



INSTITUTE FOR ADVANCED STUDIES (IAS)

IAS-Luxembourg  
**Funding Instrument *YOUNG ACADEMICS***

Doctoral Candidates

Call description and guidelines for applicants

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Online submission tool:

<https://research.uni.lu>

**Timeline 2021 Call:**

Publication of call	Submission deadline	Selection Committee Meeting, Funding decision by Rectorate	Communication of call results	Earliest project start date
03 May 2021	30 June 2021 2pm CET	July-September 2021	22 September 2021	01 January 2022

# YOUNG ACADEMICS

(Doctoral Candidates)

## Description and application guidelines.

The Institute for Advanced Studies – Luxembourg (IAS) provides funding opportunities and a propitious interdisciplinary environment to attract talented doctoral candidates (Early Stage Researchers – ESR), who wish to conduct their doctoral research in an interdisciplinary environment within research groups and partners of the University of Luxembourg. The programme is explicitly open to all disciplines, topics and sectors within the academic competences of UL.

### Table of Contents

1. Description of the YOUNG ACADEMICS call.....	2
1.1 Introduction .....	2
1.2 Eligibility for participation .....	2
1.3 Exclusion period .....	3
2. Project Application .....	3
2.1 Proposal funnelling, guidance and support.....	3
2.2 Principal Investigators and project coordination.....	5
2.3 Specificities of the YOUNG ACADEMICS projects .....	6
2.4 Intellectual property rights (IPR), acknowledgement, and authorship.....	6
2.5 Ethics, Open science, gender and doctoral education .....	7
2.6 Eligible Costs.....	9
2.7 External contribution to YOUNG ACADEMICS projects.....	9
3. Practical Application to the YOUNG ACADEMICS call.....	10
3.1 Key rules .....	10
3.2 Tasks prior to submission .....	11
3.3 Application Process .....	11
3.4 Application Form .....	12
3.5 Budget template .....	14
4. Selection process of YOUNG ACADEMICS projects .....	16

### **PRELIMINARY REMARKS**

- YOUNG ACADEMICS 2021 call - This is the first call for YOUNG ACADEMICS for doctoral projects within the frame of the IAS. The YOUNG ACADEMICS call is open to all disciplines, topics and sectors. The selection criteria are the academic excellence of the candidate and the quality of the proposed interdisciplinary project.
- The first **deadline** for project submission is on **30<sup>th</sup> June 2021**. The Research Support Department (RSD) and the Research Facilitators are the first contact in case of questions ([ias@uni.lu](mailto:ias@uni.lu)). Project submission forms and useful information are available on the [IAS web pages](#)<sup>1</sup>.

<sup>1</sup> IAS-Luxembourg : <https://www.en.uni.lu/ias>

# 1. Description of the YOUNG ACADEMICS call

## 1.1 Introduction

The funding instrument YOUNG ACADEMICS (doctoral candidates - ESR) is part of the Institute for Advanced Studies (IAS) of the University of Luxembourg, and has the objective to attract outstanding doctoral candidates, who wish to conduct their interdisciplinary research in a consortium grouping distinct UL's departments within a faculty, distinct research groups within an interdisciplinary centre, or research groups from distinct entities, and, potentially, external partners. Their interdisciplinary project must run under the responsibility of two academic staff of the University, who both hold the rights to supervise doctoral candidates (UL-ADR-holders, in the sense of *Autorisation à diriger des recherches*, Law on the organisation of the University, Art. 21). ADR holders from outside the University are not eligible, with the exception of Affiliated Professors under specific conditions.

This instrument aims to contribute to position UL as the place to be for interdisciplinary research and as an attractive institution with appealing working conditions. Driven by excellence and interdisciplinarity, the YOUNG ACADEMICS call is **open to all disciplines and sectors**. Young Academics have thus the opportunity to conduct an intersectoral doctoral research in partnership with industry or the public sector. The candidate is expected to build his/her independent researcher's profile, critical thinking, and gain strong professional skills to lead research activities.

The YOUNG ACADEMICS will be organised through an **IAS community of doctoral researchers** who will benefit from UL's top research infrastructures and a training program in disciplinary, interdisciplinary and transversal skills, all of which contributing to career development. Doctoral researchers who have been granted a YOUNG ACADEMICS project do automatically join the IAS-Luxembourg in the IAS doctoral community.

The eligible costs are detailed in the section 2.6 of this document.

## 1.2 Eligibility for participation

The interdisciplinary nature and the quest for excellence of YOUNG ACADEMICS projects, condition that they are typically initiated by the doctoral researcher through close interaction with 2 UL-ADR-holders. The interdisciplinary doctoral project runs under the formal responsibility of 2 UL-ADR-holders from distinct disciplines (distinct departments in faculties or distinct research groups in interdisciplinary centres, or from two distinct entities). The formal endorsement of an application by at minima two UL-ADR-holders is an eligibility criterion. Each UL-ADR-holder can only participate to one doctoral project per call. In accordance with rules and regulation in-force at UL<sup>2</sup>, the doctoral candidate is under the supervision of one formal UL-ADR holder, the respective supervision effort of the members of the thesis supervision committee (CET) being described in the doctoral education agreement (DEA).

Candidates holding a Master degree (or **equivalent to level 7**, as legally defined) are eligible to apply for admission to doctoral studies at UL and run a YOUNG ACADEMICS project of the IAS-Luxembourg.

Candidates who are currently finishing their master and will obtain it before the start of the

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<sup>2</sup> [https://www.en.uni.lu/studies/doctoral\\_education](https://www.en.uni.lu/studies/doctoral_education)

project, are eligible.

**NB:** Please be aware that doctoral candidate from outside Europe must hold a postgraduate diploma (Master's or equivalent to level 7) obtained in Luxembourg and/or a foreign qualification. Upon arrival in Luxembourg, candidates with foreign qualifications must have them registered on the register of certificates at the Ministry of the Higher Education and Research (MESR) <sup>3</sup>.

YOUNG ACADEMICS provides funding exclusively to the selected candidates who will receive a fixed term contract with UL. Nevertheless, the project can include Luxemburgish or foreign research partners (organisations or individuals) from the public or private sector as “non-contracting partners” to the project without direct financial support from UL. In such case, the participation and the funding contribution of the partner institution should be clearly defined in the project description.

Professors affiliated to the University of Luxembourg (in the sense of *Professeurs affiliés*, Law on the organisation of the University, Art. 28) are eligible to co-supervise Young Academics of the IAS with UL-ADR-holders, under the conditions that the doctoral position is co-funded by, and contracted with, their respective institution. Young Academics co-supervised by an Affiliate Professor will undergo the same selection process and will integrate the community of doctoral candidates of the IAS – Luxembourg.

### 1.3 Exclusion period

Applications, which have been submitted in previous calls and have not been retained for funding cannot be resubmitted in following calls. Participants in the YOUNG ACADEMICS call will confirm that the research planned in the submitted project is not funded by other means.

## 2. Project Application

### 2.1 Proposal funnelling, guidance and support

In order to seek excellent applicants, the ESR candidate is the initiator of the process by submitting a short document of 15 lines maximum about the research idea. The candidate uploads personal data and the research idea on a dedicated platform (details of this first step submission are provided in this section under **Step 1: Funnelling phase**). A list of the disciplines and associated UL-ADR-holders available at UL will be provided to each candidate, after completion of Step 1, to ease the identification of potential supervisors. In their turn, UL-ADR-holders will identify complementary domain colleagues holding an ADR to ensure the interdisciplinary dimension of the co-supervised project. This phase and criterion will force a contact between the ESR and researchers of UL to guide the candidate scientifically, to improve and further elaborate the doctoral thesis proposal and to act as a funnel for the evaluation and candidate ranking. The funnelling of applications will allow the evaluation panel, the IAS Scientific Council, to concentrate on promising and endorsed applicants.

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<sup>3</sup> <https://guichet.public.lu/en/citoyens/enseignement-formation/etudes-superieures/reconnaissance-diplomes/inscription-registre-titres.html>

In more detail, the submission procedure is defined in two steps:

### **Step 1: Funnelling phase**

1.1) The candidate fills the online “*Research Project Idea*” form of 16 questions and answers the 16 fields (all fields must be answered or the submission will be rejected) available on the IAS Luxembourg website under <https://ulsurvey.uni.lu/index.php/878985>)

Question 1: First name (lowercase).

Question 2: LAST NAME (uppercase).

Question 3: Postal address of your current residence.

Question 4: Zip code of your current residence.

Question 5: Country of your current residence.

Question 6: E-mail address where we can send you project information.

Question 7: Citizenship.

Question 8: Current / latest University or institution and its country.

Question 9: Latest degree obtained: discipline of your Master or any equivalent diploma awarded (at least level 7 is required).

Question 10: Select minimum 2 and maximum 3 disciplines required to address your research question. Choose “Other” if your discipline is not listed. You can also indicate the sectors (health, industry, environment ...) targeted by your research.

Question 11: Please indicate if you are already in contact, or have already identify your supervisor at the university. Indicate his/her name.

Question 12: Choose your preferred mode for sharing your research Idea: either by (1) entering directly the text in a field of this form or (2) by uploading a file (PDF format only).

Question 13: Describe here in maximum 15 lines your research idea without unravelling potential intellectual property.

Question 14: Upload file describing your main research idea without unravelling potential intellectual property (PDF format only).

Question 15: Explain why the disciplines you selected (A, B or C) in the question n°10 are required to address your research questions?

Question 16: Cite here maximum 5 main areas of scientific interests in decreasing order of interest.

1.2) As soon as the survey is completed, a staff of the IAS-Luxembourg will acknowledge receipt of the research project idea and send to the candidate a list of UL-ADR-holders in the selected doctoral school where the programmes belong if the candidate has not yet identified his/her supervisor (a PDF file named by the Doctoral School).

1.3) The candidate selects in this file a potential supervisor (UL-ADR-holder) having expertise in the main disciplines of the thesis.

1.4) The candidate sends the *Research Project Idea* document (available on the IAS website), his/her curriculum vitae, and a motivation letter to the selected UL-ADR-holder ([ias@uni.lu](mailto:ias@uni.lu) must be in copy for tracking and recording the applications).

1.5) The UL-ADR-holders will identify a complementary domain colleague holding an ADR to ensure the interdisciplinary dimension of the co-supervised project.

1.6) The doctoral candidate and the 2 UL-ADR-holders (supervisor and complementary domain expert) discuss and develop together the project proposal and update the application form “*Young Academics - Proposal for Projects UL - Internal Call 202X Application Form*” available on the IAS Luxembourg website at [https://www.en.uni.lu/ias/document\\_templates](https://www.en.uni.lu/ias/document_templates))

## Step 2: Submission of the projects (see chapter 3 for Practical Application)

The supervisor submits online (ePAS platform <https://research.uni.lux/pages/home> ) the following documents:

- 2.1) Application Form (7 pages)
- 2.2) CV of the doctoral candidate (free format)
- 2.3) Letter of motivation from the doctoral candidate (1 page)
- 2.4) Common letter from the 2 supervisors supporting the candidate and project application (1 page)
- 2.5) Master certificate

### No Budget file is requested for a Young Academics project.

The contact between the applicant and the supervisors will be done within the code of conduct of UL, which commits to *“promoting fairness, inclusion, individual dignity, courtesy, sustainability, transparency, integrity, including scientific and research integrity, and professional growth, and to avoiding any unethical actions, which detract from our reputation for integrity and our commitment to trust and respect”* ([https://www.en.uni.lu/university/official\\_documents](https://www.en.uni.lu/university/official_documents)).

### Final Submission Deadline

The selection of a supervisor, submission of a project idea, and the development of a full proposal through a joint effort from the candidate, the supervisor and the complementary domain colleague, and finally the proposal submission must happen **BEFORE** the submission deadline (**30<sup>th</sup> of June for the 2021 call**).

## 2.2 Principal Investigators and project coordination

The Young Academics will be encouraged to gain experience in managing a research project under the supervision of UL Professors and other ADR-holders, mentorship from IAS fellows, and will:

- interact with different departments, research groups, or UL-entities;
- follow the rules specified in the Doctoral Education Agreement (DEA) (Sections 1 to 11) that describes the requirements for completing a doctoral programme at the University of Luxembourg ([https://www.en.uni.lu/studies/doctoral\\_education/doctoral\\_education\\_agreement](https://www.en.uni.lu/studies/doctoral_education/doctoral_education_agreement));
- be responsible for designing, managing and executing the project activities on a day-to-day basis under the supervision of at least two ADR-holders that are UL staff (including affiliate professors);
- respect high standards of ethical principles and research integrity;
- ensure the scientific quality of the research and the project contribution to the four missions of the IAS-Luxembourg:
  - to leverage bold and interdisciplinary research at the very forefront of science,
  - to symbolize UL’s values of excellence, interdisciplinarity and internationality,
  - to build bridges in-between the UL community, international visitors and the society,
  - to contribute to the attraction and retention of international talent.

- initiate the writing and organize the submission of the project proposal with strong initial support from UL-ADR-Holders, facilitates interdisciplinary approaches, the coordination between his/her co-supervisors, the reporting, and the exchange with the UL administration and governance;
- be the main point of contact with the Head of IAS-Luxembourg and the Research Support Department for questions related to his/her project.

## **2.3 Specificities of the YOUNG ACADEMICS projects**

### **Duration and budget ceiling**

Doctoral projects have a minimum duration of 3 years and a maximum duration of 4 years, in line with the 2018 University law. The IAS-funding granted to a YOUNG ACADEMICS project is limited to the amount covering the net salary and a maximum of 10 000€ for travel, conference fees, and publication costs. Additionally, for ESRs travelling more than 4000 km (see Uni.lu - Travel Policies and Procedures) to join Luxembourg, the IAS-Luxembourg will cover the actual cost of an economy return ticket valid for the beginning and the end of their doctoral programme.

### **Project resubmission and follow-up**

Applicants to the YOUNG ACADEMICS call confirm that the research planned in the submitted YOUNG ACADEMICS project is not funded by other means. The combination of a YOUNG ACADEMICS project with other IAS funding instruments is possible. Thus, Young academics fellows can participate to BRAINSTORM sessions and can contribute to an on-going AUDACITY project.

Follow-up projects are not eligible, as their attained maturity shall enable a submission to external funding instruments available at the FNR, Horizon Europe, ERC, ESA or any other postdoctoral fellowship.

## **2.4 Intellectual property rights (IPR), acknowledgement, and authorship**

### **IPR**

For employees of the UL, the Intellectual property rights (**IPR**) fall under the UL policy in force for the valorisation of research results such as stated in the University law, the working contract and the Guiding principles for the valorisation of research results and intellectual property rights<sup>4</sup>.

A consortium agreement, including an intellectual property rights agreement, has to be set-up if a project partner is not employed by UL, this includes the cases of Affiliate Professors and self-employed doctoral candidates.

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<sup>4</sup>[https://www.en.uni.lu/media/files/guiding\\_principles\\_for\\_the\\_valorisation\\_of\\_research\\_results\\_and\\_intellectual\\_property\\_rights](https://www.en.uni.lu/media/files/guiding_principles_for_the_valorisation_of_research_results_and_intellectual_property_rights)

## **Funding acknowledgement statement**

Publications and any other communication media generated through the YOUNG ACADEMICS funding instrument should acknowledge the financial support from the IAS in the following form: “*Author X acknowledges financial support of the Institute for Advanced Studies of the University of Luxembourg through a YOUNG ACADEMICS Grant (YOUNG ACADEMICS -Year-No. XXX)*”.

## **Result valorisation**

At UL, the initial purpose of a patent is to communicate the results to potential stakeholders. The valorisation process allows the University of Luxembourg to protect, add value and transform the foundational research results into products, processes, services or innovative and economically viable forms of technology duly protected by intellectual property rights. According to the national law, all researchers who decide to valorise an innovative result, coming from their scientific work, must declare it to their employer. The **central Office of Partnership, Knowledge and Technology Transfer** (PaKTT Office) at UL provides support and guidance for researchers who aim to valorise innovative results. Further questions to IPR issues, shall be raised to the attention of the central PaKTT or support structures/officers at the concerned entity of the University.

## **2.5 Ethics, Open science, gender and doctoral education**

### **Code of conduct, ethics and personal data**

UL promotes the responsible conduct of research as described in the **University of Luxembourg - Code of Conduct**<sup>5</sup>), meets the Guiding Principles for Innovative Doctoral Training set by the European Commission, and also respects fundamental ethical principles as listed in the Charter of Fundamental Rights of the European Union.

At UL, any research involving the participation of human subjects, animals or the use of biological materials or personal data, or which may represent a risk for the environment or for society, is considered as having an **ethical component**.

Ethical components have to be specifically addressed in the YOUNG ACADEMICS proposal, by fulfilling the **ethics principles**<sup>6</sup> in force at UL. The following panels and contact points (at UL or national) are relevant to provide support and guidance:

- Researchers must consult the **Ethics Review Panel** of the University of Luxembourg (ERP, [erp-submissions@uni.lu](mailto:erp-submissions@uni.lu) ) regarding the general ethical aspects of their projects before beginning their research. The Ethics Review Panel may not intervene after the start of a research project phase that raises ethical questions. It may not approve research project a posteriori. If the project deals with human subjects or samples, the **Comité National d'Éthique de Recherche**<sup>7</sup> (CNER) and/or the **Commission Nationale de la**

<sup>5</sup> University of Luxembourg - Code of Conduct ([https://www.en.uni.lu/university/official\\_documents](https://www.en.uni.lu/university/official_documents))

<sup>6</sup> [https://www.en.uni.lu/research/researchers\\_research/standards\\_policies](https://www.en.uni.lu/research/researchers_research/standards_policies)

<sup>7</sup> [www.cner.lu](http://www.cner.lu)

**Protection des Données**<sup>8</sup> (CNPD) need to extend their approval prior to the launch of the project.

- In case the experimentation involves animals, the **Animal Experimentation Ethics Committee** of the University of Luxembourg (AEEC, [aeec@uni.lu](mailto:aeec@uni.lu)) shall be consulted. This committee examines and delivers an opinion on projects that use animals for scientific purposes.
- For projects handling personal data, the **Data Protection Officer** at UL (DPO, [dpo@uni.lu](mailto:dpo@uni.lu)) provides advice and guidance about data protection to University staff and is the contact person for the National Commission for Data Protection (CNPD). Such projects shall receive approval of the CNPD prior to the start of the project.
- In case of conflict, the Office of the Ombudsman at the University of Luxembourg is a confidential, impartial, independent, and accessible place of support for the university community. The ombudsman offers conflict management coaching, shuttle diplomacy, mediation, restorative circles and conferences to mitigate workplace conflicts. The ombudsman further offers presentations and workshops on healthy communication and conflict mitigation, conducts informal inquiries, and makes non-binding policy recommendations to all levels of university administration to address potential gaps and inequities.<sup>9</sup>

### **Open Science and DORA**

UL encourages the dissemination of research results towards the scientific community and the greater public, as well as their protection and economic exploitation, along the general principle “*as open as possible - as closed as necessary*”. In order to maximize the impact of research outputs on science and society, Young Academics are encouraged to disseminate broadly the project results through high quality, scholarly publications with an immediate access to the final peer-reviewed contents. Article processing charges (APC) for full Open Access publications or similar fees are eligible for funding through the YOUNG ACADEMICS instrument. In the spirit of the San Francisco Declaration on Research Assessment (DORA), UL also recognizes the value of other research outputs and encourages notably YOUNG ACADEMICS applicants to deposit research data according to the FAIR principles on field-specific or generic repositories. In the same line, reviewers evaluating applications to the IAS calls are expected to give value to all types of research outputs independently of journal-based metrics.

### **Gender equity**

UL wishes to promote gender equity in research and academic careers. Within this general principle, the University will ensure that the Young Academic community of the IAS presents itself a gender balance, receives relevant gender-awareness training material. Additionally, the Scientific Council of the IAS-Luxembourg includes the University Gender delegate<sup>10</sup> as an observer in the selection process.

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<sup>8</sup> [www.cnpd.lu](http://www.cnpd.lu)

<sup>8</sup> [https://www.en.uni.lu/universite/presentation/organigrammes/organigramme\\_rectorat\\_administration\\_centrale/office\\_of\\_the\\_ombudsman](https://www.en.uni.lu/universite/presentation/organigrammes/organigramme_rectorat_administration_centrale/office_of_the_ombudsman)

<sup>10</sup> [https://www.en.uni.lu/university/about\\_the\\_university/governance/gender\\_equality\\_officer](https://www.en.uni.lu/university/about_the_university/governance/gender_equality_officer)

## **Doctoral education**

Doctoral candidates of a YOUNG ACADEMICS project are registered in one of the doctoral programmes of the University of Luxembourg under the supervision of two UL ADR-Holders, together with complementary domain experts, if needed (in line with the Doctoral Education Agreement). Further information on doctoral education at UL can be found under “Doctoral education<sup>11</sup>” and “Office of doctoral studies – BED<sup>12</sup>”.

The objectives of the DEA are to describe and regulate the rights and obligations of the doctoral candidate and the (co-)supervisors. It should be set up at the latest 6 months after the start of studies, and initiated by the supervisor.

## **2.6 Eligible Costs**

The maximum funding of a YOUNG ACADEMICS project is limited to the amount covering the gross salary including employer’s charges and a maximum of **10 000€** for travel, conference fees and publication costs. It can be annually distributed in an *ad hoc* manner over the entire project duration (maximum 4 years for the doctoral programme). As mentioned above and on specific condition, travel exceeding 4 000 km back and forth UL to join the doctoral programme is covered (1 economy return ticket) for foreign candidates.

The Project Budget Form (Excel table used for other internal project submission) is **NOT** requested for the YOUNG ACADEMICS submission. The travel and other costs (see table below) will be covered by the amount of 10 000€ granted to each project and will be wisely allocated over the project duration under the responsibility of the doctoral candidate’s supervisor (max 4 years).

The below table provides a résumé of eligible costs:

#	YOUNG ACADEMICS costs	Eligibility	Applicability
1	Salary	YES	Doctoral candidates
2	Equipment	NO	To be covered by research group
3	Consumables	NO	To be covered by research group
4	Travel costs	YES	Consult the UL financial guidelines*
5	Subcontracting	NO	To be covered by research group
6	Other costs	YES	Conference fees, Open Access publication cost, Trainings

\*see Intranet: [ULJ](#) > [The University](#) > [SFC](#) > [Policies and Procedures](#)

For ESRs travelling more than 4000 km to join Luxembourg, Uni.lu will reimburse the actual cost of an economy return ticket valid for the beginning and the end of their doctoral programme.

## **2.7 External contribution to YOUNG ACADEMICS projects**

### **Affiliated Professors**

<sup>11</sup> [https://www.en.uni.lu/studies/doctoral\\_education](https://www.en.uni.lu/studies/doctoral_education)

<sup>12</sup> [https://www.en.uni.lu/university/about\\_the\\_university/organisation\\_charts/organisation\\_chart\\_rectorate\\_central\\_administration/office\\_of\\_doctoral\\_studies\\_bed](https://www.en.uni.lu/university/about_the_university/organisation_charts/organisation_chart_rectorate_central_administration/office_of_doctoral_studies_bed)

Affiliated Professors<sup>13</sup> of the University of Luxembourg can contribute to YOUNG ACADEMICS projects as supervisor or mentor of a doctoral candidate (see conditions in 1.2)

### **Contribution from other IAS funding instruments**

If you plan a combination of different IAS funding instruments (e.g. application to a BRAINSTORM project), please list all the projected funding supports in the project description (not applicable for the 2021 call).

### **Other external contributions**

Private financial donation by a charitable organisation or additional financial support from public organisations to the project are considered as external financial contributions, which should be listed in the financial statement.

Foreign partner's contributions to the project as "non-contracting partner" are considered as an external source of funding.

## **3. Practical Application to the YOUNG ACADEMICS call**

### **3.1 Key rules**

- UL-ADR-holders are expected to file the application through the UL system.
- Proposals must be written in English with a fixed number of pages. Refer to the application templates for further instructions.
- The initial step is a declaration of interest by the candidate through a Project Idea Form, the CV of the candidate, and a motivation letter sent together to the UL-ADR-Holder email address (chosen in the list available on the university website), with a mandatory copy to [ias@uni.lu](mailto:ias@uni.lu). The Project Idea form is thus used only to contact one of the UL-ADR-holders listed on the website of the IAS (see section 2.1), but will not be submitted with the final Application Form.
- The complete Project Application consists of the Application form (7 pages), a CV of the doctoral candidate (free format), a letter of motivation from the doctoral candidate (1 page) and a common letter from the 2 supervisors supporting the candidate and project application (1 page).
- The Project Budget Form is not requested for a Young Academics project.
- Please use Arial, font 11, single space to fill in the application form.
- All proposals for the YOUNG ACADEMICS call will have to be submitted via the online submission tool (<https://research.uni.lu>). The main supervisor-ADR-holder initially selected by the doctoral candidate will assist the candidate in the on-line project submission.
- Modifications after the deadline are not accepted. Incomplete proposals and those received after the deadline will not be processed.

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<sup>13</sup> Affiliated Professors in the sense of the University law of 27 June 2018, Section IV, article 28, and related internal regulations (ROI) in force.

## 3.2 Tasks prior to submission

1. Your submission can gain in quality and strength by being pre-reviewed. Most helpful is to have your pre-final version read by a senior colleague with long experience in successful grant writing from a neighbouring, not your own immediate speciality. This will ensure that you 'sell' your application well to the UL research community and the College of IAS fellows via the written project proposal (in future calls and in a post-pandemic perspective, applicants of eligible proposals will be invited to present and defend their project in front of the IAS Scientific Council in an oral pitch with the UL community as audience), and finally to the IAS Scientific Council composed of both UL-internal and UL-external experts with proven interdisciplinarity and responsible for the final ranking. This step is part of the University's quality assurance process.
2. Please contact your HR partner for details about researcher employment, e.g. concerning contract duration of CDDs.
3. **Submit the electronic Project Announcement Sheet (e-PAS)**
  - The e-PAS is requested by the Research Support Department prior to submission to confirm that your YOUNG ACADEMICS application is approved by all necessary instances in your Faculty or Interdisciplinary Centre.
  - Non-EU candidates have to provide, together with the application form, a certificate of recognition of the diploma to be equivalent to level 7<sup>14</sup>.
  - Go to the online submission tool <https://research.uni.lux> and create a new **electronic Project Announcement Sheet**. For further information, please see the instructions online.

## 3.3 Application Process

The application process itself consists of **3 main steps**. To ease the process, the UL-ADR-holders are expected to proceed with the various IT steps on behalf of the doctoral applicants. After filling in the application form (word-file) offline, please go to the online submission tool <https://research.uni.lux>. After the submission of the e-PAS, you will be guided by the system through the application process. Here, you can also upload the completed application form and additional documents.

### Step 1: Fill in the application form (please carefully read sections 3.4)

- Download the application form (see Intranet: [https://intranet.uni.lux/the\\_university/sr/Pages/Internal-Research-Projects-%28IRP%29.aspx](https://intranet.uni.lux/the_university/sr/Pages/Internal-Research-Projects-%28IRP%29.aspx))
- Standardize the file name:  
"UL-IAS-YOUNG ACADEMICS  
2021\_ProjectACRONYM\_Applicant\_LastNAME\_Firstname\_.docx"

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<sup>14</sup> <https://guichet.public.lu/en/citoyens/enseignement-formation/etudes-superieures/reconnaissance-diplomes/inscription-registre-titres.html>

- In the application form, fill in the requested information (please read carefully section 3.4). Transform the completed form into a pdf-file.

**Step 2: Upload the application form, complete the general project information and reviewer information via the online submission platform**

- Upload the application form and other required documents as pdf-file.
- Master certificate or if the candidate has not yet finished his master, a school certificate from the candidate's university that he's currently in his last master's year.
- Via the online submission platform, please check and edit the general project information, project description and abstract retrieved from the e-PAS.

**Step 3: Invite your research facilitator/coordinator for proposal validation**

- Via the online submission tool, you are required to invite your research facilitator / coordinator to validate your proposal. They can provide detailed advice and support. Please, ask for their internal deadline.

Please make sure that all items on the YOUNG ACADEMICS Checklist are checked! No submission prior to completed check is possible.

## 3.4 Application Form

### General project information

Project ACRONYM, project title, starting date (earliest possible starting date: **01.01.2022** but no later than **01.06.2022**), duration (months), recruitment (doctoral candidate).

### Project Description

#### **Young Academic (Doctoral Candidate)**

- Please fill-in the requested information for the Doctoral Candidate (the applicant).

#### **Supervisors A and B**

- Please fill-in the requested information for the Supervisors (UL-ADR-holders with one taking the responsibility of the official supervision, may include an Affiliate Professor).

#### **1. Abstract (max. 0.5 page)**

- Describe the main idea of your project in a summary orientated towards the greater public.
- The abstract should be concise, clear, informative and self-contained.
- As reviewers may be biased for or against a project after reading the abstract, make clear **why** the work is important and describe its interdisciplinary character.
- Please use a "lay writing style" that targets at a general interdisciplinary audience of non-experts.

#### **2. State-of-the-art including your own relevant previous work (max. 0.5 page)**

- Describe the current scientific state of the art and on-going developments in fields relevant to your proposal, including your own previous work or your personal interest for this research topic.
- Include available theories, concepts or solutions, as well as conclusions, possibly with references to literature (references in the text).
- Provide an assessment of research needs (the main conclusions leading to the proposal).

### 3. Project description and objectives (max. 2 pages)

- Please note, that “Interdisciplinarity” and “Excellence” are essential criteria for the project evaluation. A YOUNG ACADEMICS project shall be a project within different departments in a Faculty, different research groups in an Interdisciplinary Centre, or between different entities of UL or with sister research institution in Luxembourg.
- The IAS applies the following definition of **interdisciplinary** research: “*a mode of research by teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or area of research practice*<sup>15</sup>”.
- **Young academic fellow:** A junior, yet independent, researcher with strong critical thinking and that conduct his/her project at the forefront of science and that goes beyond the actual boundaries of knowledge, based on an idea which is unusually good and showing a willingness to take bold risks.
- **In this section:**
  - Describe the interdisciplinary / intersectoral nature and the strong originality of the project in general.
  - Explain why the interdisciplinary approach is important, i.e. the high risky and bold approach and the added-value compared to two or three separate individual approaches.
  - Explain how the project targets the generation of new knowledge.
  - If applicable, describe the potential use of the results by other disciplines or sectors.
- **Project objectives** are best in the form of “scientific hypotheses”
  - Outline your project’s contribution to the research needs.
  - Clearly define the goal, objectives, focus and scope of the project in a realistic and, as far as possible, measurable form.
  - State the main research questions and/or hypothesis to be addressed.
  - Give a problem-solving scent to your proposal
  - Make your text crisp and concise.

### 4. Research approach and methods (max. 0.5 page)

- Outline the approach (methodology) and methods used to address the research questions and hypotheses. Detail the interdisciplinary features of the approach. References must be listed in the body text.
- YOUNG ACADEMICS projects are bold in essence, describe how risks will be managed

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<sup>15</sup> Facilitating Interdisciplinary Research, Committee on Facilitating Interdisciplinary Research, National Academy of Sciences, National Academy of Engineering, Institute of Medicine, 2005

and quality be assured.

- Project plan. The project plan is not part of the application form. It is expected to be described only for selected doctoral candidates. It will be developed within the thesis work plan integrated to the doctoral education agreement (DEA) and including the doctoral training plan of the candidate (acquisition of ECTS).

#### **5. Project outcomes of the doctoral research project (max. 0.5 page)**

- **Contribution to advancement of the candidate profile as a researcher.** Describe how the interdisciplinary doctoral programme will benefit to build your profile as an independent Early -Stage Researcher by gaining in disciplinary and interdisciplinary skills while opening your path towards intersectorality, transnational mobility, and solution-driven attitude.
- **Contribution to advancement of knowledge and UL's research community.** Describe the project's contribution to knowledge production and how the results are exploited and disseminated within the research community. That is, how the project outcomes contribute to (1) the promotion of interdisciplinarity across UL, (2) advancement of the state of the art, (3) the development of the scientific community, and the UL and its entities in terms of capacities, competencies, visibility and attractiveness.
- If applicable, describe how the research project will contribute to knowledge generation and the future of society. Describe what efforts (publications and other activities) are foreseen in order to increase public awareness, societal well-being, and understanding of the research field.
- Please bear in mind that the Communication Department of the University of Luxembourg can support the dissemination of your research results towards society. For this purpose, you can contact Jean-Paul Hoffmann from the Communication Department ([communication@uni.lu](mailto:communication@uni.lu)). Similarly, for the valorisation of your results and for questions related to IPR, the central PaKTT office is your contact point.

**Legal and ethical requirements.** All potential issues regarding data protection, intellectual property rights and ethical issues for the whole project (not only for activities carried out in Luxembourg) will have to be described for selected candidates at the time of filling the Doctoral Education Agreement (DEA). Please consult the University of Luxembourg's Policy on Ethics in Research and international codes of conduct<sup>16</sup>.

### **3.5 Budget template**

No Budget Form is requested for a Young Academics project submission. You can find below the eligible costs during the lifetime of the project.

#### **1. Personnel**

**Category A1: UL staff contribution to the YOUNG ACADEMICS project not eligible for financial support**

- List and enter the personnel category for the main and co-supervisors, mentors and any other contributors from UL staff.

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<sup>16</sup> Download on: [http://www.en.uni.lu/research/standards\\_policies](http://www.en.uni.lu/research/standards_policies) and <http://www.fnr.lu/guidelines>

- Contributors can include for instance staff working at UL but financed by a third party, such as the EU, industry, AFR individual or PRIDE doctoral or postdoctoral grants, and Affiliate Professors.
- Enter the period of involvement and the number of hours per week in the project of each contributors. Most contributors will probably be involved for the whole duration of the project.

### **Category A2: YOUNG ACADEMICS Participants to be financed by the project**

- **Doctoral candidates** can be funded through YOUNG ACADEMICS projects. They should be involved full time and work towards their doctoral degree. She/he must be registered in a doctoral programme at UL. Their PhD thesis must be the key project output.
- Salaries of permanent staff of the University are not eligible and should be listed in category A1.
- Note that the amounts in the tables are the **costs** of each position for the university. They are **NOT** the gross (brut) salaries.
- Many projects start later than anticipated and extension of the duration beyond the initially projected end date is possible. However, as salaries increase over time the extension might involve additional salary costs. These additional costs **will not be covered** by the IAS-Luxembourg and other sources will have to be found.

## **2. Other costs (max. 10.000 €)**

### **Category B: Third party collaborators**

Not eligible for funding in YOUNG ACADEMICS.

### **Category C: Durable equipment**

Not eligible for funding in YOUNG ACADEMICS.

### **Category D: Travel in Luxembourg and Journeys abroad**

- Each trip on behalf of the University must be undertaken in the most cost-effective way.
- Only the doctoral candidate can apply for travel costs.
- One return economy ticket is covered by UL for foreign candidate that have to travel more than 4 000 km to join Luxembourg.
- For eligible costs and applicable rates, consult the UL financial guidelines.

### **Category E: Documentation**

Not eligible for funding in YOUNG ACADEMICS.

### **Category F: Other costs**

- Costs for open access publishing, article processing charges (APC) for full Open Access publications or similar fees.
- Costs for conference participation.

### **Category G: Operating expenses**

Not eligible for funding in YOUNG ACADEMICS.

### **Category R: Additional income to cover project costs**

- This category refers to income (in kind or in Euros) from internal or external partners and is used to cover additional costs not listed in Categories A-G.
- Note that the candidate and supervisor(s) are responsible for the creation of any necessary contracts and have to ensure that payment is made (mentioning the budget code of the project in the payments). Copies of the contracts have to be sent to [ias@uni.lu](mailto:ias@uni.lu).
- Provide a short description of the cost item as well as the source of the income, i.e. the internal or external partner, as well as country. The following categories are used:
  - R1: Additional income - from internal sources (directly from faculty, IC, department, other IAS instruments, etc.)
  - R2: Additional income - from external sources (other state contributions (ministries, FNR, etc), European institutions, other int. organisations, foundations, other third parties (e.g. companies, banks, private persons)

#### **4. Selection process of YOUNG ACADEMICS projects**

Applicants to “Young academics” will be ranked by the members of the Scientific Council of the IAS and UL-external experts from the academic world. The selection criteria are excellence of the candidate and the quality of an interdisciplinary project. The evaluation and selection process of the YOUNG ACADEMICS project proposals consists of several steps:

1. Administrative eligibility check by the RSD;
2. Eligible proposals will be sent to a review panel composed of 2 external reviewers and 1 reviewer of the IAS-Luxembourg Scientific Council. For each proposal, the following documents will be shared with the 3 evaluators: project description file, resume of the doctoral candidate, letter of motivation from the doctoral candidate and support letter from the 2 supervisors explaining the quality of the candidate and the adequation between the project subject and the candidate;
3. The IAS Scientific Council ranks the proposals on the basis of the written proposal and the 3 written reviews, and recommends the proposal for funding to the VRR. The selection criteria are the academic excellence, and the audacious and interdisciplinary character of the project;
4. The VRR decision is communicated to the applicants, based on the recommendation made by the Scientific Council.

NB: In future calls and in a post-pandemic perspective, applicants of eligible proposals will be invited to present and defend their project in front of the IAS Scientific Council in an oral pitch with the UL community as audience, followed by a Question & Answers session (physical attendance or via Visio conference). To ease the participation of foreign candidates, an on-line platform will be dedicated to this step.

The Scientific Council of the IAS is composed of UL-internal and UL-external experts. Further details on the organisational features of the IAS Luxembourg and the role and composition of its Scientific Council can be found in the IAS Organisation and Governance (<https://www.uni.lu/ias>).