

# GUIDE FOR APPLICANTS

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This guide is intended as a reference document to help you to know more about the program, assess your eligibility, fill out the application form correctly and submit a complete proposal with the best chances of success in the reviewing process.

# **1. Incoming CEA Fellowships (ICFs)**

## A. THE ESSENTIALS – WHAT SHOULD I KNOW BEFORE APPLYING?

### i. What?

*Enhanced Eurotalents* is an international mobility program for postdoctoral researchers co-funded by the European Commission and the French Atomic Energy and Alternative Energies Commission (CEA). The program is completely managed by CEA. Two types of fellowships are awarded:

- Incoming CEA Fellowships (ICFs) for international researchers who want to undertake a research project at CEA,
- Outgoing CEA Fellowships (OCFs) for CEA researchers who want to work in a foreign research institution/university for a limited mobility period of time followed by a compulsory return period at CEA.

### ii. Why?

The *Enhanced Eurotalents* program is a real opportunity to get an international experience. The main aim of the *Enhanced Eurotalents* program is to enable you to progress in the development of your career. The fellowship is expected to be part of your structured, long-term professional development plan and to be coherent with your past achievements. It should help you define your future objectives. To apply for an *Enhanced Eurotalents* fellowship, you should start by identifying and developing a research project that would provide you with the means to reach professional maturity and autonomy and to broaden your scientific skills (such as cross-disciplinary research, research management skills and intersectoral mobility). One of the fundamental concepts defining the program is that of advanced and life-long learning.

### iii. Who?

Two partners are involved in ICFs:

- CEA as host organization, manager of the fellowship and employer of the fellow,
- the researcher him- or herself.

All selected researchers are considered as *Enhanced Eurotalents* fellows once they sign their work contracts.

### iv. When?

The *Enhanced Eurotalents* program is based on a continuous submission process. You can apply at any time starting from January 1<sup>st</sup>, 2014 to May 31<sup>st</sup>, 2017 10:59PM GMT.

Project selection rounds are scheduled each year with strict deadlines. Thus, Applications will be reviewed at 10 cut-off dates during the program:

- May 31<sup>st</sup>, 2014
- September 30<sup>th</sup>, 2014
- January 31<sup>st</sup>, 2015
- May 31<sup>st</sup>, 2015

- September 30<sup>th</sup>, 2015
- January 31<sup>st</sup>, 2016
- May 31<sup>st</sup>, 2016
- September 30<sup>th</sup>, 2016
- January 31<sup>st</sup>, 2017
- May 31<sup>st</sup>, 2017

Please note that this schedule may be adapted on the execution of the program. Cut-off dates will be clearly advertised on the website and announced at least one year in advance.

#### **v. How long?**

The *Enhanced Eurotalents* program lasts 5 years, from January 2014 to December 2018.

ICFs can last from 1 to 3 years, depending on the objectives of your project. However, you have to justify the duration of your fellowship in your research proposal and its adequacy with your project will be assessed during the review phase.

Please note that, since all the research projects have to be completed by December 31<sup>st</sup>, 2018, the later you apply, the shorter your fellowship will be. E.g.: If your proposal is reviewed at the last cut-off date (May 31<sup>st</sup>, 2017), and taking into account the delays needed for instruction and selection of the applications and preparation of the contract, your fellowship will last 1 year and 2 months at most.

About 125 ICFs are to be funded over the whole length of the program. However, the total amount of offered fellowships being proportional to the duration of each fellowship, please note that this figure is only an estimate.

#### **vi. Which research fields?**

*Enhanced Eurotalents* fellowships have a bottom-up approach, i.e. you are allowed to choose a research topic in any of the four following research fields:

- **Energy, environment & climate change (E2C2)**  
E.g.: hydrogen & fuel cells, 2nd and 3rd generation biofuels, thermal solar power, photovoltaics, energy efficiency, smart grids, energy storage, etc.
- **Key Enabling Technologies (KET)**  
E.g.: microelectronics, nanoscience and nanotechnology, photonics, robotics, embedded systems, advanced materials and manufacturing, advanced chemistry for energy, high performance computing, etc.
- **Life sciences & biotechnology (LSB)**  
E.g.: structural biology & biophysics, tools for medical technologies, physiopathological disorders, toxicology, biomass, etc.
- **High energy physics, high energy density physics & physics of the Universe (HEPPU)**  
E.g.: fundamental laws of the Universe, ultimate constituents of matter, energy content of the Universe, origin and structure of the Universe, properties of matter, etc.

Any of these four fields are eligible for funding, except areas of research covered by the [EURATOM Treaty](#). All research carried out must respect the fundamental ethical principles and requirements indicated in the text of the People Specific Program (See F. Ethical Issues). The four above-mentioned research fields were selected for two reasons: CEA has outstanding laboratories working on these topics and these topics match the European research priorities.

### *The concept of panels*

For practical reasons, the proposals are classified under four research fields, referred to as “panels”. The four panels correspond to the above-mentioned research fields. The panel you choose for your proposal will be considered as your core discipline. Additional keywords can be used to define other disciplines that are involved. The choice of panel and keywords will guide CEA in the selection of experts for the review of your proposal. However, CEA reserves the right to move your proposal from one panel to another. You are also offered the possibility to suggest two panels in case of a cross-disciplinary proposal. Note that there is no predefined budget allocation among the panels in the call for proposals. As a general rule, the budget will be allocated according to the excellence of the applicant and his/her project.

## **B. ELIGIBILITY REQUIREMENTS – AM I ELIGIBLE?**

To take part in the *Enhanced Eurotalents* program, you must meet a number of eligibility requirements such as mobility conditions and compliance with the required level of experience. Your compliance with these requirements will be checked when you fill in your eligibility form. Applications that do not meet these preliminary requirements will not undergo scientific evaluation and will be rejected. **These eligibility requirements are checked on the basis of the information given by the applicant in the proposal. If, at a later stage, an eligibility requirement turns out not to be met (due to incorrect or misleading information in the proposal or because the applicant has not been awarded his or her PhD or has insufficient post-graduate research experience), the proposal will immediately be rejected.**

Please note that the mobility criteria and the required level of experience will be assessed at the date of the complete submission of your research proposal.

### **i. Mobility conditions**

In order for your application to be fully considered, you must meet various conditions regarding transnational mobility and are required to complete a CEA security background investigation successfully.

If you wish to apply for an ICF, please read the mobility conditions hereafter carefully prior any application submission:

- researchers can be of any nationality;

- researchers shall not have resided or carried out their main activity (work, studies, etc.) in France for more than 12 months in the 3 years immediately prior the submission of their complete proposal. Compulsory national service and/or short stays such as holidays are not taken into account.

## ii. Required level of experience

ICFs are intended for experienced researchers exclusively. To be granted an *Enhanced Eurotalents* fellowship and fulfil its experience requirements, you must either:

- have at least 4 years of experience in research (or a full-time equivalent) after obtaining the college degree that formally gives you access to PhD studies in the country in which you graduated or in the host country. This degree must be complete and not require further qualifications in order to be completed. Your experience must be of four active years. If for whatever reason (work outside the research sector, personal issues, etc.) you have taken a break from your career in research, you should not include this/these year(s) in the count of your four years of experience, or
- be in possession of a Doctoral degree.

The deadline to meet the above conditions is the day when you send us your complete research proposal.

## C. APPLICATION PROCESS – HOW CAN I APPLY?

1. **Go to:** <http://eurotalents.cea.fr>
2. **Read** the information available online and the *Guide for Applicants* carefully.
3. **Click** on the “[Register now](#)” tab ([Home>Apply>Register now](#)) and **fill in** your registration form. (NB: This link will be operational from January 1<sup>st</sup>, 2014 to May 31<sup>st</sup>, 2017 10:59PM GMT).
4. We will give you a login and password to register on the application website.
5. As soon as you receive your login and password, **log in to** <https://jobs.eurotalents.cea.fr> and **fill in** the eligibility form. You will find a screenshot of the eligibility form in Appendix 3. Do not forget to **indicate** your choice of panel and to **attach** your CV and cover letter.  
Your CV should be a scientific CV and include your academic achievements, a list of your past and present professional activities, your publications, and any other relevant information such as associative life involvement. **Your CV should be no longer than 2 pages.**  
**Your cover letter should be no longer than 1 page.**  
Please attach these two documents in PDF and make sure you fill in the eligibility form accurately.  
Please note that you are expected to fill in your eligibility form within 4 months. After that, your login and password will be disabled.



6. The information you will provide us with will enable us to help you check whether you are eligible or not and to tell you until when you are eligible (with regards to mobility and experience requirements – see above). In any case, we will contact you via email to let you know. If you are eligible, we will proceed with the 7<sup>th</sup> step.
  
7. If you have successfully passed the first steps, we offer to help you identify potential CEA host laboratories. If necessary, we will provide you with a list of CEA laboratories which carry out research in your field. This list will include the name of the lab, the name of a contact person at the lab, and his/her email address. You can **get in touch** with one or more of these contact person(s) in order to learn more about the laboratory(ies) involved in your research area, about the research activities they conduct, about working conditions, about your possible future salary, about hosting conditions, etc. Should no host CEA laboratories be identified that meet your skills and research area, the *Enhanced Eurotalents* project manager will inform you as soon as possible.  
If you do not want us to send you a list of potential labs, feel free to get in touch with them directly.
  
8. It is up to you to **discuss** your research proposal with your potential future lab. If you do so, make sure that you discuss all the elements of your project with the contact person in the lab. The schedule, for instance, is a key element of your proposal - you might want to make sure it is completely relevant and feasible, and that the equipment necessary to your research will be available when you need it.
  
9. Once you feel ready and confident with your research project, you can **start writing** your research proposal. You will find the template for research proposals in Appendix 4. It is necessary that you follow the outline of the template.  
Your research proposal should include: 1. a description of your research project stating the state-of-the-art in your field, the objectives of your project, its methodology, its duration, etc. (max 2 pages), 2. a table with a complete list of tasks, your schedule and deliverables (max 1 page), and an ethical issues table (max 1 page). The ethical issues table is mandatory whether you consider it necessary or not. If your project is not compatible with the ethical rules of the European Commission, it will be rejected even if it is selected by the panel of experts.  
You must keep your proposal within this limit. The experts that are asked to evaluate your proposal will not read more than these four pages.

Page Format	Font Type	Font Size	Line Spacing	Margins	Language
A4	Arial	10	1.5	2.5cm	English

10. **Submit** your research proposal on your *Enhanced Eurotalents* account (<https://jobs.eurotalents.cea.fr>) in PDF ([click here to download PDF creator for free](#)). Please, remember to check that you are still eligible before submitting your research proposal. If you do not meet the eligibility requirements (cf. §B.) on the day you submit your complete research proposal electronically, it will be rejected automatically.  
Your application will be considered complete once your application form, CV and cover letter, and research proposal are received and registered in the website.

11. Each complete application, i.e. eligibility form, CV, cover letter, and research proposal, is reviewed independently by three international experts:

- The panel chairperson: For each research field ("panel"), one expert is appointed to chair the international panel of experts for the whole duration of the program. He/She is the representative of the international panel he/she is in charge of. The panel chairperson will analyze all proposals submitted in his/her research field during the program.
- Two other experts: Two other experts will be chosen to review the application, according to your research field and research proposal. CEA is committed to choose among the best experts for each research field and to respect the values of the European Charter and Code for Researchers (signed in 2007 by CEA), especially the rules regarding transparency of recruitment processes and equal treatment for all applicants.

12. You will receive, within a few months after submitting your application:

- an Evaluation Summary Report (ESR) with your evaluation grades for the two criteria (applicant profile and research proposal) and a short abstract justifying the grade,
- a cover letter indicating the final decision of the experts (proposal selected or rejected) taking into account the number of fellowships available.

13. Contract preparation: It takes about three months to get to this ultimate stage. However, once you get a positive answer from CEA about your proposal, your application is considered successful and the only remaining requirement is the signature of your contract with CEA.

To have a more visual explanation of how ICFs work, please refer to the chart attached in Appendix 1.

#### *Reapplications and multiple applications*

You can propose more than one ICF project at the same time. However, it is requested that you choose only ONE of your projects before the review. Applicants are allowed to reapply anytime they wish, provided they meet the eligibility requirements. Due to the eligibility requirements, you will not be allowed to extend the length of your stay beyond the initial duration of your fellowship. Therefore, it is strongly recommended that you directly propose a long enough project duration for you to complete your project.

## **D. EMPLOYMENT CONDITIONS – WHICH BENEFITS WILL I BE ENTITLED TO?**

*Enhanced Eurotalents* incoming fellows usually have a specific fixed-term contract for international mobility of researchers, whose contractual conditions are compatible with the rules defined by the European Commission and the French employment law.

*Enhanced Eurotalents* incoming fellows mostly have the same rights and duties than permanent workers at CEA. Please find below the general salary disposition, along with a list of social and fringe benefits that *Enhanced Eurotalents* researchers are entitled to:

### **i. General salary disposition**

*Enhanced Eurotalents* fellows' salaries range from about €3,738 to €5,825/month. This amount includes a mobility allowance. Please note that due to French legislation, you will be paid only about 80% of the amount. The remaining 20% will go to the French National Health Insurance Plan, your pension fund, and your top-up insurance. The French National Health Insurance Plan and your top-up insurance cover almost all your medical expenses.

### **ii. Social benefits**

- Legal work time, paid holidays and 10 days of public holidays.
- Maternity, sick and accident leave. *Enhanced Eurotalents* selected applicants have the same social advantages than CEA employees in terms of contribution to parental leave and health and accident insurance.
- Permanent professional training. CEA has significant strategic plans for the life-long training of its employees, including *Enhanced Eurotalents* fellows. See the “Career development” chapter below for information specific to *Enhanced Eurotalents* fellows.
- Retirement. Like permanent researchers, *Enhanced Eurotalents* incoming fellows benefit from pension fund and contribute to a retirement pension scheme.
- Selected applicants are considered permanent staff regarding social benefits such as access to catering and company transportations. Lunches are partially supported by CEA. The employer's contribution depends on your personal income. Free transportation by company buses is organized from a lot of places surrounding CEA centers. If you happen to live far from those pick-up places, you are entitled to a partial financial participation to cover public transportation fees.

### **iii. Fringe benefits**

*Enhanced Eurotalents* researchers have access to the library and social activities such as musical, cultural and sport activities, and benefit from discount holiday travels and theatre, opera and movie tickets.

In order to welcome you and your family as well as possible, you will be helped by associations co-funded by CEA to find housing and school for children, fulfil administrative forms, and open a bank account. CEA-Saclay also has an International Office which is here to help you with all these procedures (<http://internationaloffice.ceasaclay.com/?lang=en>).

Furthermore, like all other CEA employees, *Enhanced Eurotalents* fellows are required to complete a Security Background Investigation. In total respect with the national law, CEA conducts a medical examination and a background investigation before any employment. You are required to answer personal questions about yourself and your family such as place and date of birth, employment, and address. Please, understand that this information is necessary for us to allow your access in CEA premises and facilities.

#### iv. Career development

*Enhanced Eurotalents* fellows benefit from a specific CEA training program organized by the CEA training institute, INSTN.

Firstly, you will have an individual follow-up interview with a staff member from the Human Resources Division and the Training Officer from INSTN to assess your profile and wishes in terms of career development.

Also, you will be invited to attend the following mandatory training session (3-4 days) within the first months of your stay:

##### ***“Evaluate, Manage and Develop my Career”***

Through active pedagogy and workshops, you will be able to revisit and develop your professional project and add value to your past achievements and experiences. The main objectives of this session are to identify and describe the skills that can add value to your professional project, implement methods to find a job and broaden your possibilities, train to job interviews, improve your written communication tools, learn more about the terminology of industrial companies and high technology start-ups and how to deal with the problems encountered within these companies, etc.

After this first mandatory session and the advice of the Training Officer, you will be able to choose other specific training sessions that apply best to your own personal and professional project and career development.

The Enhanced Eurotalents career development scheme also includes, under certain conditions, funding for attendance to one scientific conference per year.

## E. REVIEW CRITERIA – HOW IS MY PROJECT ASSESSED?

The main review criteria are the excellence of the applicant profile and his/her research project. The review also assesses the extent to which the chosen research environment at CEA will enable the researcher to carry out his/her project in the best possible conditions. The detailed elements applying to the selection of applicants and their proposal are as follows:

### i. Applicant profile

Here are the **4** selection criteria that apply to the applicants:

1. **Qualification:** your ability to conduct the proposed project is assessed on the basis of the quality of your previous research outputs. The reviewers evaluate your published results in peer-reviewed journals as well as other elements of your CV. It is important that you write your CV having in mind this purpose.

2. **Previous research results and level of experience**: this criterion includes patents, publications, teaching, advanced courses, etc.
3. **Independence of thinking and leadership qualities**: these topics are best developed in your CV and cover letter.
4. **Personal commitments**: in line with this criterion, you may include commitments such as associative life involvement (association membership or leadership), humanitarian work, or other personal development activities. It is important that you try to develop every relevant activity in which you were committed or had any responsibility so that the experts are able to assess your profile accurately.

**NB:** as the Experts will only have access to your written documents (Research project proposal, CV and Cover Letter), it is of high importance that you write with extreme caution and precision these documents, keeping in mind the 4 above-mentioned criteria.

## ii. Research project

Here are the 5 selection criteria that apply to the research project:

1. **Scientific and technological quality** of the project, including any interdisciplinary and multidisciplinary aspects.
2. **Originality and innovative nature** of the project: the reviewers will notably assess if your project is in line with the state-of-the-art of research in the field you choose.
3. **Schedule and relevance** of the project: it is very important that you give reasonable timing to your project and explain what you need this time for. The more you describe the steps you will follow and the tasks you will undertake, the more the reviewers will be able to assess your project in terms of the duration of the fellowship you are asking for.
4. **Research methodology**
5. **Adapted use of human and material resources** offered by CEA.

## iii. Final grade

Evaluation grades are given for both your profile and research project. Each of the **9 criteria** is graded out of 5. Therefore the grade given by each expert is out of 45. The final grade is the total sum of the grade given by each expert and out of 135. The proposal with the best grades will be selected for each panel and according to the number of man-years available at the time of your application. They correspond to the following explanations:

*0 - The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information*

*1 - Very poor. The criterion is addressed in a cursory and unsatisfactory manner.*

*2 - Poor. There are serious inherent weaknesses in relation to the criterion in question.*

*3 - Fair. While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.*

*4 - Good. The proposal addresses the criterion well, although certain improvements are possible.*

*5 - Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.*

## **F. ETHICAL ISSUES**

Your *Enhanced Eurotalents* research proposal must include an ethical issues table and comply with the European rules of ethics for research. The following EC website will provide you with all the necessary information on ethical issues, how to identify them, and deal with them:

[http://cordis.europa.eu/fp7/ethics\\_en.html](http://cordis.europa.eu/fp7/ethics_en.html).

If you are sure that none of the issues apply to your proposal, just tick the “yes” box in the last row. If "YES" is indicated on any issue, CEA staff will look at the proposal and get in touch with you after the panel selection to help you to manage your project ethically. If during the negotiation phase it appears that the project cannot respect the ethical rules of France or the country where the fellowship is to take place, CEA will stop the employment procedure and cancel the project before it starts.

## **2. Outgoing CEA Fellowships (OCFs)**

## A. THE ESSENTIALS – WHAT SHOULD I KNOW BEFORE APPLYING?

### i. What?

*Enhanced Eurotalents* is an international mobility program for postdoctoral researchers co-funded by the European Commission and the French Atomic Energy and Alternative Energies Commission (CEA). The program is completely managed by CEA. Two types of fellowships are awarded:

- Incoming CEA fellowships (ICFs) for international researchers who want to undertake a research project at CEA,
- Outgoing CEA fellowships (OCFs) for CEA researchers who want to work in a foreign research organization/university for a limited mobility period of time followed by a compulsory return period at CEA.

### ii. Why?

The *Enhanced Eurotalents* program is a real opportunity to get an international experience. The main aim of the *Enhanced Eurotalents* program is to enable you to progress in the development of your career. The fellowship is expected to be part of your structured, long-term professional development plan and to be coherent with your past achievements. It should help you define your future objectives.

To apply for an *Enhanced Eurotalents* fellowship, you should start by identifying and developing a research project that would provide you with the means to reach professional maturity and autonomy and to widen your scientific skills (such as cross-disciplinary research, research management skills and intersectoral mobility). One of the fundamental concepts defining the program is that of advanced and life-long learning.

### iii. Who?

Three partners are involved in OCFs:

- CEA (employer) as return host organization and manager of the fellowship,
- the partner organization as host organization. It has to be located in either a Member State of the European Union (except for France), an Associated Country, or a Third Country,
- the researcher him- or herself.

*Enhanced Eurotalents* aims at offering CEA researchers a stay abroad. Selected researchers are considered as *Enhanced Eurotalents* fellows once they sign the agreement with DRHRS (HR Department).

### iv. When?

The *Enhanced Eurotalents* program is based on a continuous submission process. You can apply at any time starting from January 1<sup>st</sup>, 2014 to May 31<sup>st</sup>, 2017 10:59PM GMT.



There will be one yearly call for OCFs so that OCF applications will be reviewed at 4 cut-off dates during the program. All applications sent before a given cut-off date will be reviewed at the same time. The cut-off dates for OCFs are the following:

- May 31<sup>st</sup>, 2014
- May 31<sup>st</sup>, 2015
- May 31<sup>st</sup>, 2016
- May 31<sup>st</sup>, 2017

Please note that this schedule may be adapted on the execution of the program. Cut-off dates will be clearly advertised on the website and announced at least one year in advance.

#### **v. How long?**

The *Enhanced Eurotalents* program lasts 5 years, from January 2014 to December 2018.

OCFs have a minimum duration of 12 months and a maximum duration of 24 months. This includes the outgoing phase and a mandatory return phase. The return phase lasts 3 months for 1-year fellowships and 6 months for 2-year fellowships (1/4<sup>th</sup> of your total fellowship). If you apply for a 1-year fellowship, you will spend 9 months abroad and 3 months at CEA. If you apply for a 2-year fellowship, you will spend 18 months abroad and 6 months at CEA.

About 25 fellowships are to be funded over the whole length of the program. However, the total amount of offered fellowships depending on the duration of each fellowship, please note that this figure is only an estimate.

#### **vi. Which research fields?**

OCFs and ICFs have a bottom-up approach, i.e. you are allowed to choose a research topic in any of the four following research fields:

- **Energy, environment & climate change (E2C2)**  
E.g.: hydrogen & fuel cells, 2nd and 3rd generation biofuels, thermal solar power, photovoltaics, energy efficiency, smart grids, energy storage, etc.
- **Key Enabling Technologies (KET)**  
E.g.: microelectronics, nanoscience and nanotechnology, photonics, robotics, embedded systems, advanced materials and manufacturing, advanced chemistry for energy, high performance computing, etc.
- **Life sciences & biotechnology (LSB)**  
E.g.: structural biology & biophysics, tools for medical technologies, physiopathological disorders, toxicology, biomass, etc.
- **High energy physics, high energy density physics & physics of the Universe (HEPPU)**  
E.g.: fundamental laws of the Universe, ultimate constituents of matter, energy content of the Universe, origin and structure of the Universe, properties of matter, etc.

Any of these four fields are eligible for funding, except areas of research covered by the [EURATOM Treaty](#). All research carried out must respect the fundamental ethical principles and requirements indicated in the text of the People Specific Program (See F. Ethical Issues). The four above-mentioned research fields were selected for two reasons: CEA has outstanding laboratories working on these topics and these topics match the European research priorities.

### *The concept of panels*

For practical reasons, the proposals are classified under four major areas of science known as “panels”. The four panels correspond to the research topics mentioned in the paragraph above. The panel you choose for your proposal will be considered as your core discipline. Additional keywords can be used to define other disciplines that may be involved. The choice of panel and keywords will guide CEA in the selection of experts for the evaluation of your proposal. However, CEA reserves the right to move your proposal from one panel to another. You are also offered the possibility to suggest two panels in case of a cross-disciplinary proposal. Note that there is no predefined budget allocation among the panels in the call for proposals. As a general rule, the budget will be allocated according to the excellence of the candidate and his/her project.

## **B. ELIGIBILITY REQUIREMENTS – AM I ELIGIBLE?**

To take part in the *Enhanced Eurotalents* program, you must meet a number of eligibility requirements such as mobility conditions and compliance with the required level of experience. Your compliance with these requirements will be checked when you first hand in your research proposal. Proposals that do not meet these preliminary requirements will not undergo scientific evaluation and will be rejected. **These eligibility requirements are checked on the basis of the information given by the applicant in the proposal. If, at a later stage, an eligibility requirement turns out not to be met (due to incorrect or misleading information in the proposal or because the applicant has not been awarded his or her PhD or has insufficient post-graduate research experience), the proposal will immediately be rejected.**

Please note that the mobility criteria and the required level of experience will be assessed at the date of the complete submission of your research proposal.

### **i. Mobility conditions**

In order for your application to be fully considered, you must meet various conditions regarding transnational mobility.

If you wish to apply for an OCF, please read the mobility conditions hereafter carefully prior any application submission:

You must either be:

- a French citizen who has not resided or carried out his/her main activity in the outgoing country for more than 12 months in the 2 years prior the submission of the proposal\*, or
- a non-French citizen who has not lived in the potential outgoing country for more than 12 months in the two years prior the submission of the research proposal\*.

\* *Short stays such as holidays are not taken into account.*

Partner organizations hosting researchers during the outgoing phase have to be legal entities distinct from CEA. They can be located in any Member State, Associated Country or Third Country, except for France and countries with which the 7<sup>th</sup> Framework Program currently has no collaboration agreement.

## ii. Required level of experience

*Enhanced Eurotalents* fellowships are intended for experienced researchers exclusively. To be granted an *Enhanced Eurotalents* fellowship and fulfil its experience requirements, you must either:

- have at least 4 years of experience in research (or a full-time equivalent) after obtaining the college degree that formally gives you access to PhD studies in the country in which you graduated or in the host country. This degree must be complete and not require further qualifications in order to be completed. Your experience must be of four active years. If for whatever reason (work outside the research sector, personal issues, etc.) you have taken a break from your career in research, you should not include this/these year(s) in the count of your four years of experience, or
- be in possession of a Doctoral degree.

The deadline to meet the above conditions is the day when you send us your complete research proposal.

## C. APPLICATION PROCESS – HOW CAN I APPLY?

1. **Go to:** <http://eurotalents.cea.fr>
2. **Read** the information available online and the *Guide for Applicant* carefully.
3. **Click** on the “[Register now](#)” tab (Home>Apply>[Register now](#)) and **fill in** your registration form. (NB: This link will be operational from January 1<sup>st</sup>, 2014 to May 31<sup>st</sup>, 2017 10:59PM GMT).
4. We will give you a login and password to register on the application website.
5. As soon as you receive your login and password, **log in to** <https://jobs.eurotalents.cea.fr> and **fill in** the eligibility form. You will find a screenshot of the eligibility form in Appendix 3. Do not forget to **indicate** your choice of panel and to **attach** your CV and cover letter.  
Your CV should be a scientific CV and include your academic achievements, a list of your past and present professional activities, your publications, and any other relevant information such as associative life involvement. **Your CV should be no longer than 2 pages.**

**Your cover letter should be no longer than 1 page.**

Please attach these two documents in PDF and make sure you fill in the eligibility form accurately. Please note that you are expected to fill in your eligibility form within 4 months. After that, your login and password will be disabled.

- 6. The information you will provide us with will enable us to help you check whether you are eligible or not and to tell you until when you are eligible (with regards to mobility and experience requirements – see above). In any case, we will contact you via email to let you know. If you are eligible, you can proceed with the 7<sup>th</sup> step.
- 7. **Get in touch** with the lab you are interested in to learn more about its current research work, working conditions, and to try and refine your research project. Make sure you discuss all the elements of your project with the contact of the lab. The schedule, for instance, is a key element of your proposal - you might want to make sure it is completely relevant and feasible.
- 8. Once you feel ready and confident with your research project, you can **start writing** your research proposal. You will find the template for OCF research proposals in Appendix 5. It is necessary that you follow the outline of the template.

Your research proposal should include: 1. a description of your research project stating the state-of-the-art in your field, the objectives of your project, its methodology, its duration, etc. (max 2 pages), 2. a table with a complete list of tasks, your schedule and deliverables (max 1 page), 3. an ethical issues table (max 1 page), and 4. an expression of support from your future host organization.

The ethical issues table is mandatory whether you consider it necessary or not. If your project is not compatible with the ethical rules of the European Commission, it will be rejected even if it is selected by the panel of experts.

Do not forget to include the work you will be doing during your return phase and in your project description and schedule. You must list all tasks and deliverables you will perform during your return phase in your schedule.

You must keep your proposal within this limit. The experts that are asked to evaluate your proposal will not read more than these four pages.

Page Format	Font Type	Font Size	Line Spacing	Margins	Language
A4	Arial	10	1.5	2.5cm	English

- 9. **Send** your research proposal to your future host organization in order to obtain the above-mentioned expression of support and integrate it into your research proposal.
- 10. **Submit** your research proposal on your *Enhanced Eurotalents* account (<https://jobs.eurotalents cea.fr>) in PDF ([click here to download PDF creator for free](#)). Please, remember to check that you are still eligible before submitting your research proposal. If you do not meet the eligibility requirements (cf. §B.) on the day you submit your complete research proposal electronically, it will automatically be rejected.  
Your application will be considered complete once your eligibility form, CV and cover letter, and research proposal are received and registered in the website.

11. Each complete application, i.e. eligibility form, CV, cover letter, and research proposal, is independently reviewed by three international experts:
- The panel chairperson: For each research field ("panel"), one expert is appointed to chair the international panel of experts for the whole duration of the program. He/She is the representative of the international panel he/she is in charge of. The panel chairperson will analyze all proposals submitted in his/her research field during the program.
  - Two other experts: Two other experts will be chosen to review the application, according to your research field and research proposal. CEA is committed to choose among the best experts for each research field and to respect the values of the European Charter and Code for Researchers (signed in 2007 by CEA), especially the rules regarding transparency of recruitment processes and equal treatment for all applicants.
12. You will receive, within a few months after submitting your application:
- an Evaluation Summary Report with your evaluation grades for the two criteria (applicant profile and research proposal) and a short abstract justifying the grade,
  - a cover letter indicating the final decision of the experts (proposal selected or rejected) taking into account the number of fellowships available.
13. Contract preparation: Since you should already be working at CEA at the time you submit your research proposal, all details regarding your stay abroad should be arranged with DRHRS (HR department) and your current manager. You will keep your CEA salary. Some benefits may be added to your pay with regards to mobility. Arrange these details with your manager and DRHRS. A fixed-term amendment will be added to your work contract for the duration of your OCF.

To have a more visual explanation of how OCFs work, please refer to the chart attached in Appendix 2.

### *Reapplications and multiple applications*

You can propose more than one OCF project at the same time. However, it is requested that you choose only ONE of your projects before the evaluation phase. Applicants are allowed to reapply anytime they wish, provided they meet the eligibility requirements. Due to the eligibility rules, you cannot extend the length of your stay. Therefore, it is strongly recommended that you directly propose a long enough project duration for you to complete your project.

## **D. REVIEW CRITERIA – HOW IS MY PROJECT ASSESSED?**

The main review criteria are the excellence of the applicant profile and his/her research project. The review also assesses the extent to which the chosen research environment in the host laboratory abroad will enable the researcher to carry out his project in the best possible conditions. The detailed elements applying to the selection of applicants and their proposal are as follows:

### i. Applicant profile

Here are the selection criteria that apply to applicants:

5. **Qualification of the applicant.** Your ability to conduct your project is evaluated on the basis of the quality of your previous research output. Reviewers evaluate your published results in peer-reviewed journals as well as other elements of your CV.
6. Your **previous research results** including patents, publications, teaching, advanced courses, etc. Your **level of experience** is taken into account to analyze your compliance to this criterion.
7. Independent thinking and leadership qualities.
8. Other **personal commitments** such as associative life involvement or personal development activities.

### ii. Research project

Here are the selection criteria that apply to your research project:

6. Scientific and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal,
7. Originality and innovative nature of the project and relationship to the 'state of the art' of research in the field,
8. Schedule and relevance of the project,
9. Research methodology,
10. Adapted use of human and material resources offered by the host laboratory.

### iii. Host organization (OCF)

If you wish to apply for an OCF, you are responsible for choosing your host organization. The relevance of your choice is a criterion of evaluation for your proposal. Before choosing a host organization, make sure the answers to the following questions are satisfactory and meet both your criteria and these of CEA:

- What is the host organization's scientific expertise in the field you have chosen?
- Does the host environment provide you with most of the infrastructures necessary to carry out your research?
- Is it in a position to provide you with an appropriate intellectual environment and infrastructural support?
- Is it in a position to assist you in achieving the goals of your project?

If you wish to apply for an OCF, please submit the following expression of support with your proposal.

#### Expression of support

The [name of the legal entity that is associated to the proposal and will host the candidate in case the application is successful], which is the "host institution", confirms its association and support to the submission of the proposal entitled "[Acronym]: [Title of the proposal]" by [name of the researcher].

For the institution

Name + Function + Email + Signature of legal representative + Stamp of institution

#### iv. Final grade

Evaluation grades are given for your profile, your research project, and your host organization. Each criterion is graded out of 5. The grade given by each expert is out of 45. The final grade is the total sum of the note given by each expert and out of 135. The proposal with the best grades will be selected for each panel and according to the number of man-years available at the time of your application. They correspond to the following explanations:

*0 - The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information*

*1 - Very poor. The criterion is addressed in a cursory and unsatisfactory manner.*

*2 - Poor. There are serious inherent weaknesses in relation to the criterion in question.*

*3 - Fair. While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.*

*4 - Good. The proposal addresses the criterion well, although certain improvements are possible.*

*5 - Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.*

## E. ETHICAL ISSUES

Your *Enhanced Eurotalents* research proposal must include an ethical issues table and comply with European rules of ethics for research. The following EC website will provide you with all necessary information on ethical issues, how to identify them, and how to deal with them: [http://cordis.europa.eu/fp7/ethics\\_en.html](http://cordis.europa.eu/fp7/ethics_en.html).

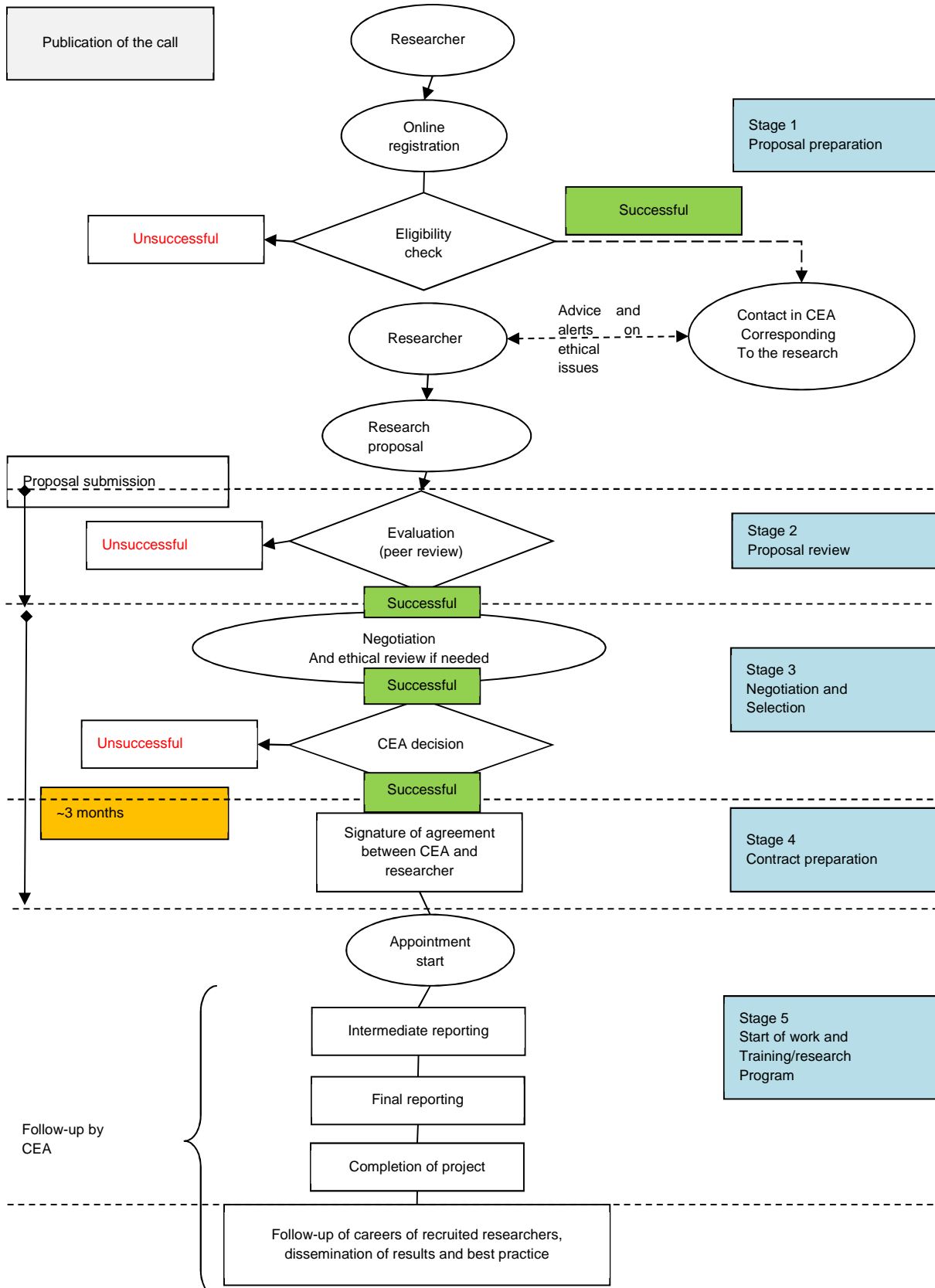
If you are sure that none of the issues apply to your proposal, just tick the "yes" box in the last row.

If "YES" is indicated on any issue, CEA staff will look at the proposal and get in touch with you after the panel selection to help you to manage your project ethically. If during the negotiation phase it appears that the project cannot respect the ethical rules of France or the country where the fellowship is to take place, CEA will stop the employment procedure and cancel the project before it starts.

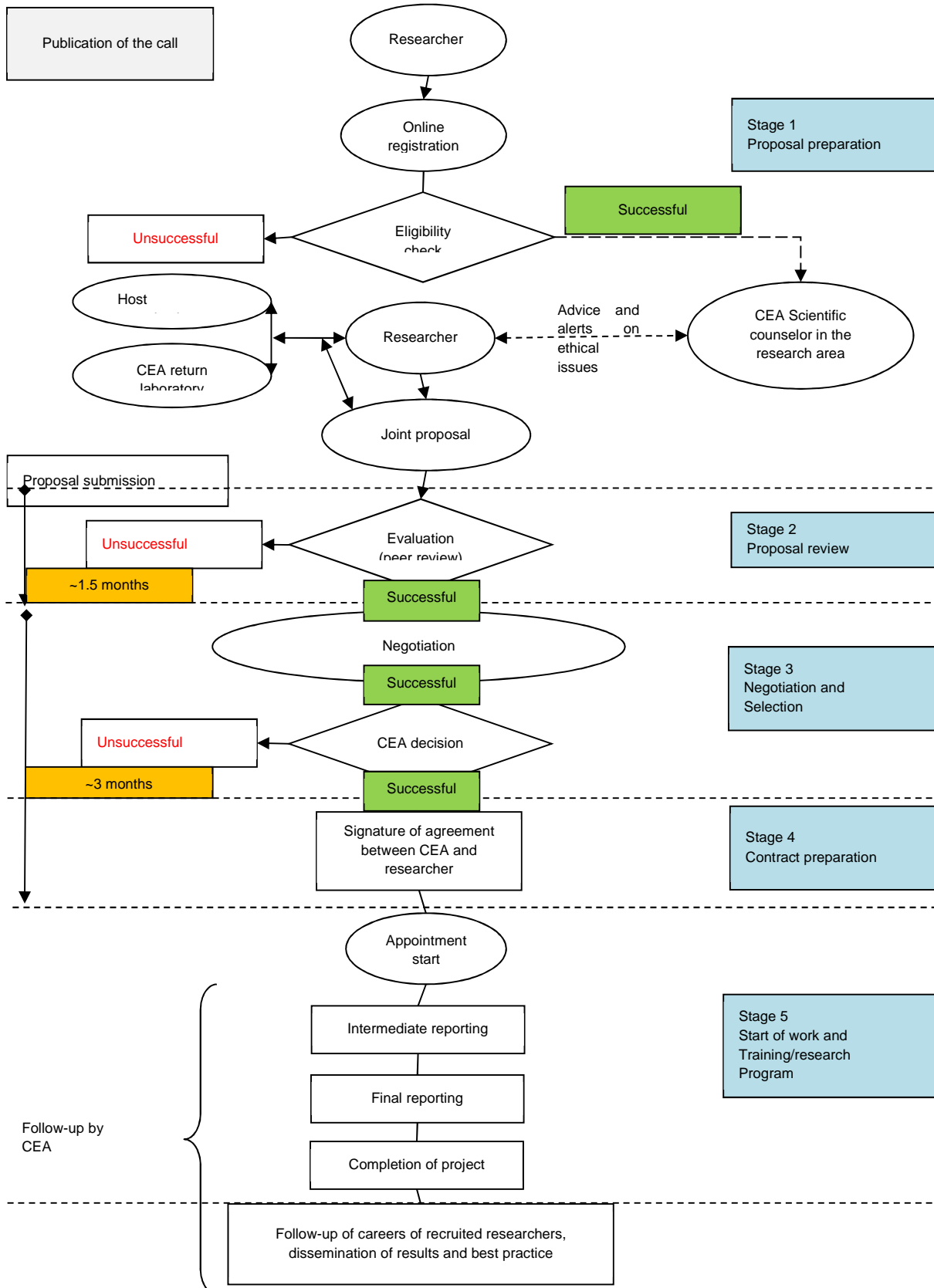
### **3. Appendices**



## A. APPENDIX 1 - LIFE CYCLE OF AN ICF (INCOMING CEA FELLOWSHIP)



## B. APPENDIX 2 – LIFE CYCLE OF AN OCF (OUTGOING CEA FELLOWSHIP)



## C. APPENDIX 3 – REGISTRATION FORM & ELIGIBILITY FORM

[http://eurotalents.cea.fr/index.php?option=com\\_jforms&view=form&id=1&Itemid=78](http://eurotalents.cea.fr/index.php?option=com_jforms&view=form&id=1&Itemid=78)

Read *Enhanced Eurotalents* [eligibility requirements](#) (Home>Apply>Eligibility requirements) carefully before you apply. If you are eligible, fill in and submit the [registration form](#) (Home>Apply>Register now). We will send you a login and password to log in to our application website.

**Registration form**

Please fill in the following registration form (no field should be left blank)

**Family name \***

**First name \***

**Nationality \***

**Email \***

**Current country of residence \***

**Since \*** 1950  January  1

**Highest diploma obtained (select one of the following or both) \***

Master (or equivalent degree)

PhD (or doctorate)

Log in to the application website: <https://jobs.eurotalents.cea.fr>




[Applicant](#) [Logout](#)

HOME
APPLICATION PROCESS



### RESEARCH, INNOVATION & THE PURSUIT OF EXCELLENCE

ENERGY ENVIRONMENT  
& CLIMATE CHANGE

KEY ENABLING TECHNOLOGIES

LIFE SCIENCES &  
BIOTECHNOLOGY

HIGH ENERGY PHYSICS,  
HIGH ENERGY DENSITY PHYSICS  
& PHYSICS OF THE UNIVERSE

CONTACT
LEGAL NOTICE

Fill in your **application form**:

**Information about the researcher**

Family name \*


Birth family name

First name(s) \*

Gender \*  Female  Male

First nationality \*


Second nationality

Birth date \*  

Place of birth, Town \*

Place of birth, Country \*

Current country of residence \*

Residence since \*  

Contact (current) address \*

Town \*

Postal code (cedex) \*

Country \*

Phone number #1 \*

Phone number #2

E-mail

Fax

**Qualifications**

Master's Degree \*  Yes  No

Speciality

Date of award  

PhD Degree or Doctorate \*  Yes  No

Speciality

Starting date  

Date of award  

**Work experience in previous 5 years**

Add experience

**Languages**

English level \* Choose a level

French level \* Choose a level

Other language spoken Add

**Complementary information**

CEA Eurotalents scheme Choose an option

- Fields of interest \*
- Energy, environment and climate change
  - High energy physics, high energy density physics and physics of the Universe
  - Key Enabling Technologies
  - Life sciences and biotechnology

Additional information

**Other personal informations**

CV Parcourir...

Cover Letter Parcourir...

Personal website

I hereby certify that all informations given above are correct and refer to my situation.  
Copies of your diplomas/qualifications, certificates or employment contracts will be required at the recruitment phase.  
Any omission, inaccuracy or misrepresentation in the information given above will, by decision of the CEA, automatically and legitimately, nullify the engagement of the person concerned, without prejudice.

Personal data collected are necessary to consider your application. The recipients of personal data are CEA-Eurotalents Management (eurotalents@cea.fr). In accordance with the law n° 78-17, of the 6th of January 1978 amended, relating to computing, files and liberties, you have the right to access or modify all personal data which concern you. To exercise this right, please write to the following address: eurotalents@cea.fr.  
You will find information about your rights and duties as well as about the personal data protection regulations in France on the website of the French Data Protection Authority website: <http://www.cnil.fr>  
This site has been registered with the French Data Protection Authority (#1367020)

Save Submit

## D. APPENDIX 4 – ICF PROJECT PROPOSAL FORM



Last Name: .....
First Name: .....
CEA Laboratory: .....
Contact person in the lab: .....

### RESEARCH PROJECT

Title:

Describe your project here (2 pages max (about 1,100 words) / Arial 10 / Line spacing 1.5 / Regular margins (2.5cm left, right, top, bottom), Do not forget the following elements: state-of-the-art in your field, objectives of your project, methodology of your project, justification of its duration.

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## SCHEDULE

Use the table below to list the different tasks you will need to achieve in order to carry out your research project. Add as many rows as necessary.

	Description	Schedule From month x to month y (mx / my), year	Deliverable
Task 1			
Task 2			
Task 3			
Task 4			
.....			
Total duration		... months	

## ETHICAL ISSUES

Please fill in the ethical issues table below.

	YES/NO
<b>Informed Consent</b>	
Does the proposal involve children?	
Does the proposal involve patients or persons not able to give consent?	
Does the proposal involve adult healthy volunteers?	
Does the proposal involve Human Genetic Material?	
Does the proposal involve Human biological samples?	
Does the proposal involve Human data collection?	
<b>Research on Human embryo/foetus</b>	
Does the proposal involve Human Embryos?	
Does the proposal involve Human Foetal Tissue/Cells?	
Does the proposal involve Human Embryonic Stem/Cells?	
<b>Privacy</b>	
Does the proposal involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)	
<b>Research on Animals</b>	
Does the proposal involve research on animals?	
Are those animals transgenic small laboratory animals?	
Are those animals transgenic farm animals?	
Are those animals non-human primates?	
<b>Research Involving Developing Countries</b>	
Use of local resources (genetic, animal, plant etc)	
Impact on local community	
Dual Use and potential for terrorist abuse	
Research having direct military application	
Research having the potential for terrorist abuse	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	



## E. APPENDIX 5 – OCF PROJECT PROPOSAL FORM



Last Name: .....

First Name: .....

Host Laboratory: .....

Contact person in the host laboratory: .....

CEA laboratory (return phase): .....

### RESEARCH PROJECT

Title:

Describe your project here (2 pages max (about 1,100 words) / Arial 10 / Line spacing 1.5 / Regular margins (2.5cm left, right, top, bottom). Do not forget the following elements: state-of-the-art in your field, objectives of your project, methodology of your project, justification of its duration.

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## SCHEDULE

Use the table below to list the different tasks you will need to achieve in order to carry out your research project. Add as many rows as necessary.

	Description	Schedule From month x to month y (mx / my), year	Deliverable
Outgoing phase			
Task 1			
Task 2			
Task 3			
Task 4			
.....			
Return phase			
Total duration		... months	

## ETHICAL ISSUES

Please fill in the ethical issues table below.

	YES/NO
<b>Informed Consent</b>	
Does the proposal involve children?	
Does the proposal involve patients or persons not able to give consent?	
Does the proposal involve adult healthy volunteers?	
Does the proposal involve Human Genetic Material?	
Does the proposal involve Human biological samples?	
Does the proposal involve Human data collection?	
<b>Research on Human embryo/foetus</b>	
Does the proposal involve Human Embryos?	
Does the proposal involve Human Foetal Tissue/Cells?	
Does the proposal involve Human Embryonic Stem/Cells?	
<b>Privacy</b>	
Does the proposal involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)	
<b>Research on Animals</b>	
Does the proposal involve research on animals?	
Are those animals transgenic small laboratory animals?	
Are those animals transgenic farm animals?	
Are those animals non-human primates?	
<b>Research Involving Developing Countries</b>	
Use of local resources (genetic, animal, plant etc)	
Impact on local community	
Dual Use and potential for terrorist abuse	
Research having direct military application	
Research having the potential for terrorist abuse	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	

## EXPRESSION OF SUPPORT

### Expression of support

The [name of the legal entity that is associated to the proposal and will host the candidate in case the application is successful], which is the "host institution", confirms its association and support to the submission of the proposal entitled "[Acronym]: [Title of the proposal]" by [name of the researcher].

For the institution

Name + Function + Email + Signature of legal representative + Stamp of institution



**ENDPAGE**