



H.C. Ørsted fellowship programme, co-funded by Marie Skłodowska Curie Actions.

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**COFUNDfellowsDTU**



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## **H.C. Ørsted fellowship programme, co-funded by Marie Skłodowska-Curie Actions**

With this call Technical University of Denmark (DTU) invites highly talented experienced researchers who have achieved outstanding results in their research while demonstrating excellence and potential in their field to apply for one of the fellowships under the H.C. Ørsted Postdoc programme, co-funded by Marie Skłodowska-Curie Actions.

The programme is named after Hans Christian Ørsted, discoverer of electro-magnetism and founder of the University and achieves the goals of Marie Skłodowska-Curie COFUND by increasing the European-wide mobility possibilities for training and career development of experienced researchers. The Programme will contribute to the researcher's career development, broadening and deepening individual competencies through exposure to an international and multidisciplinary environment. The Programme is based on incoming mobility and will enable experienced researchers from all over the world to carry out curiosity-driven, bottom-up research projects within all branches of engineering science at DTU.

DTU welcomes applications from all interested candidates irrespective of age, gender, disability, religion or ethnicity.

DTU has received funding from the European Commission's 8<sup>th</sup> framework programme, H2020, to continue and extend the programme.

### **What can be applied for**

Applicants can apply for individual fellowships at DTU. The proposals should fall within DTU's areas of research which include all engineering sciences as well as a number of life sciences and social sciences. The purpose of the programme is to promote the career opportunities for young excellent researchers.

The grant will cover any direct costs in relation to the fellow (i.e. salary). Additional costs such as research costs, travel expenses, conferences, course fees etc. must be provided by the hosting research department. Therefore it is strongly recommended that the research plan is developed in cooperation with the relevant research department and supervisor at DTU. This can be demonstrated by including a letter of recommendation from the research department in the application.

The programme includes two level of seniority; junior and senior.

22 fellowships will be awarded; approx. 10-20% of these are expected to be senior fellowships.

Applicants can only submit one application for review.

Employment contracts are issued under the condition that the fellow will be granted the necessary permits for the entire contract period (e.g. residence and work permits). DTU's International Faculty Service (IFS) and the relevant research department can assist in obtaining the necessary permits.

### Junior fellowships (postdoc level)

Junior fellowships (postdoc level) will make up approximately 80% of the fellowships granted at each call. Applicants should apply for a junior fellowship if they have received their PhD degree within the period of 0 months to 5 years from application deadline. Junior fellowship contracts are offered for 12-24 months; 24 months being the general duration.

### Senior fellowships (assistant/associate professor level)

Senior fellowships (assistant/associate professor level) will be offered to more experienced researchers. Applicants applying for this type of fellowships should at the application deadline have 5+ years of experience from PhD graduation, and should be at a level of their career where they have had postdoc fellowships or similar and are ready academically to enter the next level of the career ladder. Senior fellowship contracts are offered for 3-12 months; 12 months being the general duration.

### Applying for the COFUNDfellowsDTU programme



Figure 1: Application process and timeline

### Prerequisites for applying

Applicants for the H.C. Ørsted Postdoc Programme must be experienced researchers, i.e. they must have a PhD degree or have obtained a PhD degree by the time of employment. Furthermore, applicants must oblige to the MSCA mobility rule which states that, at the time of the relevant deadline for submission of proposals, the applicants must not have resided or carried out their main activity in Denmark for more than 12 months in the three years immediately prior to the deadline.

### How to apply

Applications must be submitted as one compiled PDF file containing all material via <http://www.dtu.dk/english/career>. Only applications submitted via the online system will be considered. Applicants should use the available templates which can be found at the website of the programme: [www.dtu.dk/COFUNDpostdoc](http://www.dtu.dk/COFUNDpostdoc). Templates include an ethics self-evaluation form. This too should be filled out regardless of whether the proposal poses ethical issues or not. Failure to do so will result in rejection without further notice.

If you have any questions or problems regarding templates or submission, please contact the H.C. Ørsted COFUND secretariat at [oerstedpostdoc@dtu.adm.dk](mailto:oerstedpostdoc@dtu.adm.dk)

All applications will be downloaded and stored in DTU's data storage system, DTU DOCs. All other documents including emails and screen dumps, contracts etc. will be stored at DTU DOC as well. The stored documentation will only be available to the Programme Management. This procedure follows Danish law on the obligation of Danish public institutions to journalise all communication with external parties.

## Deadlines

1<sup>st</sup> call – 23 February 2017

2<sup>nd</sup> call - 23 February 2018

3<sup>rd</sup> call – 23 February 2019

## Programme areas

Applications should fall within one of the five areas below which represent all departments of DTU. Cross-disciplinary projects are welcome, but the project has to have one primary host department. Please choose the host department from one of the below.

Programme area	Research department
Mathematics, physics, space research and informatics	<a href="#">DTU Compute</a> <a href="#">DTU Physics</a> <a href="#">DTU Space</a> <a href="#">DTU Nutech</a>
Chemistry, biotechnology and chemical engineering	<a href="#">DTU Chemistry</a> <a href="#">DTU Chemical Engineering</a> <a href="#">DTU Energy</a> <a href="#">DTU Biosustain</a>
Electronics and communications	<a href="#">DTU Fotonik</a> <a href="#">DTU Electrical Engineering</a> <a href="#">DTU Nanotech</a> <a href="#">DTU Danchip/CEN</a>
Construction, production, buildings and transportation	<a href="#">DTU Civil Engineering</a> <a href="#">DTU Management Engineering</a> <a href="#">DTU Wind Energy</a> <a href="#">DTU Mechanical Engineering</a>
Life science	<a href="#">DTU Aqua</a> <a href="#">DTU Bioengineering</a> <a href="#">DTU Bioinformatics</a> <a href="#">DTU Environment</a> <a href="#">DTU Food</a> <a href="#">DTU Vet</a>

**Table 1: The programme areas and corresponding DTU Research Departments**

## Eligibility criteria

To be considered eligible for review, applications must fulfil the following requirements:

- At the time of recruitment (1 July 2017) applicants must not have resided or carried out their main activity in Denmark or at DTU for more than 12 months in the 3 years immediately prior to recruitment (excl. holidays and short visits);
- Successful applicants must move to Denmark by the time of employment at the latest;
- The applicant must, by the time of recruitment (1 July 2017), be in possession of a doctoral degree or have at least 4 years of full-time equivalent research experience;
- Applicants must have arranged in advance a research plan with a host at DTU;
- The application must be in English;
- The application must be complete and uploaded as one compiled PDF via DTU's online recruitment site within deadline. Applications sent via email or the like will **not** be considered;
- The application must include the following (use templates available for download on the website):
  1. Research plan of a total of 7 (A4) pages excl. summary (tables containing personal- and project information and the brief summary are not included in the 7 A4 pages);
  2. Signed host statement regarding hosting arrangements;
  3. Prioritised CV and list of publications;
  4. Table of ethics issues;
  5. Scanned copy of PhD diploma or an official statement on the expected date of graduation (Documentation of academic degrees must be in English or an officially approved translation must be included).

Letters of recommendation from the host department, graduating university or previous employers are encouraged but not mandatory. Cover letters are not encouraged.

Applicants should disclose all information regarding their educational and occupational background in full detail in the CV.

Applicants should use a gender neutral language; i.e. use only first letter of first names and full family names e.g. D. Andersen and avoid writing he/him/his/she/her etc.; use your name, "I" or "the applicant" instead.

After call deadline, before being submitted for review, each application will be examined for eligibility. This will be done within one week. Applications which do not meet the eligibility criteria listed above will be rejected without further notice. The applicant will receive an email stating the reason for rejection. Applicants will at all stages be informed about the application and evaluation processes by the programme website.

In the event that applicants obtain their PhD degree after call deadline, the H.C. Ørsted COFUND secretariat should be contacted to make arrangements to forward the diploma; this should be done **prior to application deadline**. The secretariat can be contacted by email at [oerstedpostdoc@adm.dtu.dk](mailto:oerstedpostdoc@adm.dtu.dk)

Additional supplementary application information will not be accepted after call deadline.

Table 2: *Approximate timeline and information to applicants during the evaluation and selection process* shows the approximate timeline of the evaluation and selection process.

Approximate timeline and information to applicants during the evaluation and selection process	
<b>At upload</b>	All applicants will receive an automated email when uploading the application via the DTU website. Replying to this email will not be possible.
<b>One week after application deadline</b>	<p><b>Ineligible applications</b> will be rejected without further notice and the applicant will receive an email stating the reason for rejection.</p> <p><b>Eligible applications</b> will be sent to review and applicants will receive an email outlining the review and selection process and criteria.</p>
<b>Two months after application deadline</b>	All eligible applicants will receive a report of the review.
<b>4-5 months after application deadline</b>	<p><b>Successful applicants</b> will receive an offer of hire. The offer will expire after 14 days, it is therefore of the utmost importance that successful applicants accept the offer within this timeframe. If the offer expires the fellowship will be offered to a candidate on the reserve list.</p> <p><b>Applicants placed on a reserve list</b> will be notified of this status. Three weeks later they will receive an email stating whether or not they will be offered a fellowship.</p> <p><b>Unsuccessful applicants</b> will receive a final rejection notice by email.</p>

**Table 2:** Approximate timeline and information to applicants during the evaluation and selection process

Any questions or inquiries must be directed to the H.C. Ørsted COFUND secretariat at [oerstedpostdoc@adm.dtu.dk](mailto:oerstedpostdoc@adm.dtu.dk)

## Application format

Official templates must be used. Download templates from the website [www.dtu.dk/COFUNDpostdoc](http://www.dtu.dk/COFUNDpostdoc).

- Font size 10
- Top and bottom margins 3 cm
- Left and right margins 2 cm
- Single line spacing



## How to withdraw an application

If you have applied for a fellowship, but wish to withdraw the application, please contact the H.C. Ørsted COFUND secretariat at [uerstedpostdoc@adm.dtu.dk](mailto:uerstedpostdoc@adm.dtu.dk)

Remember to state your full name, title of the application and acronym in the email.

## Evaluation and Selection

Applicants will be evaluated based on the criteria listed in Table 3: *Evaluation criteria used by the review panels*.

### Evaluation

The evaluation and selection of researchers will be based on an open, transparent, merit-based, impartial and equitable procedure, based on international peer review. Evaluations will be conducted by international independent reviewers. Reviewers will remain anonymous, but have an obligation to inform the secretariat of any potential conflict of interest; e.g. academic, financial or personal. If a conflict of interest becomes apparent during the evaluation the secretariat will assign the application to another reviewer.

Each proposal is reviewed by three experts; two international and DTU external reviewers and one reviewer from DTU. The three reviewers will each review and score the proposal independently of each other. The three reviews will form the base of an evaluation summary report and a score which will be presented to the applicant. The evaluation criteria are divided into sub-criteria and have different weightings on the evaluation. The evaluation criteria are listed in Table 3: *Evaluation criteria used by the review panels*. The review will be based solely on the submitted application material.

## Evaluation Criteria

Criteria	Sub-criteria	
<b>Excellence 50%</b>	<b>Scientific and technological quality of proposal 25%</b>	<ul style="list-style-type: none"> <li>- Quality and relevance of proposed research plan</li> <li>- Clear and relevant methodology</li> <li>- Interdisciplinary and multidisciplinary aspects, including inter- sectorial relevance and/or secondment</li> <li>- Originality/Innovative nature of the project (in relation to relevant state-of-the-art)</li> </ul>
	<b>Applicant 25%</b>	<ul style="list-style-type: none"> <li>- Qualification and background of applicant (incl. non-academic work and career breaks)</li> <li>- Research experience and results (patents, publications, teaching and other results)</li> <li>- Collaboration with business partners (if relevant)</li> <li>- Independent thinking, creativity, leadership and mentoring abilities</li> <li>- Match between applicant and proposal</li> </ul>
<b>Impact 30%</b>	<ul style="list-style-type: none"> <li>- Contribution of proposal or applicant to European excellence and competitiveness through transfer of knowledge and innovation</li> <li>- Potential impact on fellow's career</li> <li>- Potential to create long-term mutually beneficial collaborations in public and private sectors in- and outside of Europe</li> <li>- Appropriateness of dissemination activities</li> <li>- Transfer of knowledge in and outside Europe through conferences, publications, teaching, public outreach activities, and potential for exploitation.</li> <li>- Gendered innovation</li> </ul>	
<b>Implementation 20%</b>	<ul style="list-style-type: none"> <li>- Overall coherence, effectiveness and appropriateness of the work plan (including realistic plans and contingency plans, milestones and expected results)</li> </ul>	

**Table 3:** Evaluation criteria used by the review panels

## Scoring chart

Scoring chart		
6	Outstanding	The proposal stands out with exceptional quality and meets all relevant aspects of the criteria.
5	Excellent	The proposal is strong and meets the criteria well. Any shortcomings are minor.
4	Good	The proposal addresses the criteria well, although improvements in some elements are called for.
3	Satisfactory	The proposal broadly addresses the criteria. It has not been fully elaborated and there are several weaknesses.
2	Below average	The proposal addresses the criteria in an inadequate manner and has serious inherent weaknesses.
1	Poor	The proposal has serious weaknesses and fails to address the criteria.

**Table 4:** Scoring chart

## Threshold

Only applicants with **scores 5-6** will be considered for a position as excellence in research is the primary goal of this Programme.

## Appeal

Applicants have the possibility to submit an appeal if, and only if, the evaluation summary report contains substantial misunderstandings of the science presented in the proposal. Appeals may **not** be used to add new or missing information as a response to critique in the evaluation summary report. Appeals must be sent to the secretariat within 14 days of receiving the evaluation summary report, appeals received after this time interval will not be accepted. The appeal can lead to a second review of the application by an expert that has not previously been involved in the review process. Both the original and the second review report will be presented to the Selection Committee. The Selection Committee will make the final selection of fellows based on the review reports and scores and has the option to change the score (and hence ranking) of the proposal if the second review reports creates a basis for this. Such a decision must be taken by a unanimous board.

A mandatory appeal template will be available for download on the website [www.dtu.dk/COFUNDpostdoc](http://www.dtu.dk/COFUNDpostdoc)

## Career breaks

Career breaks will be taken into account when evaluating applications. Attention will be paid to individual career paths and career interruptions, e.g. parental or sick leave and compulsory military service or inter-sectoral and non-academic mobility such as working for industry. Parental leave up to 36 months within the last five years prior to call deadline will be considered when evaluating the number of publications, research etc. Please use the gender neutral term “parental leave” in your application.

Career breaks will not be penalized in the assessment procedure, i.e. applications will be evaluated only according to its merit. Career breaks can be valuable for the applicant’s professional development; these may be considered by the reviewers as a positive point in the evaluation even if the career break resulted in a lower number of publications. DTU therefore encourage applicants, for whom it would be relevant, to submit evidence-based CVs.

## Selection

The final hiring decision will lie with the Selection Committee Board, which performs a ranking of the applications based on the evaluation summary reports and scores.

Successful candidates will receive an offer of hire via email. This offer should be accepted within 14 days (10 working days) and applicants should therefore have access to, and regularly check, their email in the period where offers are expected to be sent out (4-5 months after the application deadline). Candidates placed on a reserve list will be informed of this status via email. Unsuccessful candidates will receive a final rejection by email.

## Terms of employment

Fellowships are individual and temporary.

### Junior fellows

Junior fellows are offered employment for 12-24 months depending on negotiations with the relevant research department; 24 months being the general duration.

### Senior fellows

Senior fellows are offered employment for 3-12 months depending on negotiations with the relevant research department; 12 months being the general duration.

### General terms

The grant covers the salary of the fellow, while the hosting department is responsible for financing other expenses e.g. research cost, work related travel expenses, conferences, course fees, overhead etc. Family allowances are not paid by DTU; however as an employee in Denmark fellows with children get a child benefit by the state.

Under the COFUNDfellowsDTU Programme each fellow is entitled to an appropriately furnished office space from day one and the full use of the facilities at the DTU department and DTU's main facilities, including many large auditoriums (10-100 audience), meeting rooms, laboratories, etc. The Programme will ensure that all fellows will have excellent working conditions from the first day at DTU. Fellows will be fully integrated in a functional and attractive environment and have full access to relevant research infrastructure, equipment and materials during their fellowship. DTU encourages applicants to include in their research plan a description of their required research costs and infrastructure, which should be developed in cooperation with the hosting DTU research department.

Fellows will have the opportunity to participate in courses which will strengthen their skills in writing scientific papers and research proposals and skills in performance and rhetoric. In addition, DTU has a policy to stimulate entrepreneurship and fellows will receive training in entrepreneurship and be encouraged to develop the commercial potential of their work.

Immediately after receiving a positive response to an offer of hire, the relevant DTU department will contact the applicant to arrange a starting date and to draw up an employment contract. The employment contract is issued under the condition that the fellow will be granted the necessary permits for the entire contract period. DTU's IFS will coordinate with the relevant DTU department and assist fellows in obtaining the necessary permits, e.g. a working permit and permit of residence for the duration of the postdoc employment period.

The employment contract will contain information of salary and pension structure, holiday rights and working hours at the time of appointment. Salary will be based on the terms of the applying collective agreement including basic salary, plus supplement based on the employee's seniority and qualifications, plus pension contribution.

General employment conditions include a work week of 37 hours (7.4 hrs a day) and a minimum of 25 days of vacation annually. The employment contract will be based on the collective agreement with the

Confederation of Professional Associations (AC) in accordance with the Danish labour laws. Collective agreements are negotiated every third year. Persons employed under a collective agreement are covered by the general labour market legislation. Foreign employees are covered by the same rules and regulations as Danish employees. As employees of DTU, fellows are entitled to a wide range of social security benefits in accordance with Danish law, including; public health care, sickness benefit, occupational injury allowance, pregnancy benefit, parental benefit, benefit for care of closely-related persons and pension.

Incoming researchers may apply to Danish Tax Authorities for admission to the “researcher taxation rule”. Under this scheme, the gross income tax is calculated as 26% (instead of the regular 32%) of the monthly pay exclusive of labour market contribution. The researcher is not entitled to any other deductions from the gross income under the scheme.

IFS is a single point of entrance for all international employees at DTU’s research departments and will support fellows with regard to tax questions and required permits as well as offer support and information in connection with other practical matters related to geographical mobility, language courses, finding accommodation, providing information on parental leave and ‘special days’ to care for a sick child, and other employee related policies in collaboration with the hiring DTU department, as well as linking to networks for international staff (Spouse Network, Childcare and School, etc.). IFS is also the first contact point for the fellow when dealing with Danish Immigration Services, pension and insurance companies, and the Danish tax authorities.

Successful applicants are expected to start their fellowship within the calendar year of the grant, i.e. fellows can start their fellowship no later than 15 December 2017.

## Partners and spouses

IFS offers a range of courses and support to the partner or spouse of incoming fellows. The courses range from Cultural Intelligence (understanding cultural differences and the way these influence how we interact in an international setting), career development workshops and welcome events.

## Application material/annexes

To be considered complete and eligible the application must be uploaded as one compiled PDF via the online application system at <http://www.dtu.dk/english/career>. The application must include the following at minimum:

1.	Research Plan*
2.	Signed host statement*
3.	Prioritised CV and List of Publications*
4.	Ethics Issues Table*
5.	PhD documentation (or declaration from supervisor)

**Table 5:** Required annexes for the application to be eligible for review. Failure to include the required annexes will result in rejection without further notice.

\*Obligatory templates can be downloaded from the website [www.dtu.dk/COFUNDpostdoc](http://www.dtu.dk/COFUNDpostdoc)

The application must be uploaded as one compiled PDF via the online application system at <http://www.dtu.dk/english/career>

## Annex 1: Research Plan

Applicants must submit a research plan of maximum 7 (A4) pages including references. The research plan must be arranged in advance with the host at DTU.

The research plan must be formulated to be comprehensible to professors and researchers without core expertise in the research field in question. The research plan should outline the proposed project and be tailored to the needs of the applicant to allow him/her to reach realistic and well-defined objectives in terms of gaining new experience and career advancement. An abstract of the research plan of maximum 300 words can be included in addition to the 7 page research plan.

DTU fully acknowledges the importance of equal opportunities regardless of gender and ethnicity. To further promote equal opportunities, DTU will implement gender and ethnicity blinded reviews. Applicants should refrain from using their names and gender specific pronouns in the research plan. Names and nationality listed in the templates for the research plan and CV will be hidden by the secretariat prior to the external peer review.

To enable the unique identification of each application, applicants **must assign their application with an acronym**. The research plan should provide adequate information about all relevant aspects of the project. The hosting DTU research department should assess whether or not relevant ethical approvals can be obtained. Evaluation of applications will be based on the evaluation criteria (see Table 3: *Evaluation criteria used by the review panels*);

- Excellence (weight 50%);
  - Scientific and technological quality (weight 25%)
  - Applicant (weight 25%)
- Impact (weight 30%)
- Implementation (weight 20%)

The research plan must be written in the provided template which can be downloaded at the DTU website [www.dtu.dk/COFUNDpostdoc](http://www.dtu.dk/COFUNDpostdoc).

*The following text contains **suggestions** on relevant information to include in your application and puts forward questions which could be relevant to ask yourself while devising your project. You should always compose your application as you deem relevant. Additional information can always be included, just as information irrelevant to your project can be left out.*

*Please keep in mind that the evaluation criteria listed in Table 3: Evaluation criteria used by the review panels" will always form the basis for the evaluation.*

### Excellence (weight 50%):

#### Scientific and technological quality of proposal (weight 25%)

The evaluation criteria for the scientific and technological quality of the proposal are:

- Quality and relevance of the proposed research plan (objectives and state-of-the-art)
- Clear and relevant methodology
- Interdisciplinary and multidisciplinary aspects, including inter- sectorial relevance and/or secondment
- Originality/Innovative nature of the project (in relation to relevant state-of-the-art)

### Quality and relevance of the proposed research plan (objectives and state of the art)

Specify clearly the objectives of the project, in the context of the state of the art in the field. Outline the project and indicate how and why the project is important for the field, and what impact it will have if successful.

Relevant questions to ask yourself: What is the need you will meet with the proposed project? What is the clear added value or extension of current state of the art? What is the timeliness (why should the project be carried out now)?

### Clear and relevant methodology

The methodology relates to the research objectives listed above and should be explained in detail. Explain and justify the methodology in relation to the state-of-the-art, including any particularly novel or unconventional aspects.

### Interdisciplinary and multidisciplinary aspects, including inter- sectorial relevance and/or secondment

Research is considered interdisciplinary when it involves two or more professions or technologies, e.g. academia and industry or the public sector. Research is considered multidisciplinary when it combines several branches of academia or expertise.

Innovation is a key competency at DTU and inter-disciplinary and inter-sectoral collaboration gives applicants the opportunity to develop and test their results in an industrial environment as well as gain an understanding of industry needs. Both junior and senior fellows are therefore encouraged to pursue these possibilities when relevant.

Applicants are encouraged to include secondment in industry or the public sector for up to 3 months in their research plan. The research plan should include an outline of the purpose and expected outcome of the secondment and the secondment should be included in the Gantt chart.

If a specific secondment-partner has already been identified and contact initiated the application should include a letter of interest from the secondment-partner confirming their commitment. Secondment-partners must provide a secondment-supervisor for the applicant, who will guide and supervise the applicant during the secondment. This should also be stated in the secondment-partner letter. Remember to include contact details for the secondment-supervisor if possible.

If a specific secondment-partner has not been identified, the type of possible and desired secondment-partner should be described in as many details as possible. The research department will be able to assist in establishing connections with industry or the public sector.

Highlight interdisciplinary and multidisciplinary aspects of your project and describe inter-sectoral aspects and secondments in the private or public sectors if relevant. Explain the benefit to your career or the project and benefit to the place of secondment or the general public.

Secondments are voluntary, however Inter-disciplinarity and inter-sectoral aspects of the application is part of the evaluation criteria (see Table 3).

Applicants who do not wish to include a secondment in their research plan should justify this de-selection in their research plan.

### Originality/Innovative nature of the project (in relation to relevant state-of-the-art)

Explain the scientific novelty and quality of your project and how it goes beyond state of the art. How will your research move the scientific field, industrial sector etc.?

Relevant questions to ask yourself: Will your research result in new understandings, methods, mechanisms, theories, concepts, new materials or equipment, new research fields or markets, new technology, software or algorithms?

### Gendered innovation

Applicants are encouraged to take sex and gender differences into account in their research when relevant. A topic is considered gender relevant when it or its findings affect individuals or groups of persons; i.e. if the subjects or end users are human beings or results can be related to human beings. An in-depth understanding of men and women's needs, behaviour and attitudes contributes to the scientific quality and societal relevance of the resulting knowledge, technologies and innovations. If gendered innovation is relevant for your research you should include this in your research plan.

### Ethics

In addition to the self-evaluation form, which must be included in the application, you should also address this issue in your research plan. Please also refer to section *Annex 4: Ethics Issues Table*, where you will find a list of ethical issues that should be reported. Even if there are no ethical issues in your research project, you should state this in both the form and research plan.

### Applicant (weight 25%)

The evaluation criteria for the quality of the applicant are:

- Qualification and background of applicant (incl. non-academic work and career breaks)
- Research experience and results (patents, publications, teaching and other results)
- Collaboration with business partners (if relevant)
- Independent thinking, creativity, leadership and mentoring abilities
- Match between applicant and proposal

Describe your current level of expertise, training needs for your future career and how these will be addressed as you fulfil the objectives for your project. Training can include (but is not limited to) training through research, interdisciplinary expertise, intersectoral experience and transferable/soft skills (e.g. project management, learning to teach/mentor others). Explain your need for new knowledge, how you



will gain it during the fellowship (training by supervisor/group or specific relevant courses). Why are these new skills beneficial to your future career? What is their value in relation to your goals?

If you are going to include a secondment this should be taken into consideration. If possible include inputs from your secondment partner regarding transferable skills and what you will learn etc.

Based on the information listed in your CV and list of publications you should explain the match between yourself and your skills/expertise/experience with the goals and tasks in your proposal. Outline how you can transfer your skills or knowledge to the host group/department if relevant.

Relevant questions to ask yourself: What are your most impressive publications? Have you delivered a presentation at a prestigious conference? Have you had a high-profile research stay elsewhere in the world? Has your previous research impacted scientific understanding in your field, approaches or methodologies? What has been your specific role in the successes mentioned above?

### **Impact (weight 30%):**

In the impact section you can draw on the content outlined in the excellence section. How will your project contribute to solving societal, industrial or environmental problems and to improving the competitiveness of European research?

The evaluation criteria for the impact of the project are:

- Contribution of proposal or applicant to European excellence and competitiveness through transfer of knowledge and innovation
- Potential impact on fellow's career
- Potential to create long-term mutually beneficial collaborations in public and private sectors in- and outside of Europe
- Appropriateness of dissemination activities
- Transfer of knowledge in and outside Europe through conferences, publications, teaching, public outreach activities, and potential for exploitation.
- Gendered innovation

### ***Contribution of proposal or applicant to European excellence and competitiveness through transfer of knowledge and innovation***

Explain the expected impact of the planned research.

Relevant questions to ask yourself: What are the potentials of the project? What will we know and what will be possible after the project? What kind of challenges will your project help solve? How will you ensure the knowledge will be transferred?

### ***Potential impact on fellow's career***

Relevant questions to ask yourself: What is the impact on your career? What kind of skills will you learn (e.g. project management, grant writing, financial management, training/mentoring others, patenting and IPR management, entrepreneurship, identifying and managing ethical issues, identifying and addressing gendered innovation, outreach activities, data management)? How do you plan to apply them in your

future career? How will you expand your scientific network? How will the project increase your career prospects?

***Potential to create long-term mutually beneficial collaborations in public and private sectors in- and outside of Europe***

Relevant questions to ask yourself: If relevant, which collaborations will you establish and how will they be beneficial to you, the partner organisation, society or the European region? How will you be able to transfer knowledge from academia to the non-academic community?

***Appropriateness of dissemination activities***

Successful applicants are expected to disseminate their results at different levels as widely as possible. In addition to scientific papers and conferences (peer-to-peer) this could be public engagements, social media, printed media and Gold standard Open Access (OA).

Applicants should include a dissemination plan in their application. Research results should be fully disseminated and maximum accessibility and exploitation of research results should be guaranteed, i.e. through Gold Standard Open Access in accordance with DTU policies, in order to maximise benefit to the society. DTU provides DTU Orbit as an OpenAIRE compliant repository. IPR issues will be handled in accordance with the IPR policy of DTU. In Denmark the rights to inventions made by employees at universities are governed by law.

Relevant questions to ask yourself: What, how and to whom will you disseminate the knowledge generated by the project? What is the expected impact of the dissemination (e.g. academic, public opinion, policy makers)? Your dissemination plan should be ambitious but yet realistic. Your results should be published via Gold Open Access and you should consider adhering to the FAIR Data Principles if relevant to your project.

***Transfer of knowledge in and outside Europe through conferences, publications, teaching, public outreach activities, and potential for exploitation***

Outline a dissemination plan (e.g. conferences, publications, teaching and public outreach but also dissemination to industrial partners, policymakers or NGO's if relevant).

Relevant questions to ask yourself: How will you disseminate and communicate your results to both the research community but also the wider public? What are the short term (directly after the project) and the long term impact? What is the impact on the knowledge-based economy and society? How will you ensure the use or exploitation of results? Consider IPR issues and which benefits exploitation of results will bring (scientific, industrially and for society).

***Gendered innovation***

A topic is considered gender relevant when it, or its findings, affects individuals or groups of persons; i.e. if the subjects or end users are human beings or results can be related to human beings. An in-depth understanding of men and women's needs, behaviour and attitudes contributes to the scientific quality and societal relevance of the resulting knowledge, technologies and innovations. If gendered innovation is relevant for your research you should include this in your research plan.

Relevant questions to ask yourself: Will the resulting knowledge or technology be *used, affect or perceived* differently by men and women? Are we missing out on useful knowledge by *not considering gender*? Is your research based on *assumptions* based on gender?

### **Implementation (weight 20%):**

The evaluation criteria for the implementation of the proposal are:

- Overall coherence, effectiveness and appropriateness of the work plan (including realistic plans and contingency plans, milestones and expected results)

#### ***Overall coherence, effectiveness and appropriateness of the work plan (including realistic plans, milestones, expected results and contingency plans)***

Demonstrate the appropriateness of your plans in relation to the research objectives, including as appropriate key intermediate goals e.g. milestones. Highlight any intermediate stages where results may require adjustments to the project planning (risk and contingency plan).

Consider adding a Gantt chart. The Gantt chart *could* include: work tasks, output (tangible output i.e. a report, website, prototype, manuscript etc.), milestones (a moment when a decision must be made before moving forward or employing a contingency plan), data development plan (FAIR Data Management Principles), secondments (if relevant), dissemination (conferences, publications, workshops, seminars, public engagement etc.), career development plans submitted to the secretariat at month 3, 12, 18 and 24.

### **Annex 2: Host statement regarding hosting arrangements**

Applicants must use the template which is available for download on the DTU website

[www.dtu.dk/COFUNDpostdoc](http://www.dtu.dk/COFUNDpostdoc). The template must be filled in and signed by the Head of the relevant DTU Research Department. You can find a list of DTU research departments and Head of departments at <http://www.dtu.dk/english/Research/Departments-and-groups>

### **Annex 3: Prioritised CV and List of Publications**

CV and list of publications must be included in the application. Applicants must use the template which is available for download on the DTU website [www.dtu.dk/COFUNDpostdoc](http://www.dtu.dk/COFUNDpostdoc). The publications can be listed in order of importance and should preferably describe the applicant's contribution to each publication.

### **Annex 4: Ethics Issues Table**

In addition to the description of ethical issues and how they will be dealt with in the research plan, applicants must also include an ethics issues table form, which is available for download at the DTU website [www.dtu.dk/COFUNDpostdoc](http://www.dtu.dk/COFUNDpostdoc). If there are no ethical issues to be reported, this should be stated in the form. The secretariat will be able to assist applicants in obtaining approval from the ethics committee.

Ethical issues that should be reported and for which ethical approval is required:

- **Use of human cells or tissue, including human embryonic stem cells (hESCs), embryos or foetal tissue**  
The proposal should be referred to Danish and EU ethical authorities for scrutiny and approval. Projects which involve hESCs must be approved in an European Commission (EC) ethics review and the PEOPLE Programme Committee.

- **Human beings or primates**

If the research involves interventions on human beings, use of human embryonic stem cells or the use of non-human primates the proposal should be referred to Danish and EU ethical authorities for scrutiny and approval.

- **Informed consent**

If the research involves factors that necessitate informed consent the proposal should describe a proper procedure of establishing informed consent.

- **Uniquely identifiable personal data**

If the research involves the collection and storage of uniquely identifiable data the project proposal should describe a proper procedure for establishing data protection and privacy.

- **Offensive/military/dual use or misuse (malevolent/criminal/terrorist abuse)**

If it is likely that the proposed research will result in technology which can be used for both peaceful and offensive aims the project proposal should describe a procedure to handle the risk of offensive use.

- **Developing countries**

If the research involves developing countries the project proposal should describe a procedure to ensure that research is responsive to the needs of the country where research is carried out as well abiding by relevant EU/national legislation and international guidelines.

- **Animals**

If the research involves research on animals the project proposal should present a convincing argument for the use of animals and the non-availability of alternatives to conducting research on animals.

Projects which involve research in humans, human embryonic stem cells (hESCs), animals and developing countries should strictly follow the guidelines advised by the European Commission for H2020. There are specific procedures for the use of hESCs. The use of hESCs must be justified and necessary for the success of the project. The use of hESCs must be approved in an EC ethics review and the PEOPLE Programme Committee.

Projects which include ethics issues that are banned from funding under H2020 will be rejected without further notice. Research areas which cannot be funded and will lead to rejection are:

- Human cloning for reproductive purposes.
- Modification of genetic heritage of human beings which could make such changes heritable (research related to cancer treatment of the gonads can be financed).
- 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.

Whenever proposals involve ethical issues, a mandatory Statement on Ethics from DTU will be requested. A declaration duly signed by DTU regarding the acknowledgement and observance of ethics under national rules together with ethical approvals (if applicable) will be a prerequisite to sign the contract. Ethical or legal (data protection) approvals by the competent ethics committees of DTU must be submitted prior to the commencement of the relevant part of the research.

Applicants must use the ethics issues form available for download at the DTU website [www.dtu.dk/COFUNDpostdoc](http://www.dtu.dk/COFUNDpostdoc). Failure to include the obligatory ethical issues form in the application will result in rejection of the application without further notice.

### **Annex 5: PhD documentation**

Applicants must document that a PhD degree has been obtained. This can be done by including the PhD diploma. Documentation of academic degrees must be in English or an officially approved translation must be included.

If the PhD degree has not yet been obtained, but will be obtained before the proposed project will commence, a declaration from the applicant's supervisor or university, stating the expected date of submission, should be included (for PhD students). Failure to do so will lead to rejection without further notice.

In the event that applicants obtain their PhD degree after call deadline, the H.C. Ørsted COFUND secretariat should be contacted to make arrangements to forward the diploma. The secretariat can be contacted by email at [orstedpostdoc@adm.dtu.dk](mailto:orstedpostdoc@adm.dtu.dk)

### **COFUNDfellowSDTU website, templates for download and FAQ**

All relevant information, guidelines and the obligatory templates can be downloaded from the H.C. Ørsted COFUND website: [www.dtu.dk/COFUNDpostdoc](http://www.dtu.dk/COFUNDpostdoc)

Templates/annexes available for download:

- Annex 1: Research Plan and Summary
- Annex 2: Signed host statement
- Annex 3: CV and List of Publications
- Annex 4: Ethics Issues Table

FAQ:

There is a list of frequently asked questions on the website, please look through this list before contacting the secretariat.

### **Contact information**

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