



## HUMAN+ Fellowship Programme Guide for Applicants - Call 2 – 2021/2022

Please read this document **CAREFULLY** before submitting an application

Important dates	
Opening date for applications to call 2	<b>Friday, 17<sup>th</sup> September 2021</b>
Application Cut-Off Dates	<b>*Please see project website for application cut-off date – <a href="http://www.humanplus.ie">www.humanplus.ie</a></b>

\*Dates are indicative and subject to change.

Document Revision History	
Version 1	Released on call two open date: 17 <sup>th</sup> Sept 2021

The HUMAN+ Fellowship Programme is led by the Trinity Long Room Hub Arts and Humanities Research Institute and ADAPT, the Science Foundation Ireland Centre for Digital Content Innovation at Trinity College Dublin. HUMAN+ has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No. 945447.

## Contents

Definitions	4
Glossary	5
People and Contact Details	6
1. Purpose of the Guide for Applicants	7
2. About the HUMAN+ Fellowship Programme	7
3. HUMAN+ Fellowship Programme Structure	8
3.1 Strands, Clusters and Themes	8
3.1.1 Themes	9
3.2 Phases of the Programme	10
3.3 Benefits to Fellows	10
3.3 HUMAN+ Partner Institutes	11
3.3.1 Trinity College Dublin	11
3.3.2 Trinity Long Room Hub Arts and Humanities Research Institute & ADAPT SFI Research Centre for Digital Media Technology	11
3.3.3 Marie Skłodowska-Curie Actions	12
4. HUMAN+ Programme Activities	13
4.1 Training through Research	13
4.2 Supervision	14
4.2.1 Primary Supervisor	14
4.2.2 Co-Supervisor	15
4.2.3 Secondment Supervisor	15
4.3 Career Development Planning	15
4.4 Secondments (Intersectoral Engagement)	16
5. Eligibility	16
5.1 Applicant Eligibility	16
5.1.1 Mobility Rule	17
5.2 Project Eligibility	18
5.3 Secondment Eligibility	18
5.4 Supervisor Eligibility	19
6. How to Apply	19
6.1 Overview	19
6.2 A Complete Application	19
6.3.1 Overview of the Application Process	20
6.4 Submission of the Application	21
	2

6.5 Eligibility Checking	23
6.6 Ethics Review	23
6.7 International Peer Review and Ranking	23
6.8 Fellowship Offers for Successful Applicants	23
7. Evaluation Criteria	25
7.1 Remote Reviews	26
7.2 Interviews	26
7.3 Measures Taken to Ensure Equal Opportunity	27
7.4 Redress Procedure	27
7.5 Ethical Issues	28
8. Financial Allowances and Contractual Arrangements	29
8.1 Financial Allowances	29
8.2 Contractual Arrangements	30
8.3 Requirements of Fellows	31
9. Other benefits	32
10. COVID-19 (Coronavirus)	32
11. Data	32
12. Resources	33

# Definitions

**Associated Country** – A third country which is party to an international agreement with the Union as identified in Article 7 of Regulation (EU) No 1291/2013. The full list is available [here](#).

**Experienced Researchers (ER)** must, at the application cut-off date be in possession of a doctoral degree or have at least four years of full-time equivalent research experience. This description covers those researchers who have been working for at least 4 years full time in research but not working on a PhD. Examples could include someone working as a research assistant in academia or industry.

**Full-Time Equivalent Research Experience** is measured from the date when the researcher obtained the degree entitling him/her to embark on a doctorate (either in the country in which the degree was obtained or in the country in which the researcher is recruited or seconded), even if a doctorate was never started or envisaged. Any parental leave periods do not count towards the time of research experience. Research Experience is proven by a work contract, a scholarship, a study certificate etc.

**Marie Skłodowska Curie Actions (MCSA) Mobility Rule** - Applicants may be of any nationality but must comply with the Marie Skłodowska Curie mobility rule which means that applicants must **not** have resided or carried out their main activity (work, studies) in the Republic of Ireland for more than 12 months in the 3 years immediately prior to the application cut-off date. A relaxed mobility rule is used to encourage applications from 'Career Restart' or 'Reintegration' Fellows. Further information on this is provided in this document.

**Non-Academic Sector** includes any socio-economic organisations not included in the academic sector. It includes all non-academic organisations, from industry to business (including SMEs), government, civil society organisations (NGOs, trusts, foundations, etc.), cultural institutions, museums, hospitals, and international organisations (like the UN or WHO).

**Researcher at Risk** - 'refers to researchers who are either at risk in their origin countries (due to discrimination, persecution, suffering and/or violence), or are seeking refuge out of these reasons or have recently found refuge in Europe.' (European Commission)

**The University of Dublin, Trinity College Dublin (TCD)** was founded in 1592 and is Ireland's highest ranked university. Trinity is recognised for academic excellence and a transformative student experience. The historic campus is located in the heart of Dublin city centre at the meeting place of the retail and cultural districts. With a tradition of scholarship spanning more than four centuries, Trinity is home to talented inquiring minds, a liberal education, and research conducted at the frontiers of disciplines.

# Glossary

AC - Associated Country  
ADAPT – ADAPT Science Foundation Ireland Research Centre for Digital Media Technology  
AHSS - Arts, Humanities and Social Sciences  
CMT- Central management team  
EMEA HQ - Europe, Middle East and Africa (EMEA) Head Quarters (HQ)  
EPE- Education and Public Engagement  
ERC - European Research Council  
ERP - Ethics Review Panel  
EOI - Expression of Interest  
FAQ - Frequently Asked Questions  
IRC – Irish Research Council  
IUA - Irish Universities Association  
MCAA - Marie Curie Alumni Association  
MS - Member State – Countries belonging to the EU  
MSCA - Marie Skłodowska-Curie Action  
PM - Project Manager  
PC - Programme Coordinator  
PCDP - Personal Career Development Plan  
PO - Project Officer  
PRSI - Pay Related Social Insurance (Irish Social insurance contributions)  
REA - Research Executive Agency, European Commission  
RRR - Remote Review Report  
SB - Supervisory Board  
SFI - Science Foundation Ireland  
ST - Supervisory Team  
STEAM – Science, Technology, Engineering, Arts and Maths  
STEM - Science, Technology, Engineering and Maths  
TC - Third Country – Countries which are neither EU Member States (MS) nor Associated Countries (AC)  
TCGEL- Centre for Gender Equality and Leadership, Trinity College Dublin  
TLRH – Trinity Long Room Hub Arts and Humanities Research Institute  
Trinity - Trinity College Dublin

## People and Contact Details



**Declan Whelan-Curtin**  
HUMAN+ Project Manager  
([humanplus@tcd.ie](mailto:humanplus@tcd.ie))



**Professor Jane Ohlmeyer**  
**HUMAN+ Coordinator**  
Erasmus Smith's Professor of Modern  
History, Trinity College Dublin



**Professor Vincent Wade**  
**HUMAN+ Coordinator**  
Director of ADAPT the Science  
Foundation Ireland Research Centre  
for Digital Media Technology

**Please Note:** To ensure continuity, we ask that the HUMAN+ Project Manager ([humanplus@tcd.ie](mailto:humanplus@tcd.ie)) is copied on all correspondence. For example, if an applicant is reaching out to a potential supervisor please include [humanplus@tcd.ie](mailto:humanplus@tcd.ie) in the CC: line.

# 1. Purpose of the Guide for Applicants

This guide provides practical information to potential applicants to assist in preparing and applying for a HUMAN+ Fellowship. In addition, it provides a general overview of the scheme and the selection, evaluation and appointment process.

In addition to this document, applicants are also advised to read the “[Terms and Conditions](#)” carefully and to visit the [HUMAN+ website](#).

## 2. About the HUMAN+ Fellowship Programme

New technologies, particularly recent advances in Artificial Intelligence (AI) and machine learning, often raise profound questions about their impact on individual and societal wellbeing, and how they influence the future shape of our political, cultural and economic life. The more immersive and engaging technology becomes, the more our relationship with technology and what it means to be human is coming under scrutiny. As society applies technology to recover from global events that trigger a paradigm shift in human thinking and behaviour, such as, 9/11, the Asian Tsunami of 2004 and more recently Covid-19, it is clear that the fundamental issues that we face today cannot be solved by one discipline, industry or approach alone.

HUMAN+ is a five-year international and interdisciplinary Fellowship programme supported by the Horizon 2020 Marie Skłodowska-Curie COFUND Actions (MSCA) that addresses human centric approaches to technology development. Appointing 18 two-year postdoctoral researchers over five years, the HUMAN+ Fellowship programme will create meaningful dialogue across disciplines and sectors to develop a cadre of professional researchers who can generate unique broadly informed insights on how to build more human centred approaches into new technological developments which ensure better long-term outcomes for the individual and wider society.

Led by the Trinity Long Room Hub Arts and Humanities Research Institute (TLRH) and ADAPT, the Science Foundation Ireland Centre for Digital Content Innovation, at Trinity College Dublin, HUMAN+ will allow for interdisciplinary research approaches, integrating insights from the arts, humanities and computer sciences. It is a research programme informed and enriched by the real-world experience and perspectives of a variety of partners from across enterprise and other sectors and includes mandatory secondments (with enterprise defined in the broadest sense to include the cultural and creative sectors and NGOs).

HUMAN+ will be headquartered in Dublin, a leading technology hub and the EMEA HQ of multinationals such as Google, Facebook, Twitter and LinkedIn. The programme is well positioned geographically to provide the Irish and European IT industry with a pool of highly trained and adaptable researchers. HUMAN+ will enable Fellows to take on leading roles in areas that influence the development of new technologies including ICT regulatory bodies, think tanks and consultancies, policy organisations and research institutions.

## 3. HUMAN+ Fellowship Programme Structure

HUMAN+ seeks to recruit 18 world leading researchers who understand technology as well as humanistic principles to conduct two-year postdoctoral research fellowships in Ireland addressing human centric approaches to technology development.

Applications for HUMAN+ Fellowships may be made by experienced researchers of any nationality (subject to the Marie Skłodowska Curie mobility rule) seeking a prestigious career enhancing position in Ireland developing research, technical and other skills, including the ability to interact, collaborate and engage with enterprise. Applicants must comply with the eligibility conditions for the programme (outlined in [Section 5. Eligibility](#)).

HUMAN+ Fellows will be researchers who are technically strong in their own discipline, and capable of performing high-value, interdisciplinary research, complementing and supporting their peers.

HUMAN+ welcomes applications from candidates who have had career breaks and are looking to return to a research-based career, and from candidates who have had a non-traditional career path, including those who have built up research experience but who may not have gained a doctoral qualification (outlined in [Section 5. Eligibility](#)).

To facilitate the strong interdisciplinary and cross-sectoral nature of the programme HUMAN+ is structured according to two programmatic Strands (representing the multidisciplinary approach – Arts & Humanities / Computer Sciences & Engineering), Clusters (broad research areas), and Themes (which provide further detail into the potential Supervisor’s area of research).

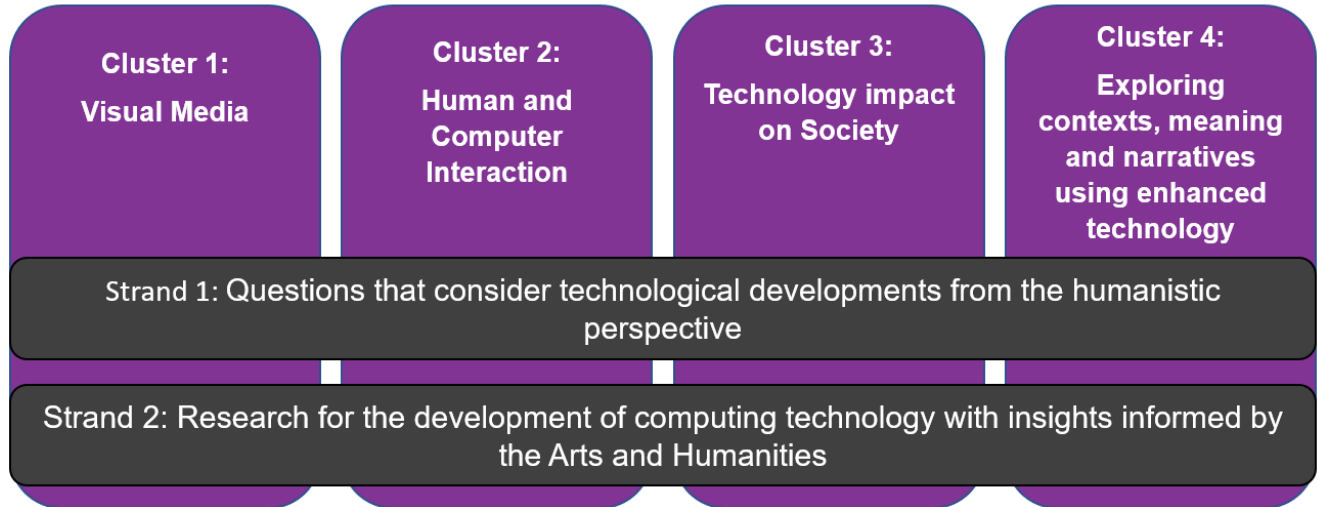
### 3.1 Strands, Clusters and Themes

**HUMAN+ Strands & Clusters:** A key component of the HUMAN+ Programme is its interdisciplinary nature and the co-creation of projects which integrate both disciplines (Arts & Humanities / Computer Science & Engineering). The HUMAN+ Strands and Clusters have been carefully crafted to reflect this and Fellows will work closely with their Supervisors to refine projects within this structure. To further guide applicants within this structure, a number of high-level Themes have been identified which fall under the Strands and Clusters and these Themes are linked to potential Supervisors. Below you will find a brief description of the Strands and Clusters and for more information on the Themes please visit the [HUMAN+ Website](#).

HUMAN+ adheres to the MSCA COFUND principle of ‘individual-driven mobility’ meaning that each applicant has the freedom to select the Strand, Cluster and Theme of their research project as long as it is supported by a primary Supervisor who has confirmed that they are happy to work with the applicant on their chosen topic.



**Figure 1. HUMAN+ Strands and Clusters**



**Strands:** Applicants must first select which strand of activity is the best fit for their proposed research. Depending on the strand the applicant selects, their Primary Supervisor will be based in either the TLRH or the ADAPT Centre. Applicants must be an Experienced Researcher in a research area that is of relevance to their chosen research strand. Each successful Fellow will also have a Co-Supervisor who will be appointed from the alternate research strand.

**Table 1. Research Strand and Base of Supervisor**

Research strand	Research focus	Base of Primary Supervisor	Base of Co-Supervisor
<b>Strand 1</b>	Questions that consider technological developments from the humanistic perspective.	TLRH	ADAPT
<b>Strand 2</b>	Research for the development of computing technology with insights informed by the Arts and Humanities	ADAPT	TLRH

### 3.1.1 Themes

The Clusters are further subdivided into high-level research Themes, which are linked to the specific research areas of the available Supervisors. Details of the Primary Supervisors working under each of the themes are provided on the [HUMAN+ website](#).

Applicants must be supported by a Primary Supervisor in order to apply. Further detail on the structure of the programme including the specific Themes linked to Supervisors are available on the [HUMAN+ website](#).

## 3.2 Phases of the Programme

Each Fellowship will consist of three phases:

1. An initial phase at Trinity College Dublin (the academic host institution).
2. A secondment period in the non-academic sector of between three months (minimum) and six months.
3. A final return phase at Trinity.

## 3.3 Benefits to Fellows

Recruited Fellows will:

- Be provided with a 24-month fully paid Fellowship based in either the Trinity Long Room Hub or the ADAPT Centre (see [Section 8. Financial Allowances and Contractual Arrangements](#)).
- Be supported by a dedicated multidisciplinary and intersectoral supervisory team consisting of a Primary Supervisor from their chosen disciplinary area, a Co-Supervisor from the alternate strand and an enterprise mentor from their secondment organisation.
- Deepen their disciplinary expertise while developing their interdisciplinary competencies through being trained in the methodologies and theoretical foundations of the arts and humanities and information sciences alike.
- Benefit from structured career development planning.
- Undertake transferable skills training.
- Undertake a mandatory secondment in the non-academic sector ([see definitions](#)) during their Fellowship lasting between three to six months, integrating an important inter-sectoral component into the programme and ensuring that the skills and knowledge that Fellows develop are relevant and promote job readiness in sectors including but also outside academia.
- Participate in a 'Future Lab' which will bring the fellows together to test, learn, invent, co-create, and build solutions in response to problems set by our enterprise partners at the beginning of the fellowship.

Further details on the activities of the Fellowship including the secondment are outlined in [Section 4 HUMAN+ Programme Activities](#) below and should be considered closely when preparing an application.

## 3.3 HUMAN+ Partner Institutes

### 3.3.1 Trinity College Dublin



Trinity is Ireland's top ranked university. Diversity and inclusivity are core values of Trinity, and on campus we promote an ethos, not only of respect, understanding and appreciation of difference, but an ethos where difference in individuals and in groups is supported and celebrated. Trinity's campus is situated in the heart of Dublin's city centre. Its state-of-the-art modern facilities include the Trinity Business School, Sports Centre, Science Gallery, Nanoscience research centre, Trinity Long Room Hub, and the Biomedical Sciences Institute, situated in a 47-acre campus of cobbled squares, historic buildings and green playing fields. Trinity's central location makes it highly accessible for all forms of public transport, such as LUAS (light rail transit) lines, the DART line (Dublin's suburban rail system) and a large number of Dublin's bus routes. The national bus routes are a few minutes' walk away, Dublin's main two train stations are in close proximity, while Dublin airport is 13km from the campus and is directly accessible via bus or taxi. Browse campus maps and directions to Trinity at [www.tcd.ie/maps](http://www.tcd.ie/maps).

### 3.3.2 Trinity Long Room Hub Arts and Humanities Research Institute & ADAPT SFI Research Centre for Digital Media Technology



**Trinity Long Room Hub**  
Arts & Humanities Research Institute

The Trinity Long Room Hub is Trinity's Arts and Humanities research institute and represents a community of over 20 disciplines. Its partners include the Library and Schools of Creative Arts; Education; English; Histories and Humanities; Law; Languages, Literatures and Cultural Studies; Linguistic, Speech and Communication Sciences; Religion and the Department of Philosophy. Currently two of Trinity's Arts and Humanities subject areas are ranked in the top 50 of the QS World University Rankings by subject (2020). These disciplines include English Language and Literature (28<sup>th</sup>) and Classics and Ancient History (30<sup>th</sup>). ADAPT, the Science Foundation Ireland Research Centre for Digital Media Technology, established in 2015, complements the humanistic expertise of the TLRH. It is an international hub of scientific expertise in areas such as digital content management, machine learning, machine translation, informal and formal learning, data privacy and protection, data technologies research (e.g. Linked and open data standard research), multimodal interaction, intelligent content and media, personalisation, and social media analysis. A particular strength of ADAPT is its significant intersectoral partnership between industry and academia in areas such as Health, Financial Services and Digital Content.

Both the TLRH and ADAPT have run previous MSCA COFUND programmes. For more information please see:

- **TLRH** - Trinity Long Room Hub MCSA COFUND Fellowship Programme 2017- 2020: <https://www.tcd.ie/trinitylongroomhub/research/MSCA-Cofund-Fellowship-Programme-2017-20.php>
- **ADAPT** - EDGE COFUND: <https://edge-research.eu/about/>
- **ADAPT** - ELITE-S programme: <https://elite-fellowship.eu/>

### 3.3.3 Marie Skłodowska-Curie Actions



A Marie Skłodowska-Curie Fellowship is an internationally respected and recognized mark of research excellence in industry and academia. The Marie Skłodowska-Curie Actions (MSCA), named after the double Nobel Prize winning Polish-French scientist famous for her work on radioactivity, are aimed at supporting and developing researchers at all stages of their careers, irrespective of nationality or gender.

MSCA funds researchers working across all disciplines, from life-saving healthcare to 'blue-sky' science, are eligible for funding, typically through fixed-term/specific purpose Fellowships.

The key factors in any MSCA scheme are:

- Mobility
- Training
- Personal development

## What are the long-term benefits of an MSCA Fellowship?

- MSCA Fellows' publications are more-often cited than equivalent peers and are more frequently published in influential scientific journals.
- MSCA Fellows are more successful in applying for European Research Council (ERC)'s competitive grants for high quality research.
- MSCA Fellows achieve professorship titles more frequently than others and are more likely to hold principal investigator positions.

**HUMAN+ as an MSCA Fellowship:** HUMAN + is a COFUND Action, on the MSCA programme. This means that HUMAN+ Fellowships are part funded by the European Commission, and part by the TLRH, ADAPT and Trinity College Dublin. While the prestige and long-term benefit of the Marie Skłodowska-Curie Fellowship remains for our Fellows, the disciplinary field of the programme is focused on the two programmatic Strands, introduced in [Section 3.1 Strands, Clusters and Themes](#) of this document, with the track record of the host institutions in these areas assured.

HUMAN+ follows the principles of the MSCA work programme (2018-20) by placing further emphasis on empowering researchers, fostering mobility and maximising their future employability by strengthening Fellows' careers. The programme will support the Fellows to become established as European research leaders through cross disciplinary seminars and research training in their chosen strand and cluster and close interaction with their Primary and Co-Supervisors. With the support of their Secondment Supervisor and their secondment experience alongside the intensive summer schools and collaborative academic/enterprise future labs, Fellows will be provided with transferable and advanced research skills for any sector.

## 4. HUMAN+ Programme Activities

### 4.1 Training through Research

**Discipline Specific Training:** Applicants to the HUMAN+ programme will be required, in their application, to propose a research project which will allow them to enhance and diversify their discipline specific skills and further develop their career. Proposals must describe a research project to be implemented during a 2-year period. The proposal topic must be aligned with the HUMAN+ research Strands / Clusters and Themes as outlined above in [Section 3.1](#) and on the HUMAN+ Website. All proposals must be made with the support of a proposed HUMAN+ Primary Supervisor and successful applicants will work closely with their primary supervisor on the development and execution of their projects once funded.

**Transferable Skills Training:** Opportunities for transferable skills training are offered through a number of units in Trinity and can be availed of by Fellows to develop certain transferable skills identified in their career development plan. An induction day will be organised upon the Fellow's arrival in Trinity to present these training opportunities which include access to the professional development and training courses delivered by the Trinity Learning and Development Unit, the Centre for Academic Practice and eLearning and the Trinity Research and Innovation Office. The TLRH and ADAPT also run regular workshops and training courses.

HUMAN+ Fellows will be required to attend at least three transferable skills training sessions over the course of their Fellowships which can be drawn from across the units mentioned above.

Regular research seminars will run throughout the HUMAN+ programme, familiarising the Fellows with the foundational concepts and challenges across the arts, humanities and computer sciences. Fellows will be required to attend four seminars, relevant to their topic and discipline, during each year of their Fellowship.

A unique feature of HUMAN+ is the inclusion of a Future Lab where the Secondment Supervisors at the induction phase of each cohort of fellows will set three key challenges facing the future of the technology industry. Fellows will be divided into interdisciplinary clusters and will work over the course of their Fellowships on developing insights and solutions to the industry challenges together these findings will then be presented at the final Future Lab of their Fellowship. Every HUMAN+ Fellow will attend two compulsory summer schools. These summer schools will train the Fellows in important transferable skills, putting their communication skills into practice and presenting their ongoing research as part of their own project as well as their contributions towards the Future Labs.

In addition the expertise of both the TLRH and ADAPT staff dedicated to supporting researchers, will be available to all Fellows on an ongoing basis offering advice and support around communications, event management, event promotion, impact planning and reporting, publication strategies, financial management, research funding opportunities and application development.

## 4.2 Supervision

Each Fellow will have a multidisciplinary supervisory team (ST) which will be composed of the Primary Supervisor, a Co-Supervisor and a Secondment Supervisor.

### 4.2.1 Primary Supervisor

Important: For an application to be technically eligible for consideration it must have secured the written support of an eligible Primary Supervisor who is aligned to the applicant's chosen HUMAN+ research strand.

The role of the Primary Supervisor is to be the Fellow's primary contact point for the discipline specific aspects of the research project they are undertaking as well as guiding the development of transferable skills training that the Fellow may undertake. They will ensure that the Fellow is introduced to other researchers active in the research cluster and theme, help integrate them into their wider academic units and scholarly community, and will advise on activities that the Fellow can contribute to or draw from for their project.

Process for securing an eligible Primary Supervisor:

- The names, a brief biography and contact details for all eligible Primary Supervisors will be listed on the [HUMAN+ website](#) to aid applicants with their selection. Additional Supervisors may be added throughout the call as they become available. Primary Supervisors will be grouped by clusters / Strands / Themes.

- Applicants are strongly encouraged to make contact with their preferred Primary Supervisor as early as possible and prior to the development of their proposal to increase the likelihood of securing the Supervisor's agreement to collaborate with them.

The Primary Supervisor will confirm to the applicant by email whether they are happy to work with the HUMAN+ applicant on their chosen topic and may offer advice on developing the research project with the applicant.

**Please Note:** To ensure oversight of this process, we ask that applicants copy the HUMAN+ Project Manager ([humanplus@tcd.ie](mailto:humanplus@tcd.ie)) on all correspondence they have with Supervisors.

## 4.2.2 Co-Supervisor

Beyond the two interdisciplinary strands of HUMAN+, the programme's strong interdisciplinary component will be further enabled by the appointment of a Co-Supervisor, for each Fellow, from the alternate research strand of the programme. For example, a Fellow who successfully applies under strand 1 will have a Co-Supervisor appointed from strand 2.

It is important to note that **applicants are not required to get agreement to supervise from the Co-Supervisor for the purposes of submitting their application** to the application cut-off date. Please visit our website ([www.humanplus.ie](http://www.humanplus.ie)) for application cut-off dates. The appointment of the Co-Supervisor will be finalised if and when a Fellow is selected for funding. The co-supervision feature of HUMAN+ means Fellows will be exposed to many disciplinary methods, enhancing their ability to better respond to the interdisciplinary nature of the research topics that HUMAN+ will tackle.

## 4.2.3 Secondment Supervisor

The secondment Supervisor will be based in the non-academic organisation where Fellows are undertaking their secondment. The Secondment Supervisor will be identified by the secondment organisation working together with the Fellow, their Supervisors and the HUMAN+ PM. It is the role of the secondment Supervisor to act as the point of contact for the Fellow over the course of their secondment and to provide guidance and advice on the project(s) that the Fellow is undertaking therein.

## 4.3 Career Development Planning

This HUMAN+ Fellowship programme maintains a very strong emphasis on career development and the allocation of time to develop and enhance the skills which will make researchers more efficient and proficient in the long term. To assist Fellows in the ongoing self-assessment required to facilitate comprehensive career planning, Fellows in the months before the appointment and the start of their Fellowship will be provided with a template to reflect on competencies and achievements to date and to identify areas for development.

The Fellow and the full ST will meet with the PC within the first 8 weeks of the start of the Fellowship to discuss how to define the Personal Career Development Plan (PCDP) using the self-assessment exercise as a starting point. The final PCDP will be due by month three of the Fellowship. After that the ST will meet over the duration of the fellowship to evaluate Fellows' progress against the plan. Meetings will be facilitated remotely where necessary. Fellows' PCDPs will be reviewed annually by the Supervisory Board

(SB) through Fellow's annual reports, in line with the Charter and Code. Engagement with this career development planning process is a condition of the Fellowship.

## 4.4 Secondments (Intersectoral Engagement)

HUMAN+ provides Fellows with expertise and transferable skills applicable to many different enterprise sectors depending on their interests and background. All Fellows must complete an intersectoral secondment of 3-6 months duration as part of their Fellowship. Fellows will have a secondment Supervisor who forms part of their supervisory team (ST). The opportunity to undertake a secondment in a non-academic partner institution from a range of sectors such as multinationals, creative industries, cultural institutions, NGOs and public policy bodies etc. will provide Fellows with opportunities for intersectoral training and mobility.

The HUMAN+ Team are in discussions with a number of potential secondment organisations across many sectors of enterprise and industry. Such enterprises are drawn from, but not limited to industry sectors such as ICT, Content & Media, Communications, Entertainment, Healthcare, Business & Legal as well as public organisations (galleries, museums etc.), governmental departments and philanthropic enterprises. New relationships are developing constantly therefore applicants should contact the HUMAN+ Project Manager and/or their potential Primary Supervisor for an up to date list of organisations which best fit the proposed research project and their developmental needs.

See [section 5.3 Secondment Eligibility](#) below for details of the eligibility criteria for secondments.

## 5. Eligibility

In order to be eligible, applicants need to comply with criteria under four categories:

1. Applicant eligibility
2. Project eligibility
3. Secondment eligibility
4. Supervisor eligibility

### 5.1 Applicant Eligibility

Applicant eligibility consists of:

- Applicants may be of any nationality.
- Applicants must comply with the relevant HUMAN+ Mobility Rule (Table 2 below: Research experience and mobility requirements for Fellows). A relaxed mobility rule is used to encourage applications from 'Career Restart' or 'Reintegration' Fellows. (Compulsory national service and/or short stays such as holidays are not taken into account for mobility)
- Applicants must be fluent in English (written and spoken).
- Applicants must agree to the programme's Terms & Conditions (Separate document, available on the HUMAN+ website).
- Applicants must be an Experienced Researcher in a research area that is of relevance to the HUMAN+ research strand they are applying to i.e. applicants applying to strand 1 and strand 2



must at the time of the application cut-off date have a PhD or have at least 4 years full-time equivalent (FTE) research experience (in academia or industry) in a research area that is relevant to either strand 1 or strand 2 of the HUMAN+ programme.

FTE research experience is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited or seconded, irrespective of whether or not a doctorate is or was ever envisaged.

- HUMAN+ will support applications from researchers at risk. Those that are displaced by conflict, or whose situation makes it difficult to pursue their research careers, both during the application process and once on the Fellowship in Ireland. Such support will be addressed on a case by case basis and researchers at risk will be able to discuss these supports with the HUMAN+ management team. Supports will include, but will not be limited to:
  - Submission of applications by post where online application requirements discriminate against the researcher’s circumstance.
  - Application of eligibility criteria appropriately to ensure researchers who have suspended their research activities while seeking refugee status are not disadvantaged. For applicants who are applying for refugee status in Ireland, time spent in that process will not count as time resident in Ireland.

### 5.1.1 Mobility Rule

Applicants must comply with the Mobility Rule: applicants must not have resided or carried out their main activity (work, studies, etc.) in the Republic of Ireland for more than 12 months in the 3 years immediately prior to the application cut-off date (see programme website).

The rule does not necessarily relate to the location(s) stated in the current or previous employment contract(s) of the researcher. **It is the actual location(s) of residence that is taken into account, not the country(ies) of legal residence.** The two determining elements are the actual place of residence and the place of main activity. Supporting documents may be requested at any stage to confirm the place of residence and the place of main activity, such as employment contracts, work permits, rental contracts, residence certificates, etc.

**Table 2. Research experience and mobility requirements for Fellows**

Research Experience	Fellowship Status	Additional Eligibility Considerations	Mobility Requirement
<b>Incoming Fellows must be in possession of a doctoral degree or at least have 4 years full time equivalent research experience</b>	Standard	N/A	May not have resided or carried out their main activity in the Republic of Ireland for more than 12 months in the 3 years immediately prior to the application cut-off date.
	Career Restart	The applicant must have undertaken a career break in research	Applicants may not have resided or carried out their main activity in the Republic of Ireland for more than 3 years in the 5 years
	Reintegration	The applicant must be a national or long-term resident of a MS or AC and	

must move or have moved from a TC directly to the Republic of Ireland	immediately prior to the application cut-off date
---	---

**NB: Compliance with the mobility rule is determined by completion in full of the mobility table in Application Form - A. Failure to complete this table correctly will render applications ineligible.**

## 5.2 Project Eligibility

- The proposal must be complete and in English (see Section 6.2).
- The proposal must be received on or before the application cut-off date through the online application system which will be hosted on the [HUMAN+ website](#).
- Only one application per applicant may be submitted per call.
- Proposals must describe a research project to be implemented during a 2-year period.
- Projects must adhere to the ethical standards applicable to the MSCA and HUMAN+ programme, as stated in the HUMAN+ Terms and Conditions. **An ethics issues table must be completed in section 4.1 of the Part B-Proposal for applications to be considered eligible.** See further information about ethics in sections 6.6 and 7.5 of this guide.
- The primary Supervisor named on the project must agree to act as Supervisor for the duration of the Fellowship, evidenced by a letter of support or e-mail to be included in the application Part A – Administrative information.
- The proposal topic must be in line with HUMAN+ Strands, Clusters and Themes and applicants must prepare the proposal in liaison with the proposed academic Supervisor.
- Proposals must include a planned secondment period in the non-academic sector.

## 5.3 Secondment Eligibility

- Secondments must take place in an organisation in the non-academic sector ([see definitions](#)).
- Secondments must be meaningful to the type of project planned and to the HUMAN+ strand/cluster/ theme with which the application is aligned.
- Plans for the secondment must be outlined in the proposal (including timing, duration, objective and relevance to the research).
- Secondments must be between a minimum of 3 months and up to a maximum of 6 months in duration. The secondment phase can be a single period or divided into shorter mobility periods.

The HUMAN+ team are currently in the process of identifying potential secondment organisations for this programme. New relationships are developing constantly. Therefore, applicants should contact the HUMAN+ Project Manager and/or the Primary Supervisor who has agreed to support their application for guidance in identifying a suitable secondment organisation.

**Please Note:** It is important for the applicants to clearly distinguish "secondments" from short visits (for example for field work) since they have a different nature and pursue different objectives. A short visit is not a "secondment" and therefore if an applicant wishes, for example, as part of their Fellowship to undertake field work for a short period of time in another organisation either in Ireland or another European country, this should not be included in the proposal as a secondment. Secondments are mandatory on the HUMAN+ programme.

## 5.4 Supervisor Eligibility

Each Fellow will have a multidisciplinary supervisory team (ST) which will be composed of the Primary Supervisor, a Co-Supervisor and a Secondment Supervisor. Applicants can refer back to section 4.2 to read about the role of the different supervisors.

**In order for an application to be considered technically eligible it must include evidence of support from a Primary Supervisor who is aligned to a Human + research strand and cluster and listed on the HUMAN+ website. This evidence must be included by way of a screenshot of either an email or letter of support in section 6 of Application Form Part A.** Applications that have not obtained and that don't include evidence of support of a HUMAN+ supervisor will not be technically eligible.

**Please Note:** Contact details and biographies for Primary Supervisors will be available on the [HUMAN+ website](#) and applicants are advised to make contact with their preferred Supervisor as early as possible. To ensure continuity, we ask that the HUMAN+ Project Manager ([humanplus@tcd.ie](mailto:humanplus@tcd.ie)) is copied on all correspondence. For example, if an applicant is reaching out to a potential Supervisor to request their support please include [humanplus@tcd.ie](mailto:humanplus@tcd.ie) in the email CC: line.

Please note that applicants are not required to either obtain or include evidence of support for a Co-Supervisor in their application. The appointment of the Co-Supervisor will be finalised if and when a Fellow is selected for funding.

All Supervisors aligned to the HUMAN+ programme and listed on the HUMAN+ website align with the principles and requirements outlined in the European 'Charter and Code' for researchers.

## 6. How to Apply

### 6.1 Overview

- Each applicant may submit one application per call (resubmissions for later calls are encouraged).
- Applications should be made through the [HUMAN+ website](#) (except where the 'Researchers at Risk' policy applies). Only applications that are complete and submitted before or on the application cut-off date will be included in the selection process for that particular application round. Applicants will receive an automatic acknowledgement of receipt of the submitted proposal; however, this is no guarantee of the technical eligibility of their proposal.

### 6.2 A Complete Application

A complete application is made up of 3 different parts (A, B and C) which are outlined below. The template for each part is available to download on the HUMAN+ website. 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 in your application. **Application templates must be followed.** All applicants **must complete the ethics issues table** in section 4.1 of the Part B - Proposal, and if relevant, provide additional information about ethics in section 4.2 of the same document.

- **Part A – Administrative Information** (to include the written evidence of support from Primary Supervisor). Applicant must confirm via the tickbox that they agree with the programme’s Terms and Conditions
- **Part B – Proposal** The page limit for this section is a maximum of 10 pages. This must include the abstract and a Gantt chart. Any text that exceeds the 10 page limit will not be evaluated. Please note that ethics sections 4.1 and 4.2, in the Part B - Proposal (appearing after the ‘Stop page count’ red line) are not counted towards the 10 page limit for this document.
- **Part C – CV** (max. 5 pages)

Each of the three completed parts of the application must be uploaded as three different PDF files to the Ex Ordo system via the HUMAN+ website.

## 6.3.1 Overview of the Application Process

### Publication of the Fellowship Call

Call 2 to the HUMAN+ Fellowship Programme will consist of a number of application rounds with regular cut-off dates. Following each cut-off date, applications received will move forward to the evaluation stages allowing a fair competition between applying researchers.

The application process starts with the publication of the HUMAN+ Fellowship Call, along with all programme documentation being made available on the HUMAN+ website. Important dates, including the application cut-off dates and indicative dates for the evaluation process will also be available on the project website. An online application system, accessed from the HUMAN+ website ([www.humanplus.ie](http://www.humanplus.ie)) and hosted on the Ex Ordo platform will be open for the duration of the call and span all of the application cut-off dates. The online application system will remain open however only applications received prior to the application cut-off date will be assessed under that particular application round, applications received after the cut-off date will be assessed in the next application round.

### Application Preparation

Applicants are encouraged to start preparation as early as possible.

**Primary Supervisor** - At the outset, applicants must contact the HUMAN+ Supervisor with whom they would like to work with on their research project should they be successful (see section 5.4). In our experience it takes at least six weeks to develop a successful proposal with a primary Supervisor. It is important to keep this in mind when developing a proposal in time for the relevant cut-off date.

Supervisor contact details can be found on the HUMAN+ website. The Supervisor will confirm in writing (letter or e-mail) whether they are happy to work with the HUMAN+ applicant on their chosen topic and may offer advice on developing the research plan. Applicants must have Supervisor’s consent on supervising the project prior to submitting an application.

**Please Note:** To ensure continuity, we ask that the HUMAN+ Project Manager ([humanplus@tcd.ie](mailto:humanplus@tcd.ie)) is copied on all correspondence. For example, if an applicant is reaching out to a potential supervisor please include [humanplus@tcd.ie](mailto:humanplus@tcd.ie) in the CC: line.

**Review all relevant documentation** - including this Guide, the Terms and Conditions, the Frequently Asked Questions (FAQ) and Application Templates published on the [HUMAN+ website](#) in the Application Documents section.

**Application documents** - In the best effort to present only the research and your capacity to perform it to the review panel, proposals should be presented in a neutral manner. Therefore, you should avoid giving personal details such as gender, age or nationality in this document. First names, for example publications should only be listed as a single initial, e.g. R. Brennan, to de-gender them.

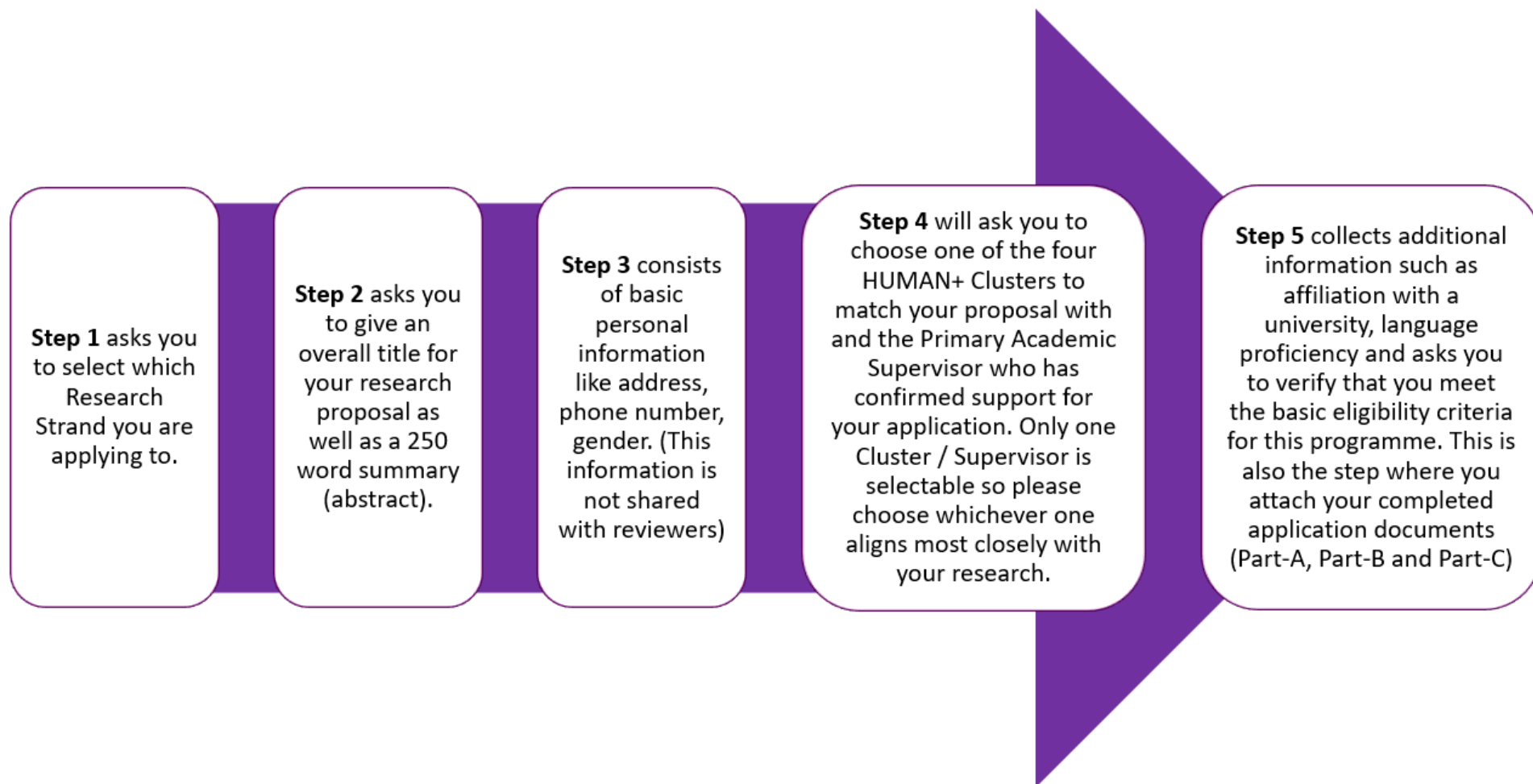
The research proposal must address three sections: EXCELLENCE, IMPACT and IMPLEMENTATION and will be evaluated based on what is written in the document only, not on the potential of the research proposal should any changes be made.

## 6.4 Submission of the Application

Applications must be submitted via the Ex Ordo System accessed via the [HUMAN+ website](#). To submit an application, complete all parts of the process and click “done” (**See Figure 2. “Application Steps” below**). You will receive an e-mail confirming receipt of the application. Emails from the Ex Ordo system may arrive to your Spam or Junk email folder, therefore it is a good idea to check these locations if you do not receive an email confirmation that your application has been submitted. After checking your Spam / Junk folders, if you have any concerns about your application, please feel free to contact the HUMAN+ PM ([humanplus@tcd.ie](mailto:humanplus@tcd.ie)). The HUMAN+ Team will endeavor to reply to all emails within three business days but usually much sooner than that.

**Please note:** Receipt of the email confirming submission of your application on the Ex Ordo system is no guarantee that your application will be deemed technically eligible. Technical eligibility is only assessed after submission and confirmed within five working days of the application cut-off date by the HUMAN+ PM.

Figure 2. Application Steps - through the Ex Ordo Application System



## 6.5 Eligibility Checking

Once the application cut-off date has closed all applications will first be checked for completeness and eligibility, cross-checking to the CV. All applicants will be informed by the HUMAN+ Project Manager within 5 working days of the application cut-off date about whether their application is technically eligible or not. If an application is found ineligible, an explanation will be given. For Redress procedures see section 7.4 of this document.

## 6.6 Ethics Review

If the applicant answers 'yes' to any of the questions in the ethics issues table in Section 4.1 in the Part B-Proposal (see [section 7.5 Ethical Issues](#) of this guide), they must provide additional information in Section 4.2 of the same document. In this case, a Research Ethics Committee will check whether these issues have been adequately addressed by the applicant. The intent of the ethics review is to help applicants to understand and manage ethical issues - proposals given ethical clearance may proceed to the next stage; proposals without ethical clearance can be asked to add additional measures, or in extreme cases declared ineligible. The Research Ethics Committee may ask for additional information before coming to a decision.

Where Ethics Review is required, applicants will be informed of the outcome.

If selected for funding, formal ethical approval for the project must be obtained by the applicant in conjunction with Trinity Ethics committee prior to the start of any project activity which requires ethics clearance and compliance.

## 6.7 International Peer Review and Ranking

All eligible applications will undergo independent and international peer review. Each proposal will be evaluated remotely by two international independent reviewers. Applications will be scored and ranked according to the HUMAN+ evaluation criteria (see [Section 7. Evaluation Criteria](#)). All applicants will be informed about the final score they achieved, how they ranked, and summary feedback from the assessors.

**Interviews of Top-Ranking Applicants:** The top ranked applicants from each Research Strand will be invited to the next stage of the process. The applicant will be asked to give a brief presentation on their research proposal. The presentation should include an overview of the proposal, the motivation of the applicant to take up the Fellowship, and details of specific career and training objectives of the applicant. The presentation will be followed by questions from the interview panel.

Interviews will be conducted via video conference. The final mark for each application will be comprised of the score from the written proposal and the interview (see [Section 7. Evaluation Criteria](#) for further details on how the final score is composed). Candidates will again be informed of their final score, ranking and feedback on their interview outcome.

## 6.8 Fellowship Offers for Successful Applicants

A maximum of nine fellowships split between both Research Strands are available in each call, and these will be offered to the top ranked applicants. Upon selection, successful applicants will be informed that they have passed evaluation and will therefore be offered an employment contract by Trinity College Dublin. Fellows must abide by the rules of Trinity in regard to Code of Conduct and Open Science. Prior to

the institution giving a firm offer of a contract, the HUMAN+ Project Manager will contact the Applicant's referees and request further documentary evidence to verify their eligibility (see section 8.2). Should this check fail, the award may be withdrawn.

It is expected that successful Fellows will start the Fellowship at the earliest convenience considering any periods required to gain permission to work in Ireland. Given that mobility is a key feature of the programme, HUMAN+ recognises that additional time may be required to allow a Fellow to complete their previous activities before moving to Ireland and obtain visas if required. Consequently, the starting date for each Fellow will be negotiated on an individual basis with the HUMAN+ Project Manager.

Those who score above the threshold (see information on scoring in 7.2 below) but not high enough to be selected may be placed on a reserve list, at the discretion of the Management Team, until all Fellowships in the first call have been allocated and accepted. The reserve list will always be in order of ranking. All applicants will be informed of their status.



## 7. Evaluation Criteria

HUMAN+ will use the evaluation criteria set out in Table 3 below for the peer review process, which mirrors those used by the MSCA Individual Fellowship program. Reviewers will be instructed to assess all elements of the complete application when assessing a proposal, based on the proposal text, and not on any assumptions. Reviewers will be instructed to assess the project quality based on the applicant's research experience and the merits of the applicant on career level considering non-scientific issues, such as management experience, IPR, risk management, career development planning, teaching experience etc. Reviewers will be instructed to take into account any breaks from research a candidate may have taken, and which may affect, e.g. their publication list; this is of particular relevance to Career Restart applications. Criteria contained in the table below will apply for the interview stage. Applicants may be interviewed on any aspect relating to Excellence, Impact or Implementation of the fellowship. In addition, the interview panel will focus on the match between the applicant, the project and Trinity and on the applicant's motivation and potential to reach professional maturity and leadership positions in their area.

**Table 3. Evaluation Criteria for the Fellowship Programme**

Excellence 45%	Impact 35%	Implementation 20%
Quality, innovative aspects and credibility of the research including (1) soundness of concept and methodology and (2) progress beyond the state-of-the-art	Potential of the fellowship to significantly contribute to career development or reestablishment where relevant.	Coherence and effectiveness of the work plan (including time plan)
Academic qualifications of researcher, research experience to date (peer-reviewed publications, funded projects and other esteem indicators appropriate for the discipline and career stage)	Effectiveness of proposed measures for the dissemination and communication of project results including engagement of audiences outside of academia	Appropriateness of the management structures and procedures to carry out the research, including quality management/risk management
Suitability of the Intersectoral aspects of the proposal (academic, industry, societal)	Potential for the fellowship to realise increased impact of research collaboration between TLRH, ADAPT and industry partners.	Appropriateness of the institutional environment (infrastructure)
Quality and clarity of the training and of the two way transfer of knowledge (both research & transferable skills) between the researcher and the host.		
Quality of the supervision and integration in the team/institution.		
Capacity of the researcher to reach professional maturity		

## 7.1 Remote Reviews

Two international independent remote reviewers will be allocated to each proposal based on a good match between the proposed topic, keywords, abstract and the expertise of the reviewer. In the case of discrepancy in score between the two reviewers, a third reviewer may be allocated.

International independent reviewers will provide a score from 1 (Unacceptable - Proposal is not in line with the programme and or cannot be assessed due to missing data) to 10 (Exceptional - Proposal is completely in line with the programme, criterion have been perfectly addressed and no weaknesses or shortcomings are present), in accordance with criteria (Excellence, Impact and Implementation) and sub-criteria outlined in **Table 4** below “**Scoring system to be applied to the HUMAN+ application**”, which are based on the Horizon 2020 Marie Skłodowska-Curie Actions criteria.

The top ranked applicants from each Research Strand will be invited to the next stage of the process; the interview stage.

The HUMAN+ Project Manager will inform all applicants about the outcome of the remote review stage of the process and whether or not they have been invited to interview. They will include details of the final score they achieved, how they ranked, and summary feedback from the assessors.

## 7.2 Interviews

The interview panel will reach a consensus score for each of the 3 evaluation criteria and will give comments that underpin their score (taking into account all aspects of the sub-criteria).

Following the interview process, the final score for each application will be calculated, assigning a 40% weighting to the final remote review and a 60% weighting to the final interview score for each applicant. This will lead to a final score between 0 (very poor) and 10 (excellent).

The threshold for consideration for funding at both remote review and interview stage will be 6 for each criterion (i.e. proposals which get a score of less than 6 for a particular criterion will not proceed to interview stage) and a weighted score of 70 overall.

In cases where proposals have exactly the same score, they will be ordered on the ranked lists following the priority as outlined in Table 5 “**Fellowship Scores and Priority Weightings** “. If the priority in case of ex aequo measures does not resolve the situation, then all concerned proposals will go through to the next stage of the process i.e. all concerned applications will either go through to the interview stage or the ‘Final Funding decision stage’.

**Table 4. Scoring system to be applied to the HUMAN+ application**

Score	Description
1	Unacceptable - Proposal is not in line with the programme and or cannot be assessed due to missing data
2	Poor - Proposal fails to address the criterion and there are many weaknesses present
3	Marginal - The criterion is inadequately addressed, or there are fundamental weaknesses
4	Fair - Criterion is addressed broadly, but there are significant gaps
5	Satisfactory - Criterion is somewhat broad, gaps are still present but minor
6	Good - Proposal addresses the criterion well, but flaws are still present
7	Very Good - Proposal addresses the criterion well but a small number of flaws are present
8	Excellent - All relevant points of the criterion have been addressed but a small number of flaws are present
9	Outstanding - Proposal addresses all the relevant points of the criterion and any shortcomings are minor.
10	Exceptional - Proposal is completely in line with the programme, criterion have been perfectly addressed and no weaknesses or shortcomings are present

**Table 5. Fellowship Scores and Priority Weightings**

Excellence	Excellence	Impact	Implementation
Weighting of scores	45%	35%	20%
Priority in case of <i>ex aequo</i>	<b>1</b>	<b>2</b>	<b>3</b>
<i>Overall Threshold of 70% Applied to Total Weighted Score</i>			

## 7.3 Measures Taken to Ensure Equal Opportunity

All reviewers will be trained on unconscious bias. Gender identifiers have been found to negatively affect applications from women in higher education. In order to combat this bias, applicants are asked to remove all gender identifiers from their application and applicants are asked to replace first names with initials on their CVs. Applicant gender will not be provided to reviewers, applicants will be required to address the gender aspect in their proposals.

## 7.4 Redress Procedure

Applicants who think that their proposal has been unjustly evaluated may submit a request for redress. Applicants wishing to start the redress procedure should contact the HUMAN+ PM (i.e. 10 days after the technical eligibility check, the remote review and the interview stage). Redress requests will not be considered in relation to the expert judgements of the remote reviewers and members of the interview panels. The PM will forward redress requests to the Redress Committee. The Redress Committee will either reject the request or accept it; in the latter case, a new remote peer review with ethics check and/interview will be arranged. Applicants will be informed about the results of redress within 30 days from their request. Decisions from the Redress Committee are binding.

## 7.5 Ethical Issues

The HUMAN+ Programme is committed to ensuring that all research is conducted according to best ethical practice and thus maintain the good name of research in Ireland and Europe. Applicants must always consider and address any of the following ethics issues, if they arise, in their proposals:

- Humans
- Human cells/tissues
- Personal data
- Animals
- Third countries
- Environment & Health and Safety
- Dual use
- Misuse
- Other ethical issues

Research areas excluded from funding include:

- Research activities aiming at human cloning for reproductive purposes
- Research activities intended to modify the genetic heritages or human beings which could make such changes heritable
- 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 nuclear transfer
- Research activities involving human embryonic stem cells

All applicants are required to complete an Ethics Issues Table in section 4.1 of the Part B-Proposal. If applicants answer yes to any of the questions in the Ethics Issues Table they are then asked to provide additional information in Section 4.2 of the same document. Applicants are directed to consult the [Horizon 2020 Programme Guidance How to complete your ethics self-assessment](#) for further information on how to address ethical issues in section 4.2.

Please note that sections 4.1 and 4.2 in the Part B-Proposal **are not counted towards the 10 page limit for Part B-Proposal**. For more information on ethical issues please refer to the links listed in Section 12 'Resources' of this Guide.

## 8. Financial Allowances and Contractual Arrangements

HUMAN+ Fellows will be offered a specific purpose employment contracts from Trinity College Dublin. Consequently, all employment contracts will be offered under Irish law. The basic content of the employment contract is in line with the Terms of Employment (Information) Acts 1994–2012, Ireland, which ensures provision of pensions, holidays/maternity/parental and carers leave, accident insurance cover and access to health insurance. Further details are given in the Terms and Conditions document on the HUMAN+ Website and in “Contractual Arrangements”.

### 8.1 Financial Allowances

The financial allowances offered by the HUMAN+ fellowship programme are outlined in the table 6 below. This table is for guidance only. Please see the HUMAN+ Terms and Conditions for information.

**Table 6. Financial Allowances**

<b>Allowance Type</b>	<b>Amount per year €</b>
<b>Living Allowance</b>	€42,061.36
<b>Mobility Allowance</b>	€6,483.57
<b>Family Allowance (if applicable)</b>	€5,402.97

In effect the total gross allowances for fellows with family obligations is €53,947 while the total gross allowances for fellows without family is €48,544 (to be paid monthly as salary). All Fellows will be appointed as Trinity staff for the duration of their contract and receive the same pension and social security benefits as all Trinity employees.

**Living Allowance** - Each fellow is entitled to an annual living allowance of €42,061 as detailed above which is the salary of the fellow. It will be paid by Trinity to the Fellow’s Irish bank account on a monthly basis. In addition to the living allowance amount fellows will receive the same pension and social security benefits as all employees in Trinity College Dublin. This living allowance will be subject to Irish tax.

**Mobility Allowance** - Each fellow is entitled to a mobility allowance of €6,483.57 per year. This covers costs related to the personal household, relocation and travel expenses (incurred in moving to Ireland) of the fellow. The mobility allowance will be paid by Trinity to the Fellow’s Irish bank account on a monthly basis with the living allowance.

**Family Allowance** – A family allowance of €5,402.97 per year will be paid in the case where fellows have family obligations. In this context, family is defined as persons linked to the fellow (i) by marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country or region where this relationship was formalised, or (iii) as dependent children who are actually being maintained by the fellow. Successful applicants to the programme will be asked to provide proof of family obligations in advance of a formal offer of fellowship being made. The family allowance will be paid directly by Trinity to the fellow’s Irish bank account on a monthly basis along with the other allowances detailed above.

**NB: In addition to the living allowance, the mobility and family allowances may be liable for tax.**

**Taxes are a personal matter between the Fellow and the Irish revenue commissioners.** Applicants may find these websites helpful:

- <http://www.revenue.ie/en/personal/circumstances/moving/index.html>
- <https://www.euraxess.ie/>

**Research and Travel Costs:** Each Fellow will have access to €3,180 per year of the fellowship (€265 a month) to cover research consumable and travel costs. This support is only intended to cover expenses relating to the implementation of the research project. It could, for example, be used to cover the cost of purchasing equipment like a laptop or the costs of attendance at a conference. The budget for these costs will be maintained centrally by the HUMAN+ Programme and may be availed of through College procurement or iexpense claims. The HUMAN+ Project Manager will facilitate the management of this allowance.

**Secondments:** Living, mobility and family allowances will continue to be paid to those Fellows undertaking secondments and the monthly research and travel budget will continue to be made available to cover any expenses that arise. Payment of such expenses will continue to be managed by the TLRH team and not by the non-academic organisation where the secondment takes place. It should be noted that no additional monies over and above those outlined in the table above will be provided to Fellows during their secondment in the non-academic sector.

**Please Note:** There is no need for applicants to indicate a budget in the research proposal form. The amounts detailed above are payable to all Fellows under the programme.

## 8.2 Contractual Arrangements

**Letter of Offer** - The HUMAN+ Project Manager will notify successful awardees of their award. A letter formally confirming the offer will be conditional upon receipt of the following pieces of information:

- 2 references either academic or previous employer references (organised by the HUMAN+ PM);
- Provision of proof of PhD award i.e. a scanned copy of a PhD certificate;
- Where applicable, provision of proof, by the applicant, of at least 4 years full time research experience (where applicants do not have a PhD award);
- Evidence of residency demonstrating compliance with mobility rule may be sought at the discretion of the HUMAN+ Team;
- Provision of proof, by the applicant, of family obligations where the applicant indicates they have family obligations;
- In addition, formal ethical approval for all funded projects must be obtained by the applicant from the formal Trinity Ethics Committee process prior to the start of the project.

Once all of the above has been received awardees will be notified of their final award and will have **10 working days to confirm their acceptance** of the award.

**Specific purpose employment contract** - When a Fellow accepts the Fellowship position, Trinity will sign a specific purpose employment contract with the Fellow. The contract denotes that all parties agree to the terms and conditions as set out in the contract. The employment contract will contain information about the statutory working practices and will determine the conditions for the implementation of the project. The employment contract will remain in place during possible secondments throughout the Fellowship. In addition to the general terms and conditions of employment by Trinity, the employment contract will specify the following:

- The names of the HUMAN+ Project Coordinators with overall responsibility for the project as well as the Primary Supervisors who will be reportable to on the day to day project specifics.
- Hours of Work & Duties
- Location - the Fellowship will be primarily located in the TLRH (Strand 1 applicants) or in the ADAPT Centre (Strand 2 applicants) but time will be spent in both Centres as agreed with the Primary Supervisor and Co-Supervisor in consultation with the HUMAN+ Team.
- Salary level: see [Section 8.1 Financial Allowances](#) for more information.
- Annual leave: (minimum is 22 days) and other leave entitlements, such as sickness and maternity leave.
- All Fellows must join the pension scheme.
- Arrangements between the institute and the researcher relating to IP rights, confidentiality and any other policies of the institute.

Trinity will sign a partnership agreement with the secondment organisation, meaning that Irish law will apply for the entire duration of the Fellowships. In some cases, the Fellow may be required to sign additional agreements (non-disclosure, safety documentation etc.) due to their interaction with an industry partner, in a secondment or otherwise.

## 8.3 Requirements of Fellows

Fellows recruited under the scheme must be prepared to commit to the following requirements over the course of their Fellowship:

- To submit a substantial deliverable linked to their research project such as a peer reviewed article in a prestigious peer reviewed journal and/or a monograph;
- To undertake career development planning. All Fellows appointed will be required to engage with their Supervisors and the HUMAN+ Team to develop their career development plan (see [Section 4.3 Career Development Planning](#));
- To attend four seminars, relevant to their topic and discipline, during each year of their Fellowship. Regular research seminars will run throughout the HUMAN+ programme, familiarising the Fellows with the foundational concepts and challenges across the arts, humanities and computer sciences;
- To attend at least three transferable skills training sessions over the course of their Fellowships;
- To attend two compulsory summer schools. These summer schools will train the Fellows in important transferable skills, putting their communication skills into practice and presenting their ongoing research as part of their own project as well as their contributions towards the Future Labs;
- To undertake a mandatory secondment in the non-academic sector ([see definitions](#)) during their Fellowship lasting between three to six months, integrating an important inter-sectoral component into the programme and ensuring that the skills and knowledge that Fellows develop are relevant and promote job readiness in sectors including but also outside academia;
- To participate in a 'Future Lab' which will bring the fellows together to test, learn, invent, co-create, and build solutions in response to problems set by our enterprise partners at the beginning of the fellowship;
- To contribute to the public engagement activities of both the TLRH and ADAPT via the delivery of a public lecture over the course of their Fellowship;

- To submit annual Progress Reports documenting the progress of their research project and achievement of the goals set out in their PCDP as well as a final fellowship report;
- To complete surveys circulated by the Commission on the completion of their Fellowships;
- Where appropriate, to interact with and advise research students in related fields of specialisation;
- To participate in general in the intellectual life of the TLRH, ADAPT and Trinity;
- To acknowledge the support of the Horizon 2020 Marie Skłodowska Curie Actions, ADAPT and the Trinity Long Room Hub via this Fellowship programme on any publication/documentation arising from their Fellowship and during any dissemination and communication activities they are engaged in (i.e. lectures, conferences, public engagement etc.).

## 9. Other benefits

Fellows will receive all the necessary management and technical support to ensure access to the facilities required to carry out their research. Trinity College Dublin has administrative and welfare structures in place for Fellows, such as IT support and health services.

Fellows will be encouraged and expected to be based in and to work across their host Centres as much as possible, so they have an opportunity to be immersed in the research cultures and communities of both institutes. While each Fellow will have workspace in the TLRH and/or ADAPT, they may also work from other locations including home as it suits their research, with the consent of their Supervisor.

Fellows will be given induction and health and safety training in their host institutions, including an induction pack. This will give Fellows information on their rights as employees, employee services and a practical guide to living in Ireland. In Ireland, Fellows can avail of travel schemes such as the Annual Travel Pass and Bike to Work (Travel Pass: <https://www.taxsaver.ie/> Bike to Work: <https://www.biketowork.ie/>).

## 10. COVID-19 (Coronavirus)

Trinity is following the guidelines issued by the Health Service Executive (HSE) at all times to ensure best possible levels of safety and security for all residents of the College. It is hoped that the impact of the pandemic will be minimally disruptive to HUMAN+ Fellows however as this is a rapidly evolving situation, a limited amount of detail will be provided in this Guide for Applicants. For up to date information, please refer to the Trinity COVID-19 ([Coronavirus](#)) webpage or contact the HUMAN+ Project Manager.

## 11. Data

See the HUMAN+ [Terms and Conditions](#) for details on how personal data being used in the HUMAN+ programme will be stored. Trinity College Dublin collects and uses personal data in compliance with European Data Protection legislation and all HUMAN+ Fellows will be required to follow Trinity policy on information compliance.



# 12. Resources

**European Charter for Researchers:** <http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter>

**Code of Conduct for the Recruitment of Researchers:**  
<http://ec.europa.eu/euraxess/index.cfm/rights/codeOfConduct>

**H2020: How 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](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf)

**European Textbook on Ethics in Research:**  
[https://ec.europa.eu/research/science-society/document\\_library/pdf\\_06/textbook-on-ethics-report\\_en.pdf](https://ec.europa.eu/research/science-society/document_library/pdf_06/textbook-on-ethics-report_en.pdf)

**Toolkit “Gender in EU-funded research”:**  
[http://www.yellowwindow.be/genderinresearch/index\\_downloads.html](http://www.yellowwindow.be/genderinresearch/index_downloads.html)

**Marie Curie researchers and their long-term career development; A comparative study (2014):**  
[http://ec.europa.eu/research/fp7/pdf/mca/marie\\_curie\\_researchers\\_and\\_their\\_long-term\\_career\\_development.pdf](http://ec.europa.eu/research/fp7/pdf/mca/marie_curie_researchers_and_their_long-term_career_development.pdf)

**Testimonials from Marie Skłodowska-Curie Fellows:**  
[http://ec.europa.eu/research/mariecurieactions/media-library/testimonials/index\\_en.htm](http://ec.europa.eu/research/mariecurieactions/media-library/testimonials/index_en.htm)