Online Application System Guide

Call 2

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1　INTRODUCTION

ROSETTA is a Marie Sklodowska-Curie COFUND postdoctoral fellowship programme coordinated by University of Galway. The programme is co-funded by the European Commission under the prestigious [Horizon Europe: Marie Sklodowska-Curie Actions Programme](#), [Lero, the Science Foundation Ireland Research Centre for Software](#) and [University of Galway](#).

The ROSETTA fellows will be recruited through internationally advertised calls for proposals. The second call for proposals opened on **28ᵗʰ March 2025**, and the application deadline is the **25ᵗʰ July 2025**. The evaluation and selection process will include an international peer review and an interview stage. The Call 1 important dates are shown below.

Call 2 Important Dates

Opening: 28ᵗʰ March 2025

Deadline: 25ᵗʰ July 2025 @ 23.59 (Irish Standard Time (IST))

International Peer Review: August – October 2025

Interviews*: November - December 2025

Funding Decision*: January 2026

Please note these dates are indicative and subject to change. Check the ROSETTA [website](#) for updates.

It is strongly recommended that you register interest by emailing rosetta@lero.ie and start preparing your application as early as possible. Please read carefully this guide, the Guide for Applicants, the Terms & Conditions, application templates and all documentation available [here](#). If you have any queries, please **[contact ROSETTA](#)** for support.

Before submitting an application, you must contact an eligible supervisor to discuss your proposal and gain support for your application. Only applications which received support from an eligible ROSETTA supervisor will be considered. The list of eligible ROSETTA supervisors is available **[here](#)**. Figure 1.1 shows the steps and how to apply for a ROSETTA fellowship.

You can only submit 1 application per call.

All applications and application documentation must be submitted via the Ex Ordo online application system before the call deadline. The online application system, accessed from the **[ROSETTA website](#)**, will be live for 4 months and will close on the call deadline, **25ᵗʰ July 2025**, 23:59 (IST).

Only applications using the templates provided and supported by eligible ROSETTA supervisors will be evaluated.

By submitting an application you declare 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.
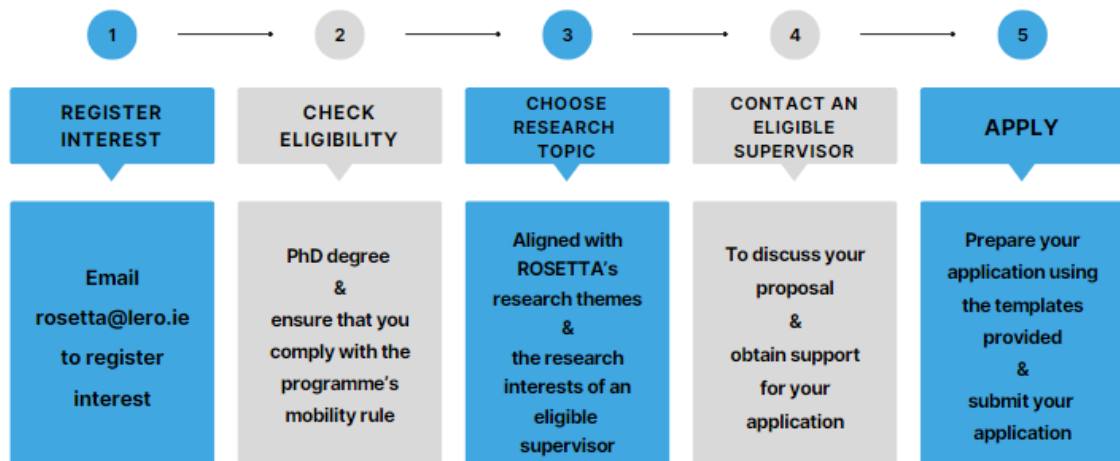
How to apply

1 REGISTER INTEREST	2 CHECK ELIGIBILITY	3 CHOOSE RESEARCH TOPIC	4 CONTACT AN ELIGIBLE SUPERVISOR	5 APPLY
Email rosetta@lero.ie to register interest	PhD degree & ensure that you comply with the programme's mobility rule	Aligned with ROSETTA's research themes & the research interests of an eligible supervisor	To discuss your proposal & obtain support for your application	Prepare your application using the templates provided & submit your application

Figure 1.1 Infographic showing how to apply for a ROSETTA fellowship

Researchers at risk

ROSETTA will support applications from those displaced by conflict or whose situation makes it difficult to pursue research careers.

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.

Tailored advice, guidance and support will be provided on a case-by-case basis.

Please **contact ROSETTA** to discuss alternative submission arrangements or any additional support you might require.

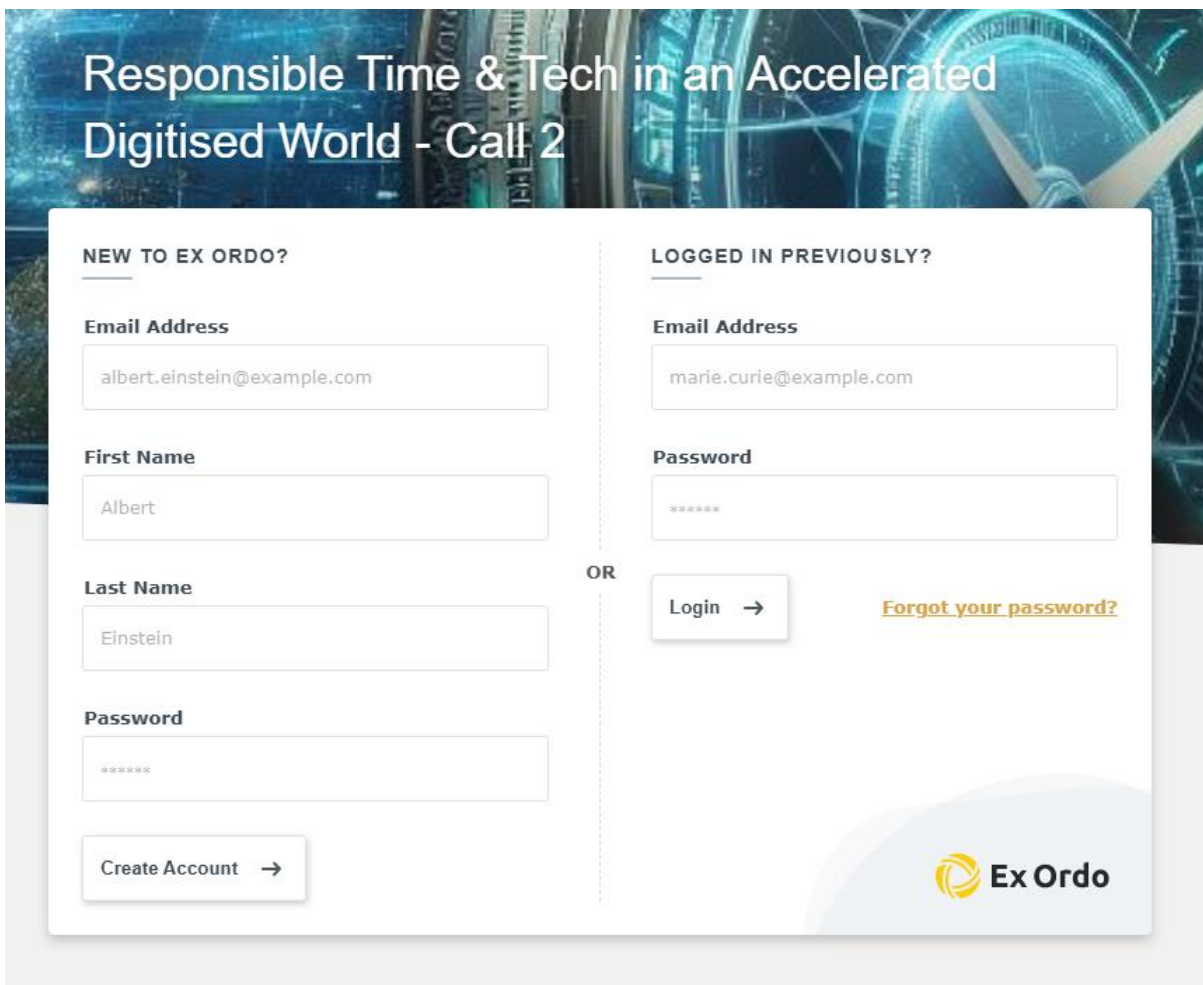# 2   OVERVIEW OF THE ONLINE APPLICATION SYSTEM

Candidates must submit the application and all application documentation via the Ex Ordo online application system used by ROSETTA. The **online application system** is accessed from the **ROSETTA website**.

The Ex Ordo online application system typically handles conference papers for peer review.

Therefore, where the system refers to:

- "Author/Authors", please consider this to mean you, *the applicant*;

- "Conference Dates", please consider this to mean the *Call 2 start date and deadline*.

You will be first asked to create an account entering your email address, first and last names and a password. You will then be asked to Agree to Terms of Service.
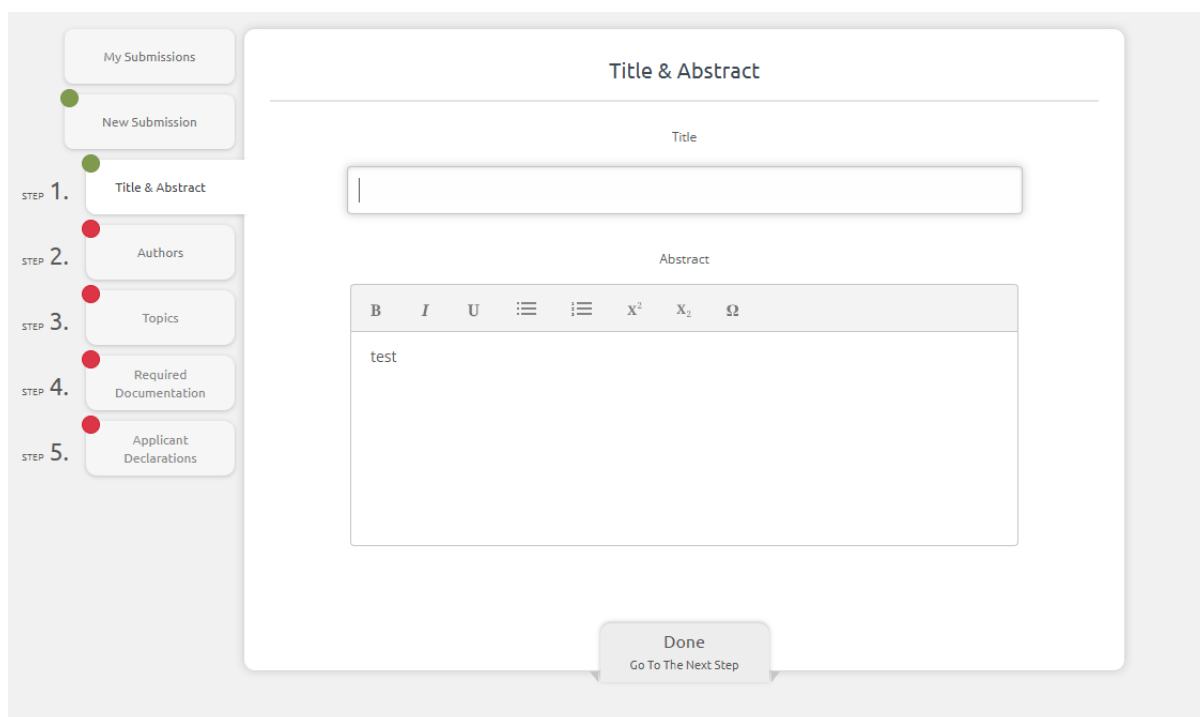
To begin editing your application, click on the "Submit Your Abstract Now" button or "My Submissions" tab.

You will be presented with a guide for applicants and details of what's required when beginning your application.

Click on 'Next' to begin workflow or Step 1 "Title & Abstract"

Enter the title of your proposal and the abstract, then click "Done – Go To The Next Step".

My Submissions

New Submission

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. Topics

STEP 4. Required Documentation

STEP 5. Applicant Declarations

Authors

Please nominate all the authors that contributed to this submission below.

John Doe

john.doe@gmail.com   Change Email

Title

Dr   ✕ ▾

First Name

John

Last Name

Doe

Affiliation

Country

Ireland

Nationality *

Please state your nationality

Gender *

Please enter your gender.

ROSETTA Supervisor *

Please provide the name of the ROSETTA Supervisor who has agreed to support your application
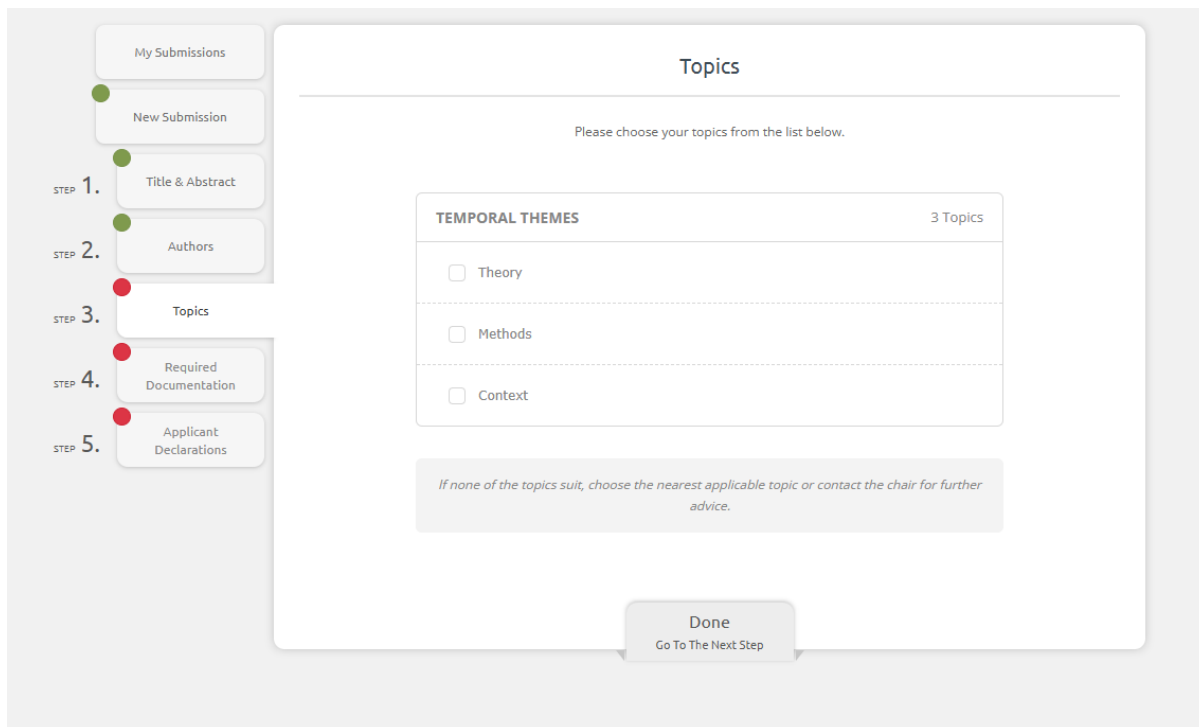
Done

Only 1 author may be listed on a submission. Remove an author to substitute a replacement.

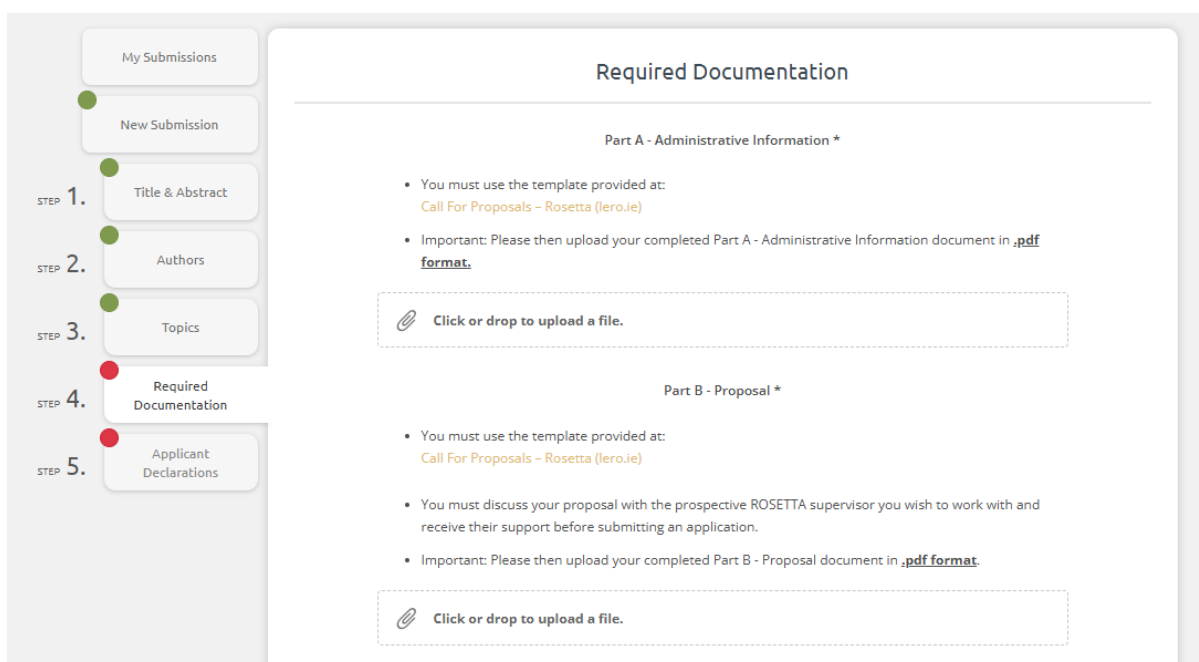Done
Go To The Next Step

Enter your personal details and the name of the eligible ROSETTA supervisor who agreed to support your application.

Then click "Done – Go To The Next Step".

Select the closest research theme (s) to the topic of your proposal, then click "Done – Go To The Next Step".

Upload the required application documentation (in .pdf format), then click "Done – Go To The Next Step" – Applicant Declarations.

By submitting an application to ROSETTA, the applicant declares that all information provided is accurate and correct at the time of submission.

Terms and Conditions *

Please read the Rosetta programme's Terms and Conditions available at:

Call For Proposals – Rosetta (lero.ie)

☑ I confirm that I have read and accept the ROSETTA programme Terms and Conditions.

GDPR *

Please read the ROSETTA general data protection statement available at:

Call For Proposals – Rosetta (lero.ie)

https://rosetta.lero.ie/call-for-proposals/

☑ I confirm that I have read the ROSETTA general data protection statement and consent that ROSETTA stores and processes my data accordingly.

Done
Save Submission

Enter or confirm the required details, then click "Done – Save Submission" to submit your application.

Note: You will receive a submission receipt via email within 15 minutes of submitting your application.

Please note that you can modify your application and uploaded documentation until the call deadline on 25th July 2025.

If you have any queries at any stage during the application process, please **contact ROSETTA** for support at rosetta@lero.ie.

If you have any technical queries or problems with the online application system, you can **contact Ex Ordo** for support at support@exordo.com.