

# Guidelines for applicants

Call N. 1

Call opening 1<sup>st</sup> November 2021 00:00 (CET)

Deadline for submission 15<sup>th</sup> January 2022 18:00 (CET)



**GNeuS.**  
Global Neutron Scientists

 **JÜLICH**  
Forschungszentrum

**TUM**

  
Helmholtz-Zentrum  
**hereon**

Document version 2.1  
27.10.2021

## PROJECT INFORMATION

---

### ACRONYM

GNeuS

### PROJECT TITLE

Global Neutron Scientists (GNeuS)

### GRANT AGREEMENT NO:

101034266

### FUNDING SCHEME

MARIE SKŁODOWSKA-CURIE ACTIONS – COFUND PROGRAMME

### START DATE

01.09.2021

### VERSIONING TABLE

---

V2.0 – 31.08.21

Official release with website opening

V2.1 – 27.10.21

Update on PCDP mandatory sheets. Update on Application submission portal url.



This project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under the Marie Skłodowska-Curie Grant Agreement N°101034266.

This document is intended to provide a support and a guidance for the candidates for the preparation of an application for a GNeuS fellow. Please note that this document does not replace the GNeuS Call for Application, in case of conflict the latter prevails.

## Content

IMPORTANT DATES TO KEEP IN MIND.....	5
CONTACTS .....	5
THE GNEUS PROJECT .....	6
CALL INFORMATION.....	9
APPLICATION TO THE GNEUS FELLOWSHIP CALL#1.....	9
ELIGIBILITY CRITERIA .....	9
APPLICATION PACKAGE.....	10
a. CV.....	10
b. Research project .....	10
c. Letter of commitment of a new hosting institution (optional).....	11
d. Personal Career Development Plan (PCDP).....	11
e. Video interview.....	11
f. Two reference letters.....	12
g. Questionnaire on ethical issues.....	12
h. Other documents.....	12
SUBMISSION AND FOLLOW-UP OF APPLICATION.....	12
a. Create your application.....	12
b. Edit your application.....	12
c. Submit your application .....	12
d. Check-list .....	13
e. Withdraw your application.....	13
f. Monitoring your application.....	13
THE SELECTION PROCESS .....	13
a. Eligibility Check .....	13
b. Ethical check.....	13
c. Technical comments .....	13
d. Grades.....	14
e. Assessment of the submitted applications.....	14
i. Candidate application .....	14
ii. Candidate profile .....	15
iii. First grade .....	15
iv. Ranking of the submitted applications .....	16
v. Interview of the shortlisted applications .....	16
vi. Second grade .....	16
vii. Final grade and ranking of the submitted applications .....	16
f. Ex-aequo grades.....	16
g. Rights of appeal.....	17
PUBLICATION OF RESULTS.....	17
ACCEPTANCE OF THE FELLOWSHIP.....	17
RESERVE LIST .....	17

TRANSPARENCY AND EQUITY ..... 18

EQUAL OPPORTUNITIES ..... 18

GLOSSARY / DEFINITIONS ..... 19

# Important dates to keep in mind

PROCESS STEPS	DATES
Application stage	November 1 <sup>st</sup> , 2021, 00:00 to January 15 <sup>th</sup> , 2022, 18:00
Eligibility check	Approximately 1 week after call is closed
Ethical check	Approximately 2 weeks after call is closed
Application assessment	Approximately 3 weeks after call is closed
Interviews	Approximately 8 weeks after call is closed
Consensus selection	Approximately 16 weeks after call is closed
Publication of results	Approximately 18 weeks after call is closed (around 21 <sup>st</sup> of May 2022)
Acceptance by fellows (letters of acceptance)	Approximately 20 weeks after call is closed
Start of contracts	Approximately 30 weeks after call is closed and no later than 6 months after results are published

## Contacts

Mail: [gneus@mlz-garching.de](mailto:gneus@mlz-garching.de)

We guarantee an answer within 2 working days for all questions during the application stage.

# The GNeuS project

## General presentation

Research with neutrons, with its interdisciplinary approach, is indispensable for modern science. The neutron community is nowadays facing an important task to ensure long-term perspectives, that essentially depend on its ability to create a new generation of innovative highly-skilled researchers. To tackle this challenge, Forschungszentrum Juelich (FZJ), Technical University Munich (TUM) and Helmholtz-Zentrum Hereon (Hereon), partners at the Heinz-Maier-Leibnitz Zentrum (MLZ), commit to train young neutron scientists through the establishment of a well-structured post-doctoral research programme with a strong interdisciplinary and intersectoral approach and a global network in cooperation with the present and future, such as the European Spallation Source (ESS), world-leading neutron sources. In order to maximize the outcome for fellows, the three MLZ partners join forces with 19 partner organisations from around the world representing research, academia and industry. The GNeuS programme provides the best conditions for training of the next generation of neutron researchers to solving the grand challenges facing mankind in areas such as environment, energy, key technologies and life sciences. The GNeuS 5-year programme offers a total of 45 fellowships, in 3 different calls, each with a duration of 24 months, co-financed by the MLZ-partners (FZJ, TUM and Hereon) and the European Commission under the Marie Skłodowska-Curie Actions (MSCA) programme (EU Grant N. 101034266). The MLZ partners act as hiring organisations and the non-hiring partner organisations will provide fellows with options for secondments.

## Design of the research programme

The aim of GNeuS is to provide an excellent individually tailored training scheme to boost the career chances of the fellows, especially in terms of expanding knowledge and increasing long-term employability. The GNeuS programme will be based on "individual-driven mobility" to guarantee the fellows free choice of a research topic, host organization and supervisor.

Aiming to maximize the output for fellows and to fit their individual needs, the research programmes will be proposed by the fellows in a research area of their choice, based on the research fields of the MLZ-partners, described in the application materials.

Applicants will have to take into consideration the whole GNeuS offer, which includes academic, industrial, scientific, technical and training aspects. A successful application should be a balanced project of all parts, with integrated triple "i" (International, Interdisciplinarity, Intersectorality) mobility and the newly synergetic approach with the COFUND project InnovaXN.

## Fellowship programme summary

### Financial support

GNeuS is a COFUND project where the EU provides about 40% of the needed funds and the three MLZ partners FZJ, TUM and Hereon match the remaining 60%. In particular, 33, 10 and 2 grants are financed by FZJ, TUM and Hereon, respectively.

As a GNeuS fellow, you will receive a gross salary (living and mobility allowance included) from the Partner Organisation you will be contracting with. Salaries received by the fellows are liable for taxes and/or other deductions.

Salaries will be paid out in accordance with the Collective Agreement for the Civil Service (TVöD). Social security in Germany covers health insurance, pension schemes, unemployment benefit, accident and long-term care insurance. GNeuS researchers will benefit from the German social security system.

Within the GNeuS package, contributions towards research costs (e.g. consumables, travels) and management and training/development activities directly related to the funded research project will be provided by the Host Institution.

### Supervision arrangements

The supervision of the GNeuS fellows will be carried out by MLZ staff scientists (main supervisors) with the support of local supervisors according to the principles of the European Charter of Researchers, under the form of a supervising team. Each fellow will be assigned to a main supervisor who has not been involved in the preparation and/or validation of proposal. In addition, each fellow will be supported by a counsellor from another field of science that will be part of the supervising team. Each GNeuS fellow will keep a record of all work progresses and research findings with regular reports and seminars to the supervising team; main and local supervisors, during secondments, and the counsellor will meet regularly to check the activity performed and, if needed, fine tune the existing research plan.

### Training scheme

The objective of the GNeuS is to offer the fellows a triple “i” hands-on training programme in neutron instrumentation, technique and scattering enabling the development of his/her knowledge and skills to become a leader in neutron sciences, only possible through direct access to a research neutron infrastructure.

The training programme will consist of 6 different modules:

Module	Description
Core (scientific)	Core (scientific) MLZ lab-courses in instrumentation, techniques, scattering
Advanced (scientific)	Advanced (scientific) MLZ lab-courses in innovative sample environment, development of neutron sources
Teaching and supervising (training)	Participation as a lecturer or tutor in IFF Spring School, co-training of PhD in collaboration either with <i>InnovaXN</i> or with MLZ internal PhD students; lecturer or tutor at the JCNS, TUM and Hereon lab-courses
Networking (training)	Presentation in international conferences, GNeuS Science Day, GNeuS Fellows Symposium
Transferable skills	Full access to career programme of MLZ partners
Entrepreneur skills	Training at the TUM Entrepreneurship Center and at the FZJ Innovation and Strategy Dpt

### Personalized support for the fellows

International Advisory Services, which is part of the FZJ Human Resources, advises employees from abroad and their families on legal matters concerning non-residents and social legislation.

The FZJ Career Counselling & Coaching office will be available any time to the fellows to support them in preparing for a job application procedure, matching their own profile to the requirements of an advertised position, or developing their competences



# Call information

The important dates of the GNeuS Call N. 1 are

November 1<sup>st</sup>, 2021, 00:00, call opening

January 15<sup>th</sup>, 2022, 18:00, application submission deadline

Among the submitted applications, the best 15 will be selected by the GNeuS review panel. The process will last about 4 months, and we expect that the GNeuS fellow will start working after about 6 months after the application submission deadline.

## Application to the GNeuS fellowship call#1

### Eligibility criteria

The candidate shall fulfil the following key requirements at the call deadline, i.e. January 15<sup>th</sup>, 2022:

- possession of a doctoral degree or at least four years of full-time equivalent research experience
- at least one original publication in a peer-reviewed journal
- background in a neutron scattering technique
- a complete application package submitted through the GNeuS portal
- the proposed research programme may include up to three secondments with at least one mandatory secondment in a non-academic partner organisation;
- MSCA mobility rules: researchers may not have resided or carried out their main activity (work, studies, etc.) in the country of their host organization for more than 12 months in the 3 years immediately before the co-funded programme's call deadline. Compulsory national service, short stays such as holiday and time spent as part of a procedure for obtaining refugee status under the Geneva Convention, are not taken into account.

To be declared eligible, applications need to fulfil several requirements:

- The project proposal must be within the scope of the GNeuS project.
- Applications should be written in English
- All the sections of the application form must be fully completed, in the indicated length limits.
- Applications must be submitted through the online submission system at <https://my.gneus.eu>.
  - Applications sent by email or postal mail will not be considered.

- Applications must be submitted before the deadline.

It is mandatory to indicate at least one non-academic hosting institution in the application. Prior to the application, the applicant is highly encouraged to contact the Host Institution(s) and the future supervisors to design the best possible application. The potential project supervisors are listed on the GNeuS website with their fields of expertise and can be contacted by the applicants for information about available resources, instruments, and scientific and professional knowledge in their particular field of interest.

**These criteria will be applied rigorously.  
An application can be declared ineligible, at any time, if it does not meet all these requirements.**

## Application process

### Registration on GNeuS portal

The candidate shall create an account in the GNeuS portal (<https://my.gneus.eu>) and there can create, manage, submit the application, check its status as well as manage her/his documents during the GNeuS grant.

Beyond the public pages, the GNeuS web portal includes an User Area with restricted access. This part will only be open from 1st of November 2021.

In the registration form the candidate is asked to provide the requested information of the mandatory fields as well as optional one, where marked and click on SAVE. After the registration, a confirmation email is sent by the GNeuS portal, by clicking on the available link, the candidate can confirm the new account and can login.

## Application package

The application package consists of the following documents.

### a. CV

The template of the CV is made available at the GNeuS web portal:

<https://gneus.eu/application-package/>.

The document shall be uploaded in the pdf format and its length of this document is limited to 2 pages.

### b. Research project

A detailed research plan including foreseen secondments, schools and conferences to be visited and an overall budget with relative travel costs to be covered. To this respect, the candidate can choose one of the available GNeuS topics, and published at the page <https://gneus.eu/topics-supervisors/>, or decide for any topic that fulfil the scope of the GNeuS project. The template of the research project is made available at the GNeuS web portal <https://gneus.eu/application-package/>. As described in the template the research project shall include work packages with deliverables and milestones and shall include a Gantt Chart, with an overview of the activities proposed in the draft PCDP including secondments. It is

highly recommended that the candidate contacts the foreseen main and local supervisors well in advance to discuss the application content and to ensure a meaningful and homogenous research programme. This is particularly important in those cases where the candidate does not select one of the topics offered by GNeuS. The document shall be uploaded in the pdf format and its length of this document is limited to 10 pages.

#### c. Letter of commitment of a new hosting institution (optional)

As far as the hosting institutions for secondments is concerned, the applicant is welcome to consider those included in the GNeuS offer or any additional hosting institution that brings an added value to the research project. In case an additional hosting institution is going to be proposed, the applicant shall include in the application the letter of commitment of each institution, with which the new institution confirms that it is ready to sign a GNeuS Fellowship Project Agreement in case the application is successful. The template of the letter of commitment is made available at the GNeuS web portal <https://gneus.eu/application-package/>.

It will have to be provided in english. The document shall be uploaded in the pdf format.

#### d. Personal Career Development Plan (PCDP)

The Personal Career Development Plan is a plan established by each recruited Fellow with his/her personal supervisor(s) (“Supervising Team”) for training activities for 24 months. It shall comprise the recruited Fellows training and career development needs (including transferable skills and meaningful exposure to both private and public sector) and scientific objectives as well as the measures foreseen to meet these objectives and a description of his/her initial training activities.

A draft of PCDP filled by the applicant is requested, containing the following elements:

- *Planned secondments*
- *Training course (mandatory and optionals)*

The template of the PCDP is made available at the GNeuS web portal.

<https://gneus.eu/application-package/>.

Please note that the first four sheets of the PCDP (General Information, Overview, Secondments, Long-Term career objectives) are mandatory at the time of the submission, while the other six ones (Networking, Scientific training, Teaching and Supervision, Soft Skills, Entrepreneurship skills and Scientific publication) are not mandatory at the time of the submission.

#### e. Video interview

The applicant will find in the application submission on the GNeuS portal a link to an automatic interview system, which asks for questions and the candidate shall answer within the given time. You will use the commercial software MyInterview.

#### f. Two reference letters

The applicant shall provide two reference letters by two supervisors, or similar positions, of past researches. They have to be provided in english. The document shall be uploaded in the pdf format.

#### g. Questionnaire on ethical issues

Each application shall include the questionnaire on ethical issues. The questionnaire on ethical issues is made available at the GNeuS web portal <https://gneus.eu/application-package/>.

The document shall be uploaded in the pdf format.

#### h. Other documents

The Applicant may include other documents the are considered important for the assessment of the submitted application. The documents shall be uploaded in the pdf format.

## Submission and follow-up of application

The GNeuS application portal (<https://my.gneus.eu>) includes all the functionalities for the submission and the management of the application. The candidate shall create her/his account and has the possibility to create, submit and manage the application and the PCDP during the GNeuS fellowship. Here below, please find useful details.

#### a. Create your application

The candidate can create an application by clicking on the home page CREATE A NEW APPLICATION. The candidate can choose either to create a new application or to re-submit an unsuccessful one, after call N. 1. In the latter case, the old documents are not automatically copied in the new application and the candidate shall download the documents that need no changes from the old application and upload again in the new one. The new application shall be saved by clicking on the button SAVE.

#### b. Edit your application

The candidate can edit the application any time between its creation and the application submission deadline. During each working session the candidate shall save the changes by clicking on the button SAVE.

#### c. Submit your application

Once all the documents of the application package are uploaded in the system and the eligibility criteria are all satisfactorily checked, the candidate can submit the application by clicking on the button SUBMIT. It is important to stress the point that without clicking the button SUBMIT, the application is not submitted and will not enter the selection process. The application can be anyway edited again any time before the application submission

deadline.

#### d. Check-list

The candidate can check in the GNeuS account the application documents already uploaded and missing. Moreover, a check list of the eligibility criteria is available and shall be manually managed by the candidate.

**Please note that any incomplete application will be considered ineligible.**

#### e. Withdraw your application

At any time after the submission, the candidate has the rights to withdraw her/his application by clicking on the button WITHDRAW on the application page in the GNeuS account.

#### f. Monitoring your application

The candidate can follow the status of the submitted application in the GNeuS account. For each selection step the system shows the status, which is marked green in case the application has passed the step, yellow if additional information is required (an email is also sent to the candidate) and red if the application did not meet the minimum requirement for the considered step.

## The selection process

The GNeuS selection process includes several steps, namely the check application is assessed by the GNeuS selection panel.

#### a. Eligibility Check

The eligibility check is performed by the GNeuS Management Office according to the criteria discussed above. In case an application misses minor information, the candidate will be informed, and the application shall be completed within 3 working days, otherwise the application will be rejected, and the candidate will be informed by email.

#### b. Ethical check

Within the GNeuS Selection Panel, three experts will be appointed to the GNeuS *ethical sub-group*, in charge of assessing all submitted applications with regard to ethical issues. If queries or conflicts arise for some applications, additional independent experts will be involved. If the proposed research presents ethical issues, the candidate will be informed, and the necessary authorization shall be submitted by the signature of the contract. Without the necessary authorization the application will be rejected, the candidate will be informed by email and the first candidate from waiting list will be considered for the contract.

#### c. Technical comments

The GNeuS officers of the proposed secondments will be asked to comment on the applications they are involved with. These comments will be mainly technical, dealing, for

example, with the feasibility of the proposed project, the duration of the secondment and IP matters, and will be used by the Selection Panel to gain a more complete overview of the proposed research plan and will be considered for the Criterion 3 of the Candidate application part of the first grade, in particular for the *Research plan against planned resources* and *Quality and quantity of proposed secondments*.

#### d. Grades

The following grades are used for the assessment during each step of the GNeuS selection process:

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

#### e. Assessment of the submitted applications

The Chair of the GNeuS Selection Panel (external expert) will assign each submitted application, along with the technical comments of the local supervisors, to two members of the GNeuS Selection Panel, typically two scientific evaluators, among which a rapporteur is designated, plus one human resource expert that supports the assessment without grading rights.

A consensus for each application will be reached among the members involved by setting the grade of the submitted application, i.e. the first grade of the application. In case there are difficulties in reaching a consensus, additional member(s) may be appointed.

#### i. Candidate application

The evaluation criteria described in the table below will be used for the assessment of the candidate application.

Candidate application		
Criterion 1 Scientific excellence	Criterion 2 Impact	Criterion 3 Implementation
Quality of the proposed research in terms of science, interdisciplinarity,	Exploitation and dissemination plan of the results	Quality of the implementation plan of the proposed research plan in

intersectorality and synergy		terms of schedule and resources involved
Quality of the proposed training programme	Networking and synergy of the proposed research (especially with InnovaXN)	Coherence, effectiveness and appropriateness of the implementation of the proposed research
Ambitious and innovative aspects of the proposed research	Future implications on the candidate's career	Research plan against planned resources
Urgent solution-oriented grand challenge research	Teaching and supervising in the proposed research (with InnovaXN and beyond)	Quality and quantity of proposed secondments
Weighting		
50%	30%	20%

Each criterion will receive a grade between 0 and 5 and the grade of the candidate application is calculated by averaging the grades of the reviewers assigned to the applications and weighed as described in the table.

## ii. Candidate profile

The evaluation criteria described in the table below will be used for the assessment of the candidate profile.

Candidate profile				
Personal motivation	Leadership	Scientific achievements in past experiences	Ability to conduct proposed research	Communication skills
Weighting				
25%	20%	25%	20%	10%

Each criterion will receive a grade between 0 and 5 and the grade of the candidate profile is calculated by averaging the grades of the reviewers assigned to the applications and weighed as described in the table.

## iii. First grade

The first grade is calculated from the grades of the candidate application and profile, according to the weights described in the table below.

	Submitted application	
Evaluation criteria	Candidate application	Candidate profile
First grade	70%	30%

#### iv. Ranking of the submitted applications

The applicants of those submitted applications with the first grade exceeding the threshold of 70%, i.e. 3.5, are shortlisted and invited for an interview.

#### v. Interview of the shortlisted applications

Each shortlisted applicant will be interviewed by two members of the GNeuS Selection Panel selected according to their scientific, industrial, administrative and human resource expertise, typically including a representative of the MLZ partners. It is preferable that at least one member of the interview sub-group should already be serving the sub-group for the evaluation of the related submitted application. They will reach a consensus for each application by setting the three grades of the interview. The interviews will be organized using video-conference. During the interview, each applicant will be asked to give a short talk (15 min) on her/his research up to the present time and on future career perspectives, beyond the end of the GNeuS grant.

#### vi. Second grade

The second grade is calculated from the interview grades, according to the weights described in the table below.

<i>Interview</i>		
Analytical skills	Career skills	Soft skills
Critical thinking	How GNeuS is important for the future career	Leadership
Problem solving	Scientific work ethic	Communication
<i>Weighting</i>		
40%	30%	30%

Each criterion will receive a grade between 0 and 5 and the grade of the interview is calculated by averaging the grades of the reviewers assigned to the applications and weighed as described in the table.

#### vii. Final grade and ranking of the submitted applications

The final grade is calculated from the first and second grades obtained, using the proper weighting described in the table below.

	<i>First grade</i>	<i>Second grade</i>
Final grade	70%	30%

The best 15 applications of each call will be offered a contract, and parallelly a reserve list will be established and notified to the applicants.

#### f. Ex-aequo grades

The following criteria, listed in order of priority, will be used to rank ex-aequo graded candidates for the final grade as well as for the interview one:



- urgent grand challenge topic – the urgency list of the Grand Challenges will be published in the GNeuS portal
- highest grade in the scientific excellence (criterion 1 of the candidate application)
- highest grade in the candidate application
- research in a scientific field under-represented in the shortlist
- gender under-represented in the shortlist
- highest grade in the interview (second grade).

### g. Rights of appeal

During the whole selection process the applicant may file an appeal through the on-line system on the GNeuS portal against a notified decision not later than 15 days after the notification by clearly reporting the clear reason for the redress request. The GNeuS Management Office will check on its eligibility; for example, the appeal is not eligible in case the candidate fails to reply within the proper deadline on a notification that minor information is missing in the application. In case of an eligible appeal, the [FZJ ombudsmen](#) will decide on the appeal and has the right to contact the applicant if required. If the appeal is accepted, a new evaluation by independent experts will be performed. The GNeuS Management Office commits to manage each appeal within 4 weeks of its submission.

## Publication of Results

The GNeuS Management Office will publish the funding decision on the basis of the list proposed by the GNeuS Selection Panel. The result of the selection will be notified to selected fellows by email and anonymously published on the GNeuS website approximately on 21st May 2022 18:00 (CET).

Concurrently, each applicant whose proposal has been evaluated will receive by email his/her evaluation summary and

- for the selection list (up to 15 fellows): an acceptance notification, together with all information regarding the Hosting Institution and contacts for the organisation of their arrival.
- for the reserve list (up to 10 fellows): a notification of their presence in the reserve list.

Numbers of proposed fellowships and reserve list places are indicative. Any undistributed grant will be transferred to the GNeuS Call 2.

## Acceptance of the fellowship

Once selected, the fellow must send a letter of acceptance to [gneus@mlz-garching.de](mailto:gneus@mlz-garching.de) within two weeks of this notification of success and must start his/her project no later than 6 months after the publication of the results.

## Reserve list

If selected candidates do not acknowledge the acceptance notification within two weeks

after publication of results, the fellowship is offered to another applicant in the descending order of the reserve list.

The reserve list will remain open for 6 months.

If the proposed research and/or the candidate is subject to the authorization of an authority, the authorization shall be granted by the time she/he is due to sign the contract and the candidate shall provide all the necessary documentation requested by the hiring institution.

## Transparency and equity

During the selection process, the GNeuS Selection Panel members have the possibility to contact, in an anonymous way, through the GNeuS portal, the applicants to ask for additional information if questions arise during the selection process. The GNeuS Selection Panel will judge the scientific merit of the submitted applications as well as the overall potential of the candidates, namely their level of creativity and independence, *according to the Code of Conduct for the Recruitment of Researchers*. After each step, the results will be uploaded in the GNeuS portal and the applicants are automatically informed by email. and the traffic-light system will be available with the whole set of information. If a candidate is rejected, the procedure for the appeal will be explained. After the final selection, an application evaluation form will be compiled for each application, discussing its strengths and weaknesses.

## Equal opportunities

The GNeuS selection process complies with European regulations and guarantees equal opportunities in terms of gender, age, ethnic, national and social origin, religion or belief, sexual orientation, language, disability, political opinion and social or economic condition, as described in the *European Charter for Researchers* and *Code of Conduct for the Recruitment of Researchers*. The MLZ partners apply the regulations described there and will guarantee the correctness and fairness of the GNeuS selection process.

# Glossary / Definitions

Action/project	Refers to the individual research project proposed for funding
Contract	Refers to the individual contract to be signed between the fellow and the Hosting Institution
Counsellor	Each GNeuS fellow will be assigned to a counsellor whose core expertise is different from the main topic of the accepted research plan and whose task it is to provide additional ideas concerning complementary experiments.
Fellow	Researcher funded by the GNeuS programme
Fellowship Project agreement	All parties involved in a successful application shall sign a personalized Fellowship Project Agreement.
GNeuS Governing Board (GB)	The GNeuS GB consists of the head of the GNeuS Management Office, one representative per Partner Organisation and, after the first call, three representatives of fellows elected among the successful candidates every two years. The GNeuS GB proposes to the MLZ Directorate.
GNeuS Management Office	Project Manager (Flavio Carsughi), the communication officer, the financial officer, the human resources officer, the industrial / technology transfer officer and the project assistant
GNeuS Selection Panel	The GNeuS Selection Panel is composed of a number of experts from both academic and non-academic sectors*.
Hosting Institution (HI) – GNeuS Partners	Legal entity that contributes directly to the implementation of the research, transfer of knowledge and training activities by recruiting, supervising, hosting and training a MSCA-GNeuS funded researcher. The HI signed the partnership agreement with FZJ and holds the employment contract of the researcher.
Local supervisor	Local supervisors are appointed at each Hosting Institution in the perspective of secondment
Main supervisor	The scientist appointed by the Partner Organisation to supervise the fellow throughout the whole duration of the action.
MLZ Directorate	Main responsible body for GNeuS implementation
MSCA Mobility rule	The applicant must have not reside or perform his/her main activity in Germany more than 12 months in the last 3 years immediately before the call deadline. There is no restriction on nationalities.
Partner Organisation – MLZ partners	Legal entity that contributes directly to the implementation of the research, transfer of knowledge and training activities by recruiting, supervising, hosting and training a MSCA-GNeuS funded researcher. The Partner Organisation signed the

	partnership agreement with FZJ and holds the employment contract of the researcher.
Personal Career Development Plan (PCDP)	Personal Career Development Plan means a plan established by each recruited Fellow with his/her personal supervisor(s) "Supervising Team" for training activities for 24 months. It shall comprise the recruited Fellows training and career development needs (including transferable skills and meaningful exposure to both private and public sector) and scientific objectives as well as the measures foreseen to meet these objectives and a description of his/her initial training activities.
Secondment	Period spent by a fellow at the premises of a different HI or Partner organisation for research or training purposes.
Supervising team	Formed by the main supervisor, the local supervisor(s) and the counsellor

\*The Academic Sector refers to public or private higher education establishments awarding academic degrees, public or private non-profit research organisations for whom one of the main objectives is to pursue research or technological development, and international European interest organisations. The Non-Academic Sector refers to any socio-economic actor not included in the academic sector. This includes all fields of future workplaces of researchers, from industry to business, government, civil society organisations, etc