



Πανεπιστήμιο Κύπρου  
University of Cyprus

RESEARCH AND INNOVATION SUPPORT SERVICE

## GUIDE FOR APPLICANTS

### 50 ONISILOS MSCA COFUND FELLOWSHIPS AT THE UNIVERSITY OF CYPRUS

|                           |                                       |
|---------------------------|---------------------------------------|
| <b>Title</b>              | : Post-Doctoral Researchers           |
| <b>No. of Position(s)</b> | : 50 (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 fifty (50) 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](#).

#### ONISILOS FELLOWSHIP PROGRAMME

**ONISILOS** is a 60-month fellowship programme with a duration from 01/01/22-31/12/26. ONISILOS will fund fifty (50) 24-month fellowships for Experienced Researchers. **Two rounds of calls** for proposals will be announced according to the table below.

| Calls                | Application Deadline  | Starting dates of the fellowships | Number of fellowships |
|----------------------|---|-----------------------------------|-----------------------|
| 1 <sup>st</sup> call | <b>The deadline for the submission is 20 September 2022, 17h00 (EEST) and no extensions will be given after the deadline.</b> | Between 01/01/23-01/06/23         | 30                    |
| 2 <sup>nd</sup> call | The deadline for the submission is 30 January 2024, 17h00 (EEST) and no extensions will be given after the deadline.          | Between 01/06/24-01/11/24         | 20                    |

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   |  |  |
| Potential of the researcher to reach or reinforce professional maturity/independence during the fellowship   | Quality of the proposed measures to communicate the project activities to different target audiences |  |
| <b>50%</b>   | <b>30%</b>   | <b>20%</b>   |
| <b>Weighing</b>  |  |  |
| Priority in case of overall equal evaluation score   |  |  |
| <b>1</b>   | <b>2</b>   | <b>3</b>   |
| <b>An overall threshold of 70% will be applied to the total weighted score.</b>  |  |  |

In order 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 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.

Applications should involve a secondment organisation, preferably from the non-academic sector when it is relevant for the selected scientific field of interest. The fellow will be seconded for a period from 1 to 3 months to this organisation. The 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 partner:

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

The goal 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.

### **ELIGIBILITY CRITERIA**

1. The programme is designed for **Experienced Researchers (ERs) of any nationality**. Researchers must **hold a PhD degree** of a recognized higher education institution before the deadline of the relevant ONISILOS call for proposals. 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 provided that they can document their successful defence of the thesis.
2. **Mobility Rule:** Researchers 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 of application deadline**.
3. Exceptions and relaxation of the 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.

### **EMPLOYMENT TERMS**

Fellows will be recruited under an employment contract of two (2) years. Employer and employee contributions will be deducted from the amounts below, which do not include a 13<sup>th</sup> salary bonus.

The monthly salary includes the following allowances:

- €3.540 Living allowance per month
- €300 Mobility allowance per month
- €200 Family allowance per month (if applicable). Family allowance is provided only to married researchers, as well as for researchers with a status equivalent to marriage recognized by the country in which the relationships were formalized. So, if a researcher is not married or have a formal equivalent to marriage relationships then family allowance would be zero.

Fellows, during the application phase, will have the opportunity to request an extra budget for research purposes like conference participation, seminar registration fees, consumables etc. A budget template will be provided on the portal.

Employment conditions will be aligned with the “Charter & Code for Researchers” regulations.

Following their appointment at the University of Cyprus, fellows must be based in Cyprus and situated physically at the University of Cyprus buildings in order to participate in the academic

life of UCY and to organise and participate in academic activities such as workshops, public talks and other activities that will contribute to the intellectual life of the university.

The budget for each fellowship will include the following categories:

| Cost Categories   |   | Unit Cost Per Month | Person Months | Total             |
|---|---|---------------------|---------------|-------------------|
| <b>1</b>  | <b>Personnel Costs</b>  |                     |               |                   |
|   | Living Allowance  | 3.540,00            | 24            | 84.960,00         |
|   | Mobility Allowance  | 300,00              | 24            | 7.200,00          |
|   | Family Allowance  | 200,00              | 24            | 4.800,00          |
| <b>2</b>  | <b>Training Costs</b>   | 300,00              | 24            | 7.200,00          |
| <b>3</b>  | <b>Travelling costs</b> (includes travelling costs for secondments) | 300,00              | 24            | 7.200,00          |
| <b>4</b>  | <b>Other Research costs</b>   | 300,00              | 24            | 7.200,00          |
|   | <b>Total</b>  |                     |               | <b>118.560,00</b> |
| <b>Notes:</b>   |   |                     |               |                   |
| <p><b>Note 1: Living and Mobility</b> allowances are fixed and cannot be changed. <b>Family allowance</b> is a fixed allowance that cannot be changed and it is provided only to married researchers, as well as for researches with a status equivalent to marriage recognized by the country in which the relationships were formalized. So if you are not married or you don't have a formal equivalent to marriage relationship then it will not be provided.</p> |   |                     |               |                   |
| <p><b>Note 2: Training Costs</b> are fixed and cannot be changed. The max amount is 7.200 per fellowship. However, 3.600 will be handled centrally by UCY for transferable skills trainings and the 3.600 could be used by the fellow for other training purposes.</p>  |   |                     |               |                   |
| <p><b>Note 3: Traveling costs</b> include the travelling expenses and the related reimbursement rates for accommodation and nutrition during the mobility. The max amount is 7.200.</p>   |   |                     |               |                   |
| <p><b>Note 4:</b> Other Research Costs could cover expenses like small equipment, software, consumables, other research oriented expenses. The max amount is 7.200.</p>   |   |                     |               |                   |

**APPLICATION (TWO LEVELS APPLICATION PROCESS)**

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

**1<sup>st</sup> 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 in order 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 20/09/2017-20/09/2022). No gaps of time periods should be left behind. The profile will not be complete if there are gaps.**
  - d. Educational details
  - e. Upload an updated five-page CV in a PDF format.  
and the 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

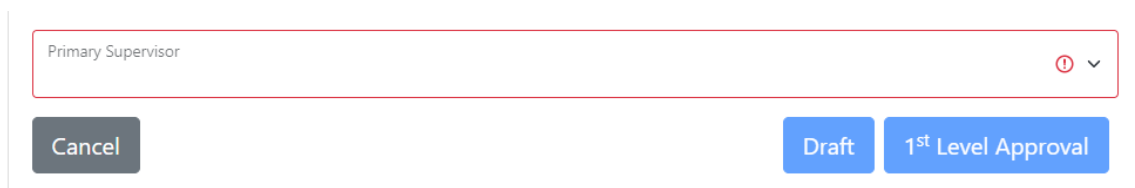
Search

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 research proposal (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 one interdisciplinary scientific research team. Please read carefully [here](#) the explanation of the intersectoral and interdisciplinary nature of the team of supervisors. 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 team chosen 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, in order 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.



The screenshot shows a web interface for selecting a Primary Supervisor. At the top, there is a dropdown menu labeled "Primary Supervisor" with a red border and a small red circle with a white exclamation mark and a downward arrow on the right. Below the dropdown are three buttons: a grey "Cancel" button on the left, and two blue buttons on the right labeled "Draft" and "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 in order to verify that there is no problem with the approval of the Primary Supervisor.

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

1. Select desired start date of the fellowship (between 01/01/2023- 01/06/2023)
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 in order 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) – **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 fellow 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 / products 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/products (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 scanned copy.

### **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).  
Few words about the Host Institution - University of Cyprus**

The University of Cyprus (UCY), the largest in the country, is a public institution established in 1989 and comprises 7 Faculties, 22 Departments, 14 Research Units and 116 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 in absolute terms and 135<sup>th</sup> of more than 40.000 unique participants with secured H2020 funding of over €75 million.** UCY has successfully implemented hundreds of externally funded research projects to date, including several funded through ERC, MSCA, and the WIDESPREAD programmes of H2020. In particular, UCY has secured 31 MSCA-IF projects out of a total of 42 secured by Cypriot organisations in 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 UCY.