to PhD: | Institution name and country | From | To |
|  | DD/MM/YYYY | DD/MM/YYYY |
| Full time research experience | Proportion of research activities as a percentage of the duration of the Master | Duration of research activities expressed in months |
| xx % | (b)[[2]](#footnote-2) = xx% \* duration of Master |
| PhD: | Institution name and country | From | To (Date of expected Award) |
|  | DD/MM/YYYY | DD/MM/YYYY |
| Full time research experience[[3]](#footnote-3) |  | Duration of research activities expressed in months |
| (c) |
| **Other research activities counting towards the total full-time postgraduate research experience** | | | |
| Position: | Institution name and country | From | To |
|  | DD/MM/YYYY | DD/MM/YYYY |
|  | Full time research experience |  | Duration of research activities expressed in months |
| (d) |
| **Total full-time postgraduate research experience: number of months** | | | **= (b)+(c)+(d)** |

## Host research unit

Based on individual-driven mobility, applicants will freely choose a research topic and the appropriate host (and secondment) organisation(s) and supervisor(s) fitting their scientific interest. It will be up to the applicants to search and contact the most suitable research unit (and secondment organisation(s)) and supervisor(s)) to discuss a potential cooperation and the research project.

Contact details of host institutions and laboratories are available on the WINNINGNormandy portal: <https://www.normandie.fr/winningnormandy-fellowship-programme> in the section “List of Norman Research Units”



### Future host research unit

|  |  |
| --- | --- |
| Name of the research unit |  |
| Address |  |
| E-mail address |  |
| Telephone |  |
| I have established a contact with the host research unit | Yes (mandatory) |

### Future supervisor

|  |  |
| --- | --- |
| Name |  |
| First name |  |
| Position (director, researcher, etc.) |  |
| Title (Prof., Dr., Mr., Mrs.,…) |  |
| Address |  |
| E-mail address |  |
| Telephone |  |
| I have established a contact with the future supervisor | Yes (mandatory) |
| Additional information |  |

### Future host organisation for secondment (if applicable)

Secondments (intersectoral, international or interdisciplinary) consist typically of a short research stay (**up to 3 months over the 2-year fellowship**) in the premises of the host for secondment. Please notice that the secondments are taken into account in the evaluation criteria[[4]](#footnote-4)*.*

**Please duplicate the table in case of more than one secondment envisaged.**

|  |  |
| --- | --- |
| Name of the organisation |  |
| Department/ research unit / industry |  |
| Address |  |
| E-mail address |  |
| Telephone |  |
| I have established a contact with the future host organisation for secondment | Yes/No. Please indicate if the secondment is confirmed or not (yet). |
| I have not contacted the future host organisation for secondment but would like to benefit from this possibility | Yes/No/NA. If Yes, please motivate your demand in the description of your research project |
| **My contact at the organisation for secondment** | |
| Position (director, researcher, etc.) |  |
| Title (Prof., Dr., Mr., Mrs.,) |  |
| Name |  |
| First name |  |
| E-mail address |  |
| Telephone |  |
| Additional information |  |

### Mentoring

Mentoring is a one-to-one relationship between a mentor and a mentee, and is highly important to develop as an independent researcher. In addition to a supervisor, each fellow will benefit from a mentor from the extra-academic sector to ensure intersectoral supervision (or from academic sector if interdisciplinary or international project).

|  |  |
| --- | --- |
| **Future mentor (if already identified in collaboration with the host supervisor)** | |
| Name of the organisation |  |
| Position (director, researcher, etc.) |  |
| Title (Prof., Dr., Mr., Mrs.,..) |  |
| Name |  |
| First name |  |
| E-mail address |  |
| Telephone |  |
| Additional information |  |

## Declarations

I, [insert applicant name], consent to the following processing, use and sharing of my personal data by the Région Normandie:

For the purposes of reviewing and evaluating the project proposal by international external experts, specialized library staff, and WINNINNormandy project management team to determine eligibility and funding decisions related to the WINNINGNormandy programme.

For reporting purposes to the European Commission or other public bodies, specifically in the EU portal, the WINNINGNormandy website, annual reports, project updates and financial reports.

For data processing regarding the financial management of the WN programme.

For communication purposes regarding the WN programme and its activities.

I am aware of my rights under the GDPR and in particular that my consent is voluntary and can be withdrawn at any time. These rights may be exercised at [dpo@normandie.fr](mailto:dpo@normandie.fr)

A full GDPR Summary concerning the Regional Council is available on:

<https://www.normandie.fr/protection-des-donnees-caractere-personnel>

I declare that *“in compliance with the Marie Sklodowska-Curie mobility rule, I have not / will not have resided or carried out my main activity (work, studies, etc.) in France for more than 12 months in the last three years before the call deadline (October, 17st, 2021)”.*

I declare that *“I am / will be in possession of a doctoral degree[[5]](#footnote-5) or have at least four years of full-time equivalent research experience (as detailed in Table 1.2) at the date of the recruitment”.*

I declare that *“I have read the Application Guide / Frequently Asked Questions of the programme, and the references therein, and understand and agree on the requirements, obligations and conditions inherent to the fellowship programme financed by the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie actions”.* These requirements, obligations and conditions for example concern (non-exhaustive list) the mandatory training events, Open Access to scientific publications and research data, fundamental principles of Ethics and Research Integrity, declaration of any conflict of interest…

I declare that *“the information that I have given on this Application Form is complete and accurate”*.

I declare that, *“except as otherwise stated on this form, I have not started the project which forms the basis of this application and no expenditure has been committed or defrayed on it”.*

First Name, Name :

Date:

Signature:



# RESEARCH PROJECT

|  |  |
| --- | --- |
|  | **Description** |
| Project Title |  |
| Project Acronym |  |
| Project Keywords[[6]](#footnote-6) | (200 characters maximum including spaces) |
| Project Abstract | (4000 characters maximum including spaces) |

## Project compliance with Normandy Smart Specialisation Strategy (S3)

**For complete list of Normandy S3 objectives, domains and axis, please refer to the Guide of Applicant.**

|  |  |
| --- | --- |
|  | **Description** |
| Smart Specialisation Strategy Domains | Please indicate one or several S3 domains your application complies with:   * Preserving and sustainably transforming agricultural, marine, forestry and production systems; * Develop an energy mix towards zero carbon emissions; * Transforming processes for a high-performance, sustainable and digital industry; * Develop low-carbon mobility solutions that are efficient and secure; * Accelerating synergies and innovation in the service of human and animal 5P medicine; * Make Normandy a resilient territory by mastering technological, natural, health and social risks. |
| Axis | Please precise which axis your application complies with. |
| Does your proposal include the transversal domain on digital? | Yes / No |

## Description of the research project

Please provide a **max 10-page description** of your research project (incl. references) for a 2-year duration, following the below template. This must be written by the applicant using standard police (Arial/Times/Calibri etc., size 11, margins 1.5).

|  |
| --- |
| **1. Excellence of the scientific project (*approx. 4 pages*)** |
| **1.1. General context**   * Introduction * Aims, hypothesis and objectives |
| **1.2. Originality and Excellence**   * Innovative aspects of the project and positioning to the state of the art |
| **1.3 Research Methodology**   * Provide an overview of the research and innovation activities proposed * Describe the management of scientific risks |
| **1.4 Inclusion of international, interdisciplinary and/or intersectoral aspects**   * Detail how your project includes international, interdisciplinary and/or intersectoral aspects and the added value of such aspects. * If applicable, justify the proposed mobility / secondment for your project and detail its organisation. |
| **References**  **References should be listed here.** |
| **2. Impact of the project *(approx. 3 pages)*** |
| **2.1 Impact**   * Describe any scientific, economic, social or cultural domains for which your project may have an impact * Detail how your project will address S3 objectives directly or indirectly |
| **2.2 Career Development**   * What are your immediate and long-term goals for your career? * Explain your reasons for choosing this Fellowship and the host research units, secondment organisations and mentors to perform the project. * What trainings could be relevant in order to achieve these goals? |
| **2.3 Transfer of knowledge and training**   * Discuss how you will gain new knowledge from the Host Institution during the fellowship. Which new skills will be acquired? How? Give details for both scientific and transferable skills * Explain how your Host Institution may benefit from your previous experience |
| **2.4 Communication, Dissemination and exploitation of results**   * Describe how you intend to disseminate/exploit your results * Describe public engagement activities you would plan to undertake in order to disseminate scientific knowledge |
| **3. Implementation of the project *(approx. 3 pages)*** |
| **3.1 Work programme, resources**   * Describe the scientific programme and its work packages regarding the aims, use Gantt chart if necessary * Describe the deliverables planned in your project * Precise the indicators allowing to follow the project implementation and to measure the level of achievement of the aims |
| **3.2 Name of the Host Institution and the Host Research unit**   * Please add a few lines of description on the host research unit and the resources at disposal in this research unit. |

## CV – Track Record

The CV-Track record should be limited to a **max 5 pages in total** (incl. list of publications) and should include the standard academic and research record.

Apart from the standard academic and research fields, please complete the information below by following this template (in reverse chronological order) and delete the items when non-applicable:

*Personal administrative dat*a (name, first name, date of birth, nationality, reference ID…)

1. *Education*

1. *Current and previous positions (please highlight international and cross-domain experience)*
2. *Fellowships, prizes and awards.*
3. *Institutional responsibilities. Memberships of scientific societies.*
4. *Teaching, supervising and mentoring activities*

1. *Scientific evaluation/ reviewing activities*
2. *Organisation of international conferences in your field(s) of research, including membership in the steering and/or programme committee.*
3. *Invited presentation to peer-reviewed, internationally established conferences and/or international advanced schools*
4. *Examples of participation in industrial innovation, and granted patents. Any other extra-academic professional activity*
5. *Funding received so far*
6. *Major collaborations*
7. *10 major publications in peer-reviewed scientific journals, peer-reviewed conference proceedings and/or monographs of their respective research fields, indicating also the number of citations (excluding self-citations) they have attracted*
8. *Research monographs, chapters in collective volumes and any translations thereof*
9. *Research expeditions led by the fellow*
10. *Career breaks*

Please note that any research career gaps and/or unconventional paths should be clearly explained (reason/ duration) so that this can be fairly assessed and taken into account by the independent evaluators.

## Ethics self-assessment

Please complete the table below. For full guidelines on each area, please refer to the H2020 ethics self-assessment guide ["How](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf) [to Complete your Ethics Self-Assessment"](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf)  available at:

<http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf>

“*I confirm that I have taken into account all ethics issues described below and that, if any ethics issues apply (any Yes identified in the below table), I will complete an ethics self-assessment document following the H2020 ethics self-assessment guide and attach the required documents to my application.”*

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Yes | No |
| 1. **Human embryos/foetuses** | | | |
| Does your research involve Human Embryonic Stem Cells (hESCs)[[7]](#footnote-7)? | |  |  |
| If yes : | Will they be directly derived from embryos within this project? |  |  |
| Are they previously established cell lines? |  |  |
| Does your research involve the use of human embryos? | |  |  |
| If yes : | If yes will the research lead to their destruction? |  |  |
| Does your research involve the use of human foetal tissues/cells? |  |  |
| 1. **Humans** | | | |
| Does your research involve human participants? | |  |  |
| If yes : | Are they volunteers for social or human sciences research? |  |  |
| Are they persons unable to give informed consent? |  |  |
| Are they vulnerable individuals or groups? |  |  |
| Are they children/minors? |  |  |
| Are they patients? |  |  |
| Are they healthy volunteers for medical studies? |  |  |
| Does your research involve physical interventions on the study participants? | |  |  |
| If yes : | Does it involve invasive techniques? |  |  |
| Does it involve collection of biological samples? |  |  |
| If your research involves processing of genetic information, see also section 4. | | | |
| 1. **Human cells/tissues** | | | |
| Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section 1)? | |  |  |
| If yes : | Are they available commercially? |  |  |
| Are they obtained within this project? |  |  |
| Are they obtained within another project, research unit or institution? |  |  |
| Are they deposited in a biobank? |  |  |
| 1. **Personal data** | | | |
| Does your research involve personal data collection and/or processing? | |  |  |
| If yes : | Does it involve the collection and/or processing of sensitive personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)? |  |  |
| Does it involve processing of genetic information? |  |  |
| Does it involve profiling, systematic monitoring of individuals or processing of large scale of special categories of data, intrusive methods of data processinges it involve tracking or observation of participants? |  |  |
| Does your research involve further processing of previously collected personal data (secondary use)? | |  |  |
| Does your research involve publicly available data? | |  |  |
| *Is it planned to export personal data from the EU to non-EU countries? (specify the type of personal data and countries involved)* | |  |  |
| *Is it planned to import personal data from the EU to non-EU countries? (specify the type of personal data and countries involved)* | |  |  |
| 1. **Animals** | | | |
| Does your research involve animals? | |  |  |
| If yes : | Are they vertebrates? |  |  |
| Are they non-human primates? |  |  |
| Are they genetically modified? |  |  |
| Are the cloned farm animals? |  |  |
| Are they endangered species? |  |  |
| 1. **Third countries** | | | |
| In case of non-European countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?  If yes, please specify the countries involved (max 1000 characters):  Please notice that “*in case activities undertaken in non-EU countries raise ethics issues, the applicants must ensure that the research conducted outside the EU is legal in France”.* | |  |  |
| Is it planned to use local resources (e.g. animal; and/or human tissues samples, genetic material, live animals, human remains, materials for historical value, endangered fauna or flora samples, etc.)? | |  |  |
| Do you plan to import any material from non-EU countries into the EU?  *For data imports, please fill in also section 4.*  *For imports concerning human cells or tissues, fill in also section3.*  If yes, please specify the material and countries involved (max 1000 characters): | |  |  |
| Do you plan to export any material from non-EU countries into the EU?  *For data exports, please fill in also section 4.*  *For exports concerning human cells or tissues, fill in also section3.*  If yes, please specify the material and countries involved (max 1000 characters): | |  |  |
| In case research involves low and/or lower-middle income countries, are any benefit-sharing actions planned? | |  |  |
| 1. **Environment, and health and safety** | | | |
| Does your research involve the use of elements that may cause harm to the environment, to animals or plants?  *For research involving animal experiments, please fill in also section 5.* | |  |  |
| Does your research deal with endangered fauna and/or flora and/or protected areas? | |  |  |
| Does your research involve the use of elements that may cause harm to humans, including research staff? | |  |  |
| 1. **Dual use** | | | |
| Does your research involve dual-use items in the sense of Regulation 428/2009[[8]](#footnote-8), or other items for which an authorisation is required? | |  |  |
| 1. **Exclusive focus on civil applications** | | | |
| Could your research raise concerns regarding the exclusive focus on civil applications? | |  |  |
| 1. **Misuse** | | | |
| Does your research have the potential for misuse (malevolent/criminal/terrorist abuse,..) of research results? | |  |  |
| 1. **Other ethics issues** | | | |
| Are there any other ethics issues that should be taken into consideration? If so, please specify (max 1000 characters): | |  |  |

If you have entered any issues in the ethics issue table, you must perform an ethics self-assessment in accordance with the guidelines “[How](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf) [to Complete your Ethics Self-Assessment”](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf) and complete the table below.

|  |
| --- |
| **Ethical dimension of the objectives, methodology and likely impact** |
| Explain in detail the identified issues in relation to:   * objectives of the activities (e.g. study of vulnerable populations, etc.) * methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.) * the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.) |

|  |
| --- |
| **Compliance with ethical principles and relevant legislations** |
| Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the E U / national legal and ethical requirements of the country or countries where the tasks are to be carried out. Please join any necessary supporting documents via the “other documents” annex. |

## Recommendation letters

Two recommendation letters should be provided for your application.

The letters should be provided from prior supervisors, professors, co-workers, and they shall precise their position (director, researcher, etc.), title (Prof., Dr., Mr., Mrs.,…), name, first name, e-mail, and telephone number.

**No application can be submitted without all the information required. The following annexes should be uploaded as a separate document on the platform together with the filled application form to be considered as eligible :**

# ANNEX 1 - IDENTITY DOCUMENT

Please upload an identity document (ID card, valid passport…) as a separate PDF document on the platform.

# ANNEX 2 - PHD DOCUMENT

Please upload you PhD diploma, PhD letter of commitment or any equivalent document justifying at least four years of full-time equivalent research experience (work certificates…) as a separate document on the platform.

# ANNEX 3 - RECOMMENDATION LETTER 1

Please upload the first one recommendation letter as a separate document on the platform.

# ANNEX 4 - RECOMMENDATION LETTER 2

Please upload a second recommendation letter as a separate document on the platform.

# ANNEX 5 - OTHER DOCUMENTS

Please upload any other necessary documents needed for the evaluation of the proposal (ethics approvals, supporting documents for MSCA special needs allowance…)

1. See definition of Full-Time Equivalent Research Experience in the Application Guide and FAQ [↑](#footnote-ref-1)
2. Please count only time spent in months on research activities. [↑](#footnote-ref-2)
3. Please count only time spent until the 2021 call deadline (October, 17th, 2021) or the end of the PhD, whichever comes first. [↑](#footnote-ref-3)
4. Please see the details on secondments and definition of evaluation criteria in the Application Guide of the call. [↑](#footnote-ref-4)
5. Please see the definition of a doctoral degree in the Application Guide of the call. [↑](#footnote-ref-5)
6. Please refer to the keywords list into the Guide for Applicant [↑](#footnote-ref-6)
7. <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2013:373:0012:0015:EN:PDF> [↑](#footnote-ref-7)
8. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32009R0428> [↑](#footnote-ref-8)