

FNR

INTER

MOBILITY

INTERNATIONAL MOBILITY SCHEME
FOR ESTABLISHED RESEARCHERS

FONDS NATIONAL DE LA RECHERCHE

Application guidelines



www.fnr.lu/inter



Fonds National de la
Recherche Luxembourg

INTER MOBILITY PROGRAMME

APPLICATION GUIDELINES

MAY 2019

These guidelines provide practical information to potential applicants in preparing and submitting an application to the FNR's INTER Mobility Programme.

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Changes to the previous call

The FNR has signed the “Declaration on Research Assessment (DORA)” and therefore has introduced changes in how it assesses research proposals. This means that the FNR evaluates quality and impact independently of journal-based metrics and gives value to all research outputs. The application and peer review guidelines have been adapted accordingly

1. Introduction

1.1. General Principles

The application will need to conform to the rules and requirements set out in the INTER Mobility programme description.

Furthermore, the research activities under the INTER mobility programme should fulfil the following general principles:

- Research activities should respect fundamental **ethical principles**, including those which are reflected in the Charter of Fundamental Rights of the European Union. If necessary, the approval of the Comité National d'Éthique de Recherche (CNER) and/or the Commission Nationale de la Protection des Données (CNPD) need to be sought prior to the launch of the project. In case the project has ethical implications, it is mandatory to join a plan explaining how these implications will be dealt with in the proposal.
- In the **implementation of the research activities**, the framework of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers should be respected.
- **Research misconduct**, e.g. provision of false information, plagiarism or falsification of data, may result in a rejection of the proposal. The FNR reserves the right to pursue further steps according to the 'Research Integrity Guidelines'. Applicants must comply with the ['FNR Research Integrity Guidelines'](#).

The FNR attaches great importance to the **impact of research results** on science, industry, policy makers and the society in general. The FNR therefore expects you to produce research outputs of high value and impact (research publications reporting new knowledge, data, reagents, software, intellectual property, and training of skilled young scientists). The FNR expects results to be published in peer-reviewed open access publications¹. The FNR expects you not to use journal-based metrics, such as Journal Impact Factors², as a surrogate measure of the quality of individual research articles, but rather focus on the scientific content. The FNR also encourages the protection and the economic exploitation of research results when it is possible and applicable. Besides, the FNR also encourages the dissemination of research towards the general public and the media. Thus activities aimed at generating impact need to be foreseen from the initial project planning on under all thematic priorities.

- Financial support from FNR must be acknowledged in all publications and other forms of media communication, including media appearances, press releases and conferences.

¹ The FNR considers the following as peer-reviewed publications:

- A publication in a journal of the list of journals with impact factors published yearly by ISI Thompson,
- A publication in the journal index established by SCOPUS, or
- A monograph with a review board.

² Do not use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles. The scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published.

The evaluation procedure is described in the INTER Mobility programme description as well as in the INTER Mobility peer review guidelines. All relevant documents can be found on [the FNR webpage](#).

1.2. Ethical Issues

The Ethical Issues Table in the smart form of the proposal provides a guide to what are considered to be ethical issues. If the answer to any of the questions of the Ethical Issues Table is YES, the applicant must provide a brief description of the ethical issue involved and how it should be dealt with appropriately. In particular, it should outline the benefit and burden of such research, the effects it may have and how the ethical issues will be managed. It is obvious that these ethical issues need to be considered for the whole project not only for the activities executed in Luxembourg.

The following special issues should be taken into account:

Informed consent: When describing issues relating to informed consent, it will be necessary to illustrate an appropriate level of ethical sensitivity, and consider issues of insurance, incidental findings and the consequences of leaving the study. Particular attention must be paid to properly inform study participants about the complex research procedures. If children are involved in a research activity it is necessary to obtain their assent and the permission of their parents.

Recruitment of patient cohorts: For the recruitment of patient cohorts equitable selection of patients should be ensured. The inclusion/exclusion criteria as well as the power calculations underpinning the recruitment targets will need to be described.

Collection and use of human derived material: The type and amount of biological materials to be taken from study participants and the manner in which biological materials will be taken including safety and invasiveness of the procedures for acquisition need to be specified. The measures employed to protect the privacy of and minimize risks to participants the length of time the biological materials will be kept, how they will be preserved, location of storage, and process for disposal, if applicable need to be described. Any anticipated linkage of biological materials with information about the participant, if applicable will need to be described. One should note that downstream research on human derived material (such as somatic cells for the generation of iPS cells and derivatives) could also raise ethical concerns (e.g. large-scale genome sequencing may evoke concerns about privacy and confidentiality).

Appropriate confidentiality protections and consent for the downstream use of the material will need to be ensured.

Data protection issues: All FNR funded projects must comply with the EU's General Data Protection Regulation (GDPR) with the regards to all data protection issues.

Use of animals: Where animals are used in research, the application of the 3Rs (Replace, Reduce, Refine) must be convincingly addressed. Numbers of animals should be specified. Describe what happens to the animals after the research experiments.

Human embryonic stem cells: Research proposals that will involve human embryonic stem cells (hESC) will have to address all the following specific points:

- the applicants should demonstrate that the project serves important research aims to



advance scientific knowledge in basic research or to increase medical knowledge for the development of diagnostic, preventive or therapeutic methods to be applied to humans;

- the necessity to use hESC in order to achieve the scientific objectives set forth in the proposal. In particular, applicants must document that appropriate validated alternatives (in particular, stem cells from other sources or origins) are not suitable and/or available to achieve the expected goals of the proposal. This latter provision does not apply to research comparing hESC with other human stem cells;
- the applicants should take into account the legislation, regulations, ethical rules and/or codes of conduct in place in the country(ies) where the research using hESC is to take place, including the procedures for obtaining informed consent;
- the applicants should ensure that for all hESC lines to be used in the project were derived from embryos;
- the donor(s)' express, written and informed consent was provided freely, in accordance with national legislation prior to the procurement of the cells;
- that result from medically-assisted in vitro fertilization designed to induce pregnancy, and were no longer to be used for that purpose;
- the measures to protect personal data and privacy of donor(s), including genetic data, are in place during the procurement and for any use thereafter. Researchers must accordingly present all data in such a way as to ensure donor anonymity;
- the conditions of donation are adequate, and namely that no pressure was put on the donor(s) at any stage, that no financial inducement was offered to donation for research at any stage and that the infertility treatment and research activities were kept appropriately separate.

Other ethical issues: Other ethical issues may pertain to research conducted with/in developing countries such as through the use of local resources (genetic, animal, plant, etc) as well as research which may have an impact on the local communities (e.g. capacity building, access to healthcare, education, etc).

Dual Use research having direct military use or the potential for terrorist abuse also gives rise to ethical issues.

In case of multi-national projects, identify the countries where research will be undertaken and which ethical committees and regulatory organizations will need to be approached during the life of the project.

The application should specify any already existing authorization or permission for the proposed work and include copies (the copies do not count towards the page limit).

The PI is advised to contact the department in charge of ethical issues in its research institution for support.

2. Applying for the INTER Mobility Programme

2.1. Application Procedure

The application procedure consists of a **single Full Proposal Application stage**. The **applications have to be submitted before the relevant submission deadline in**



electronic form through the online FNR Grant Management system (<https://grants.fnr.lu>).

The application procedure is divided in 4 steps:

- **Step 1: Read the guidelines and the tutorial for the FNR Grant Management System (by clicking on 'Help' on <https://grants.fnr.lu>).**

Please note that you have to register before being able to use this system. For any technical problems or questions, please contact us by email at tech-support@fnr.lu or call our Help Desk at +352 26 19 25 58. If you encounter any connection problems to the system, please install the LuxTrust certificate from <https://www.luxtrust.lu/cmscontent/file/root/ltqcaca.crt>.

- **Step 2: The applicant needs to complete the application form in the FNR Grant Management System**

The applicant is a researcher from a Luxembourg public research organisation (eligible at FNR) who prepares the INTER Mobility application;

In the case of an outgoing researcher, the applicant is the same person as the researcher who leaves for a research stay abroad.

In the case of an incoming researcher, the applicant is the person who invites the foreign researcher to Luxembourg and is the scientific contact for the invited scientist.

- **Step 3: The applicant then creates a pdf and submits it for validation to the administration of the Luxembourg institution.**
- **Step 4: The administration of the Luxembourg institution submits the proposal to the FNR.**

Applicants must submit their application no later than 14:00 (CET) on the following deadlines:

1 st call	20 January (14:00 CET) or the first working day afterwards
2 nd call	30 June (14:00 CET) or the first working day afterwards

2.2. FNR Grant Management System

All FNR Grants, including the INTER mobility programme are managed through an **online submission system** (FNR Grant Management System) accessible via <https://grants.fnr.lu>. This system provides applicants a web services interface for automated submission and further monitoring of completed grant applications and related services (acknowledgement emails, notifications and reminders).

The system will guide you through the different steps of the application procedure. All forms have to be filled in online and submitted in electronic format.

Please respect the font and page limitations indicated in the application forms! Otherwise your application may not be processed.

For technical questions regarding the 'FNR Grant Management System', please contact us by email at tech-support@fnr.lu or call our Help Desk at +352 26 19 25 58.

3. Full Proposal Application

The Full Proposal Application for a project consists of **different elements**:

- The **Online Application Form** is the FNR's online 'Grant Management System' that contains general administrative and budgetary details of your application.
- The **INTER Mobility Application Form** contains more detailed information on the proposed research project, i.e. on its scientific content as well as the organisation of the tasks to be undertaken. This Word file which you may download to your own desktop and complete off-line has to be converted to PDF before uploading. It is part of a web-based online application and cannot be submitted alone.
- The **Curriculum Vitae for the Seconded Fellow**. (no template provided).
- The **Contractual agreement**.
- The **Declaration** that the proposal conforms to the call guidelines and the 'FNR Research Integrity Guidelines'.

3.1. Step 1: Completing the Online Application Form

Step 1 of the application consists of 4 different tasks, which are presented as a 'To Do' list:

- **Task 1: Download the INTER Mobility Application Form**
- **Task 2: Consult the Application Guidelines**
- **Task 3: Complete the Online Application Form**
- **Task 4: Generate a PDF document**

After completion of each task, press the button 'Done' to validate the completion of the task and remove it from your 'To Do' list.

The first task named 'Download the INTER Mobility Application Form' requires you to download a WORD document. Please save it to your desktop and complete it off-line. A detailed description of the form is available in the following sections. This form is part of a web-based online application and cannot be submitted alone.

The second task named 'Consult the Application Guidelines' reminds you to read the present document to guide you through the application stages.

A click on the hyperlink of the third task brings you to the 'Online Application Form' (labelled Smartform) for the Full Proposal, which contains the administrative and budgetary details of your project. The 'Online Application Form' is divided into 5 sections which can be accessed individually:

- **Section 1. Applicant**
- **Section 2. Visiting Researcher and Institutions**
- **Section 3. Description of the activity**
- **Section 4. Financial Part**
- **Section 5. Attachments**

The form may be saved at any time and you may come back to it later on. Before you submit the completed form however you need to make sure that all mandatory questions (marked with *) have been filled out. Please also ensure that all data is correct before submission.

3.1.1. Applicant

Section 1.1. Applicant

- Application ID: *Generated automatically*
- First Name: * *Given name of the PI. May only be modified through your profile.*
- Family Name: * *Surname of the PI. May only be modified through your profile.*
- Gender: * *Male/Female*
- Title: * *e.g. Dr, Prof. etc.*
- Category of Position: * *e.g. Head of Unit, Head of Department, Assistant Professor etc.*
- Discipline of Doctorate (PhD):
- University/Institution Issuing the PhD Certificate:
- Date of Certificate: *Issuing date of PhD certificate*
- Email: * *May only be modified through your profile.*
- Phone Number:
- Date of Birth: *
- Nationality: *

Section 1.2. Correspondence Details of institution in Luxembourg

- Name of Institution in Luxembourg: * *Name of the institution in Luxembourg*
- Department: * *Official name (and acronym) of the department and research group.*
- Administrative Responsible:
- Website of Group:

3.1.2. Visiting Researcher and Institutions

Section 2.1. Researcher

- Application ID: *Generated automatically*
- First Name: * *Given name of the PI. May only be modified through your profile.*
- Family Name: * *Surname of the PI. May only be modified through your profile.*
- Gender: * *Male/Female*
- Title: * *e.g. Dr, Prof. etc.*
- Category of Position: * *e.g. Head of Unit, Head of Department, Assistant Professor etc.*
- Discipline of Doctorate (PhD):
- University/Institution Issuing the PhD Certificate:
- Date of Certificate: *Issuing date of PhD certificate*
- Email: * *May only be modified through your profile.*
- Phone Number:
- Date of Birth: *
- Nationality: *

Section 2.2. Correspondence Details of institution in Luxembourg

- Name of Institution in Luxembourg: * *Name of the institution in Luxembourg*
- Department: * *Official name (and acronym) of the department and research group.*



- Administrative Responsible
- Website of Group: *
- Role in Project: * *Home Institution (institution where the Researcher works normally) or Host Institution (institution which the Researcher will visit)*

Section 2.3. Correspondence Details of institution abroad

- Name of Institution abroad: * *Name of the institution abroad*
- Department: * *Official name (and acronym) of the department and research group.*
- Researcher in Charge: *In the case of a Luxembourg based researcher going abroad, the researcher in charge is the researcher who will be the scientific contact point for the seconded fellow at the foreign institution. In the case of a researcher coming to Luxembourg, this field may remain empty.*
- Administrative Responsible
- Website of Group: *
- Role in Project: * *Home Institution (institution where the Researcher works normally) or Host Institution (institution which the Researcher will visit)*

Section 2.4. If applicable, second Visiting Researcher

- First Name: * *Given name of the PI. May only be modified through your profile.*
- Family Name: * *Surname of the PI. May only be modified through your profile.*
- Gender: * *Male/Female*
- Title: * *e.g. Dr, Prof. etc.*
- Category of Position: * *e.g. Head of Unit, Head of Department, Assistant Professor etc.*
- Discipline of Doctorate (PhD):
- University/Institution Issuing the PhD Certificate:
- Date of Certificate: *Issuing date of PhD certificate*
- Email: * *May only be modified through your profile.*
- Phone Number:
- Date of Birth: *
- Nationality: *

Section 2.5. If applicable, Correspondence Details of second institution abroad

- Name of Host Institution: *Name of the institution which the Seconded Fellow will visit*
- Department: *Official name (and acronym) of the department and research group.*
- Researcher in Charge: *The researcher in charge is the researcher who will be the scientific contact point for the visiting researcher at the second foreign institution.*
- Administrative Responsible
- Website of Group:

To validate this section and jump to the next one, click the button 'Save draft and continue to next section'.

3.1.3. Description of the Activity

Section 3.1. Details

- Title of the activity: * *Should not be longer than 200 characters.*
- Acronym: * *The short title or acronym will be used to identify your proposal efficiently. Should not be longer than 10 characters.*

Section 3.2. Duration of the Mobility

- Provisional Starting Date: *
- Provisional Closing Date: *
- Duration (in months): *
- Requested Funds from FNR: * *Insert the funds you intend to request from the FNR. Do not use points or commas as decimal separators*
- Key Words Characterizing the topic of the research stay: *3-8 key words that you consider sufficient to characterize the scope of your proposal.*
- Summary (max. 1 page): *Write a scientifically oriented executive summary. This abstract should provide a clear understanding of the prime objectives of the proposal and how they will be achieved. It may be used as the short description of the proposal during the evaluation process, i.e. by external scientific experts.*

Section 3.3. Legal and Ethical Requirements

- Does your research involve human participants? *Yes/No*
- Does your research involve human biospecimens? *Yes/No*
- Will you still need to seek approval by the institutional ethics committee? *Yes/No. The PI should contact the department in charge of ethical issues in his/her research institution for support. If applicable, approval(s) is/are required before the start of the project.*
- Will you still need to seek approval by the CNER? *Yes/No. More info on www.cner.lu. If applicable, approval(s) is/are required before the start of the project.*
- Does your research involve animals? *Yes/No*
- Will the proposed procedures on the animals still need to be approved by your institute's animal welfare office? *Yes/No. The PI should contact the department in charge of ethical issues in its research institution for support. If applicable, approval(s) is/are required before the start of the project.*
- Will the proposed procedures on the animals still need to be approved by the Ministries of Agriculture and Health? *Yes/No. The PI should contact the department in charge of ethical issues in its research institution for support. If applicable, approval(s) is/are required before the start of the project.*
- Does your research involve personal data collection and/or processing (including further processing of previously collected personal data - secondary use)? *Yes/No*

- Will you still need to notify or to seek approval by the CNPD? *Yes/No More info on www.cnpd.lu. If applicable, approval(s) is/are required before the start of the project.*
- Are there any other ethics issues that will need to be taken into consideration? *Yes/No*
- Please specify [text box]
- If 'Yes', How will Ethical Issues be Addressed? *If you have answered yes to any of the questions above, please briefly indicate what they consist in and how they will be addressed. Ethical issues are not limited to issues handled by the 'Commission Nationale de la Protection des Données' and/or the 'Comité National d'Éthique de Recherche' (see section Ethical Issues). The PI should contact the department in charge of ethical issues in its research institution for support.*

Section 3.4. Primary and Secondary Domains of the Research Project

- Life Sciences (LS)
 - LS1 Molecular and Structural Biology and Biochemistry
 - LS2 Genetics, Genomics, Bioinformatics and Systems Biology
 - LS3 Cellular and Developmental Biology
 - LS4 Physiology, Pathophysiology and Endocrinology
 - LS5 Neurosciences and neural disorders
 - LS6 Immunity and infection
 - LS7 Diagnostic tools, therapies and public health
 - LS8 Evolutionary, population and environmental biology
 - LS9 Applied life sciences and biotechnology
- Mathematics, Physical Sciences, Information and Communication, Engineering, Universe and Earth Sciences (PE)
 - PE1 Mathematical foundations
 - PE2 Fundamental constituents of matter
 - PE3 Condensed matter physics
 - PE4 Physical and Analytical Chemical sciences
 - PE5 Materials and Synthesis
 - PE6 Computer science and informatics
 - PE7 Systems and communication engineering
 - PE8 Products and process engineering
 - PE9 Universe sciences
 - PE10 Earth system science
- Social Sciences and Humanities (SH)
 - SH1 Individuals, institutions and markets
 - SH2 Institutions, values, beliefs and behaviour
 - SH3 Environment and society
 - SH4 The Human Mind and its complexity
 - SH5 Cultures and cultural production
 - SH6 The study of the human past

To validate this section and jump to the next one, click the button 'Save draft and continue to next section'!

Section 3.5. Tangible Outputs

- Description of Output: *Publication, prototype, database or other deliverables, etc.*

The FNR expects you to produce research outputs of high value and impact (e.g. research publications reporting new knowledge, data, reagents, software, intellectual property).

To validate this section and jump to the next one, click the button 'Save draft and continue to next section'!

3.1.4. Financial Part

Section 4.1. Expected Expenses

For the **Luxembourg institution**, insert the amounts for the following items:

- Desired FNR contribution: *The totals will be calculated.*
 - Salary costs visiting researcher
 - Salary costs second visiting researcher (if applicable)
 - Travel Costs
 - Mobility allowance
 - Others
- Other sources of funding:

To validate this section and jump to the next one, click the button 'Save draft and continue to next section'!

3.1.5. Attachments

Section 5.1. Project Description *

If you have not done it yet (task 1), please download the 'INTER Mobility Project Description' form from the FNR website.

This form is a WORD file that may be saved to your desktop and completed off-line. It is part of a web-based online application and cannot be submitted alone. After completion of the Word document, please convert it to PDF and upload it into the system. *Only PDF files can be uploaded!*

If you want to replace a file already uploaded, please REMOVE it first, before uploading the new file to the system.

Please find hereafter the explanation of the different fields of the 'Full Proposal Form':

1. Project Abstract (max. 1 page)

Write a scientifically oriented executive summary. This abstract should provide a clear understanding of the prime objectives of the proposal and how they will be achieved. It may be used as the short description of the proposal during the evaluation process, i.e. by external scientific experts.

2. Description of the Proposed Research Activities

2.1. Objective of the Research Stay (max. 3 pages)

Clearly define the objectives to be achieved by the visit in a realistic and, as far as possible, measurable form and describe the:

- *Potential to foster innovative internationally competitive research and exchange of key knowledge and technological know-how / Added value to the research programme of the Luxembourg research group / Fit to the strategic development of the Luxembourg research group*
- *For incoming researchers: International reputation in the relevant domain of competence and research track record of the seconded fellow*
- *For outgoing researchers: International reputation in the relevant domain of competence and research track record of the visited research group*
- *Expected outcomes of the visit. Examples of potential outcomes: Impact on the career development of the seconded fellow, set-up of a long-term collaboration, follow-up competitive projects, joint publications, datasets, reagents, software, patents, etc.*
N.B. for outgoing researchers on a fixed term contract, please make sure to explain how the transferred knowledge will be maintained in Luxembourg and how the

2.2. Track Record of the Researcher (1 page)

Provide a brief description of the scientific track record of the seconded fellow, including all necessary information to evaluate the scientific reputation of the person³.

2.3. Description of the Foreign Public or Private Research Group (1 page)

Provide a brief description of the foreign research group, including all necessary information to evaluate the scientific reputation of the group.

2.4. Description of the Luxembourg Research Group (1 page)

Provide a brief description of the Luxembourg research group, including all necessary information to evaluate the scientific reputation of the group.

³ Do not use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles. The scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published.

<p>3. Description of the Project Plan</p>
<p>3.1. Project plan (1 page)</p> <p><i>Present a work plan. The work plan has to follow the logical phases of the implementation of the project.</i></p>
<p>3.2. Risk management and quality assurance (max. 1 page)</p> <p><i>Describe how you want to make sure that all necessary organizational arrangements have been met in order to accomplish the visit successfully, e.g. work visa, office space, access to laboratory facilities / equipment, etc.</i></p> <p><i>Describe how you intend to ensure the quality of your work (e.g. definition of milestones for measuring project progress, regular joint progress evaluation, cross-checking of intermediate reports or results, etc.). Review the risks identified and describe how you will monitor and mitigate them. Mention any significant external factor (assumptions = positively phrased, risks = negatively phrased) that are not under the control of the project and may determine whether the intended project 1) may start as planned, 2) may be implemented as planned and/or 3) may achieve its intended objectives. (Example for an assumption: "Delayed equipment delivery.")</i></p> <p><i>The responsibilities within the proposed project, as well as the previous experiences qualifying participants for the task at hand need to be given. Describe how the participants collectively constitute a consortium capable of achieving the project objectives, amongst others, by highlighting the complementarities between them.</i></p> <p>Please note: <i>If serious risks exist (i.e. risks that could cause strong negative impacts and whose probability of occurrence is high), the project design should be reconsidered.</i></p> <p><i>In this section you should go beyond the description of how you want to tackle risks emerging in the project, e.g. regular consortium meetings.</i></p>
<p>3.3. Impact on other FNR funded projects (if applicable, max. 1 page)</p> <p><i>In the case of a Luxembourg researcher going abroad, please indicate whether the researcher is involved (as PI or participating researcher) in other FNR funded projects (CORE, INTER, ATTRACT, PEARL, AFR - PRIDE, etc.) which are ongoing during the time of the visit. If so, please indicate what the impact of the researcher leaving the Luxembourg group for a certain period of time is and how this impact will be minimized and/or mitigated.</i></p>
<p>4. Contractual agreement</p> <p><i>It is expected that a contractual agreement exists between the seconded fellow, the Luxembourg host institution and the institution abroad defining the work relationship between the involved parties during the secondment. This agreement may take the form of a work contract, expert contract, invitation letter or any other contractual form judged appropriate. The agreement needs to be signed before the start of the secondment.</i></p> <p><i>The agreement should cover:</i></p> <ul style="list-style-type: none"> • <i>The provision of suitable resources in order to guarantee the successful execution of the research activities, e.g. office space, access to laboratories</i> • <i>The provision of adequate insurance of the seconded fellow</i> • <i>The institutional regulation in cases of research misconduct</i>



- *Authorship rights of publications, if applicable*
- *The ownership of the generated IPR, if applicable*

Please describe the contractual agreement signed between the seconded fellow, the Luxembourg host institution and the institution abroad.

5. Justification of requested funding (1 page)

Structure and justify the project's costs. Relate them to the planned outputs and impacts of the project. The FNR may not fund all costs if the justification is not precisely given.

6. Bibliography / References

Each reference must include the names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the website address should be mentioned, too. Wherever appropriate, cite primary literature in which observations are first reported rather than reviews in order to give credit where credit is due.

Section 4.2. Researcher CV *

Please upload a Recent Curriculum Vitae of the researcher into the system (*max. 3 pages in one PDF File*). *There is no template provided. In the case of 2 researchers, please join both CVs in one file. Including:*

1. *The number of supervised doctoral dissertations as supervisor.*
2. *List of **10 most recent** accepted (first or corresponding author) peer-reviewed publications or pre-prints (pre-prints must be freely available from a pre-print server and should be properly referenced via a link to the pre-print or DOI). Please do not use journal impact factors. Please indicate whether the papers are published Open Access or not.*
3. *List of most relevant ongoing and completed projects including funding source and awarded funding.*
4. *List of own most relevant patents.*
5. *Membership in editorial boards of scientific journals*
6. *Reviewing activities for research funding institutions*
7. *Previous transnational and/or intersectoral mobility*
8. *Other types of knowledge and qualifications, e.g. leadership skills, IPR*

Section 4.3. Contractual agreement *

Please upload an invitation letter or a draft of the contractual agreement to be signed between the seconded fellow, the Luxembourg host institution and the institution abroad.


Section 4.4. Declaration *

Please check “We/I hereby declare that this proposal conforms to the call guidelines and the ‘FNR Research Integrity Guidelines’.”

If you want to replace a file already uploaded, please REMOVE it first, before uploading the new file to the system.

To validate this section and jump to the next one, click the button ‘Save draft and continue to next section’. If you have finished filling in the different sections of your ‘Online Application Form’, please click on the button named ‘**Form fully completed and ready for PDF generation**’. You may as well choose to modify the entered data by clicking on the button named ‘Enter more details now’.

Finally, press the button ‘**Done**’ to validate the completion of the task and make it disappear from your ‘To Do’ list.

The fourth and last task of step 1 is to generate a PDF document which contains all the information of your ‘Online Application Form’. Click on the hyperlink named ‘**Generate Full Proposal PDF**’. The PDF document will appear in the documents list on the right side of the screen. If the document named ‘Generated PDF’ does not appear in the list after a few minutes, please click on the refresh button of your browser (or ).

3.2. Step 2: Submitting the Online Application Form

The application will now be accessible to the administration of the Luxembourg public research institution for validation. The administration has the possibility to amend the application form and/or return it to you for changes.

If the application is finalized, the administration submits the application to the FNR. It cannot be accessed anymore by the applicant/administration.

Please note that the institution has to respect the deadline for the final submission of the proposal.

4. Completing the Budget

A detailed justification for the different cost categories needs to be given in section 5 of the “INTER Mobility Application form”.

4.1. Eligibility of Expenditures

Funds provided by the FNR in the INTER Mobility Programme are aimed at **beneficiary organisations** as specified in article 3 of the law creating the FNR, namely:

- a Public Research Centre;
- the University of Luxembourg;
- those public bodies, departments or establishments authorized in their respective fields to undertake research activities and to develop and transfer technology with a view to furthering scientific progress or technological innovation.

If not otherwise stated in the specific calls, there are no funding maxima defined by the FNR, but the project plan should be cost-efficient (see selection criteria) in relation to the intended outcomes. This funding may not have the purpose or effect of producing a profit for the beneficiary. This funding may in no case result in a duplicate funding of operating costs, acquisition costs or staff costs. The expenditure listed must be essential for the implementation of the project.

Certain types of expenditure may be indicated on a lump-sum basis (e.g. if they relate to operations routinely performed by the partner in question), provided the expenditure does not differ significantly from the actual cost and these operations are acceptable to the FNR. Where appropriate, calculations for lump sums need to be provided.

The FNR distinguishes between direct costs and indirect costs (see below).

4.2. Budgetary Shifting

The FNR aims to allow the project PI maximum flexibility with the money that they are awarded. To that end, we allow shifting of budget within a project, in line with FNR stated [budget shifting guidelines](#) and along with the use of a [template for budget shift requests](#) (both of which are available in the [FNR Download Center](#)).

All budget shift requests should be anticipated and communicated to the FNR as early as possible. We recommend that budgets are reviewed minimally every year before the annual report so that necessary budget shifting can be performed in parallel with the report. The template should be filled in accurately and with enough detail explaining the requested changes.

CHANGES TO REQUESTED FNR BUDGET							Form instructions
Project: Funding Scheme: Project code: PI: Institutions:							Please enter: Project Title, funding scheme, the FNR project code (as stated in the contract), main PI on project, and coordinating institution name
Budget Line	FNR Contribution in Initial Approved	FNR Contribution in Last Approved Budget	Requested Transfer	New FNR Contribution (without overhead)	% Change		- FNR Contribution in Initial Approved Contract = Original budget lines from initial approved contract. - FNR Contribution in Last approved budget = The budget line from the most recent amended contract. Leave empty if this is the first request. - Requested Transfer = Amount that should be changed in the budget line. Budget removed should be negative numbers, and budget added should be positive numbers. Please ensure that you are following the rules of your funding instrument. - Please make sure that the Total "Requested Transfer" is in line with the rules of your funding instrument (eg. for CORE - it should remain 0, as there should be no change in overall project budget). - "Compensation costs" and "Mobility allowance" are only for INTER MOBILITY projects
Personnel					0%		
Equipment					0%		
Consumables					0%		
Travel costs					0%		
Sub-contracting					0%		
Other					0%		
Compensation costs					0%		
Mobility allowance					0%		
Overhead			Leave Empty!	Done by FNR	0%		
Total	€	€	€	€			
20% Limit						For Information: This value is 20 percent of the lowest budget line, as a baseline for calculating budget shifts for certain instruments. (Ignore if not applicable)	
Details and Reasoning for budget shift request							Please explain in this box: - General comments on why the budget shift is necessary, and is in the interest of the overall project - Detailed description of each shift requested (ex: 5000 EUR from Travel to Consumables) - The reasons for the budgetary shifts you have asked for above. *** PLEASE NOTE: All budget shifts should be in line with the rules of your funding instrument. Please refer to the FNR project guidelines if you have any questions ***

4.3. Cost Categories

4.3.1. Salary Costs

For a Luxembourg researcher going abroad, the FNR will cover the full salary of the researcher for the whole duration of the visit. The salary costs of university professors during their sabbatical leave (“congé scientifique”) will not be covered by FNR.

In the case of a foreign researcher coming to Luxembourg, the FNR funding should guarantee that the researcher will benefit from a salary which is comparable to a standard salary of a researcher (with the same track record) employed by the Luxembourg host institution. If the researcher still benefits from a salary of his home institution, the FNR funding will be reduced accordingly.

The researcher and the host institution will have to establish a contractual agreement guaranteeing that all necessary arrangements have been met in order to accomplish the visit.

The FNR will not cover costs of the researcher already funded by other national or foreign funding sources.

4.3.2. Travel Costs

The FNR will cover the real expenses for travel costs of the researcher and his/her family (if justified) between their home place and host institution (see the INTER Mobility Programme Description for details). In this context, "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 national legislation of the country of the host organisation or of the nationality of the fellow; or (iii) dependent children who are currently being maintained by the fellow. Expenditures should be in accordance with the Luxembourg institution's own regulations. Additional travel e.g. to conferences etc. is not eligible for INTER Mobility funding.

4.3.3. Mobility Allowance

FNR provides a Mobility allowance for the researcher and accompanying partner and family, if applicable. There are two reference amounts depending on the family situation of the researcher at the time of the recruitment of the researcher:

- €1500/month: Researcher with accompanying family and stays longer than 6 months
- €1000/month: Researcher without family charges

If the mobility allowance is largely insufficient to cover the living costs, a Luxembourg researcher going abroad may request additional funding. Based on this justification, FNR will decide whether to provide funding beyond the lump sums mentioned above.

4.3.4. Overhead

Overhead costs are not covered by the INTER Mobility programme.

4.3.5. Other Costs

This heading provides for costs that are not reflected in the budget sheet. They include, but are not limited to Visa, Additional Health Insurance, etc.

The nature of the costs and their relevance to the project has to be explained in detail in INTER Mobility Project Description.

Not eligible for funding are the following cost items:

- Workshop organization;
- Conference attendance;
- Equipment acquisition;
- Additional taxes on salary due in foreign country.

4.3.6. Other Sources of Funding

Sources of funding outside of the FNR and the contracting institution should be indicated.

5. Reporting

5.1. Contract Negotiation

After a positive funding decision has been communicated by the FNR, contract negotiation between the FNR and the Luxembourg institution will start as soon as possible. After the negotiation phase has finished the contract will be signed by the involved parties. 50% of the FNR funding will be transferred immediately after the signature of the contract.

5.2. Unexpected Changes to the Plan

As there are no intermediary reports to be sent to the FNR, all involved parties will need to inform the FNR in a reasonable period of time about any major changes in relation to the agreed content of the contract, e.g.:

- Modification of the work contract of the seconded fellow
- Major institutional changes at the home or host institutions
- Modification of the scheduled visit(s)
- Premature interruption of visits or delay in the schedule of visits
- Etc.

These major changes may lead to a renegotiation of the contract between the FNR and the Luxembourg home or host institution.

A failure to inform the FNR about any major changes could lead to the reduction or complete loss of the allocated FNR funding.



5.3. Final Report

Within 3 months after the end of the last visit, the researcher and the home and host groups need to deliver a final report detailing the research activities and the outcomes performed during the visit. Furthermore, a detailed description of how the cooperation between the 2 groups will go on after the end of FNR funding will need to be delivered. The final report also contains a financial report detailing and justifying the requested FNR funding.

The final report will be evaluated in relation to the initial objectives of the proposal. After the decision boards of the FNR have accepted the final report, the remaining FNR funding in order to cover the real expenses will be transferred.

If the results of the proposal are unsatisfactory in relation to the initial objectives, the FNR reserves the right to reduce the allocated funding.