



Marie Skłodowska-Curie  
Actions



# Career-FIT

Career Development Fellowships in the National Technology Centre Programme

2018

## Terms and Conditions

Release 3.1

30 October 2018



Co-funded by the Horizon 2020 programme  
of the European Union

|   |    |
|---|----|
| 1. DEFINITIONS  | 3  |
| 2. INTRODUCTION TO ENTERPRISE IRELAND                                       | 4  |
| 3. DESCRIPTION OF FELLOWSHIPS   | 5  |
| 4. FELLOWS  | 6  |
| 5. STRUCTURE AND VALUE OF FELLOWSHIP AWARDS                                 | 7  |
| 6. CONDITIONS OF THE FELLOWSHIP   | 9  |
| Training and Career Development Plan  |    |
| Additional duties outside the remit of the fellowship                       |    |
| Additional awards   |    |
| Knowledge transfer  |    |
| Dissemination of results and Open Access Policy                             |    |
| Research ethics   |    |
| Sex/gender dimension  |    |
| 7. RESEARCH INTEGRITY   | 13 |
| Publications and acknowledgement of Council and European Commission funding |    |
| 8. FINANCE  | 14 |
| Payment of fellowship   |    |
| Financial accountability  |    |
| 9. REVIEW OF PROGRESS   | 15 |
| 10. DEFERRAL, SUSPENSION AND TERMINATION                                    | 17 |
| Deferral or suspension of fellowship  |    |
| Maternity leave   |    |
| Termination of fellowship   |    |
| 11. RESPONSIBILITIES OF HOST ORGANISATIONS                                  | 18 |
| Host organisation   |    |
| Company partner   |    |
| 12. GENERAL FELLOWSHIP CONDITIONS   | 20 |
| 13. DIGNITY IN THE CONDUCT OF RESEARCH                                      | 20 |

## TERMS AND CONDITIONS

### 1. DEFINITIONS

1.1 **Academic mentor** shall mean the person or persons responsible for supporting and mentoring the fellow and ensuring the academic quality of the research produced under the fellowship. An academic mentor at a host institution is permitted to support more than one fellow under the CAREER-FIT fellowships available in the call.

1.2 **Associated country (AC)** shall mean a country which is not a European Union (EU) member state and which is associated with Horizon 2020. A list of ACs is published by the European Commission and is available online at

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/3cpart/h2020-hi-list-ac\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf).

1.3 **CAREER-FIT** is the project title for the Enterprise Ireland Career Development Fellowships in the National Technology Centre Programme, co-funded by 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: 713654.

1.4 **EI** shall mean Enterprise Ireland.

1.5 **Experienced researcher** is a person in possession of a doctoral degree or a person with at least four years of full-time equivalent research experience at the time of recruitment.

1.6 **Fellow or CAREER-FIT fellow** shall mean the person awarded a CAREER-FIT fellowship. CAREER-FIT fellows will be 'Marie Skłodowska-Curie fellows'.

1.7 **Fellowship or CAREER-FIT fellowship** shall mean the Enterprise Ireland CAREER-FIT Career Development Fellowships in the National Technology Centre Programme, co-funded by Marie Skłodowska-Curie Actions as outlined in the Letter of Offer.

1.8 **Fellowship fund** shall mean the funding for the fellowship.

1.9 **Full-time equivalent 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.

1.10 **Funding term** shall mean the period between the official start date and agreed end date of the fellowship.

1.11 **Higher Education Institution (HEI)** For the purpose of these fellowships, a HEI in Ireland (as defined in clause 1.14) must be: within the meaning of Section One of the Higher Education Authority Act, 1971; and/or approved for the purposes of the Free Fees Initiative; and/or in receipt of some other form of public funding from the Department of Education and Skills. A list of eligible Irish HEIs is provided on Enterprise Ireland's website.

1.12 **Host institution** shall mean the recognised HEI in Ireland or Research Performing Organisation (RPO, as defined in clause 1.17) which will be employing the fellow for the entire duration of the fellowship and where the fellowship will be held.

1.13 **Host organisation** shall refer collectively to any host organization or any company partner.

1.14 **Ireland** shall for the purpose of the scheme mean the Republic of Ireland.

1.15 **Company partner** shall mean a client company. A company partner is permitted to support more than one fellow under the CAREER-FIT fellowships, as long as it has the capacity and infrastructure required to support the relevant research work and to provide training to more than one fellow should more than one proposal be successful.

1.16 **Research Executive Agency (REA)** is a funding body created by the European Commission. REA manages a large share of Horizon 2020, including Marie Skłodowska-Curie Actions.

1.17 **Research performing organisation (RPO)** For the purposes of CAREER-FIT fellowships, an eligible RPO in Ireland (as defined in clause 1.14) is one that possesses an existing in-house capacity to carry out research that materially extends and enhances the Irish research base.

1.18 **Research project** shall mean the research work proposed by the fellow in their CAREER-FIT application and approved by Enterprise Ireland.

1.19 **Secondment** shall mean a temporary assignment of the fellow to the company partner as approved by Enterprise Ireland, to engage in the fellowship research and career and training development activities while embedded within there. Secondments are subject to mobility requirements as specified in Clause 4.5.

1.20 **Secondment mentor** shall mean the person or persons designated by the company partner as being responsible for supporting and mentoring the fellow in relation to the company involvement in the fellowship.

1.21 **Time of recruitment** shall mean the deadline by which the Evaluation Board approves the final ranking list. For the 2018 CAREER-FIT call this date is 31 JULY 2018.

## 2. INTRODUCTION TO ENTERPRISE IRELAND

**2.1** Enterprise Ireland is a national industrial development agency with a mission that targets developing people and their capability for driving enterprise growth. At the end of 2016 there were 201,108 people employed in our client companies, which support almost 375,000 jobs in direct and indirect employment all over Ireland. Enterprise Ireland has 800 staff, a yearly operating budget of over €200 million, and has 32 overseas offices providing export access to 60 countries globally.

In its new strategy, the agency is about inspiring and driving Irish Enterprise to 'Build Scale and Expand Reach'. This is achieved by addressing the need for greater scale across Irish Enterprise by driving innovation in Irish enterprise, improving the competitiveness of Irish companies through Lean programmes, increasing diversification of client company exports into new market and inspiring more companies to have global ambition.

Enterprise Ireland already supports several hundred experienced researchers on existing programmes with clear evidence of effect on research and innovation capacity within client companies. This impact is demonstrated by Enterprise Ireland's investment in e.g. its Innovation Partnership Scheme which has

company turnover return of €6 per €1 of Enterprise Ireland investment and the creation of over 200 gross full time equivalent (FTE) jobs in Enterprise Ireland's Technology Centres to date (expected to rise to approximately 500 FTEs by 2020).

**2.2** Enterprise Ireland promotes diverse career opportunities for researchers by partnering with enterprise and non-academic sectors in general.

### **3. DESCRIPTION OF FELLOWSHIPS**

**3.1** Enterprise Ireland has been awarded funding by the European Commission under the Horizon 2020 Marie Skłodowska-Curie Actions to co-fund a research fellowship scheme with international and inter-sector mobility elements. The aims of the fellowships are to support suitable highly qualified experienced researchers in any discipline to:

- conduct research relevant to the Technology Centres;
- engage in collaboration with suitable companies;
- experience and benefit from international mobility;
- avail of relevant training and career development opportunities;
- increase their chances of gaining a future senior research position, especially in the private sector.

**3.2** CAREER-FIT fellowships will be subject to the terms and conditions stipulated in the grant agreement in respect of the fellowships scheme signed by the Research Executive Agency, under the power delegated by the European Commission, and by the Department of Jobs, Enterprise and Innovation. The applicable model grant agreement H2020-MSCA-COFUND-2015 is available for consultation on the European Commission's website at

[http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofund-mono\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofund-mono_en.pdf).

**3.3** All fellowships must commence on 1 February 2019.

**3.4** Enterprise Ireland offers one type of CAREER-FIT fellowship: hosted and employed by a host institution in Ireland for three years, with a secondment typically of between six and twelve months' duration during this time to a company or companies.

**3.4.1** Researchers awarded an Irish fellowship will be hosted by a host institution in Ireland for three years, with a secondment typically of between six and twelve months' duration during this time to a company partner.

**3.5** Awards under the CAREER-FIT fellowship scheme are made to the individual fellow; however, note Clause 5.1 and 6.2 below.

## **4. FELLOWS**

**4.1** Fellows will be selected for CAREER-FIT awards following a transparent, merit-based, impartial and equitable selection procedure, based on international peer review. Details of the process and evaluation criteria are provided in the Guide for Applicants.

**4.2** Only complete applications submitted by eligible applicants and supported by eligible host organizations and company partners will be assessed.

### **Eligibility criteria**

**4.3** All CAREER-FIT applicants must fulfill the criteria for one of the following two experienced researcher types:

**4.3.1** Experienced researcher type 1

**4.3.1.1** has been awarded their doctoral degree before the time of recruitment.

**4.3.2** Experienced researcher type 2

**4.3.2.1** does not hold a doctoral degree, but holds a master's degree or an undergraduate degree such as a bachelor's degree or equivalent (degrees equivalent to the master's degree level 9 or to the honours bachelor degree level 8 on the Irish National Framework of Qualifications NFAQ, see <http://www.nfaq-qqi.com/index.html>), enabling him/her to embark on a doctorate in Ireland or the country in which the qualification was obtained; and

**4.3.2.2** before the time of recruitment, has completed at least four years of full-time equivalent research experience following the qualification which would enable her/him to embark on a doctorate in Ireland or the country in which the qualification was obtained.

**4.4** CAREER-FIT fellows must be able to communicate to the requisite standard through the English language. A statement confirming same by the host institution will be required as part of the endorsement of the application.

**4.5** Mobility requirements:

**4.5.1** Applicants for the fellowship:

**4.5.1.1** Eligible applicants are those of any nationality or residency who have not been in Ireland for more than twelve months in the three years prior to the time of recruitment.

**4.5.1.2** For refugees under the Geneva Convention, the duration of the refugee procedure will not be counted as a period of residence in Ireland.

**4.6** CAREER-FIT fellows must not be a permanent member of staff in a HEI/RPO in Ireland or elsewhere.

**4.7** CAREER-FIT fellows must not be a permanent member of staff in the proposed company partner.

**4.8** Fellows of any nationality may hold a CAREER-FIT fellowship. However, fellows must satisfy the host organisation's and company partner's country's regulations on immigration. CAREER-FIT fellows must have the support of their host institutions with respect to these regulations and requirements if not a national of a member state of the EU.

**4.9** CAREER-FIT fellows must maintain their principal residence in Ireland during the entire duration of their CAREER-FIT fellowship.

**4.10** For all fellowships, arrangements with respect to immigration and the entitlement to work in Ireland will be a matter for settlement between the fellow and their host institution(s) and the relevant authorities of the State as applicable.

**4.11** Enterprise Ireland reserves the right to request documentary evidence, as part of eligibility checking, after the call deadline. Where information provided by the applicant in their application form is found to be incorrect or cannot be verified if requested, Enterprise Ireland reserves the right to withdraw the award.

**4.12** Acceptance of the award is subject to these Terms and Conditions and the Guide for Applicants which, in conjunction with the Letter of Offer and completed and signed Acceptance Form, constitute the basis on which the award is held.

**4.13** Fellowships are held subject to these Terms and Conditions. If any of these are breached by a fellow, Enterprise Ireland will suspend or terminate the fellowship and/or may require reimbursement of such payments as have already been made to the fellow.

**4.14** Fellows are required to adhere to the general principles and requirements of the 'European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers' (at [http://ec.europa.eu/euraxess/pdf/brochure\\_rights/am509774CEE\\_EN\\_E4.pdf](http://ec.europa.eu/euraxess/pdf/brochure_rights/am509774CEE_EN_E4.pdf)) as applicable to researchers.

## **5. STRUCTURE AND VALUE OF FELLOWSHIP AWARDS**

**5.1** While the award is made to the individual fellow, the fellowship fund is administered through the appropriate office within the fellow's host organisation.

**5.2** The value of the CAREER-FIT fellowship will be calculated using the principles of the Marie Skłodowska-Curie Actions Individual Fellowships 2014–15 ([https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014\\_2015/main/h2020-wp1415-msca\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/main/h2020-wp1415-msca_en.pdf)) and will consist of the following components, living allowance, mobility allowance and family allowance (if applicable). Note that the living allowance, mobility allowance and family allowance are subject to certain statutory deductions. Fellows are advised to liaise with their proposed host institution to ascertain the applicable deductions.

**5.2.1** Payment to the host institution for the fellow's living allowance (this payment includes the statutory employer's pension and PRSI contributions). This amount will be determined using the base rate of €56,191 per annum.

**5.2.2** Payment to the host institution for the fellow's mobility allowance in the amount of €7,200 per annum.

**5.2.3** Payment to the host institution for the fellow's family allowance in the amount of €3,000 per annum, where applicable. Family is defined as persons linked to the researcher 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. Family status of a fellow will be determined at the deadline for applicants and will not be revised during the lifetime of the fellowship.

**5.2.4** Payment to the host institution for the fellow's eligible direct research, training and networking costs to enable the fellow to carry out the fellowship, in the amount of €9,600 per annum. Eligible direct research, training and networking costs include essential research supplies such as small consumables; pay-as-you-go access to national research infrastructure; software and hardware critical for the research to be obtained in the first year of the award; archival research costs; books and journals; conference travel and participation; generic and/or specialist disciplinary skills training; and publishing and write-up costs. Only eligible vouched expenses necessary for implementation of the fellowship, incurred within the funding term and invoiced during the funding term will be funded.

**5.2.5** Contribution towards indirect research costs in the amount of €1,200 per annum to support the main partner organisation with costs associated with hosting the fellow, guiding, monitoring and documenting their training and development, and supporting good working conditions. For periods of time that the fellow spends with their home host institution, the contribution towards indirect research costs can be used, pro-rata, by the home host organisation, provided that the main partner organisation does not incur any fellowship-related indirect research costs during such periods of time.

**5.2.6** Health insurance for CAREER-FIT fellows not eligible for the European Health Insurance Card (EHIC) or where fellows are outside of the scope of EHIC. Please refer to EURAXES Ireland for more information - [www.euraxess.ie](http://www.euraxess.ie)

**5.2.7** Paid maternity leave in line with Irish policy and Enterprise Ireland's policy as outlined in Clause 10.

**5.3** The maximum that can be spent in any year of a CAREER-FIT fellowship are the relevant annual allowances as specified in the offer letter, plus any unspent balance of eligible direct research support expenses carried over from the previous year of the fellowship if applicable. Apart from this, funds may not be carried forward from one year to the next.

**5.4** Funding will be provided only for the implementation of the research project and the career training and development plan as presented in the application form. If any departures from this are intended or become apparent, the prior consent of Enterprise Ireland must be sought.

**5.5** Expenses related to activities that occur outside the funding term are not eligible under the fellowship.

## **Taxation**

**5.6** The fellowship will be subject to Irish Revenue Law.

**5.7** Compliance with Irish laws and national regulations on taxation will be a matter for resolution between the fellow, the host institution and the Irish Revenue Commissioners. Some useful information on salary deductions and taxation can be found at [http://www.citizensinformation.ie/en/employment/starting\\_work\\_and\\_changing\\_job/starting\\_work/](http://www.citizensinformation.ie/en/employment/starting_work_and_changing_job/starting_work/).



## **6. CONDITIONS OF THE FELLOWSHIP**

### Location of fellowships

**6.1** Fellows must be affiliated with an eligible Higher Education Institution in Ireland (as defined in 1.11) or an eligible Research Performing Organisation (as defined in Clause 1.17).

**6.2** Fellowships may not be held or continued at any organisation other than the host organisations and with the mentors specified in the application form, except with the prior agreement of Enterprise Ireland.

**6.3** During the fellowships, fellows must maintain an actual presence within the appropriate unit in their respective host organisation and must reside within a reasonable travelling distance of the relevant host organisation.

**6.4** Enterprise Ireland requires that fellows have regular and sufficiently frequent contact with their academic mentor and secondment mentor.

**6.5** Notwithstanding clauses 6.3 and 6.4, Enterprise Ireland recognises that the fellows may benefit from spending part of the duration of the fellowship away from their host organization or company partner. Such periods may involve attending courses relevant to the fellow's training or research-related stays away.

**6.6** In order to take up such an opportunity of more than four weeks' duration, the fellow must apply in advance to Enterprise Ireland for permission and include the written support of their academic mentor. When such research-related absence is intended during the secondment, support from the fellow's company mentor, as applicable, will also be required. A template will be available for this purpose. Information regarding any fellowship-related trips must be documented as part of the required progress reporting.

**6.7** While Enterprise Ireland expects fellows to complete their research at the host institution and company partner originally proposed, Enterprise Ireland recognises that exceptional circumstances may call for a change of location or of a mentor. In these cases, the fellow and the proposed new mentor, host institution and company partner must write to Enterprise Ireland stating the case for the change. Enterprise Ireland will examine the submission on its merits and respond with a decision on whether funding will continue in the new circumstances.

### **Training and Career Development Plan**

**6.8** The fellow, the academic mentor and the company mentor are required to create a Training and Career Development Plan as a method for developing a comprehensive work plan for the life of the fellowship and with a view to developing a dynamic career beyond the fellowship period.

**6.9** A record must be kept of training and career development activities completed by the fellow and these must be reported in progress reports submitted to Enterprise Ireland.

### Additional duties outside the remit of the fellowship

**6.10** Fellows must be fully dedicated to the research training activities of their fellowship and should not engage in any remunerated activity other than developing the stated research project and implementing the Training and Career Development Plan.

**6.11** Fellows must engage full-time in fellowship-related activities during the funding term.

**6.12** Teaching is an essential means for the structuring and dissemination of knowledge and is considered a suitable activity under the fellowship. Engagement by the fellow in teaching activities is permitted where it is included in the Training and Career Development Plan, and under the following conditions:

**6.12.1** teaching activities are undertaken while the fellow is based at their host organisation; and

**6.12.2** the fellow's host institution is a HEI; and

**6.12.3** teaching activities are relevant to the research funded by the fellowship; and

**6.12.4** the overall extent of teaching activities (contact and non-contact hours combined) does not exceed a total of 50 hours per academic term; and

**6.12.5** suitable training, monitoring and support must be provided to the fellow by their academic mentor or another suitably qualified staff member within their HEI as agreed with the academic mentor.

**6.13** Enterprise Ireland will monitor teaching activities as part of its progress reporting mechanism.

**6.14** Enterprise Ireland may require the fellow to attend training sessions, research events, meetings and similar as arranged by Enterprise Ireland.

#### **Additional awards**

**6.15** The fellowship is not intended to substitute for or to augment funds available under programmatic research actions. It may be held in conjunction with other externally funded travel or equipment grants provided that:

**6.15.1** Should the fellow apply for further funding to another source, they will state as part of that application (whether or not the fellow is required to do so) that they hold a CAREER-FIT fellowship and will notify Enterprise Ireland prior to submitting the application.

**6.15.2** The value of other funding is not more than €20,000 in any given year during the life of fellowship. However, Enterprise Ireland recognises that, from time to time, awards which exceed this limit may independently recognise the outstanding merit of an awardee during the term of the fellowship. In such circumstances, fellows are advised that in exceptional cases, and then only on a case-by-case basis, they may hold such major personal awards in conjunction with the funding provided by Enterprise Ireland. The acceptance of such further awards during the term of the fellowship is subject to the prior approval of Enterprise Ireland.

**6.15.3** Fellows who have other sources of funding (other than through paid employment) such as travel grants, etc. must inform in writing the appropriate offices in their host institution and Enterprise Ireland about the amount and source of the funding. This information must also be recorded in the required progress reports. This applies to research funding received before or during the life of the fellowship.

**6.15.4** The other funder(s) agrees that the CAREER-FIT fellowship can be held alongside their award. Enterprise Ireland will not involve itself in the decisions of other funding agencies in this regard.

**6.16** Tax issues which may arise from such awards are a matter for the individual fellow and not Enterprise Ireland or the home host organisation.

### **Knowledge transfer**

**6.17** Enterprise Ireland encourages the commercialisation of research output as outlined in ‘Inspiring Partnership – the national IP Protocol 2016: Policies and resources to help industry make good use of public research in Ireland’ <http://www.knowledgetransferireland.com/ManagingIP/KTI-Protocol-2016.pdf> and ‘Putting public research to work for Ireland: Policies and procedures to help industry make good use of Ireland’s public research institutions (2012)’ <https://www.enterpriseireland.com/en/Research-Innovation/Companies/IPP-Putting-public-research-to-work-for-Ireland.pdf>.

**6.18** Enterprise Ireland does not make any claim to intellectual property arising from the fellowship.

**6.19** The host organisations must establish rules and procedures for protecting and managing any intellectual property arising during the fellowship as applicable, and set these in a written agreement (see Clause 11.4). These rules and procedures must be in accordance with the applicable national guidelines and Horizon 2020 requirements as stipulated in the grant agreement governing the fellowships scheme [http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofund-mono\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofund-mono_en.pdf).

**6.20** Applications for protection of results including patent applications must include acknowledgement of funding under Marie Skłodowska-Curie Actions.

### **Dissemination of results and Open Access Policy**

**6.21** Unless it goes against the legitimate interests of the fellow and the host organisations, the fellow must – as soon as possible – disseminate results of their research by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium).

**6.22** A community outreach plan must be a part of the application and fellows will be required to report on implementation of the plan as part of Enterprise Ireland’s progress reporting. Guidance on requirements on community outreach plan will be provided in the Guide for Applicants.

**6.23** Open access to scientific publications will be governed by the rules relating to the placement of research publications and outputs in open access repositories as applicable under the grant agreement governing the fellowships scheme [http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofund-mono\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofund-mono_en.pdf).

**6.24** It is accepted that there will be recognised instances in which full compliance with Clause 6.25 might not be feasible – in this instance the fellow should contact their academic mentor for advice.

**6.25** The fellows must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to its results. In particular, they must:

**6.25.1** as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;

**6.25.2** aim, moreover, to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications;

**6.25.3** ensure open access – via the repository – to the deposited publication at the latest:

(i) on publication, if an electronic version is available for free via the publisher, or

(ii) within six months of publication (twelve months for publications in the social sciences and humanities) in any other case;

**6.25.4** ensure open access – via the repository – to the bibliographic metadata that identify the deposited publication.

**6.26** Fellows are encouraged to adhere to Horizon 2020 Programme Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020

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

### **Research ethics**

**6.27** Enterprise Ireland is not in a position to award funding for research activity under any of the following prohibited areas:

**6.27.1** human cloning for reproductive purposes;

**6.27.2** genetic modification of human beings that could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be funded);

**6.27.3** creation of human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

**6.28** All CAREER-FIT fellowship-related activities must have exclusive focus on civil applications.

**6.29** Enterprise Ireland is committed to the maintenance of high ethical standards in the research that it funds.

**6.30** The host organisations must have in place clear ethical guidelines and assurance procedures designed to manage research under their direction.

**6.31** The host institution is responsible for ethical approval/monitoring of the CAREER-FIT fellowship.

**6.32** Fellows should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as outlined in the applicable national, sectoral or institutional codes of ethics.

**6.33** Fellows are required to give careful consideration to ethical issues which may arise in the course of their research.

**6.34** If ethical issues arise in their research, fellows are required to submit a written statement to Enterprise Ireland to the effect that full consideration has been given to the ethical implications of the research proposal. This statement must also outline the fellow's proposed resolution of the ethical issue(s) arising.

**6.35** Where a fellow's research proposal requires approval by the host organisation's Ethics Committee, or the equivalent body in their host organisation, written evidence of such ethical approval is required by Enterprise Ireland before activities for which ethical approval are required commence, but no later than three months after the start date of the fellowship.

**6.36** The host organisations and fellows must make sure that the research complies with all national and international regulation requirements governing the use of sensitive materials or processes, for example (and not intended to be a complete list): radioactive isotopes, ionising radiation, laboratory animals or other animals, pathogenic organisms, genetically manipulated organisms, toxic and hazardous substances, and research on human subjects and human embryos.

**6.37** CAREER-FIT fellowships are also governed by the fundamental ethical principles of Horizon 2020 <https://ec.europa.eu/programmes/horizon2020/en/h2020-section/ethics>. Horizon 2020 rules take precedence over national rules.

**6.38** If access to archival material in private custodianship, or archival material with restricted access is required for the project, successful applicants will be required to provide written evidence of appropriate permission to consult such material as a part of award acceptance documentation.

### **Sex/gender dimension**

**6.39** Enterprise Ireland refers to the Irish Research Council's 'Gender Strategy & Action Plan 2013–2020' at [http://www.research.ie/sites/default/files/irish\\_research\\_council\\_gender\\_action\\_plan\\_2013\\_-\\_2020.pdf](http://www.research.ie/sites/default/files/irish_research_council_gender_action_plan_2013_-_2020.pdf).

**6.40** Fellows are required to give careful consideration to whether there is a potential biological sex and/or gender dimension that may arise in the course of their research.

**6.41** Where the fellow is involved in the organisation of conference, networking or dissemination panels connected with their research project, due regard should be given to gender balance within any such panel(s).

## **7. RESEARCH INTEGRITY**

**7.1** All host organisations must ensure that the highest quality of research conduct is maintained.

**7.2** The host institution must ensure that there are formal, fair and effective processes in place for the investigation of allegations of research misconduct (for example, plagiarism, falsification or fabrication of data, improper data selection, misuse of research funds) when they arise. These processes, together with the agreed procedures for investigating allegations of research misconduct, must be transparent and clearly publicised. The systems in place to manage research misconduct should also align with the basic principles that underpin all research integrity and good practice as outlined in the national policy statement 'Ensuring Research Integrity in Ireland' <http://www.iaa.ie/research-innovation/research->

[integrity/](#) and in the ‘European Code of Conduct for Research Integrity’  
[http://www.esf.org/fileadmin/Public\\_documents/Publications/Code\\_Conduct\\_ResearchIntegrity.pdf](http://www.esf.org/fileadmin/Public_documents/Publications/Code_Conduct_ResearchIntegrity.pdf).

**7.3** The host institution is required to report to Enterprise Ireland all findings of any proven case of research misconduct arising from an Enterprise Ireland-funded research project.

#### **Publications and acknowledgement of Enterprise Ireland and European Commission funding**

**7.4** All proposed publications arising from the research work must have the approval of the academic mentor.

**7.5** Advance notice of any such application must be provided to the secondment mentor, or an approval from the secondment mentor must be obtained in addition to that of the academic mentor, as per the agreement concluded between the host institution and the company partner (as specified in Clause 11.4).

**7.6** All publicity, including public lectures, interviews, email signatures, letterheads, office signs, publications, monographs, print materials, online materials, press releases, television and radio advertisements, websites, film, video and audio recordings associated with or arising from the research undertaken by the fellow while in receipt of a CAREER-FIT fellowship must contain acknowledgement of funding received from Enterprise Ireland and from the European Commission under the Marie Skłodowska-Curie Actions, as specified in the fellowships scheme grant agreement  
[http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofund-mono\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofund-mono_en.pdf).

**7.7** Notwithstanding the requirement to report on all publicity or achievements through progress reporting (see Section 9), fellows are also required to notify Enterprise Ireland in advance of their participation in any significant events, including receipt of an award or medal, public dissemination of the fellow’s research, or media coverage of same. Where a communication activity is expected to have mainstream media coverage, Enterprise Ireland will inform the REA.

## **8. FINANCE**

### Payment of fellowship

**8.1** Subject to the compliance of the fellow, mentors, and host institution and company partner with these Terms and Conditions and subject to the receipt by Enterprise Ireland of satisfactory reports on the progress of the fellowship, the fellowship will be paid to the fellow’s host organisation, in quarterly installments, beginning with the first installment after the fellowship commences.

**8.2** All amounts payable in respect of CAREER-FIT fellowships are made to the fellow’s host organisation. Enterprise Ireland does not transfer any monies directly to the fellow or to the company partner.

**8.3** The host institution will coordinate payment of the award to the fellow. It is the responsibility of the fellow to contact the relevant research office (or equivalent) at the host institution with regard to the administration of the fellowship fund.

**8.4** The fellow, in collaboration with their academic mentor and secondment mentor, is responsible for appropriate financial planning and spending under Clause 5.

**8.5** Payment of a CAREER-FIT fellowship is wholly subject to the continued receipt of funding by Enterprise Ireland from the Department of Jobs, Enterprise and Innovation, and the REA. In the event of such funding being reduced or discontinued, neither the Department of Jobs, Enterprise and Innovation nor Enterprise Ireland will be under any liability to provide funding or to compensate a fellow for any reduction or cessation of such funding.

Financial accountability

**8.6** The host institution is responsible for and accountable for the proper use of the fellowship fund for the entire duration of the fellowship.

**8.7** Enterprise Ireland reserves the right to ask the external auditors of the host institution for confirmation that:

**8.7.1** the annual accounts of the host institution are up to date and have been approved by the auditors without qualification;

**8.7.2** the management letter from the auditors raised no matters that did or could significantly affect the administration of fellowships awarded by Enterprise Ireland;

**8.7.3** monies received under the fellowship have been used for the purpose for which they were awarded.

**8.8** Enterprise Ireland reserves the right to commission audits of the participating host institution for financial or other compliance. The host institution undertakes to fully facilitate these reviews.

**8.9** Enterprise Ireland accepts no responsibility, financial or otherwise, for expenditure or liabilities arising out of work carried out under the fellowship. The host institution must fully indemnify Enterprise Ireland against all such expenditure or liabilities and against any actions, proceedings, costs, damages, expenses claims and demands arising including, in particular, but without limitation, any claims for compensation for which the host institution may be liable as an employer or otherwise, or any claims by any person in relation to any intellectual property.

**8.10** The host institution will return all unspent funds to Enterprise Ireland at the end of the funding term.

## **9. REVIEW OF PROGRESS**

**9.1** Enterprise Ireland attaches considerable importance to procedures for monitoring research performance and ensuring effective progress under the fellowship.

**9.2** The fellow will be required to submit a comprehensive report annually, with a shorter report submitted midway through the year.

**9.3** It will be the responsibility of the fellow to make sure that all progress reports are submitted on time. The timely submission of these reports is a condition of the continuation of the fellowship.

**9.4** The format for these reports is available from Enterprise Ireland, and will include but will not be limited to:

**9.4.1** financial update

**9.4.2** implementation of the career development and training plan

**9.4.3** research progress and outputs

9.4.4 outreach activities

**9.5** These reports must be accompanied by a confidential evaluation of the progress of the fellowship from the academic mentor and the secondment mentor as applicable.

**9.6** Reports will be requested by Enterprise Ireland and submitted by the fellow and their mentors through the online system.

**9.7** Such reports, combined with other evidence of attainment, such as formal institutional approval, are a condition of continuation of funding.

9.8 If the fellow does not submit progress reports on time, or if Enterprise Ireland receives an unsatisfactory progress report or evaluation, the fellow will be informed of the unsatisfactory report. The fellow will be allowed to resubmit an amended report. Enterprise Ireland reserves the right to convene a review committee to evaluate the fellowship to date in accordance with the deliverables outlined in the original proposal to Enterprise Ireland (including the research plan, proposed outputs, and the career development and training plan).

**9.9** If asked to do so, the fellow, academic mentor and secondment mentor must attend meetings with Enterprise Ireland to provide an account of the progress or outcomes of the fellowship.

**9.10** If a review committee is convened by Enterprise Ireland, this committee can draw as necessary on disciplinary inputs from experts who have acted as evaluators. Enterprise Ireland will provide feedback to the fellow indicating either:

**9.10.1** report satisfactory in all respects and continuation of fellowship confirmed;

**9.10.2** report deficient in some areas and specific actions for resolution indicated with a defined time period;

**9.10.3** report indicates evidence of unsatisfactory progress and the fellowship may be suspended or terminated.

**9.11** Enterprise Ireland may suspend or terminate the fellowship where it deems necessary following review of the foregoing information and reports.

**9.12** All fellowships may be subject to an external research audit and financial audit.

**9.13** It will be the responsibility of the fellow's academic mentor and secondment mentor to ensure that if the fellow leaves their host organisation, or is not dedicating sufficient time or effort to the fellowship, Enterprise Ireland is informed immediately.



**9.14** The fellow must contact the appropriate office in their host institution if they have any concerns about their fellowship. Where such concerns are related to the company partner's involvement in the fellowship, the fellow must initially address such concerns with their secondment mentor. If concerns continue, the fellow should contact Enterprise Ireland directly.

**9.15** It is the responsibility of the fellow to inform Enterprise Ireland of any change of address, telephone, or email within two weeks of such a change. This should be done via the fellow's profile page on the online system. For ease of contact, fellows are requested to use a single email address for all correspondence from application to award and for the duration of the fellowship.

**9.16** Fellows are required to provide follow-up contact details for the purpose of researcher career tracking in their final report or as otherwise requested by Enterprise Ireland. Enterprise Ireland will periodically carry out a destination survey of those who have received and completed fellowships, and the fellow shall agree to cooperate in responding thereto. Where a fellow's contact details change post-completion of their award, the fellow is asked to provide updated details via their profile page on the online system.

**9.17** Fellows are required to complete and submit an evaluation questionnaire (at the end of the fellowship) and a follow-up questionnaire (two years later) provided by the Research Executive Agency.

## **10. DEFERRAL, SUSPENSION AND TERMINATION**

### Deferral or suspension of fellowship

**10.1** Fellowships may not be deferred or suspended other than for eligible career breaks. Eligible career breaks include maternity leave, paternity leave, adoptive leave, prolonged sick leave and carer's leave. Provision of documented evidence of an eligible career break will be required if a deferral or suspension is to be granted. A template form will be available for the purpose of requesting a deferral or suspension. The decision is at the discretion of Enterprise Ireland whose decision on the matter will be final.

**10.2** Where there is an agreed suspension of the fellowship, Enterprise Ireland can consider fellows' requests for no-cost extensions beyond the funding term.

### Maternity leave

**10.3** CAREER-FIT fellows will be entitled to paid maternity leave as stated in Clause 5.2.7.

**10.4** Fellows wishing to take maternity leave can request a suspension of their award for a period of up to one year. A template request form is available for the purpose of requesting approval from Enterprise Ireland. Once approved, the fellowship will be suspended for the relevant period of time and a new award end date will be calculated. Enterprise Ireland must be informed, in writing, of the expected commencement date of maternity leave at least four weeks in advance.

**10.5** Fellows should contact their host institution regarding their intended maternity leave.

**10.6** If the maternity leave is to take place during the fellow's secondment, the fellow is required to liaise with their company mentor as applicable.

**10.7** Fellows should contact the Department of Social Protection directly to ascertain whether they are entitled to maternity benefits.

**10.8** Enterprise Ireland's Maternity Leave Policy will be provided when required.

### **Termination of fellowship**

**10.9** Enterprise Ireland recognises that for personal, professional or other reasons a fellow may wish to terminate their fellowship prematurely. This action should not be taken without prior consultation with Enterprise Ireland.

**10.10** Should a fellow be unable for any reason (including medical reasons) to pursue their fellowship in accordance with these Terms and Conditions and with the approved fellowship application, the fellow and academic mentor must, as soon as possible, inform Enterprise Ireland and the research office (or equivalent) in the host organisation. Where an early termination is to occur before or during the fellow's secondment, the fellow must also liaise with their secondment mentor. The fellow must do this no later than two weeks of such a situation coming to their attention. In such situations, Enterprise Ireland will have regard to the usual conventions of the fellow's host organisation. However, given the basis on which fellowships are awarded, Enterprise Ireland reserves the right to withdraw or suspend the fellowship.

**10.11** Where the fellow intends to prematurely terminate the fellowship, Enterprise Ireland will require evidence of progress in implementation of the fellowship to the date of departure.

**10.12** In the event that Enterprise Ireland deems the fellow's progress inadequate, Enterprise Ireland may pursue the fellow, the host institution or both for reimbursement of the amounts expended.

**10.13** If the fellow terminates a fellowship Enterprise Ireland is not responsible for continuing to pay funds to the host organisation. Enterprise Ireland may seek to recover some or all the funds allocated or used.

**10.14** Enterprise Ireland reserves the right to suspend or terminate the fellowship and/or require reimbursement by the host institution if in the opinion of Enterprise Ireland there has been a material breach of the Terms and Conditions as outlined in this document.

## **11. RESPONSIBILITIES OF HOST ORGANISATIONS**

**11.1** Employment and working conditions for the CAREER-FIT fellows must be aligned with Irish employment conditions and with the 'European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers' [http://ec.europa.eu/euraxess/pdf/brochure\\_rights/am509774CEE\\_EN\\_E4.pdf](http://ec.europa.eu/euraxess/pdf/brochure_rights/am509774CEE_EN_E4.pdf), including but not limited to working conditions, recognition of the profession and equal opportunities.

**11.2** Host organisations must have the capacity to provide professional guidance and mentoring to the fellow and provide access to experimental facilities or data as relevant to the fellowship.

**11.3** Host organisations are required to provide the facilities and access to the equipment needed for the fellow to carry out the research, ensuring that all items of equipment and materials provided for the

fellowship are adequately maintained and are accessible on reasonable terms and conditions as apply to other researchers/staff members.

**11.4** A written agreement covering confidentiality, publication, intellectual property rights, transfer of funding from the host institution to the company partner, conditions of the fellow's secondment including the fellow's rights and responsibilities vis-à-vis the company partner and other aspects of the fellowship as applicable must be in place between the host institution and the company partner before the fellowship can commence. The terms of any such agreement must not conflict with those outlined in this document.

**11.5** A copy of the written agreement between the host institution and the company partner must be made available to Enterprise Ireland before the fellowship commences.

**11.6** A written agreement as specified in Clause 11.4 in relation to optional placements should be in place where intellectual property is likely to arise from the fellowship. It is the matter for the host institution to determine whether such an agreement is needed to address other aspects of the fellow's placement depending on specific circumstances, such as duration of the placement, its location, etc.

**11.7** Host organisations must obtain and comply with all necessary and statutory permissions laid down by local and national authorities in relation to protecting the environment, preventing pollution and ensuring wider societal health and safety protection.

#### **Host organisation**

**11.8** The host institution must accept full accountability for managing, monitoring and controlling all research work funded under the fellowship and management of the fellowship fund.

**11.9** The host institution must ensure an academic mentor is appointed with responsibility for supporting and guiding the fellow. This academic mentor would normally be a principal investigator, or other suitably qualified person, and will be expected to be the host organisation's staff member for the entire duration of the fellowship.

**11.10** By providing institutional endorsement to a CAREER-FIT fellowship application, the host institution will confirm the eligibility and suitability of the proposed academic mentor to support the fellow.

**11.11** The host institution must conclude an employment contract with the fellow for the entire duration of the fellowship. The contract will be the same contract the host institution offers for all fixed-term contracts, with the stipulation that the contract is held subject to continued funding from Enterprise Ireland. The employment contracts will contain information about the statutory working practices which determine the conditions for implementing the fellowship. It shall not conflict with rules governing the fellowship.

**11.12** The employment contract must specify:

**11.12.1** the law applicable to the employment contract;

**11.12.2** the nature of the appointment of the researcher in terms of status;

**11.12.3** the total duration of the fellowship, the start date and end date, and requirements relating to the secondment;

**11.12.4** details of the company partner for the secondment, details of the location of work and of the name of the fellow's academic mentor;

**11.12.5** the value of the fellowship and arrangements for payment to the fellow. Payments will be made in euro;

**11.12.6** provisions for holidays and holiday pay, annual leave, sickness leave and maternity leave;

**11.12.7** the arrangements between the host organisation, company partner and fellow relating to intellectual property rights (if applicable), as well as rules on confidentiality;

**11.12.8** the social security coverage and the pension provided to the fellow.

**11.13** The host institution is responsible for arranging appropriate accident insurance for the fellow for the entire duration of the fellowship.

### **Company partner**

**11.14** The company partner must ensure a company mentor is appointed to work with the fellow and their academic mentor, to offer advice and to create a link with the company partner's research efforts.

**11.15** Regular and sufficiently frequent contact should be maintained between the company mentor, the fellow and the academic mentor throughout the duration of the fellowship.

## **12. GENERAL FELLOWSHIP CONDITIONS**

**12.1** These Terms and Conditions will be governed by and construed in accordance with the laws of Ireland and all parties will expressly and irrevocably submit to the jurisdiction of the Irish courts.

**12.2** Enterprise Ireland will strive to adopt procedures that are consistent with the policies of the Irish Government in relation to the development of the information society and accordingly properly authenticated electronic communications will be treated as legally equivalent to paper submission.

**12.3** Enterprise Ireland and host organisations must follow good practice on data protection, management and security. Enterprise Ireland cannot be held legally liable for interference by any third party.

**12.4** It is a condition of acceptance of a fellowship that fellows grant permission to Enterprise Ireland to share data about the application with government departments and other national funding agencies for statistical and policy formation purposes.

**12.5** Enterprise Ireland reserves the right to revise the Terms and Conditions of this fellowship at any time. Any such revisions will be notified to participating host organisations and will also be posted on Enterprise Ireland's website.

### **13. DIGNITY IN THE CONDUCT OF RESEARCH**

**13.1** Enterprise Ireland supports a research system in which individual researchers are enabled to reach their full potential at all stages of their career. Fellows and their mentors are entitled to carry out their research free from any form of harassment, victimisation, or bullying. Host organisations have the responsibility to ensure an appropriate work environment and to deal with any complaints or issues speedily, in line with agreed grievance procedures.

**13.2** All Enterprise Ireland staff are entitled to be treated with courtesy and respect at all times and, accordingly, are encouraged to report any instances of infractions to management. In cases where staff experience abusive or inappropriate behaviour, Enterprise Ireland reserves the right to report any such behaviour to the relevant personnel in the host institution or other organisation connected with the individual.