



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY



Terms and Conditions

Call 1, 2024

ROSETTA is co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Research Executive Agency. Neither the European Union nor the granting authority can be held responsible for them.



Co-funded by the
European Union



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Table of Contents

1	Introduction	3
2	ROSETTA research pillars	4
3	Applicant Eligibility Criteria	4
4	Applying for a fellowship.....	5
5	Evaluation and selection.....	6
5.1	Evaluation and selection	7
5.2	Proposal Scoring.....	8
5.3	Thresholds	9
5.4	Ranking and funding decision	9
5.5	Code of conduct.....	10
5.6	Feedback and Redress	10
6	Fellowship offers	10
7	Employment as A ROSETTA fellow	11
8	Ethics	12
9	Reporting and Career Development	12
10	Funding Acknowledgements	13

1 INTRODUCTION

The ROSETTA (**R**esponsible **T**ime & **T**ech in an **A**ccelerated Digitised World) research training programme proposes a transformative agenda to address the grand challenge of the impact of technology on the usage of our time. ROSETTA is a Marie Skłodowska-Curie COFUND postdoctoral fellowship programme coordinated by [University of Galway](#) and will involve four other Irish universities (Implementing Partners): [University College Cork](#), [University of Limerick](#), [University College Dublin](#) and [Trinity College Dublin](#). In addition, a number of Associated Partners will offer secondments and other training opportunities. ROSETTA is co-funded by the European Commission under the prestigious [Horizon Europe: Marie Skłodowska-Curie Actions Programme](#), [Lero, the Science Foundation Ireland Research Centre for Software](#) and University of Galway.

All fellowships will be based in Ireland. The fellows will be hosted by their supervisor host institution. Applications are welcome from researchers of any nationality who hold a PhD degree and comply with the programme's eligibility criteria.

The programme aims to provide **exceptional training** and **career development opportunities** to postdoctoral researchers, **fostering international mobility, intersectoral collaboration** and **interdisciplinary exposure**.

As a Marie Skłodowska-Curie fellowship programme, ROSETTA offers high-quality professional opportunities to researchers from all walks of life, regardless of their age, nationality, or disciplinary background, as long as they meet the programme's eligibility criteria.

The ROSETTA fellows will have access to supports in training, industry collaboration, public engagement, and marketing and communications. During their fellowship, the fellows will be hosted by the host institution of their supervisor, where they will **conduct their research, undertake a secondment** and **participate in invaluable training and career development opportunities**.

For further details, please see <https://rosetta.lero.ie/>

The ROSETTA fellowships is subject to the terms and conditions stipulated in the ROSETTA Grant Agreement (No. 101126578) in respect of the fellowships scheme signed by the European Research Executive Agency (REA) under the powers delegated by the European Commission and by the University of Galway.

2 ROSETTA RESEARCH PILLARS

There are **3 broad research pillars: Temporal (Theories & Concepts), Temporal (Methods & Equipment), and Temporal (Context)**. Applicants have the **freedom to choose their own research project**. However, it is important to ensure that your research topic aligns with the programme's research themes and the interests of an eligible supervisor. Before applying, you must discuss your research idea and proposal and seek the support of an **eligible supervisor** for your application. Please note that **applications without the support of an eligible supervisor will not be considered**.

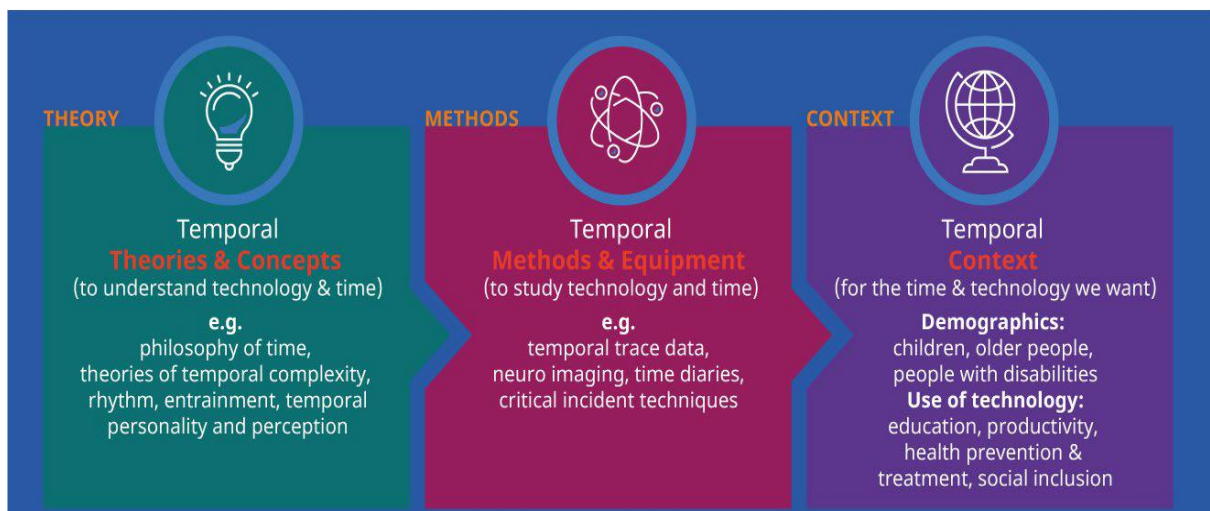


Figure 2.1 ROSETTA research pillars

3 APPLICANT ELIGIBILITY CRITERIA

- Applicants may be of any nationality.
- As per the Marie Skłodowska—Curie actions (MSCA) definition, **applicants must have a PhD degree at the call deadline (27th September 2024)**. Applicants 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. The successful defence must take place before the call deadline. Supporting documentation may be requested.
- Applicants must comply with the following mobility rule: they must not have resided or carried out their main activity (work, studies, etc.) in Ireland for more than 12 months in the 36 months immediately before the call deadline (**27th September 2024**). Mandatory national service; time spent as part of a procedure for obtaining refugee status in Ireland; and/or short stay vacations are not considered when assessing mobility compliance.
- **Applicants must have working proficiency in English or be fluent in English.** Applicants whose first language is not English may be required to provide evidence of their English proficiency.
- Each applicant can only submit 1 application per call.

- Applicants must agree to the programme's **Terms and Conditions**.

4 APPLYING FOR A FELLOWSHIP

- Before applying, candidates must contact an eligible ROSETTA supervisor to discuss their proposal and gain support for their application. Only applications which received support from an eligible ROSETTA supervisor will be considered. The list of eligible ROSETTA supervisors is available at <https://rosetta.lero.ie/supervisors/>
- Each applicant can only submit 1 application per call.
- Applications must be submitted via the ROSETTA online application system by the call deadline (**27th September 2024, 23:59 GMT**). Applications submitted after the call deadline will not be considered.
- Confirmation of receipt of your application will be sent to the email address entered when registering. If you do not receive an acknowledgement within 2 hours of submitting your application, contact ROSETTA after checking the junk/spam folder in your email.
- Applicants who are at risk/displaced by conflict and might require alternative submission arrangements are encouraged to discuss the support available to them with ROSETTA. In certain circumstances, applications submitted in hard copy may be accepted. However, alternative arrangements must be agreed upon with ROSETTA before the call deadline.
- The application and its documentation must be in English.
- ROSETTA will follow the MSCA 'bottom-up' principle allowing applicants to choose their research project.
- Applicants must submit a research proposal, and the proposal must: be complete and in English and based on the ROSETTA proposal template, describe a research project with an implementation period of 2 years and include a planned secondment period, have received support from an eligible ROSETTA supervisor, align with one of the ROSETTA research themes and the research interests of the proposed supervisor, and adhere to the ethical standards applicable to the Marie Skłodowska-Curie actions and the ROSETTA programme.
- Applicants must use the templates for Part A - Administrative Information, Part B – Proposal, Part C – CV and Part D – Ethics Issues Table and Ethics Self Assessment.
- Only complete applications using the templates provided and supported by eligible ROSETTA supervisors will be assessed. All application sections and the required documentation must be in English, completed and submitted before or on the call deadline.

- By submitting an application, the applicant declares that the information supplied is correct. ROSETTA reserves the right to withdraw any fellowship awarded, or if the employment has commenced, the host institution reserves the right to terminate such employment should any of the information provided in the application be found to be false or misleading.

5 EVALUATION AND SELECTION

The selection process for ROSETTA will be underpinned by Open, Transparent and Merit-based Recruitment (OTM-R) values, guided by the [Charter and Code](#) for the recruitment of researchers.

Applicants may be required to provide evidence of the qualifications listed on their application, proof of identity and any other relevant documentation, such as evidence of compliance with eligibility and mobility requirements. Where the information provided by the applicant is found to be incorrect or cannot be verified if requested, ROSETTA reserves the right to eliminate the candidate from the selection process or withdraw the award.

There are two scoring stages in the selection process: **International peer review stage and Interview stage.**

The figure below gives an overview of the evaluation and selection process.

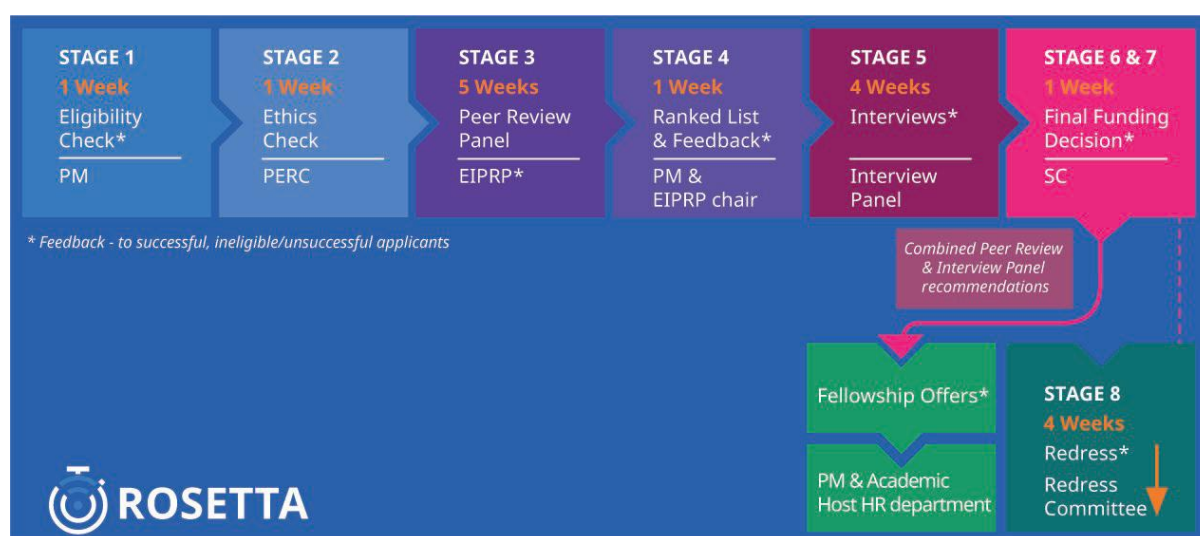


Figure 5.1 Evaluation and selection process overview

International Peer Review Stage: Each application will be reviewed by 3 independent expert reviewers based outside Ireland. Reviewers will be allocated based on the match between the proposal and the reviewer’s expertise. The proposal and supporting application documentation will be sent to the reviewers who will evaluate the proposal independently and submit their evaluation form that will include a score for each evaluation criterion and feedback comments that underpin the score. The reviewers will use the ROSETTA’s evaluation criteria and scoring system. In cases where there is no significant disparity between the reviewers’ score (score disparity ≤ 1 point), the scores for each criterion will be averaged and the weightings will be applied to calculate the final peer review score for that proposal. The 3 reviewers will then agree on a consensus score for cases where: (i) the score disparity > 1 point or (ii) the final peer review score is over 69% and below the 70% threshold. Should a

consensus not be reached, a fourth reviewer will be appointed to evaluate the proposal, and the 4 reviewers scores will be averaged. As above, the weightings will be applied to calculate the final peer review score. All applicants will receive feedback including the scores per evaluation criterion, the final peer review score and feedback comments. Applicants scoring above the 70% threshold will be invited for an interview. The other applicants will be advised that they will not be progressing further.

Interview stage: The objective of the interview is to further evaluate the proposal's excellence, impact and implementation using the evaluation criteria. ROSETTA will provide the Interview Panel with the proposal, supporting application documentation and the Peer Review feedback comments. The interview consists of the candidate's presentation of their proposal followed by questions from the Interview Panel. The Interview Panel does not evaluate the written proposal. The International Peer Review Panel evaluates the written proposal. Applicants proceeding to the interview stage must be available to attend the interview on the date requested. The interview may be carried out face-to-face or via video conferencing. No advantage will be given to those attending the interview in person. The applicant will be responsible for organising the necessary video conferencing facilities at their end. The applicant should ensure they have a strong internet connection – if there is a connection failure before or during the interview session ROSETTA cannot guarantee re-scheduling of the interview. The interviews will be in English and last up to 60 minutes. Applicants will be asked to prepare a 10-minute presentation on their proposal to discuss foreseen benefits of their proposal for their career, the beneficiary and partners, foreseen impact of the fellowship on their long-term professional development and impact of their research. A 30-minute Q+A from the interview panel will follow. Following the interview, the Interview Panel will agree on the feedback comments and reach a consensus score for each evaluation criterion, using ROSETTA's evaluation criteria and scoring system. The corresponding weightings will be applied to calculate the final interview score. The 70% threshold will also apply to the interview stage. Applicants will receive feedback with the final interview score and feedback comments.

5.1 Evaluation and selection

There are **3 evaluation criteria**: Excellence, Impact and Implementation, weighting 50%, 30% and 20%, respectively.

EXCELLENCE (50%) Priority: 1	IMPACT (30%) Priority: 2	IMPLEMENTATION (20%) Priority: 3
Quality and pertinence of the research and Innovation objectives (ambitious, beyond state of the art)	Credibility of the measures and potential Impact of the fellowship on skills, career perspectives and employability.	Overall coherence and feasibility of the work plan, assessment of risks and appropriateness of the effort assigned to work packages.
Soundness of the methodology including the interdisciplinary approach, diversity and quality of Open Science practices.	Suitability and quality measures to maximize expected outcomes and impacts as described in DEC plan.	
Match between the proposal, the researcher and supervisor. Clarity of the plan to acquire new knowledge and skills.		Appropriateness of the management structures and procedures, including risk management plans; licensing, spin-out or commercial potential.
Quality and appropriateness of the researchers' professional experience	Feasibility of secondment research idea in regard to timeline, skills know	

5.2 Proposal Scoring

- Eligible applications will be first scored during the International Peer Review Stage. Applications that proceed to the Interview Stage will receive a second score for that stage.
- A score between 0 (very poor) and 5 (excellent) will be provided for each of the three evaluation criteria as a whole.
- The corresponding weighting will be applied to the scores provided.

- The weighted scores for each criterion will be added, producing a final weighted score. After each stage, the maximum final score for a given application will be 5 (excellent).

Full range of possible scores	Description	
5	Excellent	Proposal and interview presentation successfully addresses all relevant aspects of the criterion
4	Very Good	Although this proposal corresponds very well to this criterion, some drawbacks identified in the interview
3	Good	Proposal addresses the criterion sufficiently, however, some weaknesses are present
2	Fair	Broadly addressing the criterion, but there are significant weaknesses in the proposal and/or interview presentation
1	Poor	The criterion is insufficiently addressed, or there are inherent weaknesses in the submission and/or interview
0	Very Poor	Proposal fails to deal with the criterion or cannot be examined because of lack of or incomplete information

5.3 Thresholds

An overall threshold of 70% will be applied to the weighted score produced for each proposal. Therefore, only proposals with a peer review score equal to or higher than 3.5 will proceed to the interview stage. The same 70% threshold will apply to the interview stage. Applications with a final interview score below 70% will not be considered for funding.

Only applications scoring above the 70% funding threshold will be considered for funding.

5.4 Ranking and funding decision

- The final mark for each application will be produced by adding the weighted scores from the international peer review and interview stages with equal weighting leading to a final mark between 0 and 10.
- Only applications scoring above 7.0 will be considered for funding.

- The applications will be ranked taking into account the final mark.
- ROSETTA's Steering Committee will approve the final funding decision based on the ranked list and budget available. The remaining applicants scoring above the 70% funding threshold will be placed on a reserve list.
- All applicants will receive feedback. They will be informed: (i) they will be offered a fellowship, or (ii) their proposal will not be funded, or (iii) they will be placed on the reserve list. Reserve candidates will be notified within 3 months of whether their proposal will be funded or not.
- Upon a favourable funding decision, applicants will be offered an employment contract for the duration of their fellowship from their supervisor's host institution.

5.5 Code of conduct

All individuals involved in the selection process (e.g. reviewers, interview panel members) must agree to the programme's *Code of Conduct* and confirm that no *Conflict of Interest* exists. In cases where a conflict of interest arises, the individual must inform ROSETTA immediately. Actions to be taken may include the removal of the expert from the proposal in question and/or from the entire evaluation process.

By agreeing to the *Code of Conduct*, they commit themselves to conform to *the Charter and Code* principles, be independent, impartial and objective, and act professionally throughout the selection process. Strict confidentiality will be applied. The *Code of Conduct* includes a confidentiality clause stating that under no circumstance may any actor involved in the selection process attempt to contact an applicant of their own accord, either during the evaluation or afterwards.

5.6 Feedback and Redress

Feedback will be provided to applicants following each stage of the selection process.

Applicants have a right to [redress](#). Applicants wishing to start the redress procedure should contact ROSETTA within 30 days of receiving the eligibility, peer review, or interview feedback. Redress requests can only be made about procedural issues or perceived incorrect application of eligibility criteria. Redress requests must be submitted personally by the applicant. A redress committee will review the submission. If the redress request is accepted, a new remote peer review and/or interview will be arranged. Applicants will be informed about the redress results within 2 weeks of their request. Decisions from the Redress Committee are binding.

6 FELLOWSHIP OFFERS

Following each evaluation cycle, successful postdoctoral fellows will receive a letter of offer from the University of Galway, typically within four weeks of their interview. The applicant will be required to accept the offer, in writing, within a period specified in the offer letter.

Personal data, in addition to that already supplied during the application, may be required by the host institution to complete the offer of employment. Requests will be made by the host institution under its own data management policies.

Successful applicants are expected to commence the fellowship at the earliest convenience considering any periods required by University of Galway to sign inter-institutional agreements with the host institution and for the successful applicant to gain permission to enter and work in Ireland. A start date will be negotiated with the successful applicant and staged in the offer of employment.

7 EMPLOYMENT AS A ROSETTA FELLOW

- The fellows will be employed by their host institution under the same employment conditions as other externally funded researchers employed at that institution. The employment contracts will be in line with Irish Law and the Terms of Employment (Information) Acts 1994 and 2001.
- In addition to the general terms and conditions, the employment contract will include the following: (i) nature of the appointment and fellowship, (ii) start date and total duration of the fellowship, (iii) guarantee that the employment contract with the host organisation will be maintained for the total duration of the fellowship including secondment periods, (iv) name (s) of the supervisors, (v) salary, (vi) annual leave and other leave entitlements (e.g. maternity leave), (vii) Intellectual Property Rights arrangements between organisation (s) and the fellow, (viii) details of grounds and notice periods relating to termination or dismissal.
- The **total gross salary** awarded to fellows will be **€50,124 per annum (without family allowance)** and **€57,252 per annum (with family allowance)**. ROSETTA will apply family definition as indicated in the [MSCA WP 2021-2022](#): persons linked to the fellow by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country or region where this relationship was formalised, or (iii) dependent children who are actually being maintained by the fellow. Supporting documentation to confirm eligibility for the family allowance may be requested.
- The salaries received will be liable for taxes and/or other deductions, e.g. Pay Related Social Insurance (PRSI) is collected alongside Income Tax and Universal Social Charge (USC) under the Pay As You Earn (PAYE) system of tax collection. Information on Irish taxation can be found on the [Office of Revenue Commissioners website](#). Compliance with Irish law and national regulations on taxation will be a matter for resolution between the fellow, the host institution and the Irish Revenue Commissioners.
- Contributions towards the cost of conducting the fellowship, such as consumables and travel and programme management and training/career development activities, will be provided by the ROSETTA programme and held in a cost centre at the host institution, University of Galway.
- The fellow's main duties will be the execution of the research project tasks proposed in their fellowship

8 ETHICS

- ROSETTA will comply fully with the Horizon Europe ethics policy, including the Charter and the European Convention for the Protection of Human Rights and Fundamental Freedoms and its Supplementary Protocols.
- ROSETTA will not fund projects: (i) aiming at human cloning for reproductive purposes, (ii) intending to modify the genetic heritage of human beings which could make such modifications heritable (with the exception of research relating to cancer treatment of the gonads), (iii) intending to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer, (iv) leading to the destruction of human embryos (for example, for obtaining stem cells).
- Applicants must complete an [Ethics Issues Table](#) as part of the application process. In addition, a Programme Ethical Review Committee (PERC) will be set up to review all proposals for which ethical issues are flagged.
- ROSETTA fellows must comply with the host institution's ethical guidelines and obtain formal ethical approval from the host Research Ethics Committee where ethical issues arise. Ethical approval must be sought where necessary before commencing project activity. All host institutions have strict procedures for ethical approval that align with national ethical regulations and procedures. In addition, the fellows will be required to commit themselves to conducting their research to the highest standards of integrity. Please refer to the National Office for Research Ethics Committees Framework [here](#)

9 REPORTING AND CAREER DEVELOPMENT

- The fellows will report directly to their supervisor. The supervisor will support the fellow in all aspects of their research project, monitoring the progress/milestones of research and access to appropriate facilities and infrastructure. In addition, the supervisor will also identify and introduce the fellow to colleagues and collaborators to broaden the fellow's professional network. An open-door policy will be in place so supervisors are readily accessible to the fellows.
- The fellows will be required to prepare a career development plan supported by the supervisor and ROSETTA. A skills audit will be carried out, considering the fellow's existing skills and the skills required to ensure the successful completion of the project and career development. The career development plan will be reviewed annually or as required to reflect changes regarding the project or career development goals.
- The fellows will be required to partake in training and career development opportunities such as those organised by ROSETTA and the host institution. In addition, the fellows are also required to participate in Education and Public Engagement activities as well as communication and dissemination activities.
- The fellows will be required to provide progress updates to the ROSETTA Project Manager, including research outputs, training and career development activities and education and public engagement activities completed.

10 FUNDING ACKNOWLEDGEMENTS

- All publications, presentations or dissemination activities carried out by the fellow which arise from work carried out during their fellowship must acknowledge that the work was co-funded by the European Union using the following wording:

"Co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Research Executive Agency. Neither the European Union nor the granting authority can be held responsible for them".

- In addition to the EU acknowledgement above, all publications, presentations or dissemination activities carried out by the fellow which arise from work carried out during their fellowship must acknowledge that the work was co-funded as follows:

"This project received funding from the European Union's Horizon 2022 research and innovation programme under the Marie Skłodowska-Curie grant agreement number 101126578 and was supported, in part by Science Foundation Ireland grant 13/RC/2094_P2".