

The application process within CREMLINplus Fellowship Programme step-by-step

STEP I. Announcement of a call for CREMLINplus fellowship applications

The internal experts of the CREMLINplus FP develop the **LIST** of the thematic and horizontal training courses/summer schools/workshops/staff and knowledge exchange visits, which meet the objectives of the CREMLINplus fellowship programme and is updated regularly.

A call for CREMLINplus fellowship applications is announced immediately following the approval of **the LIST** by the WP9-Scientific Review Panel (SRP).

The CREMLINplus FP will grant **scholarships** supporting the participation of managers and operators of the Russian research infrastructures in any event from **the LIST** based on the results of the call.

A detailed information on the application process, key dates and required documentation is available on the website of the Russian National contact point for research infrastructures:

<http://h2020-infra.misis.ru/ru/cremlin-plus-ru/stipendialnaya-programma>

The first preliminary LIST of the training courses/summer schools/workshops is already available at the following links:

Website of the Russian National contact point for research infrastructures:

http://h2020-infra.misis.ru/images/CREMLINplus_deliverable_D9_1_web.pdf

website of the CREMLINplus project:

https://www.cremlinplus.eu/sites/sites_custom/site_cremlinplus/content/e102469/e111502/CREMLINplus_deliverable_D91_web.pdf

STEP 2.

To apply for CREMLINplus scholarship, any candidate first need to apply for one of the available training courses/summer schools/workshops/staff and knowledge exchange visits **of the LIST** directly to the course provider. Candidates can also suggest other courses/initiatives outside the list by providing detailed explanation on organizer, content and how this training will enhance management skills.

STEP 3. The submission of an application to CREMLINplus FP call

After receiving confirmation from organisers of the chosen training courses/summer school/workshop/staff and knowledge exchange visit, a potential candidate can prepare an application and all required supporting documents for the CREMLINplus FP call.

Before submission the candidate is advised to review carefully the eligibility criteria and to check whether the Employer is willing to nominate him/her for the scholarship, as the

participation of the successful candidate in the selected training course **is initially funded by the Employer with the further reimbursement of the employer's costs by NUST MISIS.**

All applications must be **submitted exclusively online through the website** of the NCP for research infrastructures.

STEP 4. Selection Procedure: the evaluation by the internal CREMLINplus FP experts and SRP

NUST MISIS receives all applications. The internal experts of the CREMLINplus FP screen and carry out a preliminary check of applications and the supporting documents, their compliance with the Call eligibility criteria. The results of the preliminary applications' check and evaluation are reviewed and approved by the external experts of the CREMLIN plus project (the Scientific Review Panel, SRP) on the basis of the evaluation criteria for the call (~ three weeks after deadline of the call).

STEP 5. The notification of the applicant on the evaluation results

All candidates are informed on the outcome of their applications and the results of the selection by e-mail shortly after the SRP panel.

The successful candidate will receive a **notification** from the CREMLINplus FP with an **Agreement** between NUST MISIS and his organisation regarding the policy and procedure of the reimbursement of the training eligible costs. The reimbursement can be executed only after signing this agreement by both parties.

IMPORTANT: The Employer of the successful candidate provides his participation in the selected event. The **Agreement** is the basis for reimbursement of the Employer's costs for the employee participation in the selected event via the CREMLINplus FP.

A **copy of the Agreement** signed by the Employer of the successful candidate must be provided NUST MISIS at least **3 working days** prior to the beginning of the selected training course.

STEP 6. Participation of the successful applicant in the training course/workshop/conference/school/staff and knowledge exchange visit

The participation of the successful candidate in the selected event is initially provided by his/her organisation.

STEP 7. Reimbursement of the successful candidate's eligible training costs by NUST MISIS

Reimbursement of expenses for participation in the event is carried out by NUST MISIS based on a bilateral Agreement between NUST MISIS and candidate's organisation.

The **organisation of the successful candidate provides NUST MISIS a report** within 2 weeks after the event. This report consists of two parts: a **short overview** of the results of training course and their impact on the research infrastructure of the organisation (1 page) and a financial report with copies of the **original documents/invoices** confirming the costs incurred by the organisation.

Eligibility criteria

To be eligible for CREMLINplus scholarship the candidate:

- must be a manager or operator of the Russian research infrastructure, a national of the Russian Federation, living and working in Russia. There is no age limit.
- must have a **motivation letter** with all of the relevant information (skills, achievements, the education) that tells the candidate is the right person for fellowship.
- must have **the Employer support letter** according to the prescribed CREMLINplus FP Format.
- must provide a **cost estimate** for participation in the event, including all eligible costs for a further reimbursement,
- must not receive more than one fellowship for initiatives that take place at the same time,
- female participation is strongly supported.

If an application does not meet the eligibility criteria it will be rejected regardless of any effort, time and money you put into it.

Application Requirements (document requirements)

To apply to the CREMLINplus fellowship programme any candidate must submit the following documents:

1. Online Application Form (Annex 1)
2. Curriculum Vitae
3. **Motivation letter** (1 page)

Motivation letter should clearly indicate the compliance of the position of a candidate in the research infrastructure of the organisation with the CREMLIN-plus FP Focus.

Scholarship motivation letters can vary by training initiatives, but they usually consist of **3 elements**: an introduction, a body paragraph and a conclusion.

The introduction should include brief personal introduction, level of education, position in the research infrastructure of the organisation.

The body paragraph should include the information on the experience of the candidate in the research infrastructure. It also should explain the personal motivation: what candidate hopes to gain from the training courses to be able to solve the professional problems and to develop the competence, as well to improve operation of the research infrastructure of the organisation.

The conclusion should re-emphasize why he/she is the best candidate for the scholarship.

4. **The Employer Support letter** (The Employee statement) (Annex 2)

The Employer Statement indicates the need and relevance of the training to the candidate as an employee of the research infrastructure of the organisation. The Employer Statement is aligned to CREMLINplus FP Focus. While the scholarship is awarded to individuals, any candidate must be nominated by the employer to be able to participate in training courses/initiatives.

5. **Costs estimate** for participation in the selected event, which should include:
 - registration fee,
 - travel costs: flight costs (economy), train tickets of economy class,
 - accommodation costs (hotel cost ~ 100 €/night - not more),

- subsistence for one day in accordance with the regulation of Russian Federation,
- payment for visa;
- payment for medical insurance for the duration of the event in accordance with the requirements of the host country.

All required documents must be in PDF format and English language and must not exceed 2 MB.

Only the CREMLINplus scholarship application forms with all the required documents, complete and in the correct formats will be considered as valid and assessed.

English language requirements: most if not all training courses are taught in English. Therefore, it is important that the candidate's English language skills (writing and speaking) are good. A language certification could be a great bonus for the application form of the candidate.

The Selection Process and criteria

The selection will be done on the basis of the educational and professional merit of the candidate; strength of the motivation letter; relevance of the Employer statement and the motivation letter to the core interest of the specific research infrastructures in seeking solutions for managerial issues, to meet their current needs and priorities; justification of planned costs for participation in the selected event.

The selection will consider a balanced mix of criteria including the current job position of candidates, the scientific domains and relevance to CREMLINplus FP focus and to training courses content and objectives.

The main selection criteria

1. The relevance of the applicant's curriculum vita and current job in the research infrastructure of the organisation to the agenda of the training courses/schools/workshops/staff and knowledge exchange visits. The degree to which candidates fit into the target group of the training courses.
2. The relevance of training courses to needs of the research infrastructure of candidate's organization.
3. The extent to which the employer is interested in supporting participation of the candidate in training courses.
4. The extent to which a successful candidate would be able to implement the newly-acquired knowledge in the daily work, contribute to the development and capacity building of the research infrastructure of the organisation.
5. Justification of planned costs for participation in the event.

Contact Information

For any questions regarding the calls under CREMLINplus FP, feel free to contact the NCP for Research Infrastructures (contact person: Marine Melkonyan)
e-mail: cremlinplus@misis.ru; phone: +7 916 7079257

Annex 1. CREMLINplus FELLOWSHIP PROGRAMME APPLICATION FORM

| PERSONAL INFORMATION | |
|--|----------------|
| Academic Title | |
| First Name (required) | |
| Family Name/Surname (required) | |
| Contact e-mail (required) | |
| Phone number (required) | |
| Validity of the passport (Passport expiration dates : passport must be valid for at least 6 months after the application deadline) | |
| English language proficiency level | |
| | |
| PROFESSIONAL INFORMATION AND EMPLOYER INFORMATION | |
| Job Title/role in research infrastructure (required) | |
| Degree (required) | |
| Organisation (required) | |
| Type of Organisation | |
| The thematic domain of the research infrastructure of organisation (required) | |
| Organisation Address (required) | |
| Contact person in the organisation with contact information (e-mail and phone) (required) | |
| | |
| ADDITIONAL INFORMATION | |
| What other management training courses did you attend in the past? | |
| A motivation letter in English (reason for participation: why this training is of particular interest for the candidate) (required) | Please, upload |
| The Employer's Statement in English (required) | Please, upload |
| CV/Resume (SIGNED) (required) | Please, upload |
| | |
| Comments | |
| SUBMIT | |

I declare I have read and accept the privacy policy and I authorize the data processing of my

personal details.

Thank you for applying to the CREMLIN plus Fellowship Programme!

Annex 2. THE EMPLOYER STATEMENT

All applications must be supported by **an Employer Statement**. This statement indicates the relevance of the training course to the candidate as an employee of the specific research infrastructure and to needs of the organisation.

The document consists of the “Declaration by the Employer” and “The attachment”. It must be uploaded as 1 PDF document, which must not exceed 2 MB. The document must be stamped, dated and signed.

Declaration by the Employer

I, Mr. /Ms. _____, hereby give permission to

Name of candidate: _____

Position: _____

Employed since month/year: _____

To follow the training course: _____
(title of the course)

From _____ to _____
(date)

At the _____
(name of host organisation)

I declare that

1. The candidate will continue to be paid a salary during the period for which the scholarship is awarded
2. The candidate will not be assigned any other tasks during the scholarship period to ensure that he/she will be full time available for the study programme
3. The information provided in this letter and the attachment is true and correct

Signature of the superior of the candidate

Date:

Telephone number:

e-mail address:

Website:

Stamp of the organisation

The attachment (The expected impact of the training course/initiative on the research infrastructure of the organisation and the skills of the candidate)

1.The overview of the research infrastructure of the organisation (Here you need to introduce the research infrastructure of the organisation, its thematic domain and the managerial challenges facing it, so that it can become clear why the specific training course is relevant to needs of your research infrastructure)

2. A short breakdown of the tasks the nominated for a CREMLINplus fellowship candidate is responsible for within the research infrastructure of the organisation (It must be clear from the information that the candidate responsibilities are strongly relevant to the objectives and content of the training course and needs of the research infrastructure)

3.The expected impact on the research infrastructure of the organisation (It must be clear how the information that the candidate will gather during the training course will benefit the research infrastructure of the organisation as a whole, as well will assist in supporting and improving its operation)

4.The expected impact on the skills of the candidate (indicate how the knowledge gained by the candidate in the training course will enhance his/her function and increase the scope of his/her activities within the research infrastructure, will increase the ability of the research infrastructure to follow its mission).