

AgreenSkills
Pathways for inventive researchers

Guide for applicants

Version 5 – February 2013



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AgreenSkills programme is coordinated by INRA, the French National Institute for Agricultural Research and cofunded by the FP7: People Marie-Curie action COFUND. AgreenSkills is compliant with the Code of Conduct for the Recruitment of Researchers, the European Charter for Researchers as well as with the ethical procedures and regulations of the European Commission including adherence to the recommendations of the European Group on Ethics in Science and New Technologies opinion 24, related to agricultural research and development, and the Guidance Note Related to Ethics and Food-Related Research.

1 Getting started: general information on AgreenSkills

AgreenSkills is an international mobility programme coordinated by INRA. It is designed to increase the research potential and career prospective of researchers to better respond to the current and future challenges of food security and global changes. AgreenSkills is open to inventive, promising and experienced young researchers from all disciplines to undertake basic, applied or targeted research activities and wanting to boost their career through international mobility.

AgreenSkills conducts continuous recruitment process based on permanent collection of applications which are selected through **two selection rounds per year**.

AgreenSkills provides two types of fellowships: incoming and outgoing. **Incoming fellows** from all around the world are welcome to applying to undertake a research project within one of the Agreenium's research laboratories (the receiving labs) during a mobility period between 12 to 24 months. On the other hand, the **outgoing fellows** are researchers employed by one of the Agreenium organisations applying to work in a university or research centre outside France during a mobility period of minimum 6 month up to 24 months (followed by a compulsory 6 month return period).

Agreenium is a consortium encompassing the following six outstanding organisations for agronomic research and higher education:

- INRA, the French National Agricultural Research Institute,
- CIRAD, the French International Centre of Agricultural Research for Development,
- AgroParisTech, the Paris Institute of Technology for Life, Food, and Environmental Sciences,
- Agrocampus Ouest, the Institute for Higher Ed. in Agricultural, Food, Horticulture and Landscape,
- Montpellier SupAgro, the International Centre for Higher Education in Agricultural Sciences and
- INPT-ENVT: National Veterinary School of Toulouse.

Agreenium is the leading research and training system in Europe and provides access to more than 300 research units, research campuses and high-performing experimental and technological infrastructures. Agreenium members are mission-oriented research and higher education organisations addressing **agriculture, food, nutrition, environment and animal and public health** with focus on issues of pressing social importance such as global agricultural performance and innovation, global environmental change, food security, human nutrition and health.

Agreenium's research programs are performed to address disciplinary challenges and cross-cutting scientific issues in a wide range of topics. Areas of interest cover a broad scope and span in the microbial, plant and animal kingdoms from molecules and cells to whole organisms, populations, communities and ecosystems, from the understanding of individual economic decisions to the modelling of bio-economy markets.

AgreenSkills disciplinary, multidisciplinary or integrated projects will contribute directly or indirectly to the scientific objectives of the Agreenium members. Therefore, in order to encourage the broadest possible range of profiles, the AgreenSkills call does not address specific topics (with the exception of the final selection rounds where more targeted themes could be addressed to ensure a good balance of scientific topics).

Without discrimination in terms of nationality, gender, career breaks or disciplinary fields AgreenSkills welcomes fellows who freely propose their topics, construct their basic or targeted research projects and identify the laboratories they wish to work in.

AgreenSkills does not only provide researchers with international experience but it is also designed to allow them to boost or diversify the next part of their career, be it scientific or non-scientific, within the public and private sector.

Are you interested in applying? Applications to the AgreenSkills programme are carried out electronically through the **online submission system** on www.agreenskills.eu which also contains all necessary documents, general information about the programme, the schedule as well as the official forms and templates. On the AgreenSkills website you will also find information about the Panels, the Committees' members and on the mobility services and conditions. The electronic submission system adopted for proposal submission is aimed at ensuring transparency of the procedures and traceability of the proposals while processing and securing exchanges on a full respect of confidentiality and anonymity.

This guide is intended as a reference document to help you in getting familiar with the programme, verifying your eligibility, correctly filling out the application forms and, finally, submitting a complete proposal. The entire guide is downloadable from the Agreenskills website or can be sent as a hardcopy upon request.

New developments since the first release version of the Guide :

- ✓ Introduction, in the CV template, of a new required field for a better description of the candidate's career objectives (Personal statement) ;
- ✓ Suggestion for a tidier presentation of the candidate's list of publications;
- ✓ More text is now allowed for the description of the candidate's research proposal;
- ✓ Provision of a research project plan including a timetable and milestones is now required;
- ✓ For outgoing fellows: the final validation of your home institution is now explicitly requested in the "Mobility research project proposal".

2 Why applying to AgreenSkills? The main features

AgreenSkills is an exceptional opportunity to get an international experience and progress in your research projects, boosting your research skills and career by providing access to excellent material, human and financial resources.

AgreenSkills provides access to outstanding resources to develop your project

If you are selected in the programme, AgreenSkills will support your research project and stay during your mobility period with very attractive conditions: excellent resources and a salary which represents almost 60 % over and above French state salaries for young researchers.

The hosting laboratories participating in AgreenSkills commit to provide you with access to:

- ✓ Financial resources needed to undertake your research project;
- ✓ Material resources, including laboratory equipment and high-performing experimental and technological infrastructures;
- ✓ Human resources, notably technical and administrative staff;
- ✓ Networking with the scientific community and training through seminars, workshops, conferences, including social events to ensure optimal informal learning opportunities.

AgreenSkills and the hosting laboratories offer you excellent employment conditions:

If you are **incoming fellow** (i.e. a researcher applying to work in one of Agreenium hosting laboratories), you will receive a mobility allowance of around 1 280 €/month (gross). This financial support is provided by AgreenSkills and includes all benefits from the French health care and pension contributions, insurance and other social benefits. The mobility allowance comes in addition to your basic salary, which can be ensured by different means:

- ✓ you have available a home institution salary and you can maintain it during the fellowship period;
- ✓ you do not have a home institution salary (or you cannot maintain it) and the hosting laboratory interested in your project provides you with a salary equivalent to a basic salary of a young researcher in France (around 2 300 €/month gross salary)¹.

Furthermore, the Agreenium hosting institutions will support you to relocate with provision for you and your dependents of a guarantee and deposit for accommodation as well as legal and administrative support if needed.

If you are **outgoing fellow** (i.e. you are employed by one of the Agreenium members and apply to work in research units of universities or research centres out of France), AgreenSkills offers you a mobility allowance in the form of tax free *per diems* in addition to your home salary. The amount of the daily allowance (*per diem*) depends on the country of your stay, currency rate and your current employer. As an example, the maximum amount for monthly mobility allowance in the USA is around

¹ NOTE: In order to respect the principle of cofounding, the basic salary **cannot be sourced from European Commission funds**.

3 000 € and 2 000 € in Germany². Please note that the *per diem* do not cover the compulsory 6 months return phase.

For both incoming and outgoing fellows, AgreenSkills does not provide additional financial aid to cover **travel expenses**. However, travel allowance can always be negotiated with the selected hosting institution.



Fig.1 The AgreenSkills fellowship setup

AgreenSkills offers unique career development opportunities

In addition to the outstanding resources offered by the different hosting institutions, AgreenSkills will provide you with excellent opportunities for **extensive career support, training and networking**.

Continuing professional development, career advice and mentoring services are key elements of AgreenSkills and these will be available via the **AgreenSkills Pass** valid for the full duration of the programme. The AgreenSkills Pass will, in particular, give you access to:

- ✓ Support in drawing up an individual Career Development Plan which includes analysis of your scientific and non-scientific skills and your needs in terms of complementary training in line with your research projects and career objectives,
- ✓ An individual training plan for skills development throughout the fellowship,

² Outgoing fellows can find more information on the French Ministry for the Economy and Finance website http://www2.economie.gouv.fr/themes/europe_international/chiffres/a_votre_service-informations_pratiques-chancellerie-somto.php

- ✓ Career and training mentoring services from the local contact points leading to a personalized roadmap in terms of job search.

You will be offered access and opportunities to attend seminars, training, workshops and conferences, provided by host laboratories as well as by the host organisations' transversal structures. Training opportunities will be on scientific and technical topics or techniques directly related to your topics and project research as well as on non-scientific topics such as technology transfer, ethical issues, project management, corporate management, team leadership, communication, technical writing, grant writing, language etc.

What's more?

AgreenSkills is also:

- ✓ Annual fellows meetings;
- ✓ The AgreenSkills catalogue of training events and credits for courses;
- ✓ The online fellows community implemented through the "AgreenSkills alumni" networking services for the whole duration of the programme and
- ✓ Post-fellowship networking opportunities during and after the fellowship.

3 Who can apply to AgreenSkills fellowships?

The eligibility requirements

AgreenSkills is open to researchers holding a PhD with up to ten year experience, career breaks not included. There are not any conditions of nationality, or country of origin, the only aim being to attract the best researchers and high-level competencies from everywhere in the world.

If you are an ***incoming fellow***, you must fulfill the following eligibility criteria:

- Holding a PhD (or PhD will have been awarded by mobility start date);
- Having a maximum of ten year research experience (calculated from the date of the diploma giving access to PhD studies, normally from Master's degree);
- Not having spent more than 12 months in France within the last three years immediately prior to the expected date of recruitment ;
- Being able to write and speak fluent English or French;
- Having at least one publication in an inter-disciplinary or specialised peer-reviewed journal;
- Having one publication in an inter-disciplinary or specialised peer-reviewed journal per two years of post-doctorate period (patents count as publications) taking into account the breaks;
- Your research project is relevant to AgreenSkills fields of interest (see section 1) and must be compliant with the opinion 24 of the European Group of Ethics in Science and New Technologies³;

³ The opinion 24 "*Ethics of modern developments in agricultural technologies*" of the European Group of Ethics in Science and New Technologies is available online at http://ec.europa.eu/bepa/european-group-ethics/docs/opinion24_en.pdf .

- The mobility period within one of Agreenium research laboratory should last at least 12 months and up to 24 months.

If you are an **outgoing fellow**, you have to fulfill the following eligibility criteria:

- Being a researcher working for one of the Agreenium member organizations (with an employment contract in effect during the mobility period);
- Holding a PhD (or PhD will have been awarded by mobility start date);
- Having a maximum of ten year research experience (after Master's degree, i.e. after the title giving access to PhD);
- Having spent at least two years in France within the last three years immediately prior to the expected date of recruitment;
- Being able to write and speak fluent English or French;
- Having at least one publication in an inter-disciplinary or specialised peer-reviewed journal;
- Having one publication in an inter-disciplinary or specialised peer-reviewed journal per two years of post-doctorate period (patents count as publications) taking into account the breaks;
- Your research project is relevant to AgreenSkills fields of interest and must be compliant with the opinion 24 of the European Group of Ethics in Science and New Technologies¹;
- The mobility period should last between 6 months and 24 months plus a 6-month return stage in Europe.

AgreenSkills is a flexible programme and takes into account the specific situation of each fellow candidate including **career breaks**, personal situation in the career, involvement and commitment in other projects, dates of mobility and availability. AgreenSkills pays also particular attention to the needs of teacher-researchers and the semester system (under the so-called Bologna Process) allowing to split the mobility period into several phases. Each candidate is encouraged to explicit in the application the specificities of his/her situation to conform to the eligibility rules.

4 The AgreenSkills process

Your research mobility proposal will be evaluated by an internal and external selection process according to strict selection criteria focusing on your professional skills and research potential. The AgreenSkills processes can be distinguished into four steps:

- ✓ the eligibility check,
- ✓ a stage named the “matching process”,
- ✓ the evaluation,
- ✓ the selection stage.

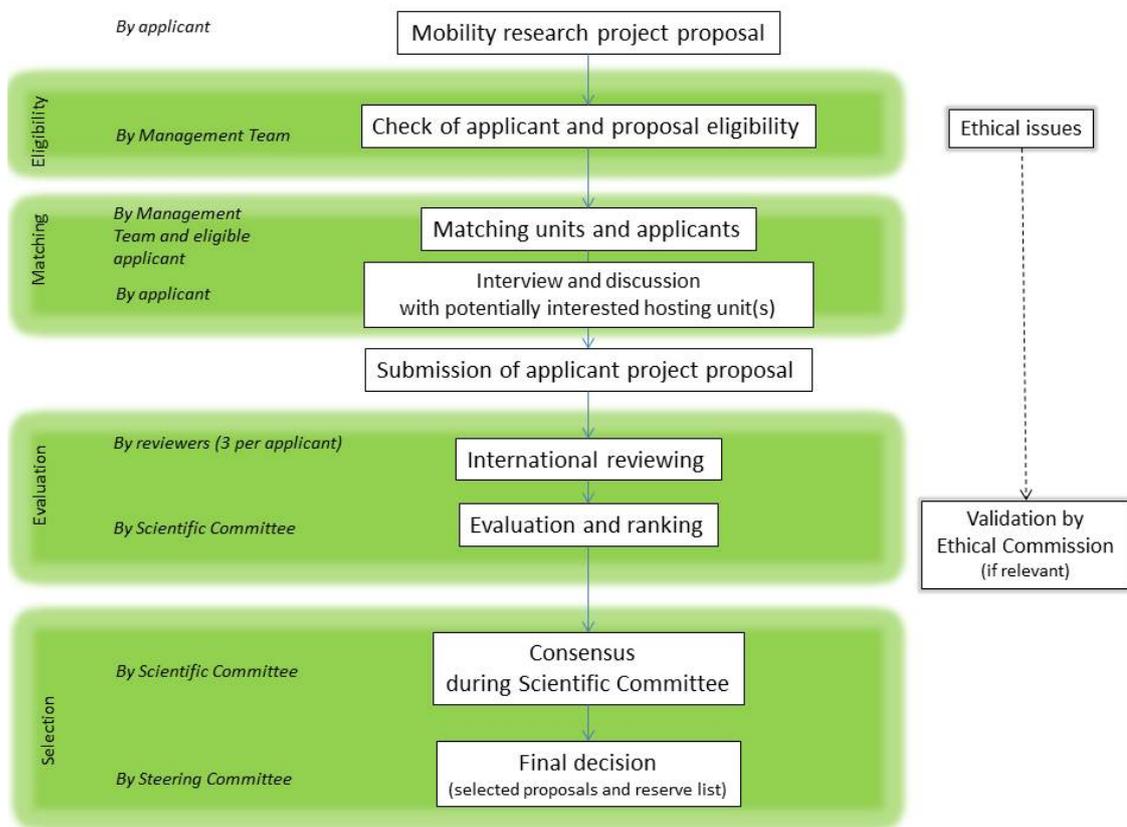


Fig.2 - The AgreenSkills processes

The eligibility check

The eligibility check will be carried out on the basis of the elements you have provided on your secure account in the AgreenSkills portal - i.e. detailed curriculum vitae, abstract of your provisional research project to ensure that the topics are relevant to the Agreenium fields (see section 1. for Agreenium areas of interest) and your requested mobility conditions.

The eligibility check will be carried out by the Management team and you will be informed within 2 weeks of submission by electronic mail and post whether your application is successful or not at the eligibility phase.

Information about whether or not your application is eligible will be accompanied by a brief explanation as regards the eligibility criteria and no marks are given at this stage (see section 5. for the details on how to apply).

The matching process: connecting applicants' projects to receiving labs

If you are an eligible applicant, the “matching phase” will help you, if needed, to prepare your application connecting your proposal with the appropriate institutions and research units.

You will be supported in finding potential receiving units by:

- ✓ Accessing through the AgreenSkills portal to the Research and Laboratories Data Base (RLDB) comprising all Agreenium research laboratories (relevant for fellows incoming to France);
- ✓ Provision, if needed, of suggestions of relevant host laboratories which might be potentially interested in your profile and research project;
- ✓ Consulting the currently available research opportunities on a dedicated section of the AgreenSkills secured portal: the Labs Proposals;
- ✓ Being contacted by receiving laboratories as they have access to the list of candidates, their profiles and research projects.

In order to discuss your project and build up a proposal, you are encouraged to contact directly the identified laboratory (one or more) –specifying you are an AgreenSkills eligible candidate.

Preparation and submission of the applications

Once you have identified your potential hosting units (on your own, after consultation of the Labs Proposals or thanks to the support of the AgreenSkills management team), you will be required to compile your **research project proposal** and hold an **interview** -face-to-face, telephone or video conference- with the selected laboratory(ies).

The interview is a key element in ensuring a good match between your competences, the laboratory and your research project proposal. The mutual desire to work together is an important pre-requisite for the selection of the application.

The interview is arranged directly between you and the host laboratory to allow for flexibility and it will involve you, a mentor and, where possible, the head of laboratory. To ensure fairness between applicants, all interviews will follow the same plan according to the format of the AgreenSkills Interview template (presented in Annex III and available on AgreenSkills website in the Documentation section under ‘Documentation for applicants’).

An important item of your dossier will be therefore produced: the co-signed report of the interview which includes a commitment signed by the applicant and the hosting laboratory describing the stay conditions and stating that all the required conditions are fulfilled.

For outgoing fellows, a validation by the home institution is also required.

In AgreenSkills you may apply to several laboratories and create more than one application in your secure area of the AgreenSkills portal. Each application will be composed by information on the identified hosting institution and unit, your finalized research project, CV, the Ethical issues table and a co-signed report of the interview (see section 5 'How to apply').

The Evaluation

In your application, you will be able to indicate your preference for the choice of panel(s), a useful indication for the evaluation.

The attribution of a candidate to expert panel(s) is proposed by the programme Coordinator taking into account your choice and relevance. The attribution will be confirmed by the Scientific Committee members.

Your application will be then evaluated by at least three reviewers. The experts (Box 1) will evaluate and mark your application according to the merit criteria (see Annex V). A summary evaluation report and final marks will be provided by the members of the Scientific Committee (Box 2). Note

Box 1 : The AgreenSkills experts

The AgreenSkills experts (the reviewers and the members of the Scientific Committee) are senior scientists with long and varied scientific expertise and professional experience. They have been chosen on the basis of their knowledge production (publications) and experience in collaboration, networking, management, technology transfer and communication. They do not belong to Agreenium or any hosting organisation.

Reviewers (more than 200) are selected in cooperation with the Scientific Committee from an expert database.

Selection of experts is repeated after the third

Box 2: The Scientific Committee

The Scientific Committee is structured on the basis of the **7 Expert Panels defined according to topics and infra-tissue level:**

1. Virology, microbiology, structural, molecular, cellular biology, biology systems, etc.
2. Biological individual and tissue level, simple entity level: plant or animal biology, soil sciences, pathology, immunology, parasitology and symbiosis, genetics, etc.
3. Population level: evolutive ecology, environmental science, agronomy, animal sciences, epidemiology;
4. Food and human nutrition, eating habits, food safety, toxicology, metabolic and nutritional diseases, veterinary public health;
5. Bioprocess, green technology, food technology, material science, etc.
6. Modelling, biomathematics, bioinformatics;
7. Economics (micro and macroeconomics, trades and market, management science...) and social science.

14 experts compose the Scientific Committee chaired by a Scientific Committee President. Each Expert Panel aims to comprise at least 30 members. You can consult the list of the committees' members on the AgreenSkills website under 'Science and Governance'/AgreenSkills Committees.

that the varied experience and skills gained during career break are reviewed positively in the application process. Particular attention is paid to those skills that enhance your research career i.e. industry experience, management skills and people skills. Career breaks for family reasons such as maternity or paternity leave are considered as neutral.

Ethical principles

The extremely wide scope of topics covered by AgreenSkills may lead to the submission of research proposals raising ethical issues. Therefore, AgreenSkills considers it mandatory that the proposed project complies with ethical procedures and regulations of the European Commission including adherence to the recommendations of the European Group of Ethics in Science and New Technologies Opinion 24⁴, related to agricultural research and development and the Guidance Note Related to Ethics and Food-Related Research⁵.

An Ethics Commission composed of ethics experts covering all ethical issues raised by the programme will make sure that ethical issues are addressed properly in your research project. The Ethics Commission will produce an annual report on ethical issues related to the research projects undertaken within the AgreenSkills framework. Finally, the Commission will facilitate all programme aspects related to ethics including contribution to training and documents.

The selection stage

The selection of fellows is carried out every six months. The Scientific Committee meets to analyse the evaluation reports of each application and draw up the list of selected candidates in ranking order i.e. those with the highest merit criteria (minimum required 60/100).

The Scientific Committee proposes (and does not propose) the applications and produce a ranked list. The AgreenSkills Steering Committee validates the ranking and classification of the proposed applications and issues the final decision.

Discussions and decision-making remain confidential. You will be informed about the outcome of the selection *via* a letter sent by the AgreenSkills Coordinator both by electronic mail and post, 10 weeks maximum after the submission deadline.

In addition to the conclusion stating whether you have been selected, rejected or on reserve list, the letter will detail the different marks given per key indicator, the final marks and a summary of comments made by the Scientific Committee, notably but not exclusively about the strengths and weaknesses of your application and recommendations should you wish to resubmit at a later date.

Please, note that:

- ✓ The chair of the Scientific Committee and the Programme Coordinator are the only ones entitled to communicate with the fellows during the selection process.

⁴ http://ec.europa.eu/bepa/european-group-ethics/docs/opinion24_en.pdf

⁵ ftp://ftp.cordis.europa.eu/pub/fp7/docs/guidelines-ethics-food-related-research_en.pdf

- ✓ Eligible applicants who are not selected after selection stage may re-apply as many times as they wish. In particular, after an unsuccessful evaluation you can resubmit your application to the same receiving lab after improvement of your dossier or to another receiving lab with a new project proposal. The eligibility of your proposal will have to be checked again before submission of the new application.
- ✓ You have the possibility to appeal the final decision regarding any formal errors concerning your application (both at eligibility and selection stage) within two weeks after receiving the results. The Scientific Committee will be in charge of reviewing the appeals.
- ✓ During your mobility period, under exceptional circumstances, you are able to prolong your stay and you can do so via the same application procedure. You will be asked to justify the need for prolonging the stay.

5 How to apply? The online application system

If you have an interesting research project, you fulfill the eligibility criteria and you wish to apply for an AgreenSkills fellowship you must complete online your application on the secure part of the AgreenSkills web portal (www.agreenskills.eu).

AgreenSkills conducts **continuous recruitment process** based on permanent collection of applications for eligibility check and selection process. Candidates are evaluated and selected through **two selection rounds per year** (see section 6 for provisional schedule).

Applications sent by email or postal mail will not be considered. The application forms and the submitted documents must be filled in English fully, clearly and concisely.

The very first step is to create a user name and password on the AgreenSkills website in the **Create new account** area. The username and the password you specify will be used to maintain and update your profile and create and submit your applications.

Before final submission, the system allows you to start filling the forms, save the changes and come back later for further editing and to complete your forms.

In the **Profile** section you will need to indicate name and contact details.

In the **Eligibility Information** section, you must provide the following information useful to allow the Programme Management team to evaluate your eligibility:

- ✓ Expected dates of mobility;
- ✓ Information on your PhD (dates, title and awarding institution);
- ✓ Research experience during the last three years (prior to expected date of mobility);

Notes on the compilation of your Curriculum Vitae for the eligibility check:

- Clearly specify the date of your Master's degree (or, if relevant, the date of the diploma giving access to PhD studies). This information is important to calculate your research experience (see section 2 'Who can apply to AgreenSkills');
- Clearly present your past and current employment positions specifying dates, employer and location;
- Provide the list of publications according to standard systems of referencing e.g. AUTHOR(S) (Year) Title of article. Title of journal, Vol. no. (Part no./Issue/Month), Pages, use p. or pp and remind that we are particularly interested in seeing your peer-reviewed articles.

- ✓ Curriculum Vitae addressing your academic record, professional experience and publications (CV uploaded in pdf format and complied according to your preferred presentation or using, if you wish, the AgreenSkills template - see Annex I and online Documentation/Documentation for applicants);
- ✓ Your Research Project Abstract: Maximum 300 words describing your research project and the specific skills and expertise you can bring to the research group. At this stage you just have to briefly illustrate your expectations in terms of scientific objectives and topics.

and optionally:

- ✓ Preferred receiving laboratories or research groups.

You may also add 'Additional comments', if needed, describing particular situations related to your career such as eventual career breaks, involvement and commitments in other projects, dates of unavailability etc... .

Note that once you have submitted your application for eligibility check you will not be able to modify the information provided. In exceptional circumstances candidates that need to modify their information can do so by contacting the AgreenSkills Programme managers.

Once you have been declared eligible by the Programme Managers (within 2 weeks after submission) you will be able to create your **Application(s)** logging into your secure account on the AgreenSkills portal and clicking on "Applications".

In order to create your application you need to identify potential receiving laboratories (see 'Matching process' in section 4) and discuss with them your research project proposal to put together your application(s) which has to be ultimately cosigned by the host lab(s).

For each application you must provide:

- ✓ Information on the hosting structure;
- ✓ Information on the referent person in the hosting structure;
- ✓ Expected mobility date and duration;
- ✓ Curriculum Vitae (upload in pdf format your CV complied according to the AgreenSkills template - see Annex I and available online under Documentation);
- ✓ Your research project proposal including the objectives, approach, resources required, explanations about the innovative nature of the project and its expected impacts as well as other information related to your project such as key words, subjects and disciplines (uploading in pdf format the document complied according to the "Mobility research project proposal" AgreenSkills template - see Annex II and available online under Documentation);
- ✓ Co-signed interview report (upload in pdf format according to the AgreenSkills template presented in Annex III and available online under Documentation);
- ✓ The signed Ethical issue table: a commitment to conform to the indications of the European Group on Ethics and Science and New Technologies of the European Commission (upload in pdf format according to the AgreenSkills template - see Annex IV and available online under Documentation).

Once all required fields are filled and relevant documents uploaded you'll be able to **submit your application(s)** for evaluation.

6 Schedule of selection rounds and deadlines

Applications for eligibility check and matching process will be carried out all year long through a continuous submission process. Two candidate and project proposal selection rounds are scheduled each year with strict deadlines for application.

Please remind that the Management Team needs two weeks to evaluate your eligibility. Therefore, if you submit your eligibility application later than two weeks before the deadline of the selection round you may not receive in time the result of the eligibility evaluation. Your eligibility application will be however considered and you will be able to apply for the following selection round.

Schedule of the selection rounds, deadlines and key dates (provisional for 2014)*

	Cutting date for collection of full application	Publication of selection results	Expected date of fellows' recruitment
2012			
1 st round	June 15 th	September	October
2 nd round	November 15 th	January 25 th 2013	March 2013
2013			
1 st round	May 15 th	July	September
2 nd round	November 15 th	January 2014	March 2014
2014			
1 st round	May 15 th	July	September
2 nd round	November 15 th	January 2015	March 2015

** Please check out the AgreenSkills website, under 'Schedule' for exact dates and updates*

7 AgreenSkills information and contacts

For further information regarding AgreenSkills programme, please consult the programme website containing all relevant information:

www.agreenskills.eu

or you may also contact one of the members of the AgreenSkills Programme Management Team:

AgreenSkills

c/o INRA

Dr. Gilles Aumont, Unité CODIR

147 rue de l'Université F - 75338 Paris cedex 07 - France

Tel.: +33(0)1.42.75.90.00 / +33(0)1.42.75.95.36

contact@agreenskills.eu

AgreenSkills Programme Management Team

- Gilles Aumont, Programme Coordinator
- Odile Vilotte, Deputy Programme Coordinator
- Valerio Lucchesi, Programme Manager
- Sarah Mounmi, Administrative Assistant
- Thierry Ornon, Webmaster

ANNEX I – AgreenSkills CV Template

This template is available online in .doc format on www.agreenskills.eu under Applications/Documentation



Curriculum Vitae

Insert a photograph if you wish

Personal information

First name / Surname

Address(es)

Telephone

Mobile

E-mail

Nationality

Date of birth

Gender

Personal statement and statement of intent

You should tell here, in few sentences, something about you as a person, what have you done, what are you pursuing, why you have decided to apply for a mobility period and what your career plans are in medium and long terms.

Education and training

Specify information regarding PhD and MSc

Location and dates

Add separate entries for each relevant experience starting from the most recent

Title of qualification awarded

Principal subjects/occupational skills covered

Name of Institute

Work experience

Location and dates

Add separate entries for each relevant post occupied starting from the most recent

Occupation or position held

Main activities and responsibilities

Name of employer

Languages

Mother tongue(s)

if relevant, add other mother tongues

Other language(s)

European level ()*

Language1

Language2

Add more languages if relevant

	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
<i>Language1</i>					
<i>Language2</i>					

(*) Common European Framework of Reference for Languages <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Academic Record

Add as many lines as needed, delete fields which are not relevant to your profile

Publications <i>In chronological order with most recent first; Provide publication details according to standard systems of referencing. Please specify all authors, highlight in bold your name and respect the authors' order.</i>	Accepted, in press and published articles / papers:
	Submitted publications:
Presentations as invited speaker	
Books or books chapter author	
Participation in open calls for proposals as contributor or leader	
Graduate teaching as lecturer or training coordinator	
Awards and prizes if any	

Collaboration and Networking

Participation in collaborative projects funded by competitive programmes <i>(specify if at leading position)</i>	<i>Add as many lines as needed, delete fields which are not relevant to your profile</i>
Partnerships or experience with industry	
University or post-graduate programme leader	
Graduate teaching as lecturer or training coordinator	
Membership of professional bodies and committees	

Research management, Technology transfer and Communication

Team management	<i>Add as many lines as needed, delete fields which are not relevant to your profile</i>
Technological platform management	
Consultancy for the public or private sector	

Other experience and skills relevant to the application	<i>Add as many lines as needed</i>
--	------------------------------------

Scientific References *Add up to 3 references*

Full name	
Position	
Institution	
Email address	

ANNEX II - Mobility project proposal template

This form is available online in .doc format on www.agreenskills.eu under Applications/Documentation

Mobility research project proposal

Date:.....

The Applicant	
Applicant ID	<i>Number provided by the AgreenSkills application system</i>
Full name	
Institution of last research employment	

The Application	
Application ID	<i>Number provided by the AgreenSkills online application system</i>
Research Project Proposal Short Title	<i>Short title, the same as in the online application form</i>
Research Project Proposal Long Title	<i>Long title, the same as in the online application form</i>
Project acronym	<i>Optional</i>
Type of fellowship	<i>Indicate here your option:</i> <ul style="list-style-type: none"> - Incoming Fellowship (you are a researcher applying for a mobility period in one of the Agreenium hosting laboratory) - Outgoing Fellowship (you are a researcher employed by one of the Agreenium members and applying for a mobility period in a research unit out of France),
Expected dates of mobility	
Duration	<i>Duration in months</i>

The Receiving Laboratory	
Host Institution(s)	<i>They can be more than one (in case of Joint Research Units)</i>
Research Unit	
Full address	
Web address	
Referent person	<i>Full name and position</i>
<i>It can be the scientific mentor, the head of unit or the head of research team</i>	<i>Email address</i>
	<i>Telephone</i>

Maximum 6 pages using time roman, 11 pt, simple spacing, excluding the tables and literature references

The research project proposal	
Full Project title	<i>Long title</i>
Abstract	<i>300 words</i>
Keywords	<i>10 maximum, separated by commas</i>
Scientific fields and subjects	<i>5 subjects maximum</i>
Disciplines	<i>3 maximum, selected from the following frames of reference: the 'European Research Council' (ERC) and Hyper Articles en Ligne (HAL) - web links to ERC and HAL reference frames are available on AgreenSkills portal under Applications/Documentation Useful Links.</i>

Context and state of art	
Rationale and objective	
Expected impacts	<i>Indicate here expected scientific, environmental, agricultural, technological, economic, and/or societal impacts in the short, medium and long term.</i>
Description	<i>Describe the objectives, approaches and methods of your research project. Please highlight the innovative nature of the project, its expected impacts and desired outcomes.</i>
Project plan	<i>Outline here the research project timetable and milestones – a Gantt chart is also much appreciated</i>
Literature reference	
Resources required	<i>Indicate here the required technical, experimental and financial resources for the implementation of the project</i>
Ethical issues	<i>if relevant</i>
Potential partnership	<i>Describe if there are opportunities of new partnership for the receiving laboratory</i>
Expected added value	<i>Describe the expected added value of the mobility for your career. Please elaborate here how the mobility project is an integral part of your personal project and is in relation to your career objectives in medium and long terms.</i>

This part is to be compiled (or carefully instructed) by the host laboratory

The Hosting Environment	
Scientific mentoring and research team	
Scientific Mentor	<i>Name and position</i>
Email of Scientific Mentor	
Research team name	
Composition of research team	<i>Provide number of employees, short description of the research team and list the name and family name of researchers in the team</i>
Scientific record	<i>Key words and disciplines</i>
Publications	<i>Indicate the main and relevant publications of the research team or the scientific mentor. This information is useful to evaluate the scientific contribution and nature of the activities of the research team</i>
Access to resources	
Human resources	<i>Access to technical and administrative staff</i>

Material resources	<i>Access to resources needed to undertake the project (including consumable office supplies and equipment)</i>
Technological resources	<i>Access to experimental and technological infrastructures and platforms (in-house and external)</i>
Network and events	<i>Access to the scientific community network through seminars, workshops, conferences</i>
Training and learning opportunities	
Complementary scientific and technical skill development	<i>Access to summer schools and researcher schools</i>
Science-related skill development	<i>Access to scientific management, project setup, technical writing, grant writing, innovation and entrepreneurship</i>
Opportunities for informal learning	
Material and financial hosting conditions	
Financial conditions	<i>Expected resources for funding of the applicant basic salary (sources, duration, start date). Please specify the gross salary.</i>
Material conditions	<i>Provision of catering, transport, housing, child care, special needs (e.g. reduced mobility or visibility)</i>

Co-signed agreement about the terms of the final proposal submitted for evaluation

The [*name of legal entity associated to the proposal and future hosting Lab*] which is the “host institution” confirms its association and support to the submission of the proposal entitled [*Title of the research project proposal and Acronym*] by [*name of the applicant*]

The hosting institution commits to a policy of equal treatment towards permanent and non-permanent researchers.

Date and signature of the applicant	Date and signature of a legal representative in the hosting institution
<i>Please insert here a scanned image of your signature</i>	<i>Please indicate full name and position of a legal representative in the hosting structure and insert a scanned image of his/her signature</i>

For outgoing fellows only (*delete this section if you are incoming fellow to France*)

Date and signature of a legal representative of the home institution, member of Agreenium
<i>Please insert here a scanned image of the signature of a legal representative in the home structure (Head of Research Division or Scientific Director)</i>

ANNEX III - Interview report

This form is available online in .doc format on www.agreenskills.eu under Applications/Documentation

The research project proposal	
Applicant's full name	
Research project proposal	<i>The 'Short title' of the fellow's application</i>
Hosting Unit	
Application ID	

The interview	
Interview date(s)	<i>The interview can be carried out over more than one day</i>
Interview modality	<i>Face to face interview, by telephone, videoconference etc...</i>
Participants	<i>Full names and position of the participants i.e. the applicant, the head of the hosting unit and/or head of the hosting team, the mentor and other relevant participants.</i>
Additional comments	<i>(optional)</i>

Major features discussed during the interview	
<i>Please check relevant items</i>	
<input type="checkbox"/> Applicant's profile : research experience, scientific skills and knowledge <input type="checkbox"/> Research project: rationale and objective, expected impacts, ethical issues. <input type="checkbox"/> Mobility schedule: mobility starting date, duration, periods of breaks (if any) <input type="checkbox"/> Motivation and career project: expected added value of the mobility for the applicants career plan. <input type="checkbox"/> Salary : sources, amount, encompassed charges (social security coverage), modality of the payment.	
Hosting conditions: <input type="checkbox"/> Hosting unit organisation and scientific environment (including partnerships), <input type="checkbox"/> Access to technical and experimental infrastructures, <input type="checkbox"/> Financial support dedicated to the project, <input type="checkbox"/> Intellectual property and publication rules, <input type="checkbox"/> Day-to-day practical working conditions. <input type="checkbox"/> Training conditions: offered opportunities and/or planned sessions. <input type="checkbox"/> Personal/family welcoming conditions and special requirements.	
Others points discussed	<i>(optional)</i>

Comments and conclusions
<i>This field is to be filled by the person in charge of the interview in the hosting unit or group</i>

Signature of the applicant	Signature of the person in the hosting unit/group conducting the interview
<i>Insert here a scanned image of the applicant's signature beside his/her full name</i>	<i>Insert here a scanned image of the signature beside his/her full name</i>

ANNEX IV - Ethical issue table and commitment

This template is available online in .doc format on www.agreenskills.eu under Applications/Documentation

Ethical issue table and commitment	YES/NO
Informed Consent	
<ul style="list-style-type: none"> Does the proposal involve children? 	
<ul style="list-style-type: none"> Does the proposal involve patients or persons not able to give consent? 	
<ul style="list-style-type: none"> Does the proposal involve adult healthy volunteers? 	
<ul style="list-style-type: none"> Does the proposal involve Human Genetic Material? 	
<ul style="list-style-type: none"> Does the proposal involve Human biological samples? 	
<ul style="list-style-type: none"> Does the proposal involve Human data collection? 	
Research on Human embryo/foetus	
<ul style="list-style-type: none"> Does the proposal involve Human Embryos? 	
<ul style="list-style-type: none"> Does the proposal involve Human Foetal Tissue / Cells? 	
<ul style="list-style-type: none"> Does the proposal involve Human Embryonic Stem Cells? 	
Privacy	
<ul style="list-style-type: none"> Does the proposal involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction) 	
<ul style="list-style-type: none"> Does the proposal involve tracking the location or observation of people? 	
Research on Animals	
<ul style="list-style-type: none"> Does the proposal involve research on animals? 	
<ul style="list-style-type: none"> Are those animals transgenic small laboratory animals? 	
<ul style="list-style-type: none"> Are those animals transgenic farm animals? 	
<ul style="list-style-type: none"> Are those animals cloning farm animals? 	
<ul style="list-style-type: none"> Are those animals non-human primates? 	
Research Involving Developing Countries	
<ul style="list-style-type: none"> Use of local resources (genetic, animal, plant etc) 	
<ul style="list-style-type: none"> Benefit to local community (capacity building i.e. access to healthcare, education etc) 	
Dual Use	
<ul style="list-style-type: none"> Research having potential military / terrorist application 	
Other eventual comments about ethical considerations related to your project	

ANNEX V - The fellow merit criteria table

Criteria	Indicators	Weight	Weight
	Fellow's record (Minimum 0 Maximum 40 points) – minimum threshold: 25 points	≤ 6years of exp*	>6 years of exp.
Academic record	<ul style="list-style-type: none"> - Publications (corresponding, first, or last author) or patent filings - Presentations as invited speakers - Book or book chapter author - Participation in open calls for proposals as contributor or leader - Graduate teaching as lecturer or training coordinator - Awards and prizes if any 	Max. 30	Max. 25
Collaboration and networking	<ul style="list-style-type: none"> - Participation in collaborative projects – if possible at leading position – funded by competitive programmes - Partnerships or experience with industry - University or post-graduate programme leader - Membership of professional bodies and committees 	Max. 5	Max. 8
Research management, technology transfer, communication	<ul style="list-style-type: none"> - Team management - Technological platform management - Consultancy for the public or private sector - Other experience and skills the candidate deems relevant to their application 	Max. 5	Max. 7
Research project proposal (Minimum 0 Maximum 30 points) – minimum threshold: 20 points			
Science	Innovative nature of the proposed scientific project (contribution to advancing the current state-of-art in the field concerned)	Max. 10	
Impact	<ul style="list-style-type: none"> - Scientific impact i.e. relevance to agronomical topics and key agronomic scientific issues - Environmental and/or agricultural impact - Technological impact - Economic impact - Societal impact, short, medium and long term 	Max. 5	
Scientific and technological excellence	<ul style="list-style-type: none"> - Approach - Results - Project structure - Mobilisation of resources - Timing 	Max. 10	
Competences and knowledge brought	<ul style="list-style-type: none"> - Relevance for the ERA in the field of Agronomy - Added value for Agronomic community - Added value to Agreenium's members priorities 	Max. 5	

Added value	<ul style="list-style-type: none"> - Expected added value of the mobility projects for the career and project development 	Yes/No
Ethics	<ul style="list-style-type: none"> - Demonstration of awareness about ethical issues - Reasonable efforts made to address ethical rules framework 	Yes/No
Hosting Environment (Minimum 0 Maximum 30 points) – minimum threshold: 20 points		
Scientific mentoring and relevance	<ul style="list-style-type: none"> - Mentor’s profile (publications) - Mentor’s commitment - Short description of the receiving laboratory: scientific record, staff, material resources including equipment and infrastructures, relevance for the project etc. 	Max. 5
Access to resources	<ul style="list-style-type: none"> - Access to the technical staff - Access to consumables and equipment - Access to technological platforms - Access to financial resources - Participation in international conferences 	Max. 10
Training/learning	<ul style="list-style-type: none"> - Complementary scientific and technical skills (summer schools, researcher schools, etc.) - Science-related skills: scientific management, project setup, technical writing, grant writing, innovation, entrepreneurship, etc. - Opportunities for informal learning 	Max. 10
Material conditions	<ul style="list-style-type: none"> - Catering, transport, housing - Health insurance, social benefits - Child care - Special needs (reduced mobility, visibility...) 	Max. 5
Ethical issues	Compliance with the recommendations of both the European Group of Ethics recommendations and the local ethical committee	Yes/No
Equality	Equal treatment towards permanent and non-permanent researchers	Yes/No
Partnership	Opportunity of new partnership for the receiving laboratory	Yes/No

END OF THE DOCUMENT

