



**BELGIAN
SCIENCE POLICY OFFICE**

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**INTERNATIONAL S & T COOPERATION:
POST-DOC FELLOWSHIPS TO NON-EU RESEARCHERS**

Information note

Selection 2014

Brussels, January 2014

1. Aim of the action

The stimulation of international mobility and the attraction of researchers from abroad is one of the priorities of the European Research Area.

The *Federal Science Policy Office* is contributing to this objective by granting post-doc fellowships to highly qualified non-EU scientists inviting them to work in a Belgian research team during a certain period of time. *The ultimate aim is to establish S&T collaborations and lasting networks between the respective research teams.*

2. Researchers and target countries

Qualifications required to be eligible:

- holding a doctor's degree or have a similar research experience (minimum 5 years);
- being under the age limit of 50
- having the nationality of a target country
- **and** be associated to research in one of these target countries.

The target countries:

Are those countries with which Belgian Research Institutions wish to strengthen cooperation and for which not sufficient alternatives are available.

However, are not considered: EU Member States, countries associated to the 7th Framework Programme¹, nor H2020, nor those of the list below.²

3. Duration of the stay: from 6 to 18 months

Exceptionally, the stay can be divided in 2 periods, subject to approval by the *Federal Science Policy Office* on the basis of a motivated request.

¹ Albania, Bosnia-Herzegovina, Croatia, Faroe Islands, Iceland, Israel, Liechtenstein, Norway, Macedonia, Montenegro, Moldova, Serbia, Switzerland, Turkey.

² Qatar, Singapore, Brunei, United Arab Emirates, USA, Australia, Canada, Kuwait, Taiwan, Japan, Bahamas, South Korea, New Zealand, Bahrain, Oman, Seychelles, Barbados, Saudi Arabia.

4. Belgian host institutions

Such S&T collaborations however, must take place in the frame of ongoing research activities financed by the *Federal Science Policy Office*. Consequently, **at the time of application, the Belgian host organisations and promoters must be involved in the execution of a federal research programme or belong to a Federal Scientific Institution.**

Information regarding these programmes, related research projects, host organisations and promoters is available in the FEDRA rubric, on the website of the *Federal Science Policy*, http://www.belspo.be/belspo/fedra/intro_en.stm.

5. Submission of applications

The [application form](#) is introduced both in hard and electronic copy (bernard.delhause@belspo.be) to the *Federal Science Policy Office* **by the Belgian promoter** and have to be accompanied by:

- a list of scientific publications of the candidate;
- a description of the research project to be performed during the sojourn;
- a **recommendation letter from the director of the candidate's home institute** describing the added value of the mission and confirming the possibility that the fellowship holder will be able to resume his/her activities after his/her stay in Belgium and mentioning prospects for further cooperation;
- a **motivation letter from the Belgian promoter.**

Only **complete** applications will be taken into consideration.

6. Evaluation and selection

The Belgian Science Policy will proceed to a first examination of the candidatures to check their eligibility, as specified in the application form and the [check-list](#).

The selection will take place by an external multidisciplinary examining-board under the presidency of the *Federal Science Policy Office*.

The evaluation criteria concern:

- the scientific merits of the candidate (curriculum vitae, publications...);
- the content of the proposed research project:
 - i.e. *linkage with the ongoing activities of the host unit;
 - *relevance to the expertise of the candidate;
 - *feasibility of the study in the proposed time;
- the potential transfer of knowhow and prospects for further cooperation.

The selection of the candidates takes place once a year. The call for proposals 2014 is published on the Belgian Science Policy website (http://www.belspo.be/belspo/organisation/call_postdoc_en.stm) and on the Euraxess website (<http://ec.europa.eu/euraxess/index.cfm/jobs/index>).

The deadline for application is April 30th, 2014 at 17:00 hour.

The result of the selection and the feedback of the assessment will be communicated to the concerned Belgian project leader and to the researcher via e-mail.

The selected candidates should start their research stay for September 1st, 2015 at the latest.

7. Budget

The fellowship comprises:

- a net monthly allowance of 2,380 EUR;
- a single payment of 1,500 EUR for the travel expenses from and to the country of origin;
- the personal liability insurance costs;
- the contribution to the National Office of Social Security (NOSS), as foreseen by Royal Decree of 26.03.2003 in relation to foreign workers (M. B. of 28.04.2003).

Remark : The Royal Decree of 07.01.1989 foresees that fellowships to scientists are free of taxation when paid by the Belgian authorities or institutions such as universities.

The host institution will, to the account of the *Federal Science Policy Office*, be responsible for the (monthly) payments of the invited scientists as well as for the subscription of the insurances. The *Federal Science Policy Office* will reimburse the institution every three months, after having received a debit note with proofs of the expenses.

The last reimbursement will be executed only after receipt of the final activity report (cf.9).

8. Visa

The European directive, known as the "Researchers' Directive", has been fully transposed to Belgian law with the following consequences:

- the procedure for obtaining a visa and residence permit for any third-country researcher who has signed a **hosting agreement** with a **previously- approved research organisation** has been simplified;
- any researcher coming to Belgium in the framework of such an agreement is also **exempted from the work permit requirement**.

On the basis of this hosting agreement signed by both parties, the researcher can **submit an application for a residence permit** lasting longer than three months to the Belgian diplomatic or consular post in the country of origin.

Once in Belgium, the researcher should **register in the town** of his/her new residence (even if it is temporary) **within 8 days** after arrival. On the other hand **the host institution has to inform the appropriate authority** (the Immigration Service of the concerned Region) about the arrival date of the grantee **at the latest within one month** and send to that authority a copy of the hosting agreement as well as a copy of the first page of the passport of the researcher.

In the case of accompanying families, even for a short visit, it is advised to start the procedure at the same time as that for the fellowship holder.

Details about this "scientific visa" can be found on the website http://www.belspo.be/belspo/visa/index_en.stm.

9. Reports

9.1 Mid-term report

At mid-term, the fellowship holder, together with the Belgian promoter(s), has to report in brief (maximum 3 pages) to the *Federal Science Policy Office* about the progress of the research activities, potential difficulties and perspectives. For fellowships up to 9 months only a final report is due.

9.2 Final report

At the end of the stay, within the following trimester, a more detailed **scientific report** (maximum 15 pages) is due.

It will be published on the website of the *Federal Science Policy*.

The report presents a detailed recapitulation of the research objectives and used methodologies and gives a comprehensive description of the results and conclusions.

A list of publications, missions and contributions to scientific meetings has to be added with a copy of the page where the mention described under point 10 is to be found.

In an **accompanying letter**, the **project leader** will point out to what extent the objectives were met. He also will give an appreciation on the added value of the stay for the researcher, the hosting institution and the prospects for further collaboration.

Finally, a **summary of maximum 1 page, including a few keywords**, is requested by the *Federal Science Policy Office* for vulgarisation and administrative purpose (website, FEDRA database...).

If appropriate, a separate report of compliance with **ethical rules** will be asked.

These documents have to be sent electronically to bernard.delhause@belspo.be.

10. Publications

Every publication or event connected to the sojourn **should mention that the concerned author is a beneficiary of a mobility grant from the Belgian Federal Science Policy Office.**

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This information note as well as the [application form](#) is available on the website of the *Belgian Science Policy*:

http://www.belspo.be/belspo/organisation/call_postdoc_en.stm

For further additional information or question, please contact
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