



Guide for Applicants to the MedTrain Marie Skłodowska-Curie Fellowship Programme at CÚRAM

Call 1, 2016

Version 2 (15 September 2016)¹

This guide provides an overview of the MedTrain Fellowship Programme and detailed practical information for potential applicants to call 1 (2016).

¹ Version 2 of this Guide contains the following change: addition of PI Matthew Griffin, NUIG (research area Tissue Engineering and Regenerative Medicine) to Table 1, page 6.



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1 CÚRAM MedTrain Programme

1.1 About MedTrain

MedTrain is a new Industry-Academia Training, Career Development and Mobility Fellowship Programme at [CÚRAM](#), Science Foundation Ireland (SFI) Centre for Research in Medical Devices. MedTrain offers prestigious two-year fellowships to eligible experienced researchers in the broad area of Medical Device Research and Development, including:

- Tissue Engineering and Regenerative Medicine
- Biomaterials and Drug Delivery
- Glyco and Protein Engineering
- Neuromodulation and Computational Modelling

The MedTrain Programme aims to enhance the creative, entrepreneurial, and innovative potential of researchers, via advanced training, international and inter-sectoral mobility. Fellows will be based at one of four CÚRAM academic organisations: [National University of Ireland, Galway \(NUI Galway\)](#), [University College Cork \(UCC\)](#), [University College Dublin \(UCD\)](#) or the [Royal College of Surgeons in Ireland \(RCSI\)](#). Fellowships include secondment to a non-academic research partner, located in any country of the world appropriate to further the research, training and career development needs of each fellow. MedTrain Fellows will be recruited across two calls over the 4.5 years duration of the programme (2016-2020). The first call for applications (15 fellowships) opens at the end of August 2016.

1.2 CÚRAM

The Centre for Research in Medical Devices (CÚRAM – meaning “care” in the Irish language) is a national, SFI funded, €49.6m research centre that brings together researchers from NUI Galway, University College Dublin, Dublin City University, University of Limerick, University College Cork, Trinity College Dublin and Royal College of Surgeons Ireland. The prime objective for CÚRAM is to radically improve health outcomes for patients by developing innovative implantable ‘smart’ medical devices to treat major unmet medical needs. Implants will be designed and manufactured to respond to the body’s environment and to deliver therapeutic agents, such as drugs, exactly where needed. Cutting-edge science will develop devices using the very latest research from biomaterials, stem cells and drug delivery and the support of strong clinical collaborations, industry partners and hospital groups to enable rapid translation to the clinic. CÚRAM industry partners include Irish companies and multinationals, in the medical device, pharmaceutical, and biotechnology sectors.

1.3 Marie Skłodowska-Curie Fellowships

The MedTrain Fellowship programme is part of the [Marie Skłodowska-Curie Actions](#) (MSCA), a European Commission funding programme under Horizon 2020. Named after the double Nobel prize-winning Polish-French scientist Marie Skłodowska-Curie, MSCA offer excellent and innovative research training, attractive career-development and knowledge-exchange opportunities across



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borders and sectors (e.g. academia and industry). Marie Skłodowska-Curie Fellowships are internationally recognised as a mark of research excellence.

Also see:

[Testimonials](#) from Marie Skłodowska-Curie Fellows

[Marie Curie Alumni Association](#)

2 Fellowship Details

CÚRAM MedTrain Fellowships are open to experienced researchers of any nationality, resident anywhere in the world (see eligibility criteria), seeking a prestigious career development fellowship in medical device research and development based at NUI Galway, UCC, UCD or RCSI, Ireland. The MedTrain programme will provide excellent experienced researchers with a research, complementary, and transferable skills training experience of highest international standards that will help them to advance their scientific careers within a chosen sector, across academia, industry or the public sector.

MedTrain Fellowships provide an opportunity to work closely with academic and non-academic partners of the applicant's choice, appropriate to their research, training and career development needs. Applicants can freely choose their research area (with the remit of CÚRAM), MedTrain supervisor, and secondment organisation in the non-academic sector.

The MedTrain programme will offer incoming fellowships across two calls over the 4.5 years duration of the programme. Total duration of each fellowship is two years and this is divided into three phases: initial phase at host organisation; secondment phase in a non-academic sector; return phase at host organisation.

We welcome 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 a PhD.

3 Call Timetable

We plan to have two open calls for applications to the MedTrain Programme.

Call 1 (15 Fellowships): opens at the end of August 2016, for approximately 12 weeks (submission deadline for proposals 30 November 2016). Expected start date: April - June 2017.

Call 2 (16 Fellowships): opens prior to July 2017, for approximately 12 weeks (submission deadline for proposals Sept/Oct 2017) – call 2 details may be subject to change.



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4 Eligibility Criteria

To be eligible, applications need to meet criteria in three categories: eligibility of applicants, project proposals, and secondments. Applicants must have two supervisors: one main host supervisor and one secondment supervisor.

4.1 Eligibility of Applicants

- Must be experienced researchers, as per the MSCA definition: at the submission deadline (for call 1, 30 November 2016), they must be in possession of a doctoral degree *or* have at least four years of full-time equivalent research experience. Full-time equivalent research experience is measured from the date when a researcher obtained the degree which would formally entitle 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, irrespective of whether or not a doctorate is or was ever envisaged.
- Must comply with the MSCA mobility rule: have not resided or carried out their main activity (work, studies, etc.) in Ireland for more than 12 months in the three years immediately prior to the submission deadline (call 1, 30 November 2016). Compulsory national service and/or short stays such as holidays are not taken into account.

4.2 Eligibility of Project Proposals

- Must be within the research areas defined by CÚRAM, in the broad area of Medical Device Research and Development, and identify a MedTrain Principal Investigator (PI) (see table 1). Following submission, your application must receive a mandatory letter of support from the relevant MedTrain PI. Information on the PIs, their research areas, and how to contact them is available at www.medtrain.eu

Table 1: Research areas and MedTrain PIs.

Research areas	MedTrain PIs
Tissue Engineering and Regenerative Medicine	Matthew Griffin (NUIG), Fergal O'Brien (RCSI), Tim O'Brien (NUIG), Eoin O'Cearbhaill (UCD), Abhay Pandit (NUIG)
Biomaterials and Drug Delivery	Larry Egan (NUIG), Andreas Heise (RCSI), Caitriona O'Driscoll (UCC), Dimitrios Zeugolis (NUIG)
Glyco and Protein Engineering	Lokesh Joshi (NUIG), Michelle Kilcoyne (NUIG), Paul Murphy (NUIG), Gerard Wall (NUIG)
Neuromodulation and Computational Modelling	Manus Biggs (NUIG), Madeleine Lowery (UCD), Gearóid Ó Laighin (NUIG)

- Must be complete and in English
- Must take into account the gender dimension of the research project



- Must be received by NUI Galway through the online application system (which can be accessed via the MedTrain website) on or before the advertised call deadline
- Must include a mandatory letter of commitment from the secondment supervisor, and capacity of secondment organisation table. MedTrain PIs, with the CÚRAM Industrial Liaison Officer, will support applicants with obtaining the mandatory letters of support from secondment organisations to include in their applications
- Must include a completed ethics section, as outlined in the application form
- Must adhere to the ethical rules of the host organisation (NUI Galway, UCC, UCD or RCSI) and the European Union Horizon 2020 research programme

4.3 Eligibility of Secondments

- Non-academic secondments are a requirement of the MedTrain programme
- Secondment organisations must have a good international research reputation in the proposed research area
- Total secondment duration cannot exceed six months (single period or divided into shorter mobility periods)

5 Selection of Fellows

5.1 Evaluation Criteria - Research Proposal

Each eligible proposal received by the submission deadline will be evaluated by three independent experts (Peer-Review Panel). Proposals will be evaluated on the basis of the award criteria presented in Table 2, which are in line with the MSCA Individual Fellowships 2016 programme. For each of the evaluation criteria, a number of sub-criteria will be used to help the expert reviewers decide on the quality of the proposal and the project.

Evaluation scores will be awarded for each of the three criteria of “excellence”, “impact”, and “quality and efficiency of the implementation” (Table 2). Each criterion will be scored from 0 to 5. The sub-criteria will help the evaluators to form their opinion about the proposal; the evaluators shall not provide a score for each sub-criterion. Scores with a resolution of one decimal place may be awarded. The maximum total score is therefore 15. The scores shall then be weighted according to Table 3 to come to an overall score. The total score will be subject to a threshold of 70%. In case of *ex-aequo* results, the priority of the proposals on the ranked list shall be according to Table 3.



Table 2: Proposal award criteria and sub-criteria.

Excellence	Impact	Quality and efficiency of the implementation
Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects	Enhancing the potential and future career prospects of the researcher	Coherence and effectiveness of the work plan
Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host	Quality of the proposed measures to exploit and disseminate the project results	Appropriateness of the allocation of tasks and resources
Quality of the supervision and of the integration in the secondment organisation	Quality of the proposed measures to communicate the project activities to different target audiences	Appropriateness of the management structure and procedures , including risk management
Capacity of the researcher to reach or re-enforce a position of professional maturity/independence		Appropriateness of the institutional environment (infrastructure)

The scores from 0 to 5 indicate the following with respect to the criterion under examination:

- 0 – Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
- 1 – Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.
- 2 – Fair. Proposal broadly addresses the criterion, but there are significant weaknesses.
- 3 – Good. Proposal addresses the criterion well, but a number of shortcomings are present.
- 4 – Very Good. Proposal addresses the criterion very well, but a small number of shortcomings are present.
- 5 – Excellent. Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Table 3: Threshold, weightings, and ex-aequo priority order.

Excellence	Impact	Quality and efficiency of the implementation
50%	30%	20%
Weighting		
1	2	3
Priority in case of ex-aequo		
An overall threshold of 70% will be applied to the total weighted score		

Only proposals passing the overall threshold of 70% will be placed on the ranking list. The peer-review stage will end with a consensus meeting via teleconferencing where the Peer-Review Panel will discuss the average allocated scores and agree the final ranking list of applicants.

5.2 Evaluation Criteria - Interview

The interview will be carried out in English in person or via teleconferencing facility by an Interview Panel. A suitable time and means will be agreed between the candidate and the Interview Panel. The interview is an evaluation of the candidate's oral presentation and motivation. Each interview will be



evaluated on the basis of the award criteria presented in Table 4. Each criterion will be scored from 0 to 5, in line with the proposal scoring system. Candidates will be asked to give a 10 min PowerPoint presentation on the following: their project proposal; proposed career development plan; impact of the fellowship on their long-term professional development plan. The presentation will be followed by a 20 min Questions and Answers session (Table 4).

Table 4: Interview award criteria, sub-criteria, and scoring.

Presentation	Questions and Answers session
Quality of presentation content and organisation	Ability to respond to questions raised by expert reviewers in the Evaluation Summary Report
Quality of presentation delivery	Motivation , evaluated by knowledge of candidate on MedTrain supervisor and research area
Quality of communication skills	Ambition , evaluated by quality of candidates' career development plan

The final mark for each candidate will be comprised of the score for the written proposal (75% weighting) and the competency interview (25% weighting).

5.3 Selection Process

5.3.1 Overview

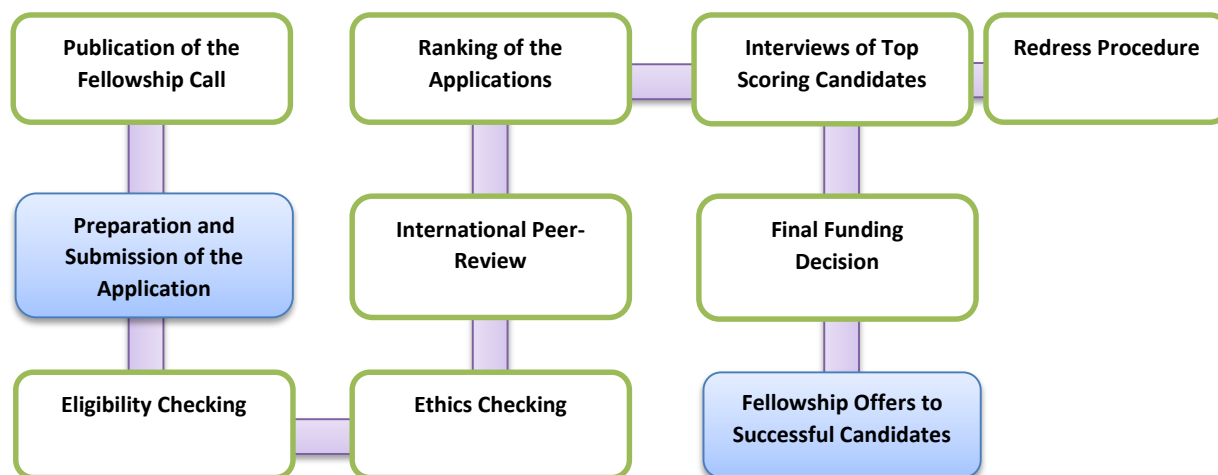


Figure 1: Overview of the selection process

5.3.2 Publication of the Fellowship Call

The application process starts with the publication of the call for proposals. An online application system, accessible via the MedTrain website, is open for the duration of the call which is approximately 12 weeks. The online application system will close on the submission deadline, at midnight (UTC) on 30 November 2016 for call 1.



5.3.3 Preparation of the Application

Applicants are encouraged to start the process of preparing their application as early as possible. The first step is to identify the research area you are interested in and a potential CÚRAM host supervisor from the PIs listed on the MedTrain website. You should work with the PI of your choosing to develop your project proposal. Following submission, a letter of support from a host supervisor is required in order for your proposal to progress to peer-review. During the application stage, the MedTrain host supervisor can help you to identify an appropriate secondment organisation and supervisor in the non-academic sector.

The online application system requires the input of personal details, project title, summary and keywords, proposed secondment host and supervisor, completion of an ethics questionnaire and applicant declarations (online forms). Applicants are also required to upload the following pdf documents:

- Academic CV
- Letter of commitment from secondment supervisor
- Research proposal

Please refer to the templates in section 17 of this guide when preparing these documents.

5.3.4 Submission of the Application

Applications must be submitted via the [online application system](#) on or before the call deadline of November 30 2016 for call 1. In order to submit an application, all applicants need to register in the system. Each applicant will receive individual login details. Once registered, applicants can submit relevant information to the system, which will be stored there until they submit the application or decide to make changes to information recorded earlier. The online application system will automatically close at midnight (UTC) on the submission date. Applications cannot be accepted after this date.

Please refer to the Online Application System Help Manual (available on the MedTrain website) for further guidance on the system. Assistance with any technical difficulties is available at <http://support.exordo.com> or from the MedTrain Programme Manager.

5.3.5 Eligibility Checking

Once the online application system is closed, all applications will be checked for eligibility. All applicants will be informed of the results of eligibility checking. If an application is found to be ineligible, applicants will be provided with an explanation of the grounds for ineligibility.

5.3.6 Ethics Checking

All eligible proposals in which ethics issues are raised will be reviewed by the NUI Galway Research Ethics Committee. The Ethics Committee may approve of the proposal as it is presented, may request additional information and then make a decision, or may declare the proposal non-fundable under the MedTrain programme. The Programme Manager or Peer-Review Panel may bring ethics issues to the attention of the Ethics Committee at any stage during the evaluation process. In cases where



national ethics policy (of Ireland or the countries of secondment) conflict with Horizon 2020 ethics policy, Horizon 2020 ethics policy will prevail. Please refer to section 6 of this guide for further information on ethics.

5.3.7 International Peer-Review

Each eligible application will undergo external international peer-review. Three independent experts (Peer Review Panel) will evaluate each proposal in line with the criteria described in section 5.1 of this guide.

5.3.8 Ranking of Applications

The peer-review stage will end with a consensus meeting via teleconferencing where the Peer-Review Panel will discuss the average allocated scores and agree the ranking list of applicants.

5.3.9 Interviews of Top Scoring Candidates

A number of top scoring candidates will be invited to the next phase, a competency interview by an Interview Panel (see section 5.2 for interview evaluation criteria). The final mark for each candidate will be comprised of the score for the written proposal (75% weighting) and the interview (25% weighting).

5.3.10 Final Funding Decision

The MedTrain Steering Committee will endorse the final funding decision based on the recommendations of the Peer-Review Panel and Interview Panel.

5.3.11 Fellowship Offers to Successful Candidates

Human Resources will issue letters of offer to successful candidates based on the final funding decision of the Steering Committee. The Programme Manager will provide feedback to all applicants.

5.4 Redress Procedure

All candidates have a right to a redress procedure if they feel that there has been a shortcoming in the way their proposal was evaluated and that this shortcoming may affect the final decision on whether to fund it or not, or if they believe that the results of the eligibility checks are incorrect. To avail of that procedure the applicant needs to submit a request for redress within 15 calendar days of receiving feedback of the evaluation of their proposal. Requests must be sent by email to medtrain@curamdevices.ie. The redress form will be available on the MedTrain website. Redress requests will be examined by a Redress Committee composed of two independent CÚRAM representatives who were not previously involved in the evaluation process, and chaired by CÚRAM's Scientific Programme Manager.

Redress requests must be:

- related to the evaluation process or eligibility checks, as described in the Guide for Applicants for the call
- completed by using the form available on the MedTrain website, including a clear description of the grounds for complaint



- received within the time limit specified on the notification which has been received by the applicant
- submitted personally by the interested applicant

Once the request is submitted by an applicant, the Redress Committee will review the case. If there is clear evidence that a shortcoming has occurred that could affect the eventual funding decision, the proposal will be re-evaluated. This procedure is solely concerned with the evaluation and/or eligibility checking process. The committee will not call into question the scientific or technical judgement of appropriately qualified experts. Only one request for redress per proposal will be considered by the committee. All requests for redress will be treated confidentially. Applicants will be informed by the Programme Manager via email of the outcome within 30 calendar days following receipt of the redress request. If the redress procedure is successful, the applicant will be invited for a second (teleconference) interview. Decisions of the Redress Committee are final.

6 Ethics Issues

All applicants must answer a series of ethics questions as part of the online application forms (see section 17.1.5 of this guide).

Applicants who flag ethical issues there must also complete a more in depth “Ethics Self-Assessment” in their research proposals. The Ethics Self-Assessment must describe how the proposal meets the EU and national legal and ethics requirements of Ireland and other countries (secondments) where the task raising ethical issues is to be carried out, and explain in detail how they intend to address the ethical issues flagged. If the applicant has not already applied for/received the ethics approval/required ethics documents when submitting their proposal, they must indicate in this section the approximate date when they will provide a missing approval/any other ethics documents, to NUI Galway (scanned copy).

Applicants must state explicitly in their proposals that they will not proceed with any research with ethical implications before NUI Galway has received a scanned copy of all documents proving compliance with existing EU/national legislation on ethics.

Research areas excluded from funding include those that:

- aim at human cloning for reproductive purposes
- intend to modify the genetic heritage of human beings which could make such changes heritable
- intend 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

Applicants must consider and address any of the following ethics issues, if they arise, in their proposals:

- Human embryos/foetuses
- Humans



- Human cells/tissues
- Personal data
- Animals
- Third countries
- Environment, Health and Safety
- Dual use
- Exclusive focus on civil applications
- Misuse
- Other ethics issues

All eligible proposals in which ethical issues are flagged will be reviewed by the NUI Galway Research Ethics Committee. The Ethics Committee may approve of the proposal as it is presented, may request additional information and then make a decision, or may declare the proposal non-fundable under the MedTrain programme. The Programme Manager or Peer-Review Panel may bring ethical issues to the attention of the Ethics Committee at any stage during the evaluation process. In cases where national ethics policy (of Ireland or the countries of secondment) conflict with Horizon 2020 ethics policy, Horizon 2020 ethics policy will prevail.

Please consult the H2020 Programme Guidance [‘How to complete your ethics self-assessment’](#) (version 5.2 12 July 2016) for further information.

Further reference documents are also available from the European Commission and NUI Galway:

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm

<http://www.nuigalway.ie/media/staffsub-sites/researchoffice/files/DO-I-NEED-ETHICAL-ARRROVAL.pdf>

7 Intellectual Property Rights

IP protection and exploitation of commercially valuable results is of particular importance to the MedTrain programme. Intellectual property rights (IPR) will follow MSCA guidelines and the IP agreements between CÚRAM and its partners. IP is subject to the host organisations’ internal policy and provisions of the employment contract of the MedTrain fellows. The IP policy will apply during the fellow’s stay in the host and secondment organisations. For secondments, the host organisation and the secondment organisation must sign an IP agreement, which must be in place before the secondments can start. The MedTrain supervisors, with the assistance of the host organisations Technology Transfer Office (TTO), will train the fellows to identify, record (lab notebooks) and protect IP, and exploit commercially valuable results, with due consideration of inventorship by the contributory supervisors.



8 Employment Conditions

8.1 Contractual Arrangements

Following each evaluation cycle, successful candidates will receive a letter of offer from NUI Galway, typically within 4 weeks of their interview. When the fellow formally accepts the fellowship, NUI Galway will sign a contract with the relevant CÚRAM host organisation, and the HR office of that host organisation will sign an employment contract with the successful candidate. NUI Galway will be the Paymaster for all employment contracts, but the fellows will be employed by their host organisations under identical employment conditions. The contract between NUI Galway and the host organisation obliges the host organisation to offer a fixed term employment contract to the fellow for the entire duration of the fellowship.

In addition to the general terms and conditions, in line with the Terms of Employment (Information) Acts 1994 and 2001, the employment contract will specify the following:

- nature of the appointment and type of fellowship
- start date and total duration of the fellowship
- guarantee that the employment contract with the host organisation will be maintained for the total duration of the fellowship
- details of the secondment organisation
- names of the supervisors in charge of supervising the project and place of work
- salary level of the fellowship, including any additional payments, such as mobility allowance etc. and payment information for the fellow
- annual leave and other leave entitlements (e.g. maternity leave)
- IPR arrangements between organisations and the fellow.

For secondments, the host organisation will sign a partnership agreement with the secondment organisation, meaning that Irish law will apply for the entire duration of the fellowships.

By signing employment contracts, the fellows' rights are determined in Irish law under the Fixed Term Workers Act 2003, meaning that the fellows have equal rights as other employees, such as entitlement to annual leave, maternity leave, and payslips. Social security (10.75%) and employer pension (20%) contributions will be automatically deducted from the fellow's salary. Social security contributions qualifies the fellows for a number of benefits, including free annual dental examinations, free eyesight test, 26 weeks paid maternity benefit, 24 weeks paid adoptive benefit, 3 days paid paternity leave, careers benefit, occupational injuries benefit etc.

Employer pension contributions over the 24 months duration of the fellowship qualifies the fellows to receive a pension from the Irish host organisation upon retirement. If they move to a job in another Irish public body or the civil service, they can transfer their fund to the new pension fund. Under Irish law, all host organisations are responsible for providing appropriate accident insurance for all fellows. All fellows are directly covered for public health care, through the Health Act 2004, and have the option to opt for additional private health insurance through one of the Irish private health insurance



companies e.g. VHI. VHI offer a 10% discount to all university employees and the host organisation can facilitate payment through their payroll office.

8.2 Fellowship Funding Breakdown

Amounts provided for the benefit of the researcher are as follows:

Cost categories	Amount (€/month)
Living Allowance	3 102
Mobility Allowance*	600
Family Allowance**	500
Contribution to research costs***	800

Please note that all or part of the costs may be liable for taxes.

Following deduction of employer social security (10.75%) and pension (20%) contributions, living and mobility costs equate to a gross salary of €33 975 per annum (Level 2a, Point 1 FTE on the [SFI salary scales version Nov 2013](#)).

* mobility allowance is provided to cover expenses linked to the personal household and relocation of the Fellow.

** paid when the Fellow has family obligations. Family is defined as persons linked to the Fellow (i) by marriage; (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; (iii) dependent children who are actually being maintained by the Fellow.

***to cover consumable costs, costs of communication, dissemination and exploitation, and travel to international conferences, workshops and secondments.

9 Career Guidance and Training

Training and career development are core aspects of the MedTrain fellowships and it is a condition of the fellowship that fellows actively and fully engage in the career development process. Fellows will have access to the supports offered by the host organisation's Career Development Centre which provide professional career education, information, and guidance service to support postdoctoral researchers in making effective career decisions and managing an effective transition to the next phase of their career development. All fellows recruited to the MedTrain programme will receive induction training and will be expected to participate in the mandatory training programme devised specifically for postdoctoral researchers.

9.1 Supervision Arrangements

All fellows will be appointed two supervisors: one host supervisor and one secondment supervisor. During the application stage, the MedTrain host supervisor will help the fellow to identify an appropriate secondment organisation and supervisor in the non-academic sector. The host supervisor



will act as the main supervisor for the entire duration of the fellowship and will liaise with the secondment supervisor for the duration of the secondment to monitor the project progress, ensure that the fellow is properly supported, and facilitate the return of the fellow to the Irish host organisation.

9.2 Personal Career Development Plan

MedTrain supervisors will support the fellow with designing their Personal Career Development Plan (PCDP). Development and implementation of the PCDP is mandatory for all MedTrain fellows and aims to support the fellows in their current role as well as prepare them for their future chosen career. This plan will be personalised to suit the academic background of each fellow; their research and professional needs and career goals.

Fellows are responsible for their own development and are supported by their supervisors, who, with the support of the Programme Manager and NUI Galway and relevant host organisation's Career Development Centre, will assist the fellows in the realisation of their PCDP. The PCDP should be devised with the final outcome to develop and significantly widen the competences of the fellow, particularly in terms of multi/inter-disciplinary expertise, inter-sectoral experience, and transferable skills. In addition to research objectives, this PCDP comprises the researcher's training and career needs, including dissemination and public engagement activities.

The PCDP should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. The PCDP should aim at reaching a realistic and well-defined objective in terms of career advancement (e.g. by attaining a leading independent position) or resuming a research career after a break. To ensure that a balance between the demands of the fellow's role and the desire for development is maintained, it is recommended that the fellow will plan for up to three development objectives over a 9-12 month period. The plan will act as a reference for the fellow to monitor the progress of their research, training, and publications, and to take corrective measures if deviations and delays are observed in order to achieve the professional development targets.

9.3 Training

The MedTrain training programme will include: (a) supervised inter-disciplinary research project; (b) scientific and complementary transferable skills through hands-on training activities; (c) intersectoral or interdisciplinary transfer of knowledge (e.g. through secondment or short visits); (d) summer schools; (e) gender issues training; (f) communication, public engagement and outreach activities.

Arrangements will be made for fellows to complete relevant complementary and transferable skills training offered by the secondment organisations, if of benefit to the fellow.

10 Secondments

Secondment to a suitable research performing organisation in the non-academic sector, located anywhere in the world, is a mandatory requirement of MedTrain Fellowships. CÚRAM includes more







than 35 industry partners ranging in size from start-ups, SMEs to multinationals, and includes both Irish and international companies – examples are listed [here](#). Your host supervisor will support you in choosing the most relevant secondment organisation to include in your application. Your host supervisor, together with the CÚRAM Industrial Liaison Officer, will also support you with obtaining the mandatory letter of commitment from the secondment organisation to include in your application.

11 Work Environment

11.1 Infrastructure and Technical Support

Each host organisation is committed to providing fellows with a range of research support services, including technology transfer and intellectual property management support in order to capture, protect, and appropriately exploit the knowledge derived from the proposed research. In particular, a Commercialisation Executive in the NUI Galway TTO will work in partnership with their counterparts in other universities to identify, manage, and commercialise the IP generated by the MedTrain programme. Additional services and support structures that are provided by each host organisation include research support, human resource support, computer services, procurement, post award finance support, infrastructure and technical support (Table 5).

Table 5: Infrastructure and technical support available for fellows in the host organisations.

Institute	Location within	Equipment/facilities/technical support
	State-of-the-art 8,000 m ² Biosciences Building	National Centre for Biomedical Engineering Sciences Network of Excellence for Functional Biomaterials Centre for Microscopy and Imaging Regenerative Medicine Institute HRB Clinical Research Facility
	State-of-the-art UCD Science Centre	Conway Institute of Biomolecular and Biomedical Sciences Centres of Synthesis and Chemical Biology and Nanomedicine School of Agriculture and Food Science facility
	RCSI Research Institute	Drug Delivery Core facilities Peptide and Organic Chemistry National Biophotonics Imaging Platform RCSI's Clinical Research Centre Polymer Chemistry facilities
	School of Pharmacy and Biological Services Unit	School of Pharmacy Biological Services Unit UCC's Clinical Research Centre

The partnership agreement with the secondment organisation will include a section where it is affirmed that any necessary equipment and resources are available to the fellow to progress the work. Technical conditions that will be provided by the host and secondment organisations will also include access to the office and laboratory space needed to carry out the research project. Fellows will have



the same rights of access to space as regular staff. Office space will contain the usual facilities, such as a personal computer, internet connection, email facilities and telephone, and access to general office equipment. The secondment organisations will offer similar technical conditions, as documented in the partnership agreement signed by both parties.

11.2 Human Resources

In 2013 NUIG was awarded the HR Excellence in Research Logo by the European Commission in recognition of their commitment in implementing the principles of the European “Charter and Code” for Researchers. The MedTrain programme will align with the HR and working condition principles guidelines of the European Charter for Researchers and Code for the Recruitment of Researchers to ensure research freedom, ethics, professional responsibility and attitude, contractual and legal obligations, accountability, dissemination, outreach, public engagement, supervisory duties, and excellent working environments for all recruited fellows.

12 Support Services

12.1 MedTrain Helpdesk

The MedTrain Programme Manager, Maggie Hall, will run a support helpdesk for applicants and fellows throughout the duration of the programme, via email (medtrain@curamdevices.ie) and phone (+353 91 493378). Helpdesk support will include provision of information on:

- the application
- eligibility criteria
- the submission procedure
- suitability of a research topic (whether it fits within the remit of CÚRAM)

The MedTrain Programme Manager will also facilitate technical support for any problems associated with the online application system.

12.2 Career Development Services

Fellows will have access to the supports offered by the host organisation’s Career Development Centre which provide professional career education, information, and guidance service to support postdoctoral researchers in making effective career decisions and managing an effective transition to the next phase of their career development.

12.3 EURAXESS Ireland

Applicants and fellows can avail of a range of services offered by the EURAXESS Ireland office. EURAXESS.ie provides information on a range of issues and areas affecting researchers, including immigration, visas, employment law, healthcare, childcare, social services, and life in Ireland.

12.4 Hosting Agreement (Researcher Visa Scheme)

Ireland is a signatory of the Hosting Agreement (researcher visa scheme). This scheme offers a free and fast track service for visa applications for higher education institutions and the private sector, who



wish to recruit non-EU researchers to the country. Under the scheme visas are issued rapidly and work permits are not required. Researcher's families can accompany them immediately and use public schooling. Family members have access to the job market and the researchers can stay on to look for a job after their contract ends. The scheme is operated by the EURAXESS Ireland office and is supported by the Department of Jobs, Enterprise and Innovation.

13 Data Protection

Personal data of applicants submitted as part of the application for the MedTrain Fellowship Programme will be processed only for the purposes of the present call and the possible signing of the employment contract with the host organisation. The processing of personal data will adhere to [NUI Galway's Data Protection Policy](#).

For information on the security and privacy of your data within the online application system please refer to [Ex Ordo's Participant Terms of Service and Privacy Policy](#).

14 Equal Opportunities

14.1 Equal Opportunities Policy

All fellows will be employed by an Irish University, so Irish law will apply. Irish Universities are committed to the continued development of policies, procedures, and practices that comply with the Universities Act 1997, Equality Employment Acts 1998 and 2004, and the Equal Status Act 2000. Under the Equality Employment Act 2004, discrimination in a range of employment-related areas is prohibited. The prohibited grounds of discrimination are gender, marital status, family status, age, race, religious belief, disability, sexual orientation, and membership of the Traveller community. The Act also prohibits sexual and other harassment. The Equality Authority was set up as a result of the Equality Employment Act 1998, the predecessor of the 2004 Act. Recruitment and selection will be based on NUIG's Equal Opportunities policy that provides that candidates will be selected based on meritocracy (quality and competency), and will be monitored by the Equality Commissioner.

14.2 Gender Equality

The MedTrain programme aims to raise gender awareness and promote gender equality in research and innovation, in line with the gender equality strategy outlined in Horizon 2020. CÚRAM's view is that females and males are equally able to perform excellent research. Moreover, CÚRAM aims at taking into account and confronting structural gender differences, to enable it to fulfil its mission to support excellent international researchers, irrespective of gender, nationality, age, marital and family status, religious belief, sexual orientation, or disability.

14.3 Career Restart and Reintegration

The MedTrain programme aims to encourage experienced researchers who have taken career breaks to apply to the programme and thereby to resume/start their scientific careers. Career breaks will be taken into account in MedTrain applications and the evaluation criteria will acknowledge all relevant non-academic experience. Applicable career breaks include parental leave, sick or family care leave, military service, humanitarian aid work or periods of working in an industrial setting where the



applicant was not able to publish peer-reviewed publications. For any documented leave, the time between obtaining the doctoral degree and the moment of application will be extended with a period of the same length.

15 Useful Links

The European Charter and Code for Researchers:

<http://ec.europa.eu/euraxess/index.cfm/rights/whatIsAResearcher>

H2020 Programme Guidance ‘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

Toolkit “Gender in EU-funded research”:

http://www.yellowwindow.be/genderinresearch/index_downloads.html

16 Contact Details

MedTrain Programme c/o Maggie Hall
CÚRAM, SFI Centre for Research in Medical Devices
Biomedical Sciences
National University of Ireland Galway
Galway, Ireland

Programme Manager: Maggie Hall

Email: medtrain@curamdevices.ie

Telephone: +353 91 493378

Website: www.medtrain.eu

17 Application Templates for Call 1 (2016)

All applications for the MedTrain Fellowship Programme must be submitted via the online application system (<https://medtrain2016-17.exordo.com/login>) which can be accessed from the MedTrain website (www.medtrain.eu).

Below you will find the templates for the documents you are required to submit. A MedTrain Online Application System Help Manual is also available on the website.

17.1 Online Forms

17.1.1 Application Registration

Before submitting an application, all applicants are required to register with the online system. To register, you are required to enter the following details:

Email	
First Name	
Last Name	



Marie Skłodowska-Curie
Actions

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 713690.

You will then be asked to enter a password, which you will need to login on subsequent occasions.

17.1.2 Title and Abstract

After selecting call 1 (in Step 1 'Track'), you will need to input the following information about your proposal (in Step 2 'Title & Abstract'):

Title	
Proposal Summary	<i>A short summary of the proposal, of up to 120 words</i>
Keywords	<i>Maximum 5 words</i>

17.1.3 Personal Details

You will next (in Step 3*) be prompted to enter your applicant details as follows:

Title	
University/Company/Organisation	
Country	
Address line 1	
Address line 2	
Address line 3	
Phone number	
Gender	
Nationality	

* Note that Step 3 is labelled 'Authors' in the online application system, but these details should relate to you, the applicant.

After selecting a PI from within the list of research themes (in Step 4 'Topics'), you will be asked (in Step 5 'Additional Info') to confirm you meet the research experience and mobility eligibility criteria. You will then be required to upload your Academic CV (see template in section 17.2.1).

17.1.4 Secondment Details

In Step 5 'Additional Info' you will be asked to input the name of your proposed secondment supervisor and the name of the proposed secondment organisation. You will also need to upload the mandatory letter of commitment from the secondment supervisor (see section 17.2.2).

Proposed secondment supervisor	
Proposed secondment host	

17.1.5 Ethics

Step 5 'Additional Info' also includes the following ethics questions:

1. Does your research involve human Embryonic Stem Cells (hESCs)?



If Yes to question 1:	Will they be directly derived from embryos within this project?
	Are they previously established cell lines?
2. Does your research involve the use of human embryos?	
If Yes to question 2:	Will the research lead to their destruction?
3. Does your research involve the use of human foetal tissues/cells?	
4. Does your research involve human participants?	
If Yes to question 4:	Are they volunteers for human sciences research?
	Are they persons unable to give informed consent?
	Are they vulnerable individuals or groups?
	Are they children or minors?
	Are they patients?
	Are they healthy volunteers for medical studies?
	Does your research involve physical interventions on the study participants?
	Does it involve invasive techniques?
Does it involve collection of biological samples?	
5. Does your research involve human cells or tissues (other than from human embryos/foetuses)?	
If Yes to question 5:	Are they available commercially?
	Are they obtained within this project?
	Are they obtained from another project, laboratory or institution?
	Are they obtained from a biobank?
6. Does your research involve personal data collection and/or processing?	
If Yes to question 6:	Does it involve the collection and/or processing of sensitive personal data (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?
	Does it involve processing of genetic information?
	Does it involve tracking or observation of participants?
7. Does your research involve further processing of previously collected personal data (secondary use)?	
8. Does your research involve animals?	
If Yes to question 8:	Are they vertebrates?
	Are they non-human primates?
	Are they genetically modified?
	Are they cloned farm animals?
	Are they an endangered species?
	Please indicate the species involved
9. Does your research involve non-EU countries?	
If Yes to question 9:	Please specify the countries involved



	Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?
	Do you plan to import any material- including personal data- from non-EU countries into the EU?
	Please specify the materials and countries involved
	Do you plan to export any material- including personal data- from the EU to non-EU countries?
	Please specify material and countries involved
	If your research involves low and/or lower middle income countries, are benefit-sharing actions planned?
	Could the situation in the country put the individuals taking part in the research at risk?
10. Does your research involve the use of elements that may cause harm to the environment, animals or plants?	
11. Does your research deal with endangered fauna, flora, or protected areas?	
12. Does your research involve the use of elements that may cause harm to humans, including research staff?	
13. Does your research have the potential for military applications?	
14. Could your research raise concerns regarding the exclusive focus on civil applications?	
15. Does your research have a potential for malevolent, criminal or terrorist abuse?	
16. Are there any other ethics issues that should be taken into consideration?	

The numbered questions are mandatory. If you answer YES to any mandatory question, please answer the follow up questions in that section and provide further information on how these issues will be addressed in the “Ethics Self-Assessment” part of your research proposal (see section 17.2.3).

Please consult the H2020 Programme Guidance [‘How to complete your ethics self-assessment’](#) (version 5.2 12 July 2016) for further information.

You will then be asked to make declarations in relation to ethics, research integrity, confirmation of information, terms and conditions, and fellowship offer.

In the final step (Step 6 ‘Paper’) you are required to upload your research proposal (see section 17.2.3 for template).



17.2 PDFs to Upload

17.2.1 Academic CV

Maximum of 5 pages including publications; Arial font, size 11. Include details of your academic and research record, clearly explaining any gaps or unconventional paths in your research career so these can be taken into account.

17.2.2 Letter of Commitment from Secondment Supervisor

Please upload a 1 page letter of commitment from your proposed secondment supervisor. Your host supervisor, together with the CÚRAM Industrial Liaison Officer, will support you with obtaining this mandatory letter of support.

17.2.3 Research Proposal

Maximum of 12 pages; Arial font, size 11 for main text and 10 for tables; literature listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.

Please develop and present your proposal according to the following guidelines, keeping in mind the criteria on which your proposal will be evaluated ('Excellence', 'Impact' and the 'Quality and efficiency of implementation', as described in section 5.1). A rough indication of the length for each section is shown, but this does not have to be strictly adhered to.

Cover sheet (1 page)	
Applicant Name	
Project Title	
Project Summary	<i>Summary approx. 120-250 words</i>
Project Rationale, Aims and Approach (approx. 3 pages)	
Background and State-of-the-Art	
Project Objectives	
Research Methodology	
Originality and Innovative Aspects	<i>Describe how the project will advance the state-of-the-art, including any novel concepts, approaches or methods.</i>
Gender Dimension	<i>If relevant</i>
Interdisciplinary Aspects	<i>If relevant</i>
Implementation (3-4 pages)	
Implementation	<i>Present your Work Plan, including Work Packages, deliverables, and milestones. Outline the allocation of tasks over time (using a Gantt Chart) and the allocation of resources. Describe the potential risks associated with project implementation and propose contingency plans.</i>
Career Development (1-2 pages)	
Personal Career Development Plan	<i>Outline your immediate and long-term career goals.</i>



	<p><i>Provide a description of your plans for the acquisition of new knowledge and skills during the period of this Fellowship in the context of your long-term goals.</i></p> <p><i>Explain how this Fellowship programme will contribute to reaching these goals.</i></p> <p><i>Detail how the Fellowship will enable you to gain skills relevant to employment outside the traditional academic sector.</i></p> <p><i>Detail how the Fellowship will enable you to acquire competencies that improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence.</i></p>
Secondment (approx. half a page)	
Secondment and Transfer of Knowledge	<p><i>Include a table describing the capacity of the secondment organisation.</i></p> <p><i>Describe how you will gain new knowledge/skills from both the academic host and secondment organisation during the Fellowship.</i></p> <p><i>Explain how both hosting organisations may benefit from the proposed secondment and describe how you intend to share your knowledge with the host organisations.</i></p>
Supervision and Host capacity (approx. half a page)	
Supervision and Hosting Arrangements	<p><i>Outline qualifications and experience of the CÚRAM Principal Investigator (PI) and the proposed secondment supervisor, including experience on the research topic of the proposal, track record and other relevant information.</i></p> <p><i>Explain why you have chosen to carry out research at CÚRAM and how the host organisation (NUI Galway, UCC, UCD or RCSI) can support you and your research.</i></p>
Impact (approx. 1 page)	
Impact of the Fellowship and Research	<p><i>Discuss the impact of the Fellowship on your career path, with reference to the Career Training and Development plan.</i></p> <p><i>Summarise how the potential research outcomes will advance science and technology, and how they will address present and future social/economic needs (e.g. industry needs, clinical needs.)</i></p> <p><i>Outline how you will communicate and disseminate the results.</i></p>



If applicable, also include your ethics self-assessment:

<p>Ethics Self-Assessment (Max. 2 pages)</p> <p>Please seek advice from your proposed host supervisor on completing this section and consult the H2020 Programme Guidance ‘How to complete your ethics self-assessment’ (version 5.2 12 July 2016).</p> <p>Further reference documents are also available from the EC website: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm</p>	<p><i>If you answered YES to any mandatory ethics question in the online form, explain in detail how you intend to address these ethical issues.</i></p> <p><i>You must consider and address any of the following ethics issues, if they arise: human embryos/foetuses; humans; human cells/tissues; personal data; animals; third countries; environment, health and safety; dual use; exclusive focus on civil applications; misuse; other ethics issues.</i></p> <p><i>Describe how the proposal meets the EU and national legal and ethics requirements of Ireland and other countries (secondments) where the task raising ethical issues is to be carried out.</i></p> <p><i>If you have not already applied for/received the ethics approval/required ethics documents when submitting the proposal, indicate the approximate date when missing approval/any other ethics documents will be provided to NUI Galway (scanned copy).</i></p> <p><i>You must state explicitly that you will not proceed with any research with ethical implications before NUI Galway has received a scanned copy of all documents proving compliance with existing EU/national legislation on ethics.</i></p>
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