



Bienvenue

Welcoming highly-talented international
post-docs in Brittany

GUIDE FOR APPLICANTS

CALL 2021

CALL OPENS: 4th January 2021

CALL CLOSES: 15th March 2021

l'institut Agro
agriculture • alimentation • environnement



Inria

UBO
Université de Bretagne Occidentale

UNIVERSITÉ DE
RENNES 1

IMT Atlantique
Bretagne-Pays de la Loire
École Mines-Télécom

Université
Bretagne Sud
ubs:

SORBONNE
UNIVERSITÉ

UNIVERSITÉ
RENNES 2

Table of content

Definitions.....	4
1. The BIENVENÜE programme.....	6
1.1 Introduction.....	6
1.2 Design your own project	6
1.3 The fellowship programme	7
2. Application to the BIENVENÜE fellowship.....	10
2.1 Eligibility requirements	10
2.2 Schedule	11
2.3 Application process.....	11
3. The evaluation process.....	13
3.1 Eligibility Check.....	13
3.2 Remote evaluation	13
3.3 Consensus Selection	15
3.4 Publication of Results	16
3.5 Ethical Assessment	17
Appendix 1 – Application Template.....	18
Appendix 2 – Host Institutions	26
Appendix 3 – Breton Regional Innovation Smart Specialisation Strategy (RIS3).....	29
Appendix 4 – Guidelines for the application platform “Extranet Recherche”	30

Please read this document carefully before submitting your application.

Important dates

PROCESS STEPS	DATE
Application Stage	4th January – 15th March 2021 23:59 CET
1 Eligibility Check	16th March – 2nd April 2021
2 Remote Evaluation	6th April – 25th May 2021
3 Consensus Selection	Plenary Session - week of 25th June – 1st July 2021
Publication of results	First week of July 2021: Monday 5th July, 16:00 CET
Acceptance by fellows (letter of acceptance)	Within 15 days after publication of results or proposition of funding for applicants on the reserve list
Request for redress period	Within 30 days after publication of results
Ethical check	Within 30 after after acceptance by fellows
Opening of reserve list	Within 6 months after publication of results
Start of projects	Within 6 months after publication of results

Revision history

Version 1.0	Released on 17/12/2020
-------------	------------------------

Contact

<https://msca-bienvenue.bretagne.bzh>

msca-bienvenue@bretagne.bzh

We guarantee an answer within 3 working days for all questions during the application stage.



This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement no. 899546.

Definitions

Action/project refers to the individual research project proposed for funding

Partnership agreement is the legal document signed between the beneficiary and the host institution that defines the role of each partner

Host Institution (HI): is the legal entity that contributes directly to the implementation of the research, transfer of knowledge and training activities by recruiting, supervising, hosting and training a MSCA-BIENVENÜE funded researcher. The HI signed the partnership agreement with Région Bretagne and holds the employment contract of the researcher.

Partner Organisation: contributes to the implementation of the action, by hosting the fellow during a secondment and contributing to his/her training but does not sign the partnership agreement.

Secondment is a research training period spent by a fellow at the premises of a different beneficiary, Partner Organisation or entity with a capital/legal link.

Expertise provider: modality of secondment where the fellow provides to a company scientific consulting and contributes to resolve strategic issue or problematic in a local company or public body. This modality could be organised by regular short periods (up to 104h over 6 months / corresponding to 4h of expertise work per week over a semester).

The **Academic Sector** refers to public or private higher education establishments awarding academic degrees, public or private non-profit research organisations for whom one of the main objectives is to pursue research or technological development, and international European interest organisations.

The **Non-Academic Sector** refers to any socio-economic actor not included in the academic sector and fulfilling the requirements of the Horizon 2020 Rules for Participation Regulation (EU) No. 1290/2013. This includes all fields of future workplaces of researchers, from industry to business, government, civil society organisations, etc

Fellow: researcher funded by the BIENVENÜE programme.

MSCA Mobility rule: There is no restriction of nationality but the applicant must have not reside or perform his/her main activity in France more than 12 months in the last 3 years immediately before the call deadline.

R2 at the date of the call deadline the fellow must be an **Experienced Researcher (ER)**, therefore being in possession of a doctoral degree or having at least four years of full-time equivalent research experience.

Research Experience is a period of activity in research proven by e.g. a work contract, a scholarship, or a study certificate.

Full-Time Equivalent Research Experience is measured from the date when a researcher obtained the degree entitling him/her to embark on a doctorate (either in the country in which the degree was obtained or in the country in which the researcher is recruited), even if a doctorate was never started or envisaged.

The **Supervisor** is the scientist appointed by the host institution to supervise the fellow throughout the whole duration of the action.

Strategic innovation areas (SIA) are regional research and innovation areas for smart specialisation (RIS3). They focus policy support and investments on key regional priorities, challenges and needs for knowledge-based development. They build on the REGION BRETAGNE

strengths, competitive advantages and potential for excellence. They support technological as well as practice-based innovation and aim to stimulate private sector investment. They get stakeholders fully involved and encourage innovation and experimentation. They are evidence-based and include sound monitoring and evaluation systems.

Project Management Board (PMB) is composed of the project manager who is in charge of the day-to-day activities and support staff from the REGION BRETAGNE. The PMB is in charge of the overall project organisation, planning and reporting.

External experts are international scientist selected based on the abstract and keywords indicated in the action to evaluate the quality of the project based on the criteria set and explain in part 2.3 of this document.

Scientific Board is a committee composed of the PMB, 1 international scientist per SIA, 1 innovator and the Ethic officer. This committee meets at the end of the call evaluation to provide an inter-ranking between the different SIA and a list of the 25 project proposed for funding based on the results of the evaluation. The committee also monitors and reports on fairness of the evaluation process.

Ethic officer: professional chosen among experienced people already involved in the ethical committees of the HI that will investigate ethical issues of the programme. His/her main responsibility is to detect and foresee ethics issues within the selected proposal (in complementarity with ethics self-assessments made by fellows) and will propose – if necessary – adjustment to individual project implementation to guarantee compliance with the ethical principles of H2020 and French Law.

1. The BIENVENÜE programme

1.1 Introduction

BIENVENÜE is an international post-doctoral fellowship programme aiming at attracting talented scientists to develop their two-year project in Breton laboratories. The programme is co-funded by the European MSCA-COFUND programme, the regional council of Brittany (Région Bretagne) and the Host Institution. The programme is coordinated by Région Bretagne.

The BIENVENÜE programme aims at

- Reinforcing the human potential of Brittany's research in the long term, by attracting high level international post-doctoral fellows with attractive conditions in terms of salary, working environment, training and networking
- Increasing the visibility and attractiveness of Brittany's leading research and innovation domains
- Supporting the implementation of the Regional Research and Innovation Strategy – Breton RIS3 and contributing to the territorial development.

BIENVENÜE is organised around the open, transparent and merit-based recruitment of 3 cohorts of 25 high-profile post-doctoral applicants. The calls will be launched in 2021, 2022 and 2023. BIENVENÜE aims to integrate the Marie Skłodowska-Curie Actions (MSCA) principles and European standards of excellence into Région Bretagne's research programme management.

The BIENVENÜE consortium is formed by 8 complementary and internationally recognized Host Institutions located in Brittany: Agrocampus Ouest, IMT Atlantique, Inria, Université de Bretagne Occidentale, Université de Bretagne-Sud, Université de Rennes 1, Université Rennes 2 and Sorbonne University/Roscoff Marine Station. These institutions will employ the fellows who will be hosted within laboratory premises located in Brittany.

Information about the 8 Host Institutions can be found in Appendix 2.

1.2 Design your own project

BIENVENÜE follows the MSCA-COFUND principle of “individual-driven mobility”. The candidates will have the freedom to build their research project within the research areas of the region, their supervisor and secondment organisation, if it is relevant to their project. The proposed projects can range from fundamental to applied research.

However, it must be hosted in one of the 8 Host Institutions (HI) and be in relation with the Regional Innovation Smart Specialization Strategy (RIS3). To do so, a project should **contribute directly or**

indirectly to the implementation of at least one of the RIS3 strategic objectives, and if the project can be linked to one strategic innovation areas, one of the 29 thematic levers. For more details, see Appendix 3.

Projects with intersectorial or multi-disciplinary dimension are strongly encouraged. The applicant has full latitude to choose its supervisor and perform a secondment in another academic laboratory or non-academic sector for up to 6 months if it is relevant to the research project. This secondment can be done in 1 period of 6 months or in shorter periods.

The secondment could also take the form of an expertise provider by regular short periods (up to 104h over 6 months / corresponding to 4h of expertise work per week over a semester). This expertise aims to introduce fellows to the much-needed practice of scientific consulting. In any case, the secondment, if proposed should be beneficial for the fellow career and the excellence of the project.

In order to design the most competitive project, the applicants are strongly encouraged to contact possible supervisors as early as possible. Information about the expertise of the different research laboratories can be found at <https://www.pluginlabs-ouest.fr/en>

A list of eligible laboratories can be found on the BIENVENÜE website.

1.3 The fellowship programme

The BIENVENÜE fellowship is designed to enable a breakthrough in the fellow's career, enabling him/her to broaden his/her abilities to tackle the next stage of his/her career, in Brittany or elsewhere. Thus, the fellow will benefit from attractive conditions that include excellent material resources for the implementation of his/her research project, numerous training courses and career development opportunities.

1.3.1. Financial support

As a BIENVENÜE fellow, you will receive a **gross salary** (living and mobility allowance included) of

4 510 €/month or 51 720€/year

Salaries received by the fellows are liable for taxes and/or other deductions.

In addition, in agreement with French law, a **family allowance** will be allocated to fellows (as for every public employee) on the basis of the number of children in their current and permanent care. The amount of the allowance varies depending on the number of children (around 70€ for 2 children, up to 400€ for 4 children).

Employment conditions include full social security coverage (including parental and sick leave), contributions to the pension scheme, and unemployment benefits once the contract is over. Employment contracts also include workplace accident insurance. Legal working hours in France are fixed at 35 hours per week for a full-time position. All employees are entitled to 25 days of paid holiday per year.

Within the BIENVENÜE package, contributions towards **research costs** (e.g. consumables, travels) and **management and training/development activities** directly related to the funded research project will be provided by the host institution.

1.3.2 Supervision arrangements

Several tools ensure that postdoctoral fellows receive regular and substantive feedback on their progress and career:

- Agreement on responsibilities of both parties as Annex of the Work Contract on Research and Training, Career development, Team Integration, Ethics & Integrity and Dissemination, exploitation & communication
- Additional to regular meetings between fellow and supervisor, an annual meeting to discuss the following supporting tools
 - o Career Development Plan
 - o Data Management Plan
 - o Dissemination and Communication Plan
 - o Annual Progress Reports

These plans will be shared with the BIENVENÜE PMB, which will look for solutions to help implementation or look for suitable partners or support, if needed by the fellows.

A **mentoring scheme** is also proposed to interested fellows. A scientist, from another laboratory, another discipline or another host institution, provides the fellow with additional feedback on the progress of his/her research project and to assist with career and personal development.

1.3.3 Training scheme

To help enhancing fellow's employability, the BIENVENÜE programme requires fellows to participate in at least one training activity in each of the following categories : (i) research oriented training, (ii) transferable skills training, (iii) a dedicated « European Responsible Research and Innovation Event ».

Overview of the BIENVENÜE training scheme

Research oriented training
<p>At least 3 days per year</p> <ul style="list-style-type: none">- Access to local training regularly provided to permanent staff in any of the host institutions within the BIENVENÜE consortium, possibility to choose other European schemes <p>Dedicated training sessions on:</p> <ul style="list-style-type: none">- « European Research Area : from the free circulation of goods to the free circulation of knowledge »- « How to write a winning ERC proposal », with individual interviews and additional support in case of strong interest- « Integrating the French Research System »
Training in transferable skills
<ul style="list-style-type: none">- Access to local training regularly provided to permanent staff in any of the host institutions within the BIENVENÜE consortium- Regular activities proposed by the Euraxess labelled International Mobility Center of Brest, part of a pilot project on Research Career Development- French Language courses
ERRIE - European Responsible Research and Innovation Event
<p>A special two-day event organized by Région Bretagne and host institutions, mandatory for both fellows and supervisors</p> <p>Goals:</p> <ul style="list-style-type: none">- Provide insight into the ethical, societal and applied aspects of science- Present good research practices and promote MSCA standards- Allow networking <p>Some of the planned sessions:</p> <ul style="list-style-type: none">- « The 3 O: Open Science, Open Data and Open to the world »- « Research ethics and integrity »- « Innovation and intellectual property »- « Gender consideration in science »

1.3.4 Personalized support for the fellow's arrival and stay in Brittany

BIENVENÜE fellows will benefit from very favourable welcoming conditions thanks to the Euraxess labelled centers:

- 2 **"International Mobility Centres"** (CMI), one in Brest and one in Rennes⁶¹,
- **Euraxess service centre** in Lorient
- and **the dedicated staff** in the different Host Institutions.

Dedicated staff will provide personalized assistance to the fellow and his/her family to prepare his/her stay:

- Entry, residence and work procedures: visas, work permits and residence permits

- Settle in France: finding housing, health coverage / health care, a bank account, etc.
- Deal with French administration: social security, family benefits, taxes, pension, etc.
- Facilitate their integration: French language classes, cultural activities, sports, school for children, etc.

In Rennes and Brest, accommodation can also be facilitated upon arrival, by the International Houses in these cities, which provide dedicated housing ideal for international researchers. In Vannes and Lorient the **Euraxess service centre** will provide the fellows with similar service. In Roscoff the international affair department will provide assistance to the fellow accordingly.

2. Application to the BIENVENÜE fellowship

2.1 Eligibility requirements

At the date of the call deadline, the candidate has to meet the following criteria:

- 1) Be considered at the R2 level (see definition): be in possession of a doctoral degree or have at least four years of full-time equivalent research experience.
- 2) Must follow the MSCA mobility rule, i.e. not have resided or carried out its main activity (work, studies, etc.) in France for more than 12 months in the 3 years immediately before the call deadline. Time spent as part of a procedure for obtaining refugee status under the Geneva Convention, compulsory national service and/or short stays such as holidays are not taken into account.

To be declared eligible, applications need to fulfil several requirements:

- 3) The project proposal must be within the scope of the RIS3 by contributing directly or indirectly to one of its 21 strategic objectives.
- 4) Applications should be written in English
- 5) All the sections of the application form must be fully completed, in the indicated length limits.
- 6) Applications must be submitted through the online submission system at <https://region.bretagne.bzh/recherche> Applications sent by email or postal mail will not be considered.
- 7) Applications must be received before the deadline.

**These criteria will be applied rigorously.
An application can be declared ineligible, at any time, if it does not meet all these requirements.**

It is not mandatory to indicate a hosting institution in the application. However, prior to the application, the applicant is **highly encouraged to contact the Host Institution and the future supervisor** to design the best possible application. A list of laboratories eligible to host BIENVENÜE fellows is available on the BIENVENÜE website. Information about the laboratories and their research domains can be found at: <https://www.pluginlabs-ouest.fr/en>

2.2 Schedule

PROCESS STEPS	DATE
Application Stage	4th January – 15th March 2021 23:59 CET
1 Eligibility Check	16th March – 2 nd April 2021
2 Remote Evaluation	6th April – 25th May 2021
3 Consensus Selection	Plenary Session - week of 25th June – 1st July 2021
Publication of results	Monday 5th July, 16:00 CET
Acceptance by fellows (letter of acceptance)	Within 15 days after publication of results or funding proposition for applicants on the reserve list
Request for redress period	Within 30 days after publication of results
Ethical check	Within 30 days after acceptance by fellows
Opening of reserve list	Within 6 months after publication of results
Start of projects	Within 6 months after publication of results

2.3 Application process

General requirements

The application must include all and only the following documents:

- Application form
- CV
- Proof of identity
- Supporting documents regarding the Recognized Researchers (R2) status (i.e. PhD diploma or appropriate work certificates)
- Supporting documents regarding the MSCA mobility rule (the fellow must not have resided or worked more than 12 months in the three years immediately before the call deadline in France)

Supporting documents can be sent in French or English. When translated from another language, the original document should be joined to the translated version. Certified translation is not mandatory. Région Bretagne reserves its rights to request a certified translation if judged necessary.

It is not allowed to submit several project proposals. Only the first project proposal will be taken into account in the evaluation process if an applicant submits several proposals.

The application form is available on the BIENVENÜE website (see Appendix 1 for example). Using this form is mandatory and all sections have to be filled out and have to respect the indicated length limits.

The application form must be uploaded as a PDF file on the online submission system. The same goes for supporting documents.

The online submission system can be found at <https://region.bretagne.bzh/recherche>. It is needed to first create an account on <https://region.bretagne.bzh/moncompte/jcms/> (see guidelines).

Please note that any incomplete application will be considered ineligible.

Other documents added to the application will not be taken into account.

Special attention will be given to ensure that the personal data protection follows the ISO-IEC27002 standard and requirements, throughout the process, in agreement with the General Data Protection Regulation.

Ethical requirements

The BIENVENÜE programme is following the ethical principles of Horizon 2020 and if the programme is open to all domains of research, in agreement with the article 19 of the establishment of framework programme, the following fields of research are not eligible for funding:

- (a) research activity aiming at human cloning for reproductive purposes;
- (b) research activity intended to modify the genetic heritage of human beings which could make such changes heritable (except research relating to cancer treatment of the gonads that can be financed);
- (c) research activities intended 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.

As part of the application form, the fellow must fill out the ethics self-assessment section. This self-assessment is the 1st step of the ethic assessment of the proposal. Selected proposals are ethically assessed by the Ethic Officer, who will propose adjustments if necessary.

Besides the fields precluded from funding by the Horizon 2020 regulation, the ethical assessment does not interfere with the proposal evaluation.

3. The evaluation process

BIENVENÜE is organised around an open, transparent and merit-based recruitment and for each call, the 25 first ranked proposals will be financed. The evaluation is organised as follows. First, an external evaluation of each eligible proposal will be done by three independent experts. Then, the scientific board (SB), based solely on the remote evaluation done by the external expert evaluators, rank the applications without thematical prioritization or repartition.

3.1 Eligibility Check

Immediately after the deadline for applications and up to the 2nd of April, the applications will be subject to an eligibility screening. The eligibility screening will be carried out in **a strict and consistent manner** regarding the MSCA mobility rule, research experience (PhD or at least 4 years of full time research experience), and application format.

The result of the eligibility check will be communicated to the applicant via email no later than the 30th of April. In case of an ineligible application, the information to applicant will state the criteria on which the decision is based.

3.2 Remote evaluation

The fellowship applications will be evaluated by the 3 External Experts according to four main criteria (described below). The sub-criteria are provided to assist the experts with the evaluation. Each expert will review the application remotely according to the evaluation criteria and fill in an Individual Assessment Report (IAR).

Identification of appropriate experts will be carried out by dedicated staff from UBO, UR1 and UR2 academic libraries, on the basis of the applicant's identity, current institution, project abstract and project keywords. Several screenings to detect conflicts of interest will be conducted during expert identification and prior to the evaluation. This will assure a fair process. Applicants are strongly advised to make a special effort on the mentioned elements above.

Each criterion will be scored out of 5, decimal point scores may be given and the evaluator must justify the score they have given by explaining the shortcomings they see in the proposal.

Scoring

Score	Description
0	Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
1	Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.
2	Fair. Proposal broadly addresses the criterion, but there are significant weaknesses.
3	Good. Proposal addresses the criterion well, but a number of shortcomings are present.
4	Very Good. Proposal addresses the criterion very well, but a small number of shortcomings are present.
5	Excellent. Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Only applications scoring a minimum of **3 for each criterion** and **14 in total** will be considered for ranking.

Proposal Evaluation Criteria

35%

Scientific excellence of the project

- Quality of the research project
- Originality of the scientific approach and methods
- Originality of the application along with intersectoral, interdisciplinary, international aspects

25%

Potential of the fellow to reach professional maturity

- Research records: peer-reviewed publications, conference participations (posters and talks) and proceedings, prizes and distinctions (e.g. MSCA Seal of excellence)
- Scientific experience, knowledge and skills
- Value of profiles with intersectoral, interdisciplinary, international mobility experience
- Complementary transverse skills: project management, leadership, sector agility, communication...

20%

Potential outcomes of the project

- Potential contribution to European research excellence
- Quality of the proposed measures to exploit and disseminate research results
- Fellow's training objectives and capacity to acquire scientific and complementary skills that will lead to career development, reach or re-enforce a position of professional maturity/independence
- Added value of the project in the Regional context (*i.e.* link to RIS3)

20%

Feasibility of the project

- Coherence and effectiveness of the work plan, including timeline and risk management
- Credibility of the methods proposed and alternative plans
- Integration of the fellow into the local environment (the Brittany region and/or the Host Institution)

3.3 Consensus Selection

The third step of the selection consists of the application ranking by the Scientific Board (SB), based on the evaluation done by the external experts.

A pre-ranking is independently elaborated for each SIA by the scientist in charge, who also:

- Checks the fairness, objectivity and accuracy of each evaluation for the SIA under their responsibility
- Verifies for cases of minor discrepancies in the evaluations between experts
- Validates the score of the 3 Individual Assessment Report (IAR) and the average score

Then, the SB members will reach an agreement on the final ranking of all SIA combined in a consensus meeting. There is **no thematic prioritization or repartition**.

In the case of a tie in total scores, the ranking of the applications will be made according to identified priorities:

1. Scientific excellence of the project
2. Potential of the candidate
3. Potential outcomes of the project
4. Feasibility of the project

In case of ex-aequo on all the criteria, the innovator will provide expertise on the innovative impact of the project in order to establish the final ranking.

At the end of the Consensus Meeting, three lists of applications will be compiled by the SB:

- a selection list (for the 25 applications proposed for funding),
- a reserve list (for 15 fellows with an evaluation above the threshold, but not ranked high enough for funding)

- and a list not retained for funding (for project considered too far down in the ranking list or with evaluations below the threshold)

The presence of the Project Manager and the Ethical officer during the consensus meeting will allow the monitoring of the process and warrant its fairness.

3.4 Publication of Results

The PMB will validate a funding decision on the basis of the list proposed by the SB. **The list of selected fellows will be posted on the BIENVENÜE website on July 5th 2021, 16:00 CET.**

Concurrently, each applicant whose proposal has been evaluated will receive by email their evaluation summaries and

- for the selection list: an acceptance notification, together with all information regarding the Hosting Institution and contacts for the organisation of their arrival
- for the reserve list: a notification of their presence in the reserve list

Numbers of proposed fellowships and reserve list places are indicative. The Scientific Board reserves its right to select a lower number of candidates.

- Acceptation of the fellowship

If you are selected, you must send a letter of acceptance to msca-bienvenue@bretagne.bzh within **two weeks** of this notification of success and must start your project no later than 6 months after the publication of the results.

If you do not answer in due time or if you refuse or withdraw your application, the fellowship will be offered to another applicant (in the descending order of the reserve list).

- Reserve list

If selected candidates do not acknowledge the acceptance notification within two weeks after publication of results, the fellowship is offered to another applicant in the descending order of the reserve list. **Only 15 applicants will be held on the reserve list.**

The reserve list will stay open for 6 months (until January 2022). Any undistributed grant will be transferred to the BIENVENÜE Call 2022.

- Redress procedure

During the eligibility or at the evaluation stage, you may ask for redress if you consider that there was a deficiency in the way your application was assessed and that this deficiency influenced the final decision. The SB will not call into question the scientific or technical judgement of appropriately qualified experts. The redress procedure concerns only the evaluation process and/or eligibility checking process itself.

The request should be sent to the PMB **within 30 days** after the publication of the results and the perceived shortcomings should be clearly explained. If the shortcomings appear to be on the eligibility criteria, the PMB will take the final decision. If the shortcomings are on the evaluation process and the arguments appear sound, the PMB, in concertation with the SIA referent of the SB, may decide to contact a fourth expert for remote evaluation. The evaluation of the fourth expert is then final.

Regarding the newly established ranking for this application, the PMB will make a decision (rejection or extra funding), which is then final.

3.5 Ethical Assessment

After scientific assessment, two **Ethical Issue Assessors** (EIA) named by the PMB will review the proposal selected for funding to detect and foresee ethics issues (in complementarity with ethics self-assessments made by fellows). They will receive the ranked applications after the Consensus Meeting, with copies of Individual Reports where experts identified potential ethical issues. The EIA will propose – if necessary and within a one-month period – adjustments to individual project implementation to guarantee compliance with the ethical principles of Horizon 2020 and French Law.

Appendix 1 – Application Template

Please note the application template will be separately available as .doc document on the BIENVENUE website.

GUIDELINES

The application should be completed in English and submitted along with the mandatory supporting documents. All sections of the form should be completed. If not relevant, please enter « N/A » in the appropriate field.

The application (including CV) should be written in a police easily readable such as time new roman, arial, calibri.... And should not be under the written under font size 11. Table and figure can be written in size 8 minimum.

In fairness to all applicants, the length limits will be applied strictly. Only the material that is presented within these limits will be evaluated (external experts will only be asked to read the material presented within the page limits).

Guidelines highlighted in grey should be deleted as appropriate.

Documents to include in your application:

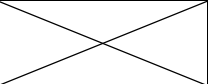
- Filled application template (for parts A,B, D and E) - name it as "NameApplicant_Application"
- CV (part C of the application template) - name it as "NameApplicant_CV"
- ID document - name it as "NameApplicant_ID"
- Supporting documents (PhD certificate, work certificates) - name it as "NameApplicant_TypeofDocument"

PART A: Administrative information

PERSONAL INFORMATION

Full name	
Title	
Address	
Email	
Phone	

CAREER INFORMATION

Qualification as Recognized Researcher (R2)		
Have you been awarded a PhD ?		Yes / No (Delete as appropriate)
If yes	Awarding institute and country	
If yes	Date of award	
If no, and if you are claiming 4 years full-time researcher experience ¹ , please detail your experience in the following rows (add rows if needed)		
DD/MM/YYYY		Degree giving access to PhD:
DD/MM/YYYY to DD/MM/YYYY	Duration of research activities expressed in months	Institute and country: Position and details of the research activities carried out:
DD/MM/YYYY to DD/MM/YYYY	Duration of research activities expressed in months	Institute and country: Position and details of the research activities carried out:
On 15.03.2021	Total duration of research activities expressed in months	

Mobility requirement ²	
Please provide details regarding the location of your work and/or study and/or your residence for the period from 15th March 2018 to 15th March 2021. Add rows if needed.	
From 15/03/2018 to DD/MM/YYYY	Country
From DD/MM/YYYY to DD/MM/YYYY	Country
From DD/MM/YYYY to 15/03/2021	Country

¹ Full-time equivalent research experience is measured from the date when a researcher obtained entitling him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited, even if a doctorate was never started or envisaged.

² Applicants may have not resided or carried out their main activity in France for more than 12 months in the 3 years, at the deadline for submission of proposals. Time spent as part of a procedure for obtaining refugee status under the Geneva Convention, compulsory national service and/or short stays such as holidays are not taken into account.

COMPLEMENTARY INFORMATION

ORCID-ID	
Do you want to apply for MSCA Special Needs Allowance ³ ?	Yes / No (Delete as appropriate)
How did you find out about the call?	

PART B: Project Proposal

SUMMARY OF THE PROJECT

Heading	Description
Project Title	
Project Acronym	
Project Keywords	(200 characters maximum including spaces)
Project Summary	(2000 characters maximum including spaces)

PROJECT INSERTION IN BRITTANY'S RIS3

For complete list of Brittany RIS3 objectives, Strategic Innovation Areas and subdomains please refer to the Guide of Applicants. Indicate a and/or b, and c.

Justify the choice of Strategic Objective(s), Strategic Innovation Areas (SIA) and subdomains in section 2.1.

	Heading	Description
a	Strategic Innovation Areas (SIA)	If applicable, indicate one or several strategic innovation areas your proposal is relevant to: (Delete as appropriate) D1 Maritime economy for blue growth D2 Food economy for everyone to eat well D3 Secure and responsible digital economy D4 Health and welfare economy for a better quality of life D5 Economics of industry for intelligent production
	Subdomains	If you indicated one or several SIA, indicate here one or several subdomains your proposal is directly or indirectly relevant to

³ See https://ec.europa.eu/research/mariecurieactions/news/new-msca-allowance-support-fellows-disability_en

b	Insertion in the transversal axis on transitions	Yes No (Delete as appropriate)
c	Strategic Objective(s)	Indicate here at least one strategic objective your proposal is directly or indirectly relevant to

PROJECT PROPOSAL (10 pages maximum)

1. Scientific project (approx. 4 pages)	
1.1. General context	
<ul style="list-style-type: none"> • Introduction, state of the art • Aims and objectives 	
1.2. Originality and Excellence	
<ul style="list-style-type: none"> • Explain the contribution that the project is expected to make to advancements within the scientific field. • Describe any novel concepts, approaches or methods that will be employed. 	
1.3 Research Methodology	
<ul style="list-style-type: none"> • Provide an overview of the research and innovation activities proposed. 	
1.4 Inclusion of international, interdisciplinary and/or intersectoral aspects	
<ul style="list-style-type: none"> • Detail how your project include international, interdisciplinary and/or intersectoral aspects and the added value of such aspects. • If applicable, justify the proposed mobility / secondment for your project and detail its organization. 	
References	
References should be listed here and do not count towards the page limitation.	
2. Impact of the project (approx. 2 pages)	
2.1 Impact	
<ul style="list-style-type: none"> • Describe any likely impact that may be achieved from your fellowship e.g. possible advances in science, or implementation of new technology • Detail how your project will address Regional priorities (RIS3 strategic objectives) directly or indirectly 	
2.2 Career Development	
<ul style="list-style-type: none"> • What are your immediate and long-term goals for your career? • Explain your reasons for choosing this Fellowship and the laboratory to perform the project. 	

2.3 Transfer of knowledge and training

- Discuss how you will gain new knowledge from the Host Institution during the fellowship. Which new skills will be acquired? How? Give details for both scientific and transferable skills
- Explain how your Host Institution may benefit from your previous experience

2.4 Communication, Dissemination and exploitation of results

- Describe how you intend to disseminate/exploit your results
- Describe public engagement activities you would plan to undertake

3. Implementation of the project (approx. 2 pages)

3.1 Work programme, resources and risks

- How will you carry out your research? Please provide a Gantt Chart and Work Packages/Tasks description (with information on: major deliverables, milestones, risks, contingency plans, time allocated...)

3.2 Name of the Host Institution and the Host Laboratory

- If you already identified the hosting institution, laboratory and/or supervisor for your research project, please add a few lines of description on it and resources at disposal in this laboratory.

PART C: CV GUIDELINES

The CV should be limited to 5 pages maximum. It should be enclosed as a separated document.

It should include the standard academic and research record, such as:

- Name
- Professional experience (in reverse chronological order)
- Education (in reverse chronological order)
- Publications in peer-reviewed scientific journals, book/chapters, peer-reviewed conference proceedings and/or monographs (indicating the number of citations)
- Granted patent(s)
- Invited presentation to peer-reviewed, internationally established conferences and/or international advanced schools
- Research expeditions led by the fellow
- Organisation of International conferences
- Examples of participation in industrial innovation
- Prizes and Awards
- Funding received so far
- Supervising, mentoring activities
- Management of research, administrative duties

PART D: ETHICS SELF-ASSESSMENT

This ethics self-assessment is not part of the selection process and will not interfere with the funding decision. If your project is funded, experienced ethical issue assessors will propose – if necessary and within one-month period – adjustment to project implementation to guarantee compliance with the ethical principles of Horizon 2020 and French Law. This self-assessment form is based on the ethics self-assessment template used for H2020 programmes⁴.

Please complete the ethical assessment table below by marking “x” in the corresponding column.

	YES	NO
SECTION 1: HUMAN EMBRYOS / FOETUSES		
Does your research involve Human Embryonic Stem Cells (hESCs)?		
If yes, will they be directly derived from embryos within their projects?		
If yes, are they previously established cells lines?		
Does your research involve the use of human embryos?		
If yes, will the research lead to their destruction?		
Does your research involve the use of human foetal tissues/cells?		
SECTION 2: HUMANS		
Does your research involve human participants?		
If yes, are they volunteers for social or human sciences research?		
If yes, are they persons unable to give consent (including children/minors)?		
If yes, are they vulnerable individuals or groups?		
If yes, are they children/minors?		
If yes, are they patients?		
If yes, are they healthy volunteers for medical studies?		
Does your research involve physical interventions on the study participants?		
If yes, does it involve invasive techniques (e.g. collection of human cells or tissues, surgical or medical interventions, invasive studies on the brain, TMS etc.)?		
If yes, does it involve collection of biological samples?		
<i>For research involving processing of genetic information, see also section 4.</i>		
SECTION 3: HUMAN CELLS / TISSUES		
Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, see section 1)?		
If yes, are they available commercially?		
If yes, are they obtained within this project?		
If yes, are they obtained from another project, laboratory or institution?		
If yes, are they obtained from a biobank?		
SECTION 4: PROTECTION OF PERSONAL DATA		
Does your research involve processing of personal data?		

⁴ See https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

If yes, does it involve the processing of special categories of personal data (e.g. genetic, health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
If yes, does it involve processing of genetic, biometric or health data?		
If yes, does it involve profiling, systematic monitoring of individuals or processing of large scale of special categories of data, intrusive methods of data processing (such as tracking, surveillance, audio and video recording, geolocation tracking etc.) or any other data processing operation that may result in high risk to the rights and freedoms of the research participants?		
Does your research involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?		
Does your research involve publicly available data?		
Is it planned to export personal data from the EU to non-EU countries?		
If yes, specify the type of personal data and countries involved if applicable : specify here		
Is it planned to import personal data from non-EU countries into the EU?		
If yes, specify the type of personal data and countries involved if applicable: specify here		
SECTION 5: ANIMALS		
Does your research involve animals?		
If yes, are they vertebrates?		
If yes, are they nonhuman primates (NHP) (e.g. monkeys, chimpanzees, gorillas, etc.)?		
If yes, are they genetically modified?		
If yes, are they cloned farm animals?		
If yes, are they an endangered species?		
SECTION 6: THIRD COUNTRIES		
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?		
If yes, specify the countries involved: specify here		
Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?		
Is it planned to import any material from non-EU countries into the EU? <i>For data imports, see section 4. For imports of human cells or tissues, see section 3.</i>		
If yes, specify material and countries involved: specify here		
Is it planned to export any material from the EU to non-EU countries? <i>For data exports, see section 4.</i>		
If yes, specify material and countries involved: specify here		
In case research involves low and/or lower-middle income countries, are any benefitsharing actions planned?		
Could the situation in the country put the individuals taking part in the research at risk?		
SECTION 7: ENVIRONMENT & HEALTH AND SAFETY		
Does your research involve the use of elements that may cause harm to the environment, to animals or plants? <i>For research involving animal experiments, see section 5.</i>		
Does your research deal with endangered fauna and/or flora /protected areas?		

Does your research involve the use of elements that may cause harm to humans, including research staff? <i>For research involving human participants, see section 2</i>		
SECTION 8: DUAL USE		
Does this research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?		
SECTION 9: EXCLUSIVE FOCUS ON CIVIL APPLICATIONS		
Could your research raise concerns regarding the exclusive focus on civil applications?		
SECTION 10: MISUSE		
Does your research have a potential for misuse of research results?		
SECTION 11: OTHER ETHICS ISSUES		
Are there any other ethics issues that should be taken into consideration?		
If yes, please specify: specify here		

PART E: Processing of Personal Data

I, insert applicant name, consent to the following processing, use and sharing of my personal data by the Région Bretagne: keep any that apply

- For the purposes of reviewing and evaluating the project proposal by international external experts, specialized library staff, and BIENVENÜE project management team to determine eligibility and funding decisions related to the BIENVENÜE programme.
- For reporting purposes to the European Commission or other public bodies, specifically in the EU portal, the BIENVENÜE website, annual reports, project updates and financial reports.
- For data processing regarding the financial management of the BIENVENÜE programme.
- For communication purposes regarding the BIENVENÜE programme and its activities.



I am aware of my rights under the GDPR and in particular that my consent is voluntary and can be withdrawn at any time. These rights may be exercised at msca-bienvenue@bretagne.bzh

A full GDPR Summary concerning the BIENVENÜE programme is available on msca-bienvenue.bretagne.bzh

Date : insert date here


Signature : sign here

Appendix 2 – Host Institutions

 agriculture • alimentation • environnement 

Established in the heart of a European leading agricultural and agri-food basin, **Agrocampus Ouest** (AO) is part of the Institut Agro (<https://www.institut-agro.fr/>) and is an accredited higher education institution in life and environmental sciences and technologies under the authority of the French Ministry of Agriculture, Food and Forestry. The institution involves 140 full-time professors/researchers in Rennes and Angers (Fr), working in 13 research units, 9 of them being joint research units. AO welcomes almost 2000 students of which about 130 PhD students. The range of qualifications awarded by AO covers the whole BMD (Bachelor-Master-Doctor). AO welcomes 10 % of international students and offers double degree programmes and Erasmus Mundus Masters. The multidisciplinary courses (life sciences, engineering sciences, economic and social sciences, and management) are delivered by research-lecturers. Professionals also contribute to the training. AO holds the EUR-ACE (EUROPEAN ACcredited Engineer) label.

More information on: <http://international.agrocampus-ouest.fr/infoglueDeliverLive/en/homepage>

 **IMT Atlantique**
Bretagne-Pays de la Loire
École Mines-Télécom

Institut Mines-Télécom (IMT) is a French Higher Education and Research institute, comprising 8 core engineering schools and 5 affiliates. IMT is France's largest engineering higher education and research institute. With over 13,000 students, including ~1,500 PhDs, over 1,300 professors/researchers and 500 international partnerships, IMT represents excellence in its endeavour to innovate for impact. Focusing on key transformations in digital technology, industry, energy, environment and education, IMT trains the engineers, managers and PhD graduates who will play an active role in the major changes of the 21st century in France.

IMT Atlantique is a new school under the aegis of the Ministry of industry and the digital sector. It focuses on digital technology, energy and the environment with the objectives of contributing to economic development through education, research and innovation. Since its creation on January 1st 2017, IMT Atlantique has inherited all of the research and innovation activities of Télécom Bretagne and École des Mines de Nantes. This new establishment comprises 13 departments of teaching and research, involved in six research labs. With more than 1000 publications each year (400 of these publications are A Rank), the research in IMT Atlantique is carried out by 290 permanent researchers and lecturers, 110 non-permanent researchers and over 300 doctoral students. The research potential ranks IMT Atlantique among the top 10 in France. In 2020, IMT Atlantique is ranked among the top 400 universities in the world by the Times Higher Education (THE) ranking.

More information on: <https://www.imt-atlantique.fr/en>.



Inria is the French national research institute for digital science and technology. World-class research, technological innovation and entrepreneurial risk are its DNA. In 200 project teams, most of which are shared with major research universities, more than 3,500 researchers and engineers explore new paths, often in an interdisciplinary manner and in collaboration with industrial partners to meet ambitious challenges.

As a technological institute, Inria supports the diversity of innovation pathways: from open source software publishing to the creation of technological startups (Deeptech).

More information on: www.inria.fr or <https://www.inria.fr/en/centre-inria-rennes-bretagne-atlantique>



The **Université de Bretagne Occidentale**, UBO (1971), is a comprehensive university based in Brittany (France). UBO offers more than 250 degree programmes in the fields of science, humanities, technology, medicine and law, to 23000 students, among which 9% are international (representing 100 nationalities). More than 150 PhD theses are defended each year. Based on 34 research laboratories and conducted by 1300 researchers, research at UBO is organized in four research axes: Sea, Social sciences and Humanities, Digital Sciences and Mathematics, Health and agro-material. UBO promotes interdisciplinary exchanges and the emergence of innovative research projects.

UBO is experienced in European projects management since the FP4 and is currently involved in 23 H2020 research projects (4,9M€), in 9 Erasmus+ projects, in 6 Interreg programmes and in numerous other European Initiatives. UBO therefore has extensive experience in project management with support for IPR and finance departments.

UBO has received the "HR excellence in research" award from the European Commission on the 20st of December 2018 for its current involvement in the Human Resources Strategy for Researchers (HRS4R).

More information on: <https://www.univ-brest.fr/GB>



Established in 1995, **Université de Bretagne Sud** (UBS) is a multidisciplinary university offering academic programmes to 9 600 students (72 nationalities) from Bachelor's degree to doctorate level. UBS provide training in multiple areas such as arts, social sciences, engineering, computer science, biochemistry, mathematics, law, economics and business. Based on 14 laboratories grouped into 4 research and innovation centres and conducted by 250 scientists and 200 PhD students research at UBS focus on "cyber and data intelligence", "Industry of the future", "Sea & Coast", "Health, environment, handicap".

More information on: <https://www.univ-ubs.fr/en/index.html>



Université de Rennes 1 (UR1) is internationally acknowledged as one of the top scientific universities in France. UR1 includes 29,929 students (13% foreigners), 3,700 staff members and 22 joint research units associated with national research centers.

Research performed at UR1 is renowned at both national and international level and is conducted by 1,600 scientists and 1,100 PhD students gathered in 30 research units/laboratories co-labelled by national research bodies (CNRS, Inserm, Inria, INRA). The main areas of research are "Mathematics and ICT", "Physical Sciences", "Life and Environmental Sciences", and "Humanities and Social Sciences".

More information on: <https://international.univ-rennes1.fr/en>



Established in 1969, **Université Rennes 2** (UR2) is the leading Human and Social Sciences (HSS) university in western France, with over 24,000 students among which 12 % are international- including 4,500 Master's and 500 PhD students. The University takes part in several higher education mobility programs, such as Erasmus +, and is involved in many European research projects. UR2 is also

actively involved in international cooperation networks such as the European University Association and the Agence Universitaire de la Francophonie.

Based on 21 research units, 5 of which are associated with the French National Research Council (CNRS) and conducted by 700 researchers, the main research areas of UR2 are Physical and social geography, Sport sciences, History, Art, Archaeology and Literature, Psychology, Area linguistics studies, Educational sciences, Socio-economics and sustainable development. UR2 also focus on a number of transversal themes that are split between several of its labs, including: body, gender and violence; the culture of books; reflection on the value and impact of Humanities and Social Sciences; and digital humanities.

More information on: <https://international.univ-rennes2.fr/>



Founded in 1872, the **Station Biologique de Roscoff** (SBR) is a centre for research and higher education in marine biology and ecology, jointly run by the National Centre for Scientific Research (CNRS) and Sorbonne University.

With about 300 scientists divided in 4 research units, SBR has set its focus on basic biology — with the study of original evolutionary lineages — and marine biodiversity and ecosystems.

More information on the Roscoff Marine Station on: <http://www.sb-roscoff.fr/en>

Appendix 3 – Breton Regional Innovation Smart Specialisation Strategy (RIS3)

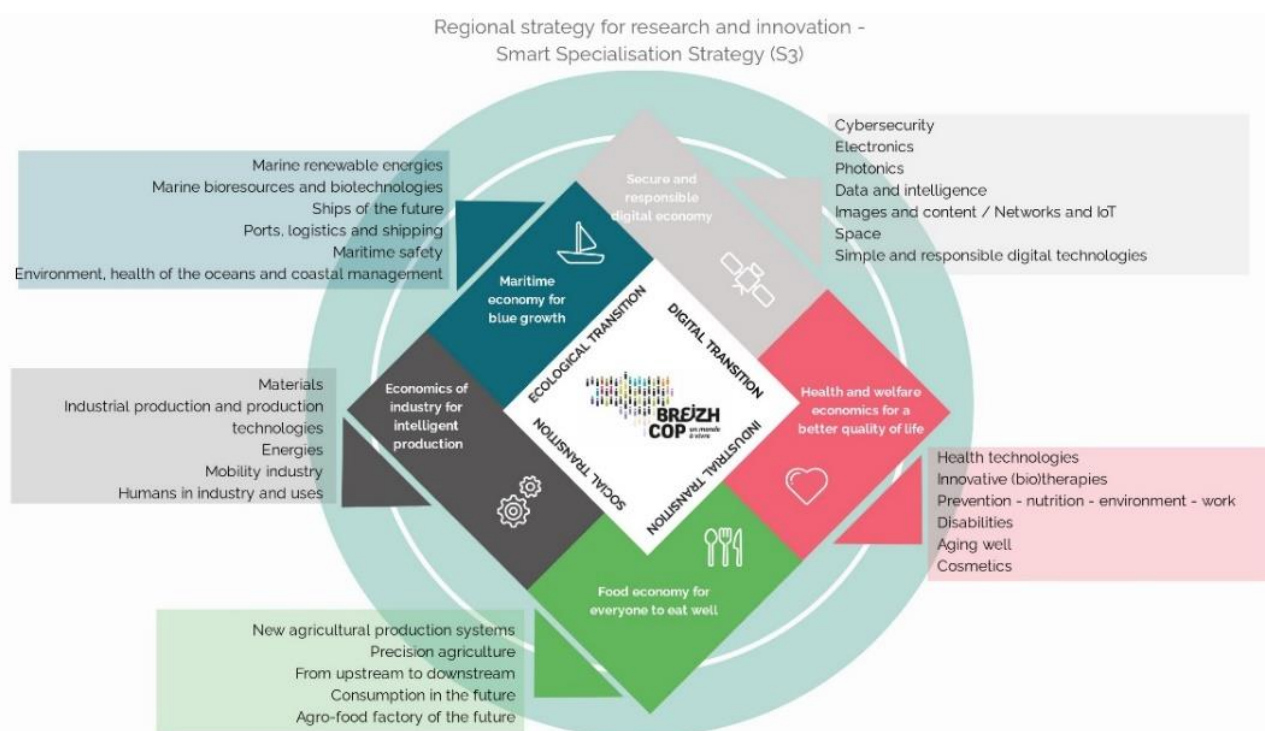
The new RIS3 will be approved on 18th December 2020 by Région Bretagne. A complete version of the new RIS3 in French will be published after the vote on the Région Bretagne website www.bretagne.bzh. A complete translation in English mid-January 2021, which will be linked on the BIENVENÛE website.

Every BIENVENÛE project must be linked to Brittany's Regional Innovation Smart Specialisation Strategy (RIS3). The development of the RIS3 allows Brittany to structure the regional R&I ecosystem and to facilitate the emergence of a knowledge-driven economy. A new RIS3 is implemented since January 2021. The RIS3 identifies 21 strategic objectives for the period 2021 – 2027, which are linked to strategic innovation areas and a transversal axis. The strategic innovation areas (SIA) gather recognized leading expertise and emerging innovation sectors. They are:

- Maritime economy for blue growth
- Food economy for everyone to eat well
- Secure and responsible digital economy
- Health and welfare economics for a better quality of life
- Economics of industry for intelligent production

Moreover, a transversal axis around transitions covers ecological, digital, industrial and social transitions.

To be eligible, a project should **contribute directly or indirectly to the implementation of at least one of the RIS3 strategic objectives**, and if the project can be linked to one strategic innovation areas, **one of the 29 subdomains**.



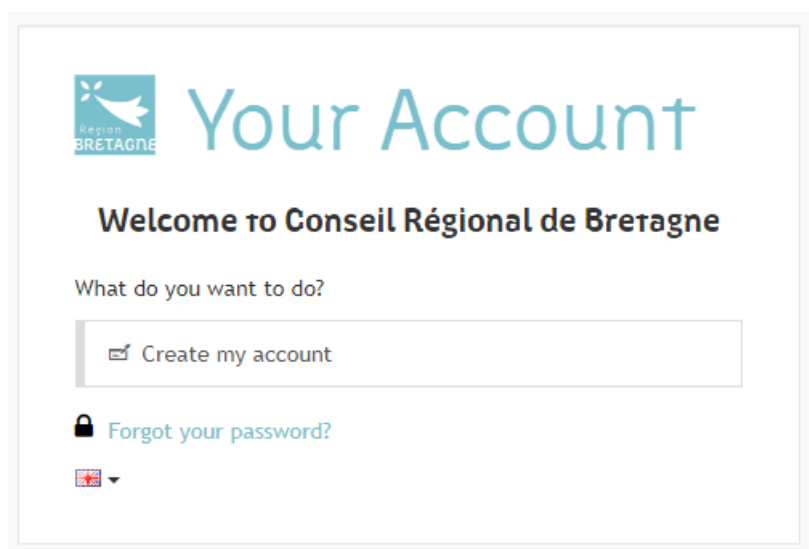
Appendix 4 – Guidelines for the application platform “Extranet Recherche”

Applications to the BIENVENÜE fellowships are to be submitted on the “Extranet Recherche”, a dedicated platform managed by Région Bretagne. This document gathers technical information for applicants on how to use this platform.

- A. Create an account
- B. Log into the Extranet Recherche Platform
- C. Create an application
- D. Save and submit your application

A. Create an account

Create an account at the following link: <https://region.bretagne.bzh/moncompte/jcms/>



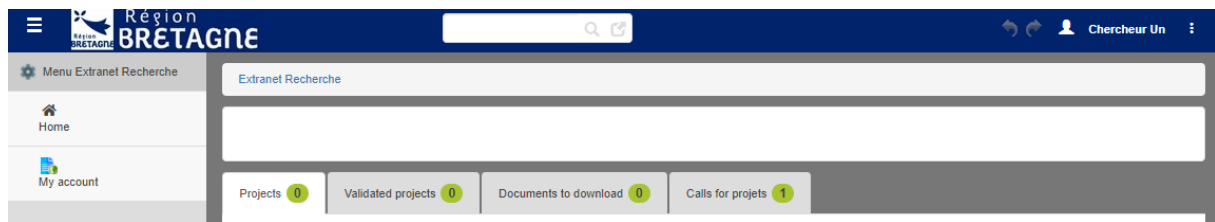
Click on “Create my account” and follow the instructions. Entered informations on the account holder identity will be automatically added to the future applications as the identity of the applicant.

Once the account is created, an email is send to confirm the account creation. It is not mandatory to activate the account through this email, which contains a link to use in case of a lost password to reset your password. You can directly have access to the Extranet Recherche platform.

B. Log into the Extranet Recherche platform

After creating your account, log into the Extranet Recherche platform at the following link:
<https://region.bretagne.bzh/recherche>

Enter the account informations and log in.

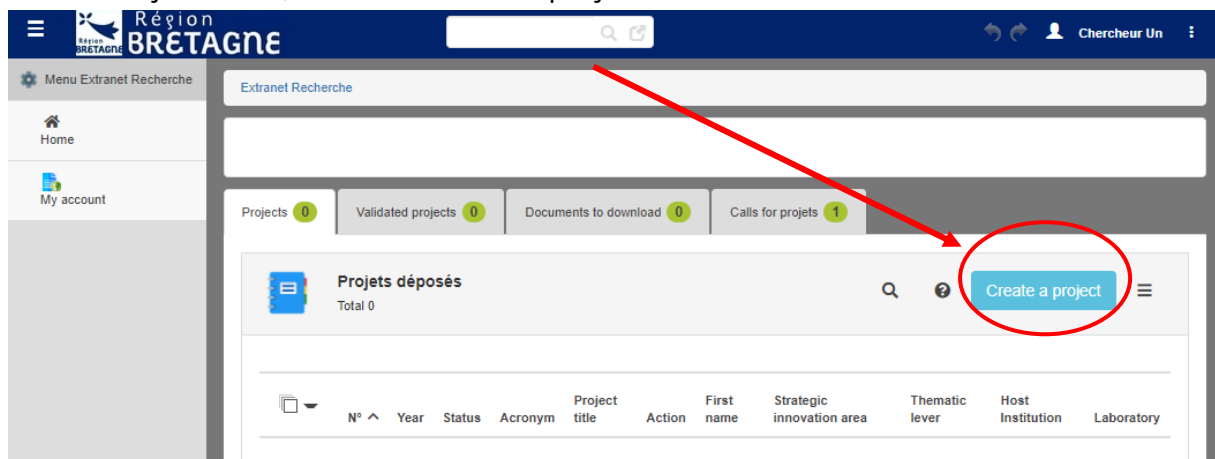


The landing page consists of:

- The **menu bar on the left**, allowing you to return to the landing page, to consult and modify account informations,
- The **"Projects" Tab**, where you can find a table listing all the projects you created. From here you also have a button "create a project"
- The **"Validated Projects" Tab**, with a table listing all your validated projects.
- The **"Documents to download" Tab**, where you can download useful documents such as call schedules, applications guides, templates...
- The **"Calls for projects" Tab**, with a table listing the current and coming calls for projects of Région Bretagne (BIENVENÛE, ARED, SAD...)

C. Create an application

In the "Projects" Tab, click the "Create a project" button.



A new process opens with the "Projects" Tab : a "Project" sub-tab characterize by this:



On the **Identification tab**, the following fields are filled in automatically: n°, year, status, date of creation/modification/submission. Choose the **Calls for Projects Action** you are applying to by clicking in the grey area of the corresponding field and then choosing the **BIENVENÜE Action**. Enter the project Acronym and project title, then click on "Next" to complete the next tabs.

All the tabs and fields of the form must be completed in order to be able to submit your project. Please write "not applicable" in any fields that do not concern your project. If mandatory fields have not been completed, warning messages will appear when attempting to submit the project.

Please be careful of the following aspects:

- Each field is limited to **4,000 characters maximum**.
- The size limit for **attached files is 100 MB**.
- In order to complete the description fields (additional data) of your project, **click on "Update the list", then "Save"** once the data has been entered (caution: some tabs may contain several pages).

D. Save and submit your application

As you are preparing your application, you have several possibilities to save it on the Extranet Platform:

- In order to avoid any loss of information, you are advised to **regularly click on "Save"** during the data input.
- If you want to **save your project as a "Draft"** and finish writing later, click on "Save & Close". A project that remains in the "Draft" state after the submission deadline will not be taken into account by Région Bretagne.
- Once the entry is complete, **click on "Submit" to send your application** to Région Bretagne for instruction. You will then receive an acknowledgment of receipt by email. It is possible to modify a project submitted up to the submission deadline, but it is no longer possible to delete it.

It is strongly recommended **not to wait until the last moment** to submit an application, in order to avoid any problems arising out of heavy internet traffic.

These guidelines are also findable in the help section the Extranet Recherche platform: do not hesitate to click on “help” buttons if needed!

For technical assistance, please contact Région Bretagne IT support: support.informatique@region-bretagne.fr - tel.: 02 99 27 15 42.

For questions regarding the BIENVENÜE programme, please read the FAQ on msca-bienvenue.bretagne.bzh or contact msca-bienvenue@bretagne.bzh