



# GUIDE FOR APPLICANTS

## **27 POST-DOCTORAL RESEARCH POSITIONS** **AT THE UNIVERSITY OF CYPRUS** **UNDER ONISILOS MSCA COFUND**

<b>Title</b>	: Post-Doctoral Researchers
<b>No. of Position(s)</b>	: 27 (2 Year)
<b>Category</b>	: Two-year contract
<b>Location</b>	: University of Cyprus (UCY), Nicosia

The University of Cyprus invites Postdoctoral Researchers to submit applications for twenty-seven (27) full-time Postdoctoral Research positions under the research programme titled: "ONISILOS - Co-funding International, Interdisciplinary and Intersectoral research excellence at the University of Cyprus".

The programme is co-funded by the European Union's Horizon 2020 Research and Innovation Programme 2014-2020 and more specifically under the Marie Skłodowska-Curie Action (Grant Agreement No 10103440) and the University of Cyprus.

ONISILOS fellowships are available to top Researchers from around the world and within the frame **of specific intersectoral and interdisciplinary disciplines and topics that can be found [here](#)**.



## Table of Contents

<b>1. Introduction and Overview</b> .....	3
1.1 Secondment .....	4
1.2 Trainings .....	4
1.3 Eligibility Criteria .....	4
1.4 Employment Terms .....	5
<b>2. Application Process</b> .....	6
2.1 1st Level: Application steps prior to the approval of the Primary Supervisor .....	6
2.2 2 <sup>nd</sup> Level: Application steps after the approval of the Primary Supervisor .....	8
<b>3. The University of Cyprus</b> .....	10
<b>4. Contact Information</b> .....	10

## 1. Introduction and Overview

### **ONISILOS FELLOWSHIP PROGRAMME**

**ONISILOS** is a 60-month fellowship programme with a duration from 01/01/22 - 31/12/26. ONISILOS will fund twenty-seven (27) 24-month fellowships for Researchers.

Application Deadline	Starting dates of the fellowships	Number of fellowships
The deadline for the submission is 25 January 2024, 17h00 (EEST) and no extensions will be given after the deadline.	Between 01/07/24-01/12/24	27

Fellows will be selected following an open, transparent, merit-based, impartial, and equitable selection procedure, based on international peer review. The selection committee will bring together diverse expertise, have an adequate gender balance, and include members from other countries with relevant experience to assess the candidates and evaluate the content of the research proposals.

Three external experts for each application will be selected based on their academic background, research excellence and relevance to the proposed field. The UCY database of experts will be used, alongside international databases of scholars such as Scopus, Google Scholar, etc. All experts will declare beforehand any known conflicts of interest and will inform the responsible staff member if they detect a conflict of interest during the evaluation.

The applications received will be evaluated against award criteria applying weighting factors. All the separate elements of each criterion will be considered by the evaluators in their assessment and aggregate evaluation scores will be awarded for each of the three criteria. The table below explains the three categories of evaluation criteria and details on the components of each one.

Excellence	Impact	Implementation
Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary, intersectoral and gender aspects	Enhancing the future career prospects of the researcher after the fellowship	Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources
Quality and appropriateness of the training and of the two-way transfer of knowledge between the researcher and the host		
Quality of the supervision and of the integration in the team/institution	Quality of the proposed measures to exploit and disseminate the project results	Appropriateness of the environment of proposed secondment institutions
Opportunities for inter-sectoral exchanges that broaden employment prospects for fellows beyond academia	Quality of the proposed measures to communicate the project activities to different target audiences	
Potential of the researcher to reach or reinforce professional maturity/independence during the fellowship		
50%	30%	20%
<b>Weighing</b>		
<b>Priority in case of overall equal evaluation score</b>		
1	2	3
<b>An overall threshold of 70% will be applied to the total weighted score.</b>		

To support applicants through the entire selection and evaluation phase, the ONISILOS [Portal](#) will offer guidance and feedback. The portal provides the list of the specific research areas as well as the corresponding UCY academics that act as supervisors. Each fellow must select two (2)

supervisors from UCY, one Primary Supervisor and one Secondary Supervisor. Details on the management structure are provided below, in the section “application process” (see point 15).

The portal allows the fellows to choose any scientific area that is given in a dropdown list, independently of their PhD field.

### 1.1 Secondment

During their two-year appointment, the postdocs should spend from 1 to 3 months at a secondment organisation, preferably from the non-academic sector, when it is relevant for the selected scientific field of interest.

These secondments should be defined in the Career Development Plan (CDP). This CDP will be developed within the first three months after appointment. This will be done in consultation with the supervisors.

**Fellows are free to choose their own secondment location.** The ONISILOS Portal will provide, according to the scientific field, an indicative, but not exhaustive, list of options that could be offered as secondment organisations. Fellows can also choose institutions and organisations that are included in the following three networks that UCY is a member:

1. [YUFE](#)
2. [Crowdhelix](#)
3. [European Office of Cyprus](#)

### 1.2 Trainings

The goal of ONISILOS is to expose fellows to complementary research and training environments, by having the opportunity to:

- Participate in well-established technical and transferable skills training;
- Participate remotely in courses and tutorials;
- Benefit from secondments in non-academic sector, and from the relevant know-how;
- Participate in targeted short visits;
- Attend training events organised by the involved organisations including seminar and tutorial sessions, offering an opportunity to interact with other fellows and senior researchers
- Participate in writing joint publications and make joint presentations on various interdisciplinary topics
- Participate in trainings to develop their own Data Management Plan.

### 1.3 Eligibility Criteria

1. ONISILOS is designed for **Researchers of any nationality**. Researchers must **hold a PhD degree** of a recognised higher education institution before the deadline of the ONISILOS call for proposals i.e. before 25/01/2024.

Researchers who have successfully defended their doctoral thesis but who have not yet formally been awarded the doctoral degree will also be considered eligible to apply if they can document their successful defence of the thesis.

- 2. Mobility Rule:** Researchers must comply with the MSCA mobility rule: they must not have resided or carried out their main activity (work, studies, etc.) in Cyprus **for more than 12 months in the 3 years immediately before the call deadline - 25/01/2024.**
- 3.** Exceptions and relaxation of the above mobility rule could be applied only on cases like career breaks, work outside research, research outside Europe for reintegrating researchers. For the exceptions the researcher cannot have resided or carried out the main activity (work, studies, etc.) in Cyprus for more than 3 years in the 5 years immediately before the call deadline. **i.e. 25/01/2024**

#### 1.4 Employment Terms

Fellows will be recruited under an employment contract of two (2) years on a full-time basis, and will enjoy the same working conditions, standards of safety and occupational health, administrative support and available services as other researchers in UCY. Employer and employee contributions will be deducted from the amounts below, which do not include a 13<sup>th</sup> salary bonus. Employment conditions will be aligned with the “Charter & Code for Researchers” regulations.

The monthly salary includes the following allowances:

- €3080.94 Living allowance (**Gross monthly salary**)
- €291.55 Mobility allowance per month (**Gross monthly salary**)
- €194.36 Family allowance per month (**Gross monthly salary**)

*Family allowance is provided only to married researchers, and to those with a status equivalent to marriage recognised by the country in which the relationship was formalised.*

Please note that, appointed post-doctoral researchers will be offered an employment contract covered under social security, subject to national legislation. Medical Coverage is provided via the General Health System, according to relevant legislation. Appointed fellows enjoy full social security coverage: pensions; unemployment benefits; allowances following an accident at work; occupational sickness insurance. They shall comply with clauses issued by the University of Cyprus Law 144/89 and its relevant regulations. The above allowances are subject to taxation.

Following their appointment at the University of Cyprus, fellows must be based in Cyprus and situated physically at the University of Cyprus buildings, to participate in the academic life of UCY and to organise and participate in academic activities such as trainings, workshops, public talks and other activities that will contribute to the intellectual life of the university.

During their secondment, fellows maintain their employment contract with the University of Cyprus.

Fellows will have the opportunity to request budget for research purposes like conference participation, seminar registration fees, consumables etc. The maximum budget for each fellowship, which includes the employer's costs for all budget categories, will include the following:

Total Budget for each fellowship	Per Month	Months	Total
Living Allowance	3,540	24	<b>84,960</b>
Mobility Allowance	300	24	<b>7,200</b>
Family Allowance (if applicable)	200	24	<b>4,800</b>
Travelling costs (includes secondmer	300	24	<b>7,200</b>
Other Research costs	300	24	<b>7,200</b>
Training Costs	300	24	<b>7,200</b>
Management Costs	325	24	<b>7,800</b>
Indirect Costs	865	24	<b>20,760</b>
<b>Total</b>	<b>6,130.00</b>		<b>147,120.00</b>

## 2. Application Process

### **APPLICATION (Two level application process)**

Candidates should submit their application via the ONISILOS [Portal](#) following the steps below. All fields must be completed in English.

It is advisable that candidates first identify and contact the supervisor before applying.

#### 2.1 1st Level: Application steps prior to the approval of the Primary Supervisor

**Advice: Fill-in the 1<sup>st</sup> level of application well in advance to get the approval of the Primary Supervisor on time.**

1. Create an account by using an email address and a personal password. A valid email address should be used, since all further correspondence will be communicated to this email address.
2. Fill-in the researcher profile information
  - a. Personal details
  - b. Contact details
  - c. Activity details - employment history, place of activity, place of residence during **the last 5 years (most recent one first from 25/01/2019 - 25/01/2024). No gaps of time periods should be left behind. The profile will not be complete if there are gaps.**
  - d. Educational details
  - e. Upload CV in PDF format.

- f. Upload PhD certificate or formal proof that the researchers have successfully defended their doctoral thesis, but not yet formally been awarded the doctoral degree – in a PDF format.

3. Continue the application by clicking the green date and then the blue button.

Applications

25/09/22 09:58 OPEN

Applications Add

4. Choose from the drop-down list a Scientific area.
5. Choose from the drop-down list a Sub-scientific area.
6. Fill in the Title of the potential research project. In some scientific areas, there is an option to choose from a drop-down list of potential titles that were provided by the team of academic supervisors. Please note that these are suggested titles. Applicants can still develop their own title even if there is a drop-down list with suggested titles.
7. Fill in three keywords related to the potential research project.
8. Fill in the Abstract section. This is a **one-page section (3000 characters)**, aligned with one of the stated scientific and sub-scientific areas. In the summary, fellows should explain their ability to carry out their research proposal within the framework of the fellowship project. They should also indicate the alignment of their academic training, research career and previous experience that substantiate their choice and state their expectations about the impact and how the fellowship could help them develop a successful research career, inside or outside the academic environment.
9. Select the name of the primary advisor from the drop-down list.  
**Please note that faculty members under each scientific field are part of an interdisciplinary scientific research team. If researchers think that the scientific field of their application is irrelevant with the background and structure of the academic team, then they should choose a different Scientific and Sub-scientific field that will be more suitable for them.**

Before proceeding to the next steps of the application an approval from the Primary Supervisor should be secured based on the matching of the intersectoral and interdisciplinary nature of the chosen team with the ones available within the scope of the proposed project.

When steps 1-9 are completed, applicants should click the “1<sup>st</sup> Level Approval” button, as shown below, to get the approval from the chosen Primary Supervisor.

After the 1<sup>st</sup> level approval, applicants will receive an automatically generated email receipt stating that they are able to continue with the next steps of the application.

ⓘ ▼

Cancel Draft 1<sup>st</sup> Level Approval

The receipt may end up in the Junk Folder of the applicants' email inbox, so it needs to be ensured that the confirmation email has been received to verify that there is no problem with the approval of the Primary Supervisor.

### 2.2 2<sup>nd</sup> Level: Application steps after the approval of the Primary Supervisor

1. Select desired start date of the fellowship (between 01/07/24 – 01/12/24)
2. List of up to 5 publications.
3. List of up to 5 most relevant previous projects or activities related to the subject of this application.
4. Management Structure: select the secondary advisor to build the Management Structure of the fellowship.
  - Primary Advisor – PA (choose from the drop-down list one primary advisor from UCY) – **Compulsory from the 1<sup>st</sup> level of application**
  - Secondary Advisor – SA (choose from the drop-down list one secondary advisor from UCY who is not in the same department as the primary supervisor) – **Compulsory at the 2<sup>nd</sup> level of application**
  - Secondment Advisor – SecA (fill in the name of the Secondment Advisor – **Optional**. If the Secondment Advisor is not known at the proposal stage he/she should be defined during the implementation phase of the fellowship.

By selecting the above three advisors automatically the Advisory Committee (AC) of each fellowship will be formed. Any scientific decisions for the researchers' projects will be taken following consultation of the applicant with the Advisory Committee. Decisions will ultimately be taken by the fellow.

The Training Coordinator – TC might be either the primary or the secondary advisor. The training programme will be the main responsibility of the TC. The TC will liaise with the advisors to review the Career Development Plan of each fellow and ensure successful delivery of the training strategy including personal courses, meetings, and workshops.

5. Choose from the drop-down list four (4) training programmes on transferable skills.



6. Choose from the drop down list a secondment organisation or fill in an organisation that is not included in the drop-down list by choosing other (maximum period of the secondment is 3 months).
7. Fill in the Dissemination and Exploitation Plan (DEP) (max 3000 characters). Applicants should include activities like scientific publications, monographs, conference presentations and proceedings, exploitation of results / outputs by the industry, the economy, the societal stakeholders and the government (if applicable).
8. Fill in the research proposal that includes the following sections:
  - I. Research aims and objectives (4500 characters)
  - II. Area and significance of proposed research (state-of-the-art, originality of proposal etc.) (3000 characters)
  - III. Methodology and justification of the interdisciplinary research (4500 characters)
  - IV. Expected research results/outputs (3000 characters)
  - V. Impact of research project and Impact on the fellow (4500 characters)

Role of postdoctoral researcher in carrying out the research activities of the project and potential value added from the project, including the intention to develop a Career Development Plan for securing additional research funding in the future, claiming a faculty position in Cyprus or in Europe or assert a job position in the non-academic sector. A template of the Career Development Plan will be provided during the 1<sup>st</sup> month of the project.
  - VI. Detailed work plan including work packages, specific goals, person months and deliverables (6000 characters)
  - VII. Timeline - Gantt Chart. Applicants could use the Gantt Chart example given in the portal and tailored made it to the needs of the proposed project
  - VIII. Justification for choosing UCY (why the research should be carried out at UCY). Available research facilities of each team / capacity of the interdisciplinary team (3000 characters)
  - IX. State current collaborations at UCY (if applicable) (3000 characters)

**Instructions for this section:**

Specify the research focus, projected timelines, expected research outputs etc. Research proposals and expected research outputs cannot be based on data gathered for previous studies or projects. The following can be used as a guideline aligned with one of the stated scientific and sub-scientific areas. Applicants should explain their ability to carry out the research proposal within the framework of the fellowship project, describe the purpose of the secondment, indicate the alignment of their academic training, research career and previous experience with their choice and state their expectations about the impact and how the fellowship could help them develop a successful research career, inside or outside the academic environment.

9. **Ethics:** please answer all questions regarding ethics issues. If the application contains protocols relating to:
- biomedical research on human beings and their biological substances
  - clinical trials on Medicinal Products for human use
  - medical devices applied on human beings
- then an ethics approval will be needed before the start of the fellowship by the Bioethics Committee in Cyprus
10. Please download the Statutory Declarations regarding the mobility rule and the family allowance, sign them and upload a copy.

### 3. The University of Cyprus

The University of Cyprus (UCY), the largest in the country, is a public institution established in 1989 and comprises 8 Faculties, 22 Departments, 14 Research Units and 146 research laboratories. Despite its brief history, UCY is internationally recognized for its active research community. **UCY ranks in the 1<sup>st</sup> place amongst institutions from all WIDENING countries in secured funding from H2020, and 137<sup>th</sup> of more than 41.200 unique participants with secured H2020 funding of over €75 million.** UCY has successfully implemented hundreds of research projects, including several funded through ERC, MSCA, and the WIDESPREAD programmes of H2020. UCY is an Endorser of the “European Charter for Researchers” and accredited with the “HR Excellence in Research” logo, ensuring commitment to research, and working conditions. Since December 2019, UCY has become an official EURAXESS Service Centre for Cyprus.

Please visit the following link [UCY](#) for more information about the University of Cyprus.

### 4. Contact Information

For more details and other information, interested individuals may contact the Research and Innovation Support Service by email: [onisilos@ucy.ac.cy](mailto:onisilos@ucy.ac.cy) or telephone: +357 22 894323.

**The University of Cyprus shall collect and process the personal data of the applicants according to the provisions of the General Regulation on Personal Data 2016/679 (EU).**