

Human-Centered Approaches to Technology

# HUMAN+ Fellowship Programme Terms and Conditions Call 2 – 2022/2024

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

Revision History	
Version 1	Released on 17 <sup>th</sup> September 2021

HUMAN+

Trinity Long Room Hub Arts &  
Humanities Research Institute,

Trinity College Dublin, College  
Green

Dublin 2, Ireland.

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## A. Applying for a Fellowship

1. By submitting your application electronically, you are declaring that the information you are supplying is factually correct. HUMAN+ reserves the right to withdraw any Fellowship awarded, or if you have commenced employment, the host institution reserves the right to terminate your employment should any of the information provided in the application be found to be false or misleading.
2. Personal data being used in the HUMAN+ programme will be stored for the specific purposes and duration of the programme as detailed below. After that point, personal data collected by the HUMAN+ programme will be destroyed in compliance with Data Protection Guidelines.
  - a. Prior to the award of a Fellowship, the information you provide will be held by Trinity College Dublin, the lead partner of HUMAN+ on a restricted access computerised database in accordance with the provisions of the Data Protection Act ([https://www.tcd.ie/info\\_compliance/data-protection/policy/](https://www.tcd.ie/info_compliance/data-protection/policy/)) and Trinity's Privacy Statement (<https://www.tcd.ie/privacy/>). This information will be disclosed only to those involved in the recruitment process and will not be shared with any third party.
  - b. Data will be shared with external, independent reviewers under agreement with Trinity College Dublin for the specific purpose of evaluating your research proposal.
  - c. On award of a Fellowship, data will be shared within the host institution for the purpose of issuing an employment contract.
  - d. HUMAN+ will retain application details for the duration of the programme for reporting and auditing purposes (in line with Data Protection Guidelines). Should you wish to have your details erased from the database, please contact the HUMAN+ Team by e-mail ([humanplus@tcd.ie](mailto:humanplus@tcd.ie)).
3. All sections of the application, in addition to the documentation required, must be completed and submitted. Incomplete applications will NOT be processed / eligible.
4. All applicants are required to nominate a HUMAN+ Primary Supervisor on their application. The named Supervisor will be the Supervisor for the entire duration of the Fellowship. Applicants must contact the Supervisor before they submit their application and receive acknowledgement that the Supervisor is willing to work with them and has the required experience and interest to support the Fellow's project implementation. This acknowledgement can be through an e-mail which must be included in the appropriate section in Part A (instructions provided in Part A). The Supervisor must be employed in TCD (or affiliated with either partner institution TLRH / ADAPT) and be listed on the HUMAN+ website for the relevant strand.
5. Applications must be submitted on the Ex Ordo system via a link on the HUMAN+ webpage (<https://humanplus.ie/>). In certain circumstances applications submitted in hard copy may be accepted if agreed in advance of the application cut-off date with the HUMAN Project Manager.
6. Applications for the call must be submitted by the cut-off date (see HUMAN+ website). All times stated are Irish Standard Time (IST). Late applications will not be accepted within that particular application round but may be made to the next application round within

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the next cut-off date. Confirmation of receipt of your application will be sent to the e-mail address you entered when registering. This is an automated email from the application system and indicates that your submission has been received through the system, it does not indicate eligibility for the programme. Please contact [humanplus@tcd.ie](mailto:humanplus@tcd.ie) if you do not receive acknowledgement within 2 hours of submitting your application (Please check the junk/spam folder in your email first). The HUMAN+ Team will endeavor to reply to all emails within three business days.

### B. Evaluation and Selection

7. As with all aspects of the HUMAN+ programme, we will implement an Evaluation and Selection process for the recruitment of HUMAN+ Fellows that is transparent, equitable and fully aligned with the principles set out in the Code of Conduct for Recruitment<sup>1</sup>.
8. Evaluation criteria, ranking processes and cut-off thresholds are detailed in the Guide for Applicants. There are three stages to the process: eligibility and ethics check, independent international review (remote review) and interview:
  - a. Each eligible application will be evaluated by a minimum of two independent reviewers.
  - b. If selected for interview, applicants must be available to attend an interview remotely by video conference on the date requested.
9. After interview, you may be required to show original certificates of any qualifications listed on your application (in order to verify authenticity), proof of identity and any other relevant documentation.
10. HUMAN+ will endeavor to ensure that remote reviewers and interview panel members do not have any conflict of interest related to the applicants or the applications they are assessing. Applications will be gender-blind and reviewed for conflict of interest by the HUMAN+ Project Manager (institution, publications, PhD panel). If no obvious conflict presents, Reviewers will receive the application material for review. Reviewers will be required to confirm they have no conflict of interest via a Conflict of Interest (CoI) Declaration before the International Peer Review will begin in earnest. Where experts indicate a conflict of interest, they will be asked to withdraw from the process and the HUMAN+ PM will assign another expert to the application.
11. All eligible applicants will be issued details of their ranking and feedback after the remote review and interview stages of the process.
12. All candidates have a right to redress. Requests can be made with regards to applicant eligibility criteria and procedural issues only. Applicants must submit their request to [humanplus@tcd.ie](mailto:humanplus@tcd.ie) within 10 working days of receipt of the evaluation results for each stage.
13. Requests with regards to the scientific judgement of reviewers at any stage will not be taken into consideration. Redress Committee decisions are final.

### C. The Offer

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

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14. The offer to successful candidates comes in three parts:
  - a. Notification of the provisional fellowship offer by the HUMAN+ Project Manager on behalf of the coordinators following the Evaluation and Selection process.
  - b. A letter formally confirming the offer will be conditional upon receipt of the following:
    - Provision of proof of PhD award, i.e. a scanned copy of the applicant's 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;
    - Receipt of 2 references either academic or previous employer references (coordinated by the HUMAN+ Project Manager);
    - 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.
  - c. Once the formal offer is issued from the HUMAN+ PM and the applicant has accepted the offer, Trinity will proceed to organise the contractual employment offer.
15. The applicant will be required to accept each part of the offer, the Fellowship offer and the employment offer, in writing, within 10 working days of receiving each respective notification. Accepting the award at the first stage does not commit the applicant to accepting the employment offer from the host institute.
16. 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 and to agree terms and conditions with Trinity College Dublin. A start date will be negotiated with the Fellow and stated in the offer of employment.

### **D. Employment as a HUMAN+ Fellow**

17. The Fellow will be employed on a specific purpose employment contract, full time for an anticipated duration of 24 months, at Trinity College Dublin. General terms and conditions of the employment contract will be as standard for Trinity, and specify the following:
  - a. The names of the HUMAN+ Project Co-ordinators with overall responsibility for the project as well as the Primary Supervisors who will be reportable to on the day to day project specifics.
  - b. Hours of Work & Duties.
  - c. 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.
  - d. Salary level: see "Financial Allowances" for more information.
  - e. Annual leave: (22 days excluding public holidays) and other leave entitlements, such as sickness and maternity leave.

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- f. All Fellows must join the pension scheme.
  - g. Arrangements between the institute and the researcher relating to IP rights, confidentiality and any other policies of the institute.
18. The award for HUMAN+ Fellowships towards salary consists of:
- a. All Fellows will receive a gross living allowance of €42,061.36 per annum;
  - b. All Fellows will receive gross mobility allowance of €6,483.57 per annum.
  - c. Fellows with families, defined as persons linked to the Fellow by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; or (iii) dependent children who are actually being maintained by the Fellow, will receive an additional allowance of €5,402.97 per annum. **Proof must be provided in advance of contract offer.**
19. The actual gross salary received to the Fellow will be confirmed in the employment offer. All salaries may be subject to tax and deductions under Irish National law.
20. The award includes a budget of €3,180 per Fellow per year towards the cost of undertaking the research project (i.e. consumables, equipment, publications, travel, workshops, training and development activities). Fellows will manage this budget themselves with the support of the Project Manager who will administer it centrally.
21. Fellows' main duties will be the execution of the project tasks proposed in their Fellowship application. Fellowship holders are required to partake in activities supporting their career development. They may also be requested to undertake additional duties, including but not limited to supervision and teaching as part of their general duties within the research group they join, with the permission of their Supervisor. However, this should not impede the progress of their main tasks.
22. If circumstances arise that result in the Fellow being unable to complete their duties in executing their project tasks, they must inform their primary Supervisor and the HUMAN+ Project Manager without undue delay, who will assist in defining a replacement research plan.
23. The Fellow is to complete the anticipated duration of the Fellowship. Fellowships may not be suspended other than in exceptional circumstances (e.g. parental leave, military service or prolonged illness). Any suspensions must be in line with the employment terms and follow the procedures of Trinity College Dublin, and where relevant, national procedures on this matter.
24. Fellows will be bound by Trinity College Dublin policies with respect to work, paid or otherwise, outside of their contracted hours.
25. Fellows will work in the premises of Trinity College Dublin. All Fellows will have appropriate space and resources to carry out their research. Any secondment host will also provide necessary space and resources to conduct an agreed secondment.
26. Fellows will receive an induction on Trinity College Dublin policies & procedures / departments to ensure safety and assist integration. TLRH and ADAPT staff will be available to assist them in any matters which arise.
27. From time to time, and particularly during a secondment, the Fellow may be expected to work at the site of another organisation. This employment contract will remain in place, and the Fellow may be required to sign additional agreements (non-disclosure, safety documentation etc.) due to their interaction with another organisation.

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28. Fellows will receive the security benefits that all employees are entitled to under Irish law. Fellows can opt for private health insurance through one of the private health insurers in Ireland, and Trinity may provide access to specific schemes.
29. All Fellows will contribute to a pension scheme operated by Trinity College Dublin. Once they have paid into the pension fund for two years, they are entitled to receive a pension upon retirement. If they move to a job in another Irish public body or the civil service, they can transfer their fund to that institute or organisation's pension fund.
30. Fellows receive an employment contract detailing the same entitlements as any Trinity staff member and all entitlements under Irish Law. Specific details on these entitlements will be available through the specific purpose contract of employment issued to successful Fellows.
31. Details on maternity leave are contained in Trinity's Maternity Leave Regulations - <https://www.tcd.ie/hr/assets/pdf/procedure23-maternity-leave.pdf>
32. Details on other leave entitlements such as Parental Leave, Paternity Leave, etc. can be found on the Trinity Human Resources website: <https://www.tcd.ie/hr/staff-wellbeing/work-life-balance.php>
33. The Carer's Leave Act 2001 allows employees in Ireland to leave their employment temporarily to provide full-time care. Further details can be found on the Trinity Carer's Leave Policy: <https://www.tcd.ie/hr/assets/pdf/procedure18a-carers.pdf>
34. All absence will be regulated by the employment contract and where appropriate by the National Legislation.
35. Trinity College Dublin operates under the National Intellectual Property Protocol<sup>2</sup> regarding funded research, and the employment terms will be consistent with this policy. Intellectual Property generated by HUMAN+ Fellows will be managed by Trinity College Dublin.
36. In addition, the HUMAN+, TLRH and ADAPT Teams will monitor and promote intellectual property created by HUMAN+ Fellows. Their role will be to advise on optimal exploitation, offer advice and promote commercialisation and ensure best practice.
37. HUMAN+ Fellows research activities will operate in accordance with the General Data Protection Regulation (EU 2016/.679)<sup>3</sup> on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.
38. Supervisors and HUMAN+ Fellows may further be obliged to complete and sign agreements and assignments where required in accordance with the National Intellectual Policy Protocol.
39. Confidentiality of undisclosed IP will be maintained through the use of non-disclosure agreements where it must be shared.

### E. Applicant Eligibility Criteria

40. Applicants may be of any nationality.
41. Applicants must be fluent in English (written and spoken).

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<sup>2</sup> <http://www.knowledgetransferireland.com/ManagingIP/KTI-Protocol-2016.pdf>

<sup>3</sup> <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

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42. Applicants must comply with the Marie Skłodowska-Curie Actions Transnational Mobility Rule:

- a. Standard Mobility: an applicant cannot apply for a Fellowship in a country where they have lived for more than 12 months in the 3 years before the application cut-off date.
- b. Career Restart: a career restart applicant must have undertaken a career break in research. Applicants cannot apply for a Fellowship in a country where they have lived for more than 12 months in the 5 years before the application cut-off date.
- c. Reintegration: a reintegration applicant must be a national or long-term resident of an EU Member State or Associated Country and must move or have moved from a Third Country directly to the Republic of Ireland. Applicants cannot apply for a Fellowship in a country where they have lived for more than 12 months in the 5 years before the application cut-off date.
- d. Compulsory national service and/or short stays such as holidays are not taken into account.
- e. For refugees covered by the 1951 Refugee Convention (Geneva Convention), the refugee procedure (i.e. before refugee status is conferred) will not be counted as 'period of residence/activity in the country of the beneficiary'. This is regardless of whether he/she was active in research at that time.

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 from applicants or Fellows to confirm the place of residence and the place of main activity, such as employment contracts, work permits, rental contracts, residence certificates, etc.

43. Applicants must be Experienced Researchers (as per the MCSA definition) in a research area that is of relevance to the HUMAN+ research strand they are applying to. The MCSA definition states that at the application cut-off date, applicants must be in possession of a doctoral degree or, if the applicant does not have a doctoral degree, they should have at least 4 years of full-time equivalent research experience (Full-Time Equivalent Research Experience is measured from the date when a researcher obtained a degree which would allow them to pursue a PhD).

44. The proposal:

- a. Must be complete (Parts A, B, and C) and in English.
- b. Must be received on or before the application cut-off date through the online application system.
- c. Must adhere to the ethical standards applicable to the Marie Skłodowska-Curie Actions and the HUMAN+ Programme.
- d. Must be within the HUMAN+ research Strand, Cluster and identify an eligible HUMAN+ Supervisor.
- e. Must be able to be conducted while hosted at Trinity College Dublin.
- f. Must contain details of a secondment to enterprise.

45. Only one application per applicant may be submitted per call.

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46. The Supervisor named for the project must agree to act as Supervisor for the duration of the Fellowship through an e-mail to be included in Part A.

### F. Ethics Criteria

47. All HUMAN+ Fellows must adhere to Trinity's research ethics policy. The Fellows will be required to commit themselves to conduct their research to the highest standards of integrity, as outlined in the following documents:
- The National Statement on Ensuring Research Integrity in Ireland<sup>4</sup>,
  - Trinity College Dublin's Code of Good Research Practice<sup>5</sup>
  - The European Charter for Researchers<sup>6</sup>
  - The European Code of Conduct for Research Integrity<sup>7</sup>
48. The HUMAN+ Programme will not fund:
- 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.
49. Applicants are required to complete an Ethics Issues table as part of the application process (Application Form Part-B Proposal, Section 4). Applications will go through ethical review in order to ensure eligibility in parallel to the evaluation and selection process.

### G. Reporting

50. Fellows will be required to prepare a Personal Career Development Plan (PCDP) within the first three months of the Fellowship, with the assistance of their Supervisor team and the HUMAN+ Management Team. It will outline the Fellowship project to be undertaken, including research objectives and an implementation plan with deliverables and defined outcomes. The PCDP will also indicate a clear set of training and development objectives. These will be tailored to the experience of the Fellow, their career development stage and goals and the duration of the Fellowship to ensure that the objectives stated are achievable. The PCDP will be reviewed on an annual basis and revised as necessary.
51. Each Fellow is obliged to submit annual Progress Reports documenting the progress of their research project and achievement of the goals set out in the Research Skills and Career Development Plans.
52. Each Fellow is obliged to complete the surveys circulated by the Commission on the completion of their Fellowships.

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<sup>4</sup><https://www.iaa.ie/publications/national-policy-statement-on-ensuring-research-integrity-in-ireland/>

<sup>5</sup> <https://www.tcd.ie/graduatestudies/assets/pdf/TCD-good-research-practice.pdf>

<sup>6</sup> <https://euraxess.ec.europa.eu/jobs/charter/european-charter>

<sup>7</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics\\_code-of-conduct\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf)



## H. Public Announcement

53. All public announcements and publications given or authored by the Fellow which arise from the work carried out during their Fellowship must acknowledge that the work was co-funded by Marie Skłodowska Curie Actions under H2020 using the following wording:

*“This project has received funding from the European Union’s Horizon 2020 Research and Innovation Programme under the HUMAN+ COFUND Marie Skłodowska-Curie grant agreement No. 945447.”*

54. All HUMAN+ Fellows must adhere to policies on Open Access to Scientific Publications and Open Access to Research Data as outlined by:

- a. The European Commission<sup>8</sup>
- b. Trinity College Dublin Open Access Publications Policy<sup>9</sup>

55. All public announcements and publications given or authored by the Fellow which arise from the work carried out during their Fellowship must acknowledge any other source of financial or intellectual contribution as directed by the HUMAN+ Project Manager or Fellow’s Supervisor, for example a Science Foundation Ireland award or an Industry Partner contribution.

### I. 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 document. For up to date information, please refer to the Trinity COVID-19 (Coronavirus) webpage (<https://www.tcd.ie/about/coronavirus/>) or contact the HUMAN+ Project Manager.

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<sup>8</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-pilot-guide\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf)

<sup>9</sup> <http://www.tara.tcd.ie/handle/2262/80574>