

## LEaDing Fellows Programme: Terms of Reference Hosting Groups

### Overview project

The LEaDing Fellows Programme is a joint programme of Delft University of Technology (the beneficiary of the programme), Leiden University, Erasmus University Rotterdam, Leiden University Medical Center and Erasmus University Medical Center.

This is a Horizon2020 Marie Skłodowska-Curie COFUND Programme for 90 postdocs for two-year positions each, at one of the five partners. The aim is to provide opportunities for international, intersectoral and interdisciplinary research training, by offering open recruitment and attractive working conditions.

The selected fellows will be employed by one of the five partners. They will have the opportunity to undertake visits or internships at one of the four other LEaDing fellows partners or linked industry or non-academic partners. For more information about the programme: [www.leadingfellows.eu](http://www.leadingfellows.eu).

### Responsibilities hosting groups

Research groups at the partner institutions can host a fellow that fulfils the eligibility criteria (see below). In order to ensure commitment from the hosting groups, group leaders (scientific director or department chair) have to support the candidacy of a potential fellow. The expression of this support is part of candidate's application file. Candidate and supervisor may collaborate on the application (including e.g. a research plan). Nevertheless, the application is filed under responsibility of the candidate. By expressing support to a candidate, the research group is responsible for:

#### 1. Appointment and financial support of the fellow

By expressing support to an applicant, a research group also commits to the appointment of the fellow and for the costs which are not covered by de EU or *Executive Board*. The EU subsidy is 2625 euros per fellow per month. For fellows appointed in Delft the Executive Board of the university contributes 1312,50 euros per fellow per month and with a maximum of 12,5k€ per fellow in the benchfee. All other costs should be covered by the department or faculty. The local collective labour agreement, i.e. either of the universities or of the university medical centers applies. Also costs for training and research facilities are part of the total costs per fellow.

Commitment of a hosting group does not automatically means appointment of a fellow. First a central selection procedure takes place in which the LEaDing Fellow Panel and external peers will review all applications. The LEaDing Fellow Steering Committee will decide on the final invitation list. Hosting groups will be informed whether a candidate for which they expressed commitment was put on the final invitation list or not.

#### 2. Practical supervision and training of the Fellow

Another responsibility of the hosting group is to allocate a supervisor. The supervisor, group leader and fellow will have formal progress meetings in which they discuss the training and career development plan and the progress made in the research proposal. Twice, in months 8 and 16, fellows will write concise progress reports and send these to the LEaDing Fellows Programme Office. Coaching and work progress meetings will be held on a regular basis.



### 3. Network activities of the fellow

Fellows will be stimulated to use their supervisors' networks to cooperate with researchers in the partnering institutions and with both public and industrial contacts in the region. The hosting group and particularly the supervisor is responsible for opening up their network.

### Eligibility of applications fellows

- Applicants of all nationalities are eligible, unless national, international or European legislation or embargos prohibit specific (combinations of (sub) disciplines and) countries of origin;
- Applicants shall not have spent more than 12 months in the Netherlands in the 3 years immediately prior to the recruitment date (first call: 1 October 2017)\*;
- Applicants should have obtained their PhD before the recruitment date (first call: 1 October 2017)\* and less than 60 months prior. This application window can be extended with 6 months for pregnancy (per child), maternity or paternity leave (6 months per child), training for medical specialists (3 years) or compulsory and reserve military service (actual time).

### Calls and time frame hosting groups

Call	Open	Deadline	Recruitment date*	Number of positions	Appointment
1	1 February 2017	31 March 2017	1 October 2017	20 positions	24 months, between 1 November 2017 and 30 April 2020
2	1 November 2017	31 December 2017	t.b.a.	40 positions	24 months, between 1 August 2018 and 31 January 2021
3	1 August 2018	30 September 2018	t.b.a.	30 positions	24 months, between 1 May 2019 and 31 October 2021

\* recruitment date is the reference date for eligibility.

Activity	Call 1	Call 2	Call 3
Potential fellow reach out to research groups.	January- March 2017	October- December 2017	Augustus- September 2018
Expressing support to a fellow by signing commitment letter.	January- March 2017	October- December 2017	Augustus- September 2018
Hosting groups will be informed about final invitation list.	September- October 2017	June- July 2018	March-April 2019
Arranging the appointment of the fellow.	October- November 2017	July- August 2018	April- May 2019
Supervision fellows Coaching, work progress meetings, reporting, colloquia, internal seminars.	24 months, between 1 November 2017 and 30 April 2020	24 months, between 1 August 2018 and 31 January 2021	24 months, between 1 May 2019 and 31 October 2021

