



FELLINI

Fellowships Programme

Guide for Applicants

v. 2.0 – 25 March 2019



Co-Funded by Horizon 2020 Research and Innovation Programme under Marie Skłodowska-Curie Cofund Action

Table of contents

1. GETTING STARTED.....	3
2. FELLINI FELLOWSHIPS PROGRAMME.....	3
2.1 WHO CAN APPLY.....	3
2.2 HOW AND WHEN TO APPLY.....	3
2.3 INFN RESEARCH AREAS.....	4
2.4 INFN HOSTING STRUCTURES.....	4
3. REQUIREMENTS FOR ELIGIBLE APPLICATIONS	4
4. APPLICATION PACK	5
4.1 CURRICULUM VITAE	5
4.2 RESEARCH PROJECT	6
4.3 LIST OF PUBLICATIONS	7
4.4 ETHICAL QUESTIONNAIRE	7
5. FELLINI SELECTION PROCESS	7
6. THE SELECTION COMMITTEE	8
7. EVALUATION CRITERIA	10
8. REDRESS PROCEDURE.....	11
9. ONLINE SUBMISSION SYSTEM	11
9.1 ACCESS TO THE SUBMISSION SYSTEM.....	11
9.2 FILLING THE APPLICATION	12
10. TIMELINE	15
11. EMPLOYMENT CONDITIONS FOR SUCCESSFUL CANDIDATES.....	15
ANNEX I – CURRICULUM VITAE TEMPLATE	16
ANNEX II – RESEARCH PROJECT TEMPLATE	18
ANNEX III – ETHICAL QUESTIONNAIRE TEMPLATE.....	20
ANNEX IV – KEYWORDS.....	24

1. Getting Started

This Guide is intended to support applicants in filling the application form and submitting a complete application for the FELLINI Fellowships Programme. Applicants should read it in conjunction with the FELLINI's announcement of selection, published as a separate document on the website <http://home.infn.it/en/tempo-determinato-3/concorsi-attivi-3>.

Please check the website for the most up-to-date programme information, version of this Guide for Applicants and FAQ <https://web.infn.it/fellini/>.

Any further question may be sent to fellini-office@lists.infn.it.

2. FELLINI Fellowships Programme

2.1 Who Can Apply

Fellowships are for **Experienced Researchers of any nationality**. Fellowships are open to candidates who meet the following **eligibility criteria**:

- a) Applicants must be, at the date of the call deadline, in **possession of a doctoral degree** or have **at least four years of full-time equivalent research experience**. Parental leave periods do not count towards the time of research experience.
 - ~ **Full-time Equivalent Research Experience** is measured from the date when a researcher obtained the degree entitling him/her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited, even if a doctorate was never started or envisaged. Only time spent on **postgraduate research activities** can be included. Working outside research will not be taken into account.
 - ~ **Part-time work**: Any periods of part-time activity in research should be translated into full-time experience (e.g. 3 year 50% part-time work = 1,5 years full-time).
- b) Applicants must comply with Marie Skłodowska Curie Action **mobility rule**: researchers may not have resided or carried out their main activity (work, studies, etc.) in Italy for more than 12 months in the 3 years before the call deadline, unless this time was spent as part of a procedure for obtaining refugee status under the Geneva Convention. Compulsory national service and/or short stays as holidays are not taken in account.

Please note that documents evidencing compliance with the eligibility criteria will be requested to successful candidates before any employment contract will be signed. Documents could include but are not limited to PhD degree certificate, employment contracts, visa certificates, rental contracts for accommodation, utility bills, entry/exit stamps in their passport etc.

2.2 How and When to Apply

The **application must be submitted online** via <https://reclutamento.infn.it/ReclutamentoOnline/> no later than **July 16th, 2019, at 12:00 p.m. (noon) CEST**. Applications sent by email or postal mail will not be considered.

Incomplete (lack of information or missing files) and late applications will not be considered.

In order to submit an application, you will be asked to register in the online system, creating an individual account. For details, please refer to section 9. Online Submission System.

A detailed timeline of the complete process can be found in section 10. Timeline. Applicants are encouraged to start preparations as early as possible.

Applicants are free to choose the research topic among the INFN research areas (see paragraph 2.3) and the most suitable INFN structure for carrying out their proposed research project among the INFN hosting structures (see paragraph 2.4).

2.3 INFN Research Areas

INFN research areas can be grouped in five main Lines of Research:

1. Experimental Particle Physics
2. Experimental Astroparticle Physics
3. Experimental Nuclear Physics
4. Theoretical Physics
5. Technological Research

More information on available Lines of Research and Experiments can be found on the INFN website <http://home.infn.it/en/>.

2.4 INFN Hosting Structures

A list of the possible INFN hosting structures is included in the Announcement for Selection and is also available on the FELLINI website (<https://web.infn.it/fellini/index.php/general-info/14-hosting-structures>) together with the links to the websites of each INFN branch, where contact information and details on their research areas can be found.

Please note that there is no pre-selection of any form, according to the chosen INFN hosting structures. Applicants are encouraged to submit their proposal at any possible INFN hosting structure. The quality of the proposals will be ascertained only at the evaluation stage by the Selection Committee. The decision to submit a proposal with an INFN hosting structure, in the light of the feedback received, solely rests with the applicant.

3. Requirements for Eligible Applications

For an application to be eligible it MUST:

- Be received no later than the call deadline. **Late submissions will not be considered;**
- Be received through the INFN online submission system. Applicants are not allowed to send it by email;
- Be written in English and use the provided templates for CV, research project and ethical questionnaire;
- Be related to INFN research areas;
- Be complete and contain all documents requested in the Application Pack;
- All **documents must be submitted in PDF format**, with the applicant's name in the file name (Preferred format: SurnameName_FileDescription.pdf);
- Comply with the guidelines and specifications (length, font size, etc.) listed in the templates;
- Comply with the ethical principles of Horizon 2020.

4. Application Pack

The application must comprise the following documents or information:

- Curriculum Vitae;
- Research Project;
- List of publications;
- Filled Ethical Questionnaire;
- Contact details of 2 experts who will be asked to provide a reference letter: surname, name, affiliation and email address;
- List of 3 Hosting Structures, chosen among the INFN sites, where the fellow would like to undertake his/her research, in order of preference;
- Copy of a valid identity document (ID card or Passport).

Curriculum Vitae, Research Project and Ethical Questionnaire must be provided according to the template facsimiles in Annexes I, II and III. Editable templates are available in the “Attachments” section of the online submission system. Applicants can download and fill them in remotely.

All applicants must upload all the above documents in the online submission system. Please note that if the application lacks one of the above listed documents, the application will be considered ineligible and disregarded.

The applicant shall indicate last name, name, institution and e-mail address of the two experts who are expected to provide reference letters. The reference letter shall be uploaded by the experts indicated by the applicant through the confidential link they will receive automatically via email as soon as the applicant submits his/her application. The deadline for uploading reference letters is July 30th, 2019 at 12:00 p.m. (noon) CEST.

Please note that an application without the two reference letters will not be disregarded.

4.1 Curriculum Vitae

Annex I includes the template facsimile of CV. The editable template is available in the “Attachments” section of the online submission system.

It is mandatory that the CV document observe the **format indicated in the template** (*page format A4; font type: Arial, Times New Roman or similar; font size: at least 11; margins: 1,5 cm; single line spacing*).

The total length of the CV document is limited to a **maximum of 4 pages**.

The **CV** (see evaluation criteria **Scientific excellence of the candidate**) should include:

- **Standard academic and research record.** A suggested outline is available in the template. The structure may be modified, but the use of the provided template is recommended;
- **Track record** describing career achievements demonstrating fellow’s qualifications, skills and research experience. In the evaluation of scientific achievements, both already achieved and potential results will be evaluated;
- **List of at most 6 publications** chosen by the applicant to better illustrate his/her research activities. For each publication with co-authors, a brief (max. 600 characters) description of the applicant’s personal contribution is required.

When assessing applicants’ research productivity, the Selection Committee will consider the applicants’ individual career. Attention will be paid to individual career paths and

circumstances caused by career interruptions and changes, e.g. maternity/paternity/parental/sick leave and compulsory military service or inter-sectoral and non-academic mobility such as working for industry, where the time for research has been very limited. If applicable, please make sure that any research career gaps and/or unconventional paths are clearly explained in your CV so that this can be fairly assessed by the evaluators.

4.2 Research Project

Annex II includes the template facsimile of Research Project. The editable template is available in the “Attachments” section of the online submission system.

It is mandatory that the Research Project proposal observe the **format indicated in the template** (*page format A4; font type: Arial, Times New Roman or similar; font size: at least 11; margins: 1,5 cm; single line spacing*). References should be put in footnote (*font size at least 8*) and counts towards the page limit.

The template is composed of a cover page (max. 1 page) and a research project description (max 5 pages). The total length of the Research Project proposal is limited to a **maximum of 6 pages (including the cover page)**.

The **COVER PAGE (max 1 page)** includes:

- **Acronym and Title** of the research project;
- **Applicant name**;
- **Keywords**: list up to 3 keywords to describe your research area and project. A list of keywords can be found in “Appendix IV – Keywords” and will be available on the submission portal. The keywords will be used when selecting an appropriate reviewer to evaluate the application;
- **Abstract of the project**: the abstract (maximum 2.000 characters) should provide the reader with a clear understanding of the objectives of the proposal, how these will be achieved, and their relevance. This summary will be used as the short description of the project in the evaluation process when communicating with the Selection Committee. It must therefore be short and precise and should not contain any confidential information.

The **RESEARCH PROJECT DESCRIPTION (max 5 pages)** is composed of 2 sections:

- **Section 1. Excellence** (see evaluation criteria **Quality of the research project**) should:
 - Provide a clear introduction, discuss the state-of-the-art, specific objectives and give an overview of the action;
 - Describe the research methodology and approach, highlighting the proposed research activities and planning;
 - Explain the originality and innovative aspects of the planned research as well as the contribution that the action is expected to make to advancements within the research field;
 - Describe any novel concepts, approaches or methods that will be implemented;
 - Discuss the interdisciplinary aspects of the action (if relevant).
- **Section 2. Matching and Feasibility** (see evaluation criteria **Matching and feasibility**) should:
 - Describe the methodological approach employed in the project, including a work plan with goals and milestones;

- Explain and justify the methodology in relation to the state-of-the-art, including any particularly novel or unconventional aspect;
- Demonstrate the coherence between the research proposal and the infrastructure/facilities hosting the research project.

Please note that the planning for the mandatory twelve-months to be spent in a different research institution or in a high-tech private company should not be included in research project at the submission phase. It will be chosen by the successful candidates in agreement with their supervisors and the FELLINI Coordination Board.

4.3 List of Publications

A list of all publications must be uploaded as pdf file in the online submission system.

4.4 Ethical Questionnaire

Annex III includes the template facsimile of Ethical Questionnaire. The editable template is available in the “Attachments” section of the online submission system.

All applicants must disclose any ethical issues in their research project and how these ethical issues will be handled. The **mandatory ethics** questionnaire **must be completed and submitted** with the application regardless of whether or not ethical issues have been identified in the research proposal.

Please be aware that it is the **applicant’s responsibility** to identify any potential ethical issue, to handle the ethical aspects of the proposal and to detail how these aspects will be addressed.

5. FELLINI selection process

The evaluation and selection process is based on an open, fair and transparent competition between the applicants, fully complying with the Guidelines of the European Code and Charter for Researchers.

The whole process is expected to last about 3 months after the call deadline. It will consist of 5 stages from an initial check to completeness to the public announcement of the call outcome.

It consists in detail of:

Stage 1 (if applicable): Ethical issues check

If any ethical issues will be declared by the candidate, a review from an internal ethics committee chaired by an external expert with appropriate skills on ethics will be required. Please note that the ethical review could be put in place also if any ethical issues, not declared by the candidate, will be noted at any stage of the evaluation process.

Stage 2: Independent expert review

Eligible applications will be forwarded to the Selection Committee (SC). The Chair of the SC will assign at least 3 independent experts, chosen among the SC members, to each application, based on the keywords indicated by the candidates to describe their research projects. First, the experts will independently numerically score and comment applications on the basis of scientific excellence of the candidate, scientific and technological quality of the proposed project and feasibility of implementation. Scores will be a fair reflection of the comments, balancing strengths and weaknesses, and

comments will give sufficient and clear reasons for the scores. Each of the 3 criteria (Excellence of the candidate, Quality of the research project and Matching and feasibility), will be scored separately and the global individual score of the proposal will be automatically computed using the weights of each criterion. Then, for each assigned application, the experts will provide an Evaluation Summary Report containing the awarded overall and individual criteria scores and comments, commonly agreed by them during a consensus meeting. For more information on evaluation criteria and scores, please refer to section 7. Evaluation Criteria.

Stage 3: Ranking

When all expert reviews are concluded, the SC will produce a ranking list of applications whose total awarded score is above the set threshold and will recommend the 15 successful applications as well as the applications to be rejected or placed on the waiting list.

Stage 4: Communication of results

The results will be communicated by January 15th, 2020 by the FELLINI Office. The candidates will receive a communication on the evaluation outcome that includes the *Evaluation Summary Report* by email.

The 15 applicants who have been recommended for funding by the SC will receive an *Offer-to-Hire* email together with the *Evaluation Summary Report*. It is therefore important that all applicants have access to their email during this period. The offer must be accepted within 10 days of receipt. Applicants rejecting the offer or failing to return the *communication of acceptance* within the prescribed timeframe forfeit their offer and the next highest-ranking applicant will be offered the Fellowship instead.

Stage 5: Public announcement of results

When all available positions have been filled, the names and short biographies of the successful candidates, now known as FELLINI Fellows, will be posted on the FELLINI website.

6. The Selection Committee

The Selection Committee (SC) is a pool of at least 40 internationally renowned scientists, 50% INFN-employee and 50% international independent experts, with appropriate gender balance.

The SC operates under the supervision of a Chair, appointed among not INFN employees-international experts.

The members of the SC are chosen based on their professional standing and reputation, their wide knowledge in research fields related to the INFN areas of activity, their high level of professional experience in international research projects in the physics-related field, and their experience in evaluation processes.

All SC members will perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They will be required to be independent, impartial and objective, to behave throughout in a professional manner, and to maintain strict confidentiality with respect to the whole evaluation process.

Before accepting to evaluate a research proposal, **review experts are required to declare that there is no conflict of interests**. Experts who are in some way connected to the applicants (including, but not limited to family ties, professional ties, such as the expert supervised the applicant, was in the same research group, participated in preparation of the

project of any applicant, or provided a recommendation letter for any of the applicants) are considered in direct conflict of interest. Such experts will be excluded from reviewing the said proposal.

The list of members of the SC shall remain confidential throughout the whole evaluation process. The identity of the reviewers for any given proposal will only be known to the Selection Committee and the FELLINI Coordination Board. Experts' names will be protected and not be made public to the applicant neither during nor after the reviewing process.

7. Evaluation Criteria

The primary assessment criteria are the excellence of the research project proposal and the applicant's profile. The most important goal of the evaluation process is to select the most talented and promising fellows, and to provide them with the best research environment, training and career development opportunities.

The applications will be evaluated according to the following **criteria** (weight of the criteria in brackets):

1. Scientific excellence of the candidate (40%):

- a) Track record of achievements that are promising for future research and appropriate to the applicant's research field and career stage;
- b) Quality of the submitted publications and significance of the individual contribution of the candidate. Publications in international peer-reviewed journals, peer-reviewed conference proceedings and/or monographs, preprints submitted to ArXiv will be considered. When applicable, the inclusion of at least a publication without the Ph.D. supervisor as co-author will be positively evaluated as a signal of scientific independence. Both the quality of the publication itself and the applicant's individual contribution will be evaluated;
- c) Record of invited presentations in well-established international conferences or international schools;
- d) Awards, prizes, academic memberships;
- e) Experience in managing research projects.

Periods of break in the career, due to parental leave, maternity or paternity leave (1 year/child), illness, mandatory civil or military service, will be taken in to account in the career evaluation.

2. Quality of the research project (40%):

- a. The originality of the research project, contribution towards advancing the current state-of-the-art in the concerned field;
- b. Innovative aspects of the proposed research;
- c. Validity and reliability of the project: research methodology and approach, planning of activities;
- d. Interdisciplinary and inter-sectoral aspects.

3. Matching and feasibility of the research project in the framework of INFN research activities and infrastructures (20%):

- a. Appropriateness of the research methods with INFN infrastructures, equipment and fieldworks;
- b. Feasibility: scientific, technological, access to infrastructure, project timeline, research design and deliverables.

Each criterion is scored out of 5.

In the following, the meaning of the score with respect to the criterion under examination:

- 0** — The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
- 1** — **Poor**. The criterion is inadequately addressed, or there are serious inherent weaknesses.
- 2** — **Fair**. The proposal broadly addresses the criterion, but there are significant weaknesses.
- 3** — **Good**. The proposal addresses the criterion well, but a number of shortcomings are present.

- 4 — **Very good**. The proposal addresses the criterion very well, but a small number of shortcomings are present.
- 5 — **Excellent**. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Evaluators are required to use decimal scores, in steps of 0,1.

A weighted total score of the scores of the three individual criteria will be calculated and converted into a percentage of the maximum score. **An overall threshold of 70% will be applied to the total weighted score.** Proposals marked below the threshold will be excluded from entering the ranking list.

If it will be needed to **determine a priority order for proposals** which have been **awarded the same score** within the ranking list, the proposals will be prioritised according to the scores they have been awarded for the criterion *Scientific excellence of the candidate*. When these scores are equal, priority will be based on scores for the criterion *Quality of the research project*, and if needed, on the criterion *Matching and feasibility*. In the case of further equal score among candidates in all of these three criteria, priority shall be given, firstly, to the candidate with the highest number of children and then to the youngest candidate.

8. Redress procedure

The redress procedure is not meant to call into question the scientific judgment of the Selection Committee or the expert reviewer's scores and/or comments on the research proposal. Appeals will only consider procedural shortcomings and/or factual errors.

INFN accepts no responsibility for lost applications or documents where this is due to the applicant having provided incorrect contact details or having failed or delayed in notifying changes to these details.

Redress should be made within 15 calendar days of receiving the rejection letter. The redress letter, including a clear description of the grounds for complaint, should be sent by e-mail to fellini-office@lists.infn.it.

Appeals received within this timeframe are sent to the FELLINI Coordination Board, who will take a decision, in consultation with the Selection Committee Chair if needed. If the redress is justified, the applicant will be offered to have her/his proposal re-evaluated. A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to fund it or not.

Only one request for redress per application will be considered.

9. Online submission system

Go to the website <https://reclutamento.infn.it/ReclutamentoOnline/>. Click on the flag in the bottom left corner to switch languages.

9.1 Access to the Submission System

The user who accesses the INFN telematic services for the first time must register by creating an account through the “Apply” button, corresponding to the call of interest, and then selecting “Register”.

At the end of the registration, the system will send you an automatic email with a password (access code) that will be used to access the web service via the link written in the same email.

After the registration, the applicants can access the system and change their password through the “[Account settings](#)” section.

First, fill in your personal information in the “[Personal Area](#)”.

Once the personal data are inserted, it would be possible to proceed with the application selecting the “[All calls](#)” section and then pressing the “[Apply](#)” button corresponding to the FELLINI call for proposal.

The system requires the insertion of an email address that needs to be validated to start the application procedure.

The system generates an automatic email, containing a **one-time password** (verification code) that should be inserted online (only one time) for email validation.

Once your email is validated, your application is ready to be filled in.

Note that applicants who own INFN AAI credentials could use their credentials to login into the system. In any case, it is suggested to those applicants to avoid to use INFN AAI credentials to apply, if their credentials could expire before the ending of the process.

9.2 Filling the Application

When you click the “[Apply](#)” button for the FELLINI application, all data inserted in your “[Personal Area](#)” at the previous step are automatically copied in the application. You can re-edit them if needed.

Go through all the available sections and fill in all the required information.

The editable templates needed for the application can be downloaded in the “[Attachments](#)” section of your application.

After filling the provided templates you have to transform the doc file into a pdf and rename as “SurnameName_FileDescription.pdf” and upload it in your reserved area in the “Attachments” section.

At any time, it is possible to save all the filled information clicking on the “Save as Draft” button. It is recommended to save frequently to avoid losing data.

The screenshot shows a web browser window with the URL 'ssi-test.inf.infn.it'. The page title is 'Application 191930 as DRAFT'. The user is logged in as 'Mario Rossi'. The navigation menu includes: Home, Personal Area, My applications, Account settings, Exit application, Reload page, Calls, All calls, Fixed-term contract, Starting Fellowships, Research Grants, ART. 2222, Fellowship, Selections, Permanent contract, Utility, Handbook, and Language (IT, EN). The main content area is titled 'Personal Details' and contains the following information:

Mandatory fields are marked with *

PLEASE NOTE:

- Any pre-filled data was retrieved from the Personal Area
- In the dropdown menu with label (type to search), if the desired value is not present, you can write it directly into the field and press **ENTER**
- The Tax number/VAT is mandatory for Italian citizens only and is not subject to formal verification

Declaration

According to articles 46 and 47 of D.P.R. n. 445/2000, I, the undersigned, aware of the consequences of making false statements, falsehood of acts and use of false acts, punishable by law according to art. 76 of D.P.R. n. 445/2000, declare that all the details provided in the application are true and that each attached document is a true copy of the original. *

Personal details

You can hover your cursor over any field to see an explanation

Given Name *

Family Name *

Country (type for search) *

Buttons: Save as a draft, Complete your application

The application can be edited until submission. All steps must be filled in and all files must be uploaded before submitting the application.

Once you have inserted all the information and attachments required by the call, you can submit your application clicking on the “Complete your application” button. A summary page with all the data previously included will be shown.

Application 191930 as **DRAFT**

WARNING!
Please scroll to the bottom of the page to check the data you entered and **CONFIRM** the final submission of the application

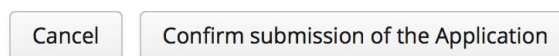
Personal Details

Given Name	Mario
Family Name	Rossi
Date of birth	11/06/1984
Place of birth (type for search)	BRUSSELS
Gender	M
Tax number/VAT	
Telephone	

Addresses

Address where you want to receive communications / Residential address	
Country (type to search)	BELGIO/BELGIUM
Region (select)	
District (select one from the list or type a new one)	
City (select one from the list or type a new one)	BRUSSELS

Press the “Cancel” button if you want to return to your application sections, otherwise press “Confirm submission of the Application” to finally submit your application.



A confirmation email will be automatically sent to you, with a summary receipt in the attachment. Please, if you don't receive any confirmation email in your Inbox, check if your receipt ended up in the junk folder. In any case, a copy of your receipt will be available in your “My applications” section of the online submission system.

After the final submission, the application can no longer be edited, and it is only possible to view the application in the “My applications” section.

List of submitted applications

EDIT	CALL TYPE	CALL NUMBER	CALL STATUS	APPLICATION STATUS	SUBMISSION DATE	MODIFICATION DATE	Receipt
	Cofund Call	191930	●	Submitted	11/06/2018	11/06/2018	

At any time before the deadline, you could cancel your submitted application.

Please note that if you want to make modifications in your application after your submission, you must cancel the submitted one and fill in a new one. After making your modifications, don't forget to submit the new application.

10. Timeline

Opening of call: 16 April 2019.

Deadline for applications: **16 July 2019, at 12:00 p.m. (noon) CEST.**

Deadline for the two experts to upload their reference letter: 30 July 2019, at 12:00 pm (noon) CEST.

Evaluation period: September – November 2019.

Applicants will receive outcome of the peer-review evaluation: by 15 January 2020.

Starting date of the appointed candidates: by June 2020.

11. Employment Conditions for Successful Candidates

At the time of their appointment or, in any case, within the term established by the administration, **the first 15 (fifteen) successful candidates shall provide the following documents:**

- 1) A self-declaration certifying:
 - the absence of final criminal convictions, which imply the banning from public offices;
 - the absence of criminal proceedings which imply the restriction of personal freedom;
 - not to have been removed from office as a civil servant because of persistent inefficiency;
 - not to have been relieved of a post in a public office, according to art. 127, par. d) of D.P.R. n. 3/1957;
 - not to have been fired by a public administration in application of sanctions provided for in National Collective Labour Contracts;
 - to comply with regulations concerning military duties (for Italian citizens only);
 - to be enrolled in the electoral register of.....(for Italian citizens only) or not to be enrolled in the electoral register of....., for the following reasons:;
- 2) A self-declaration affidavit (art. 47 of DPR n. 445/2000) concerning the incompatibility of jobs, according to art. 53 of Italian Legislative Decree n. 165/2001 and s.m.i..

Furthermore, within the above-mentioned term, non-UE citizens shall provide the following documents:

- birth certificate;
- citizenship certificate;
- equivalent certificate to the general certificate of the Judicial Records Office, issued by the competent authority of the State of which the non-UE candidate is citizen; if resident in Italy, non-UE citizens shall produce a self-declaration certifying:
 - the absence of final criminal convictions which imply the banning from public offices;
 - the absence of criminal proceedings which imply the restriction of personal freedom;
 - the absence of indictments for facts that, if proven to be true, involve the application of disciplinary sanctions, such as administrative leave or dismissal.

Please note that the successful candidates will have to comply with Italian law for public employment and will be supported in order to produce all the needed documentation to be hired.

ANNEX I – Curriculum Vitae Template

CURRICULUM VITAE

It is mandatory to observe the format of the proposal structure: page format A4, Arial - Times New Roman, or similar, font size at least 11, margins 1,5 cm, single line spacing.

The template below is provided only for guidance. It may be modified as necessary and appropriate.

Please add or delete sections/lines in the template when relevant.

The maximum total length for this document is 4 pages.

Text highlighted in grey should be deleted.

PERSONAL INFORMATION

Surname, First name:

Date of birth:

URL for web site:

○ EDUCATION

Year PhD
Name of Faculty/ Department, Name of University/ Institution, Country

Year Master
Name of Faculty/ Department, Name of University/ Institution, Country

○ CURRENT POSITION(S)

Year Current Position
Name of Faculty/ Department, Name of University/ Institution/ Country

○ PREVIOUS POSITIONS (if applicable)

Year Position held
Name of Faculty/ Department, Name of University/ Institution/ Country

○ FELLOWSHIPS AND AWARDS

Year Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

Year Award received from Name of Institution/ Country

Year Scholarship, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

Country

○ SUPERVISION OF GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS

Year Number of Postdocs/ PhD/ Master Students
Name of Faculty/ Department/ Centre, Name of University/ Institution/ Country

○ TEACHING ACTIVITIES (if applicable)

Year Teaching position – Topic, Name of University/ Institution/ Country

○ **ORGANISATION OF SCIENTIFIC MEETINGS (if applicable)**

Year Please specify your role and the name, type of event/ number of participants / Country

○ **INSTITUTIONAL RESPONSIBILITIES (if applicable)**

Year Faculty member, Name of University/ Institution/ Country
 Year Graduate Student Advisor, Name of University/ Institution/ Country
 Year Member of the Faculty Committee, Name of University/ Institution/ Country
 Year Organizer of the Internal Seminar, Name of University/ Institution/ Country
 Year Member of a Committee; role, Name of University/ Institution/ Country

○ **COMMISSIONS OF TRUST (if applicable)**

Year Scientific Advisory Board, Name of University/ Institution/ Country
 Year Review Board, Name of University/ Institution/ Country
 Year Review panel member, Name of University/ Institution/ Country
 Year Editorial Board, Name of University/ Institution/ Country
 Year Reviewer, Name of University/ Institution/ Country
 Year Scientific Evaluation, Name of University/ Institution/ Country
 Year Evaluator, Name of University/ Institution/ Country

○ **MEMBERSHIPS OF SCIENTIFIC SOCIETIES (if applicable)**

Year Member, Research Network “*Name of Research Network*”
 Year Associated Member, Name of Faculty/ Department/ Centre, Name of University/
 Institution/
 Country
 Year Funding Member, Name of Faculty/ Department/ Centre, Name of University/ Institution/
 Country

○ **MAJOR COLLABORATIONS (if applicable)**

Name of collaborators, Topic, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

○ **CAREER BREAKS (if applicable)**

Exact dates Please indicate the reason and the duration in months.

TRACK RECORD (Mandatory section)

Describe your career achievements demonstrating qualifications, leadership potential and research experience. In the evaluation of scientific achievements both already achieved and potential results will be evaluated.

LIST OF SELECTED PUBLICATIONS (Mandatory section)

Provide a list of **at most 6 publications** to better illustrate your research activities. For each publication with co-authors, a brief (max 600 characters) description of your personal contribution is required.

ANNEX II – Research project Template

RESEARCH PROJECT

It is mandatory to observe the format of the proposal structure: page format A4, Arial - Times New Roman, or similar, font size at least 11, margins 1,5 cm, single line spacing.

The template below is provided only for guidance. It may be modified as necessary and appropriate.

Please add or delete sections/lines in the template when relevant.

The maximum total length for this document is 6 pages (including the cover page).

Text highlighted in grey should be deleted.

COVER PAGE

RESEARCH PROJECT FULL TITLE

PROJECT ACRONYM

APPLICANT NAME

ABSTRACT: identical to the abstract in the online submission system.

KEYWORDS: identical to the keywords indicated on the online submission system.

RESEARCH PROJECT DESCRIPTION

(max. 5 pages, excluding the cover page)

Section 1. Excellence

Provide a clear introduction and discuss the state-of-the-art in the field.

Illustrate the specific research objectives and give an overview of the project.

Describe the research methodology and approach, highlighting the proposed research activities and planning.

Explain the original and innovative aspects of the planned research, as well as the expected contribution of the project to the advancement of the current state-of-the-art in the concerned field.

Describe any novel concepts, approaches or methods included in the project.

If relevant, illustrate the interdisciplinary/intersectoral aspects.

Section 2. Matching and Feasibility

Describe the methodological approach employed in the project, including a work plan with goals, milestones and risk assessment.

Explain and justify the methodology in relation to the state-of-the-art, including any particularly novel or unconventional aspect.

Illustrate the appropriateness of the proposed research with the INFN infrastructures and fieldworks. Describe the specific competences, relevant for the project, present at the chosen INFN sections.

ANNEX III – Ethical Questionnaire Template

Ethical Issue Form

Please complete the Ethical Issue Table below, even if you believe that there are no ethical issues. Consider that ethical issues arise in many research areas. Apart from the obvious, the medical field, research protocols, e.g. in social sciences, might involve the voluntary participation of research subjects and the collection of data that might be considered as personal. You must protect your volunteers and also protect yourself (and your researcher colleagues). **IMPORTANT:** All ethical issues raised by a proposed project (ticked *Yes*-boxes) must be described in the second section, the ethics self-assessment. You should explain how the raised ethical issues will be addressed, so as to conform with national and HORIZON 2020 ethical principles.

General information about ethics in Horizon 2020 is available at:

<http://ec.europa.eu/programmes/horizon2020/en/h2020-section/ethics>

Detailed information is provided in the HORIZON 2020 guideline “How to complete your ethics Self-Assessment”: http://ec.europa.eu/research/participants/portal/doc/call/h2020/h2020-msca-if-2015/1645175-h2020_-_guidance_ethics_self_assess_en.pdf

Name of applicant:

E-Mail address:

Title of the proposed research project:

Ethical Issue Table

Please fill in the ethical issue table by ticking either the Yes-box or the No-box for each question. Please note that if you answer *Yes* to any of the questions below, you are requested to provide additional information.

Research on Humans	YES	NO
1. Does your research involve human participants?	<input type="checkbox"/>	<input type="checkbox"/>
a. Are they volunteers for social or human science research?	<input type="checkbox"/>	<input type="checkbox"/>
b. Are they vulnerable individuals or groups?	<input type="checkbox"/>	<input type="checkbox"/>
c. Are they children/minors?	<input type="checkbox"/>	<input type="checkbox"/>
d. Are they patients?	<input type="checkbox"/>	<input type="checkbox"/>
e. Are they healthy volunteers (e.g. for medical studies)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your research involve physical interventions on the study participants?	<input type="checkbox"/>	<input type="checkbox"/>
a. Does it involve invasive techniques?	<input type="checkbox"/>	<input type="checkbox"/>
b. Does it involve collection of biological samples?	<input type="checkbox"/>	<input type="checkbox"/>
Privacy Issues	YES	NO
3. Does your research involve personal data collection and/or processing?	<input type="checkbox"/>	<input type="checkbox"/>
a. Does it involve the collection and/or processing of sensitive personal data (e.g. health, sexual lifestyle, ethnic, political opinion, religious or philosophical conviction)?	<input type="checkbox"/>	<input type="checkbox"/>
b. Does it involve processing of genetic information?	<input type="checkbox"/>	<input type="checkbox"/>
c. Does it involve tracking or observation of participants?	<input type="checkbox"/>	<input type="checkbox"/>
Third Countries	YES	NO
4. Does your research involve non-EU countries?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you plan to import any material from non-UE countries into EU?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you plan to import any material from the UE to non-UE countries?	<input type="checkbox"/>	<input type="checkbox"/>
8. If your research involves low and/or lower middle-income countries, are benefits-sharing measures foreseen?	<input type="checkbox"/>	<input type="checkbox"/>

9. Could the situation in the country put the individuals taking part in the research at risk?	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Environment, Health and Safety	YES	NO
10. Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	<input type="checkbox"/>	<input type="checkbox"/>
11. Does your research deal with endangered fauna and/or flora and/or protected areas?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does your research involve the use of elements that may cause harm to humans, including research staff?	<input type="checkbox"/>	<input type="checkbox"/>

Dual Use	YES	NO
13. Does your research have the potential for military applications?	<input type="checkbox"/>	<input type="checkbox"/>

Misuse	YES	NO
14. Does your research have the potential for malevolent/criminal/terrorist abuse?	<input type="checkbox"/>	<input type="checkbox"/>

Other Ethics Issues	YES	NO
15. Are there any other ethics issues that should be taken into consideration? If yes, please specify:	<input type="checkbox"/>	<input type="checkbox"/>

Ethics Self-Assessment

If your answer was Yes to one or more questions in the Ethical Issue Table (above), you **must** elaborate how you plan to cope with this/these issue(s). Please note down in the following field at first the **number of the question(s)** you ticked in the Ethical Issue Table and then provide **information on how you address the mentioned ethical issue**. In addition, you can (if applicable) refer to the corresponding page of your research proposal.



A large, empty rectangular box with a thin black border, intended for the respondent to provide detailed answers to ethical issues. The box is currently blank, except for a large, light gray watermark that reads 'FACSIMILE' diagonally across it.

ANNEX IV – Keywords

1. Experimental Particle Physics

- Higgs physics
- Top physics
- Flavour physics
- Lepton Flavour Violation physics
- Standard Model physics
- Beyond Standard Model physics
- Rare processes physics
- Dark sector and dark matter physics
- Proton Structure
- Future High Energy Particle Accelerators studies

2. Experimental Astroparticle Physics

- Cosmic Rays
- Dark Energy
- Direct Dark Matter Search
- Gravitational Waves
- Indirect Dark Matter Search
- Multi-messenger Astrophysics
- Neutrino Astronomy
- Neutrino-less Double Beta Decay
- Neutrino Oscillations and Properties
- Solar and geo-neutrinos

3. Experimental Nuclear Physics

- Applied Nuclear Physics
- Few Body Systems
- Light Quarks Physics
- Hadron Physics
- Nuclear Astrophysics
- Nuclear Spectroscopy
- Nuclear Structure
- Quark Gluon Plasma
- Radioactive Ion Beams
- Symmetries and Fundamental Interactions

4. Theoretical Physics

- Dark Matter, Dark Energy and Neutrino Physics
- Early Universe Physics
- Gauge Field Theories
- General Relativity and Gravity

- Nuclear and Hadronic physics
- Standard Model and Beyond Standard Model Physics
- Statistical Field Theory
- String and Brane theory
- Supersymmetry and supergravity
- Quantum Field Theory

5. Technological Research

- Accelerator physics and technology
- Computing and software
- Front-end and Read-out electronics
- Gaseous detectors
- Interdisciplinary research
- Magnets
- Medical Physics
- Room-temperature solid-state detectors
- Low temperature and superconducting detectors
- Quantum technologies