REPUBLIC OF CROATIA, MINISTRY OF SCIENCE, EDUCATION AND SPORTS
Marie Curie Actions – People –2011- COFUND GA No. 291823

Ministry of Science, Education and Sports

announces the

Second Call for Proposals

for the

NEWFELPRO PROGRAM
Grant 2013

I. INTRODUCTION

The new International Fellowship Mobility Programme for Experienced Researchers in Croatia – NEWFELPRO is a fellowship project of the Government of the Republic of Croatia and the Ministry of Science, Education and Sports (MSES). The project is co-financed through the Marie Curie FP7-PEOPLE-2011-COFUND program. Its total value is 7 million euros, of which 60% is financed from national sources. The project duration is from 2013 until 2017.

II. ABOUT NEWFELPRO

The long-term objective of the NEWFELPRO fellowship project is to raise the presence of research-qualified individuals by providing them with new opportunities to gain relevant international experience, and thus contribute to the further development of international scientific networks.

Strategic objectives:

1. Providing new impulse to national research programmes for foreign researchers, encouraging incoming mobility of experienced researchers from abroad to Croatia (new incoming fellowship scheme, duration of 12 or 24 months);
2. Facilitating additional mobility of the Croatian research community by increasing outgoing mobility of Croatian scientists abroad (new outgoing fellowship scheme, duration of 16 or 36 months);
3. Reversing the 'brain drain' process by encouraging outstanding Croatian researchers to develop their careers in Croatia and also inviting them to return to Croatia (new reintegration fellowship scheme, duration of 24 months);
4. Internationalizing research developed in all Croatian universities by fostering competitiveness and exchanging ideas with the best international research institutions (all schemes);
5. Supporting the development of an effective labour market for researchers in Croatia by linking industry and academia and public and private research institutions and industrial laboratories, enhancing the transfer of knowledge and creating better

employment opportunities for researchers with particular emphasis on innovative processes in SMEs (all schemes).

III. ORGANISATIONS AND THE PEOPLE INVOLVED

The proposals for NEWFELPRO involve two host institutions established in a Member State, Associated Country or Third Country[1]. The project proposals are submitted by experienced researchers or senior researchers in liaison with the host organisations, which are represented by the legal representative in charge.

A proposal should be submitted by the experienced researcher and senior researcher provided that he/she has the approval of the host organisation.

1. Applicant/project leader
   Experienced researcher or senior researcher applying for the outgoing, incoming or reintegration scheme.[2]

2. Host company/institution
   Company/institution to administer the funding for the outgoing, incoming or reintegration scheme.

3. Return host company/institution
   Company/institution to administer the funding for the outgoing scheme in the return phase of the project.

4. Scientist in charge
   Person responsible for supervising and mentoring the researcher at the host institution.[3]

IV. CONTRACT MODALITIES AND DURATION

If a proposal is successfully evaluated and proposed for funding, a Grant Agreement will be concluded between the Ministry of Science, Education and Sports, the host institutions and the project leader, while a Hosting Agreement will be concluded between host institutions and the project leader. All projects have to be completed by 31 October 2017.

NEWFELPRO Fellowships have a fixed duration:

- Outgoing scheme

The duration of the project in full months can be 16 or 36 months only.

[1] Explained in the Section VIII - Eligibility criteria for participating organisations, researchers and mobility rules.
[2] Researchers must be in possession of a doctoral degree (PhD) for the reintegration scheme.
[3] Not applicable for senior researchers applying for the reintegration scheme.

The project lasting 16 months consists of a research stay abroad in the total duration of 12 months and an obligatory return phase in Croatia in the total duration of 4 months.

The project lasting 36 months consists of a research stay abroad in the total duration of 24 months and an obligatory return phase in Croatia in the total duration of 12 months.

- Incoming scheme

The duration of the project in full months can be 12 or 24 months only.

- Reintegration scheme

The duration of the project in full months can be 24 months only.

V. THE TOPIC OF THE PROJECT

In all calls and schemes, research fields are chosen freely by the applicants. Projects that can be covered by the Euratom Treaty are excluded from funding.

All research carried out under the NEWFELPRO project must adhere to fundamental ethical principles and meet the requirements set out in the text of the 'People' Specific Program (http://cordis.europa.eu/fp7/ethics_en.html#ethics_cl).

V.1. ETHICAL POLICY

The potential host organisations are informed of their responsibility to help the fellows to seek all ethics approvals needed for their research before signing the host agreement.

For outgoing mobility, both FP7 and national/local ethics regulations of the outgoing host organisation must be observed. If the proposal contains sensitive ethical issues (as specified in the Ethical Issues Table), the NEWFELPRO Secretariat and Selection Committee will make sure that the proposal is, in addition to regular experts, also reviewed by an ethics expert in the relevant area. The NEWFELPRO Secretariat ensures that ethically sensitive research does not start until all approvals (issued by the relevant authorities) have been received.

Specific procedures for the use of human embryonic stem cells:

In case NEWFELPRO receives a proposal to use human embryonic stem cells (hESCs), the following procedure applies:

In their evaluation report, the scientific experts must mention if the use of hESCs is justified and necessary for the success of the project.

If the project is suggested for funding, the NEWFELPRO Secretariat immediately contacts the REA project officer, who will forward the research proposal and the scientific evaluation and reports for EC ethics review;

In addition, the REA will ask the PEOPLE Programme Committee for its opinion.

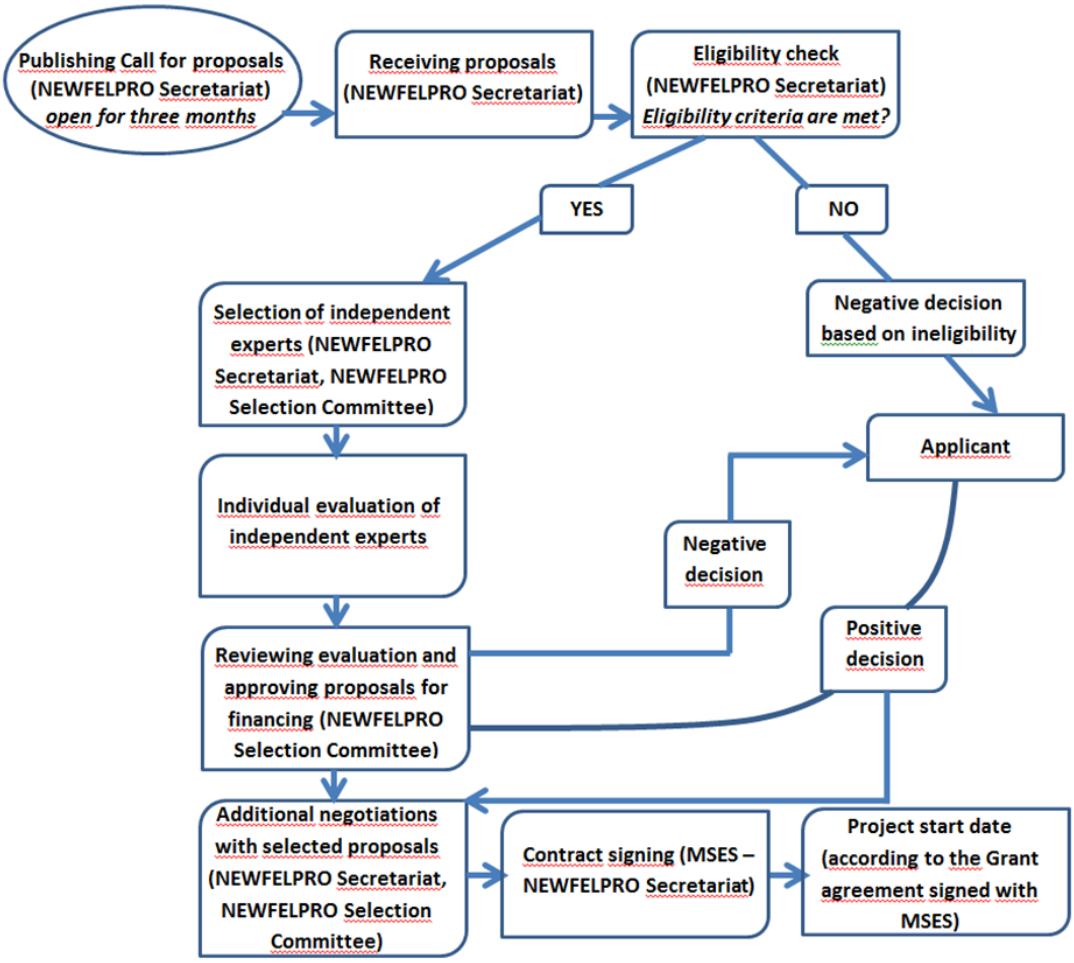
Research that uses hESCs may not commence until the proposal has received the approval from the EC ethics review and the PEOPLE Programme Committee, which will be communicated by the REA project officer.

VI. CLASSIFICATION OF PROJECTS INTO EIGHT RESEARCH AREAS

Proposals will be classified into eight major areas of research: Chemistry (CHE), Economic Sciences (ECO), Information Science and Engineering (ENG), Environment and Geosciences (ENV), Life Sciences (LIF), Mathematics (MAT), Physics (PHY), Social Sciences and Humanities (SOC). There is no predefined budget allocation among the research areas.

The applicant/project leader chooses the research area with which the proposal will be associated at the proposal submission stage and this should be considered the core discipline. It is possible to choose more than one research area in case of multidisciplinary projects.

VII. THE LIFECYCLE OF THE NEWFELPRO CALL FOR PROPOSALS



VIII. ELIGIBILITY CRITERIA FOR PARTICIPATING ORGANISATIONS, RESEARCHERS AND MOBILITY RULES

A number of eligibility criteria must be fulfilled by the deadline for proposal submission. After the deadline, submitted proposals will be checked for eligibility. Proposals not meeting the criteria will not be evaluated but rejected instead.

These eligibility criteria will be checked based on the information provided by the applicant/project leader in the project proposal. Even if at a later stage an eligibility criterion is found not to be fulfilled (for example, due to incorrect or misleading information contained in the proposal), the proposal will be rejected.

VIII.1. THE HOST ORGANISATION

Participants are legal entities established in Member States or Associated Countries or Third Countries.

The European Union Member States are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and United Kingdom.

The Associated Countries are: Albania, Bosnia and Herzegovina, the Faroe Islands, FYR Macedonia, Iceland, Israel, Liechtenstein, Moldova, Montenegro, Norway, Serbia, Switzerland, and Turkey.

Other countries may become associated during the course of FP7.The latest news will be posted on the website: http://ec.europa.eu/research/participants/portal/page/fp7_documentation.

Third Countries are neither countries that are EU member states nor third countries associated with FP7.

Legal entity means any legal person founded under the national law of its place of establishment, or under Union law or international law, which has legal personality and which may, acting in its own name, exercise rights and be subject to obligations.

Many different types of host organisations can take part in NEWFELPRO such as:

- National governmental or public organisations (e.g. universities, research centres, etc.);
- International organisations;
- Commercial enterprises, including those small and medium-sized (SMEs);
- Non-profit or charitable organisations (e.g. NGOs, trusts, etc.);
- International European interest organisations (e. CERN, EMBL, etc.)

VIII.2. RESEARCHERS

NEWFELPRO Fellowships are intended for experienced researchers and senior researchers, namely those who either:

i. have at least 4 years of research experience[4] (full-time equivalent) after obtaining a degree which would formally entitle them to embark on a doctorate either in the country in which the degree was obtained or in the country in which the research training will be provided; or ii. are already in possession of a doctoral degree (PhD) – **EXPERIENCED RESEARCHERS;**

ii. have more than 10 years of research experience (full-time equivalent) – **SENIOR RESEARCHERS.**

The time limit in fulfilling one of these conditions is the deadline for submitting the proposal for the relevant call. The required research experience does not include breaks during the research career of a researcher, irrespective of the reason (e.g. family reasons, etc.).

VIII.3. NATIONALITY REQUIREMENTS

Researchers must have Croatian citizenship for outgoing and reintegration schemes. Researchers must be of non-Croatian citizenship for the incoming scheme.

VIII.4. RESIDENCY REQUIREMENTS

- Outgoing scheme

At the time of the Call deadline, eligible researchers must be residents or carry out their main activity (work, studies, etc.) in Croatia for at least 2 years in total immediately prior to the Call deadline.[5]

- Incoming scheme

Researchers must not have resided or carried out their main activity (work, studies, etc.) in Croatia for more than 12 months in total in the three years immediately prior to the Call deadline.

- Reintegration scheme

Researchers must have a Croatian citizenship and already be in possession of a doctoral degree (PhD) and must reside or carry out their main activity (work, studies, etc.) in a Third Country for at least three years in total immediately prior to the Call deadline and should not reside in Croatia for more than 12 months in that period.

[4] Research experience before obtaining the degree cannot be taken into account.
[5] Researchers whose individual study trip, fellowship, summer school or a conference abroad did not exceed three months in total for an individual trip in the last two years are eligible to apply.

IX. EVALUATION CRITERIA

There will be three main evaluation criteria each consisting of sub-criteria. Marks will be given based on sub-criteria. The mark for each evaluation criterion is calculated as an average of the marks given for the sub-criteria. Half marks can be given.

1. **Scientific/technological quality of the project:**
   - **a.** Scientific/technological significance and originality of the proposed project;
   - **b.** Clarity and measurability of the goals and the prospect of achieving them;
   - **c.** Feasibility of the project and suitability of the methods – including work plan and budget.

2. **Scientific/innovation and leadership potential of the applicant:**
   - **a.** Previous successes demonstrating innovativeness and overall career development of the applicant taking into consideration years of research experience;
   - **b.** The applicant's potential for professional development and future excellence.

3. **Quality of the host institution:**
   - **a.** Infrastructural capacity of the host institution for project implementation and compliance with the relevant documents;
   - **b.** Support provided by the host institution for the implementation of the proposed project;
   - **c.** Scientific expertise of the host institution in the field of proposed project;
   - **d.** Experience of the scientist in charge in the field of the proposed project.

The evaluation is done remotely. Experts review the proposals individually without discussing the project with the other experts. The Selection Committee calculates the overall average mark, taking into account the individual evaluations of each expert.

If the difference in marks for any criterion is 2 or more, the Selection Committee convenes a phone or video conference to determine a consensus mark. Only projects that have obtained an overall mark of 3.5 or more will be considered for financing.

X. ANTICIPATED GRANT COSTS

As a general rule, the host organisation should recruit the researcher under a hosting agreement with full social security coverage. A fixed-amount fellowship is planned for each fellowship scheme depending on years of experience and type of mobility. For the outgoing mobility scheme, the yearly living allowance is multiplied by the corrective coefficients of the wanted destination country of the fellowship.[6]

[6] For more information on corrective coefficients please see: http://ec.europa.eu/research/participants/portal/ShowDoc/Extensions+Repository/General+Documentation/All+work+programmes/2013/People/m-wp-201301_en.pdf, pp. 67 and 68.

Payment for the host institution overhead under the outgoing mobility scheme is allowed in the maximum amount of an additional 2% of the total amount planned for the researcher's fellowship costs during his/her stay abroad. The additional 2% will be paid when this is considered necessary for the realisation of the project and only for the projects under the outgoing mobility scheme during a researcher's stay abroad.

The travel allowance for all schemes is composed of:

- The fixed amount for mobility costs of €1,060/year;
- The fixed amount for relocation costs of €1,440/year.

Each researcher receives a yearly contribution to research costs:

- €3,300/year for lab-based;
- €1,500/year for non-lab-based research.

	COST CALCULATION		
	Living allowance (€/fellow year)	Travel allowance (€/fellow year)	Average contribution to research cost (€/fellow year)
INCOMING Researchers 4 – 10 years	20.199,00	2.500,00	3.000,00
INCOMING Researchers > 10 years	32.158,00	2.500,00	3.000,00
REINTEGRATION Researchers 4 – 10 years	20.199,00	2.500,00	3.000,00
REINTEGRATION Researchers > 10 years	32.158,00	2.500,00	3.000,00
OUTGOING Researchers 4 -10 years	38.781,00	2.500,00	3.000,00
OUTGOING Researchers > 10 years	46.000,00	2.500,00	3.000,00
RETURN PHASE Researchers 4 – 10 years	20.199,00	2.500,00	3.000,00
RETURN PHASE Researchers > 10 years	32.158,00	2.500,00	3.000,00

XI. THE PROJECT PHASE

Successful proposals will be invited to enter into negotiations with the NEWFELPRO Secretariat and MSES. Based on the information provided in the proposal and the recommendation by independent experts, a grant agreement will then be prepared and sent to the host institution and the project applicant. The grant agreement should be signed in duplicate copies by the host institution and the applicant/project leader and returned to the MSES for signing.

In addition, the host institution will sign a hosting agreement with the experienced researcher or senior researcher in line with the provisions of the grant agreement. The signing of the hosting agreement and the commencement of the project will normally take place after the grant agreement enters into force, i.e. after its signing by the MSES.

The NEWFELPRO Secretariat ensures that ethically sensitive research does not commence until all approvals (issued by the relevant authorities) have been received. Where needed, additional evaluation of project proposals will be organized regarding possible ethical issues.

XI.1. STAYS AWAY FROM THE HOST INSTITUTION'S PREMISES

As a general rule, the project must take place at the host institution's premises. However, in some cases, stays away may be justified as part of the research.

The responsible NEWFELPRO Secretariat should be informed of any period of a stay away from the host institution's premises exceeding one month. In any case, fellows may not stay away from the host organisation's premises for more than 30% of the duration of the fellowship unless such stays have been explicitly provided for in the original proposal and in the grant agreement.

XII. APPLICATION GUIDELINES

The proposal is to be submitted on the official forms available on the NEWFELPRO website:

1. Part A – Online application is to be completed using the NEWFELPRO login portal;
2. Part B – Project proposal;
3. CV of the applicant/project leader;
4. CV of the scientist in charge[7];
5. Letter of commitment of the host institution;
6. Letter of commitment of the return host institution[8].

NOTE: Two letters of recommendation are to be completed online by the referees using the NEWFELPRO login portal.

[7] Not applicable for senior researchers applying for the reintegration scheme.
[8] Not applicable for researchers applying for the incoming and reintegration schemes.

The online application, annexes and the letters of recommendation must be submitted using the NEWFELPRO login portal, which is available on the NEWFELPRO website www.newfelpro.hr by 4 March 2014 at 16:00:00 CET. Annexes need to be electronically signed or signed, stamped and scanned and submitted in the .pdf format (NOT as JPEG).

The applicants will receive a notice of successful submission by e-mail.

XIII. ADDITIONAL INFORMATION

All inquiries should be addressed to the contact person at the NEWFELPRO Secretariat: Aleksandra Čolić Kovač, Project Manager, or Damir Šoh, Project Assistant; e-mail: newfelpro@mzos.hr; address: Ministry of Science, Education and Sports, Donje Svetice 38, HR-10000 Zagreb, Croatia.

Annexes

Annex 1 **Timetable and Specific Information for the Second Call**

Annex 2 **NEWFELPRO 2013 Guidelines for Evaluators and Evaluation Procedure – Second Call**

Annex 3 **NEWFELPRO 2013 Instructions for Applicants – Second Call**