

MSCA4Ukraine: Terms of Reference

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1. Purpose of the Terms of Reference for Applicants

These terms of reference provide information to potential applicants for an MSCA4Ukraine fellowship, and a general overview of the scheme and the evaluation and selection processes. The information presented within this document is also available on the MSCA4Ukraine website: www.sareurope.eu/msca4ukraine

2. Overview of MSCA4Ukraine

2.1 Background & Objectives

As part of the EU's response to the Russian Federation's invasion of Ukraine, a new dedicated fellowship scheme —MSCA4Ukraine—will provide support to displaced researchers from Ukraine. This support will enable displaced doctoral and postdoctoral researchers to continue their work at academic and non-academic organisations in EU Member States and Horizon Europe Associated Countries, while maintaining their connections to research and innovation communities in Ukraine. The scheme may also facilitate researchers' reintegration in Ukraine if conditions for safe return are met, in order to prevent permanent brain drain, and contribute to strengthening the Ukrainian university and research sector and its collaboration and exchange with the international research community.

The MSCA4Ukraine scheme is part of the European Commission's Marie Skłodowska-Curie Actions. The budget for the scheme is 25 million euro.

The objectives of MSCA4Ukraine are to:

- (a) Ensure swift deployment of a fellowship scheme for researchers from Ukraine;
- (b) Reach the widest possible audience with calls for applications and other MSCA4Ukraine activities;
- (c) Facilitate access for researchers from Ukraine to MSCA4Ukraine fellowships and other support;
- (d) Ensure fair and transparent evaluation and selection processes, aligned with the objectives and principles of the MSCA;
- (e) Ensure ongoing career development & networking opportunities for researchers from Ukraine;
- (f) Ensure coordination between EU and Ukrainian R & I communities and facilitate reintegration when safe conditions for return are met.

The calls for application, and the selection and evaluation processes under MSCA4Ukraine will adhere to Horizon Europe standards with respect to transparency, equal treatment and confidentiality, and avoidance of conflict of interest.¹

¹ As outlined in the European Charter for Researchers: <https://euraxess.ec.europa.eu/jobs/charter/european-charter>

2.2 The Implementing Partners

The MSCA4Ukraine Scheme is implemented by a consortium comprised of Scholars at Risk Europe hosted at Maynooth University, Ireland (project coordinator), the German Alexander von Humboldt Foundation (AvH) and the European University Association (EUA).



The roles and responsibilities of the implementing partners are as follows:

SAR Europe at Maynooth University will provide overall coordination for the MSCA4Ukraine scheme, lead the scheme's advisory and matchmaking services, career development and networking activities as well as preparations for reintegration, drawing from the experiences of the SAR network which has over 20 years' experience of direct casework with researchers at risk and a network of over 600 higher education institutions, including over 380 higher education institutions in Europe.

The **Alexander von Humboldt Foundation (AvH)** will organise the MSCA4Ukraine evaluation and selection processes and will have primary responsibility for fellowship implementation and monitoring. AvH brings a track record of 70 years creating and managing fellowship and other funding schemes for scholars, such as the Humboldt and the Georg Forster Research Fellowships, the Sofja Kovalevskaja Programme and, since 2015, the Philipp Schwartz Initiative for At-Risk Scholars (PSI). The PSI is one of the most significant funding programmes for researchers at risk in Europe.

The European University Association will lead dissemination activities to ensure the widest possible audience for the MSCA4Ukraine calls and the widest possible participation in the scheme's activities. EUA represents more than 850 universities and national rectors' conferences in 49 European countries.

The French national PAUSE programme, hosted by the Collège de France, and the global Scholars at Risk Network are participating as **associated partners**, bringing additional valuable expertise and networks to the benefit of researchers from Ukraine.

In addition, an **advisory board** will be established in autumn 2022 to provide strategic advice and overall guidance to the MSCA4Ukraine scheme. The board will include 6 to 8 individuals, including members of the Ukrainian and EU research and innovation communities, and experts in the field of support for researchers at risk.

2.3 About Marie Skłodowska-Curie Actions

The MSCA are the European Union’s flagship funding programme for doctoral education and postdoctoral training of researchers. The Marie Skłodowska-Curie Actions fund excellent research and innovation and equip researchers at all stages of their career with new knowledge and skills, through mobility across borders and exposure to different sectors and disciplines. The MSCA help build Europe’s capacity for research and innovation by investing in the long-term careers of excellent researchers. The MSCA also fund the development of doctoral and postdoctoral training programmes and collaborative research projects worldwide. By doing so, they achieve a structuring impact on higher education institutions, research centres and non-academic organisations. The MSCA promote excellence and set standards for high-quality researcher education and training in line with the European Charter for Researchers and the Code of Conduct for the recruitment of researchers.²

3. About the MSCA4Ukraine fellowships

Number of fellowships: The final number of fellowships offered under the MSCA4Ukraine scheme will depend on the duration of fellowships awarded and the final distribution of fellowships across EU Member States and Horizon Europe Associated Countries. The partners anticipate awarding a minimum of 120 fellowships.

Duration of fellowships: Fellowships will be awarded for a minimum of 6 months, up to a maximum of 24 months. Fellowships are not renewable.

Disciplines: MSCA4Ukraine fellowships are open to all domains of research and innovation.

Location of fellowships: Prospective host organisations established in EU Member States or Horizon Europe Associated Countries are eligible to apply to host researchers under the MSCA4Ukraine scheme.³ While the standard MSCA mobility rules will not apply to the MSCA4Ukraine scheme, the principle of mobility applies, meaning that the primary host organisation (the MSCA4Ukraine applicant) must be outside Ukraine. However, organisations within Ukraine can host researchers for up to one-third of the fellowship duration by negotiating a secondment arrangement with the primary host organisation outside Ukraine. Such arrangements can either be proposed at the time of application, or the arrangement can be proposed once the fellowship is already underway.

Fellowships rates: Fellowship rates will be in line with MSCA Doctoral Networks and MSCA Postdoctoral Fellowships. Monthly fellowship rates for doctoral and postdoctoral

² For more information about the Marie Skłodowska-Curie Actions see <https://marie-skłodowska-curie-actions.ec.europa.eu/>

³ For a list of Horizon Europe Associated Countries as at 15 September 2022, see https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon- Euratom_en.pdf

fellowships as well as mobility, family and special needs allowances, if applicable, are outlined in the MSCA work programme.⁴ A country correction coefficient (applicable to the country of the primary host organisation) will be applied to the monthly living allowance in order to ensure equal treatment and purchasing power parity across countries for all researchers. Host organisations will receive the same monthly contribution towards institutional management and research costs regardless of whether they host doctoral or postdoctoral candidates.

Application Deadlines: Applications are invited via an online portal that will open for submissions on 24 October. The link to the portal will be available on the MSCA4Ukraine website: www.sareurope.eu/msca4ukraine. Once the portal opens, applications will be reviewed on a rolling basis with regular cut-off dates until all available funds are committed. **It is advisable to submit applications as soon as possible after October 24.** See section 7.1 for further information.

Career development: MSCA4Ukraine includes career development and networking activities over the duration of the fellowship scheme. As part of their application, host organisations must outline training and networking activities they will provide for the researcher (see 7.2.c). In addition, the consortium will directly organise networking sessions for MSCA4Ukraine fellows to strengthen their connections with research and innovation communities in Europe and to facilitate maintaining connections to colleagues in Ukraine, including in coordination with the annual Philipp Schwartz Initiative/Inspireurope+ fora. In consultation with MSCA4Ukraine fellows and host organisations, the consortium will also design and implement a series of career development trainings for researchers from Ukraine.

Secondments: A secondment is an optional component of the application and can be up to a third of the fellowship duration. Secondments can still be planned after the fellowship is underway. Secondments can be undertaken in another EU country,⁵ Horizon Europe Associated Country,⁶ including within Ukraine, or in third countries.⁷ This might include for example a secondment to a Ukrainian institution for part of the fellowship duration in order to facilitate return to Ukraine if safe conditions for are met. Proposals for secondment

⁴ See Horizon Europe Work Programme 2021-2022 Marie Skłodowska-Curie Actions, available at: <https://marie-sklodowska-curie-actions.ec.europa.eu/document/horizon-europe-work-programme-2021-2022-marie-sklodowska-curie-actions> See applicable unit contributions, p. 75 (doctoral fellowship rates), and p. 83 (postdoctoral fellowship rates).

⁵ List of EU Member States available at: https://european-union.europa.eu/principles-countries-history/country-profiles_en

⁶ List of participating countries in Horizon Europe available at: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-euratom_en.pdf

⁷ Definition of third country: [https://home-affairs.ec.europa.eu/pages/glossary/third-country_en#:~:text=Definition\(s\),%E2%80%A2%2C%20as%20defined%20in%20Art](https://home-affairs.ec.europa.eu/pages/glossary/third-country_en#:~:text=Definition(s),%E2%80%A2%2C%20as%20defined%20in%20Art)

arrangements must be submitted by the primary host organisation to AvH no later than 60 days before the envisaged start date of the secondment.

Preparation for reintegration: While secondments are not required under the scheme, applicant organisations and researchers are encouraged to take measures to support the candidate's *preparation* for reintegration into Ukraine, even if such reintegration does not take place within the period of the fellowship. Such preparatory measures might include maintaining or enhancing links to institutions and colleagues in Ukraine through double affiliations, joint supervision of doctoral candidates, or other arrangements with an organisation in Ukraine. Such measures should be outlined in the host organisation's application. Arrangements should complement, but not conflict with the commitment to the MSCA4Ukraine fellowship.

4. Eligibility

4.1. Eligibility criteria for host organisations

Academic or non-academic organisations in an EU Member State or Horizon Europe Associated Country⁸ are eligible to apply for support through MSCA4Ukraine on behalf of one or more researchers meeting the eligibility criteria set out below. Organisations located in Ukraine are not eligible to apply as primary host organisations but can host researchers during a secondment arrangement. The maximum amount to be granted to each third-party host organisation is EUR 2.00 million (covering the recruitment of several researchers).

“Academic organisation” means public or private higher education establishments awarding academic degrees, public or private non-profit research organisations⁹ and International European Research Organisations (IERO)¹⁰. “Non-academic organisation” means any socio-economic actor not included in the academic sector and fulfilling the requirements of the Horizon Europe Rules for Participation.¹¹

⁸ List of Horizon Europe Associated Countries: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-uratom_en.pdf

⁹ If requested, institutions with self-declared research organisations status must provide evidence that their main objective is to carry out research and/or technological development. An assessment will be made on the basis of indicators such as share of research budget, volume of scientific publications and/or registered patents.

¹⁰ 'International European Research Organisation' (IERO) means an international organisation, the majority of whose members are EU Member States or Horizon Europe Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe (cf. regulations establishing Horizon Europe - the Framework Programme for Research and Innovation, laying down its rules for participation and dissemination).

¹¹ See Article 22 & Article 23, Horizon Europe Rules for Participation available at: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32021R0695&qid=1621434634235&from=EN>

4.2 Eligibility criteria for researchers

MSCA4Ukraine fellowships are open to **all domains of research and innovation**.

Candidates for MSCA4Ukraine fellowships must meet the following eligibility criteria:

- (a) Are (1) Ukrainian nationals, or (2) stateless persons, or nationals from third countries other than Ukraine, with their primary residence in Ukraine on 24 February 2022.
- (b) Either (1) have been displaced on or after 24 February 2022, or (2) are ready to relocate from Ukraine.
- (c) Are postdoctoral researchers (i.e. in possession of a doctoral degree by the time the fellowship is set to begin), or doctoral candidates (i.e. enrolled in a doctoral programme at a higher education institution in Ukraine, leading to the award of a doctoral degree).
- (d) Have the language skills required to successfully conduct their research activities at the envisaged host organisation, as confirmed by the host organisation in the application.

5. Matchmaking

Matchmaking and advisory services led by SAR Europe are available for researchers and host organisations seeking to connect with each other in order to submit an application to MSCA4Ukraine. The latest information for prospective host organisations seeking to connect with researchers and researchers seeking host organisations is available at: www.sareurope.eu/msca4ukraine

6. Helpdesk

If, after reading these terms of reference for applicants you still have a query in relation to the MSCA4Ukraine scheme, please submit your query via the contact information provided here: <https://sareurope.eu/msca4ukraine/contact-msca4ukraine/>. Responses to queries will be added on a regular basis to the list of [Frequently Asked Questions](#) available to all prospective applicants on the MSCA4Ukraine webpages.

7. How to Apply

7.1 Overview of the Process: Applications are invited via an online portal that will open for submissions on 24 October. The link to the portal will be available on the MSCA4Ukraine website: www.sareurope.eu/msca4ukraine. Once the portal opens, applications will be reviewed on a rolling basis until all available funds are committed. **It is advisable to submit your application as soon as possible after the portal opens, as demand is likely to be high and funding is likely to be exhausted quickly.** Information on internal cut-off dates for evaluation and selection is provided in 8.1 below.

7.2 Application requirements: The application must be submitted by the prospective host organisation (“the applicant organisation”) on behalf of the researcher (“the candidate”) via the MSCA4Ukraine online application portal. Applicant organisations are responsible for reviewing and verifying any information regarding the eligibility of the candidate and may be required to provide proof of such review to the MSCA4Ukraine consortium.

The applicant organisation will need to provide via the portal:

(a) A **completed online application form**, which includes:

- Contact details for the candidate
- Contact details for an academic mentor
- Contact details for the staff member completing the application on behalf of the host organisation who would serve as a contact person for further enquiries, the communication of the award and as liaison for administrative questions
- Contact details for the head of the applicant institution
- Details on the researcher’s disciplinary area
- Details of dependents accompanying the researcher
- Details on current location and – if displaced from Ukraine - date of displacement
- Details on the proposed duration of the fellowship
- The researcher’s CV information entered in reverse chronological order via the online portal
- Information about the candidate’s prior collaboration (if any) with the host organisation
- Confirmation (via checkbox in portal) by the applicant organisation that the researcher has the necessary language skills required for the successful implementation of the research project
- Confirmation (via checkbox in portal) that work space and all other necessary research equipment (such as access to research literature, lab space and other infrastructure) will be provided to the researcher by the host organisation
- Confirmation (via checkbox in portal) that the host organisation checked documents that verify the researcher’s identity, academic record, and language level
- Confirmation (via checkbox in portal) that the host organisation (applicant) has interviewed the candidate (either online or in-person)
- Confirmation (via checkbox in portal) of agreement to the terms of reference of the programme

(b) Documents regarding the **profile of the candidate**, to be uploaded in PDF. including:

- List of publications (if applicable)
- Copy of an identity document of the researcher
- Copies of diploma(s) and certificate(s) (for postdoctoral candidates)
- Confirmation of PhD, C. Sc. or equivalent
- For doctoral candidates, confirmation that the candidate is enrolled at the host organisation

(c) A signed **host statement** on institutional letterhead outlining in **no more than 1.500 words** the support to be provided to the candidate. The statement should include the following information:

- details of the role the researcher will play in the organisation
 - profile of the academic mentor, including details on their experience hosting international guest scholars and in particular researchers at risk where applicable.
 - details of training activities to be offered, focused on developing new scientific knowledge through original research on personalised projects. The statement should also outline any complementary training related to the career status of the fellow to be provided to develop key transferable skills and competences common to all fields, foster innovation and entrepreneurship, and promote and (where appropriate) reward Open Science practices.
 - details of any secondments envisaged within Ukraine, in another EU country, Horizon Europe Associated Country or other third country, and a confirmation by the host organisation to continue as host organisation for the duration of any secondment that may be planned later in the course of the fellowship. This might include an envisaged secondment to the candidate's Ukrainian home institution for part of the fellowship duration in order to facilitate return if safe conditions for return are met. The secondment is an optional component of the application and can be up to a third of the fellowship duration. Secondments can still be planned after the fellowship is underway.
 - measures to prepare for continued affiliation with and future reintegration into Ukraine, if safe conditions for such a return are met. Such measures might include double affiliations, joint supervision of doctoral candidates, facilitating continued distance learning, continued distance teaching, or other measures.
- explanation of the requested fellowship duration in respect to the specific needs and interests of the nominated researcher, including related training and support concepts. If the duration requested is short-term because, for example, the researcher's intention is to return to Ukraine after 6 months, it will be important at the application stage to clarify that the brief duration is in

the best interest of the researcher, and to demonstrate realistic short-term measures underway or planned to prepare for such reintegration.

(d) A **research proposal of max. 2.500 words** developed by the candidate and to be uploaded to the portal outlining the current state of the research performed to date, research work planned for the fellowship, the envisaged objectives, activities and methodology to be employed, how the stay at the host organisation would contribute to achieving these, the originality and significance of the research for the advancement of the research field and of the researcher's own profile, and references; candidates must design proposals independently and discuss them with their envisaged academic mentors prior to application; any parts contributed by the academic mentor or others must be attributed accordingly.

(e) A **confidential** (i.e. not shared with the candidate) **statement by the academic mentor**, of no more than 1.200 words (with a translation in English), confirming matching academic specializations and research interests, assessing the academic profile of the candidate, their academic potential, and the quality of the research proposal, in order to ensure professional match, commitment of the mentor to supporting the candidate and their research, and to avoid nominations based on solidarity alone without adequate attention to academic merit.

(f) **Financing plan**, downloadable from the online portal, reflecting unit costs using MSCA postdoctoral and doctoral rates.

(g) **Ethical self-assessment**, downloadable from the online portal. The form will contain the same questions as the MSCA ethics self-assessment form¹² and will ask for details of the **contact person for ethics** in relation to the host organisation's application. In cases where a research proposal raises ethical issues (see 9 below), the result of an ethics review by a relevant internal or national body, such as an ethics review board must be included. The contact person for ethics could be, for example, the academic mentor, a member of the administrative staff, or another staff member with knowledge of ethics procedures in the host country. This person will serve as a contact person between the candidate, the host organisation and the MSCA4Ukraine programme management team. The host organisation's contact person will be responsible for obtaining formal ethics approval and informing the fellow and AvH about such approvals. Further information on ethical requirements is provided in 9 below.

Applications must be in English.

¹² See European Commission's EU Grants: How to complete your ethics self-assessment, available at: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf

Please note:

- Only one proposal per individual candidate can be submitted. In case of several proposals involving the same individual candidate, only the first proposal submitted will be considered eligible. However, note that an academic mentor can be involved in more than one proposal.
- If proposals with the same research objectives and work plan are submitted by the same host organisation for different candidates, only the first submitted proposal will be considered.

8. Evaluation & selection process

8.1 Overview of the Process: As noted in 7.1, the online portal will open on 24 October for submission of applications. The call will be structured by internal cut-off dates, with the first three cut-off dates tentatively set at 11 November 2022, 9 December 2022, and 9 January 2022 adjustable based on the rate applications. At each cut-off date, all eligible nominations submitted will enter the evaluation and selection process. Evaluation and selection will take place as follows:

Step 1 Eligibility check: As applications are received, AvH will conduct a review on a rolling basis to ensure that the application is complete and meets the eligibility criteria. Applications passing the preliminary checks will go through to the evaluation and selection stages.

Step 2 Ethics Check: In all cases where indicated by ethical self-assessment, the process outlined in 9 below will be followed.

Step 3 Evaluation process will be conducted by members of MSCA4Ukraine pool of evaluators (see 8.2).

Step 4 Selection will be conducted by MSCA4Ukraine selection committee (see 8.3).

Step 5 Fellowship offers will be issued and implemented by AvH.

Step 6 Notifications will be issued by AvH to unsuccessful applicants.

8.2 Pool of evaluators: Evaluators will be invited from within a large pool of experts of the partner organisations, and from within the MSCA expert pool, on the basis of their:

- (a) High level of expertise in one or more fields of research, indicated by peer-reviewed publications, research funding awards, other research accomplishments, OR
- (b) Demonstrated understanding of the higher education and research landscape in Ukraine, indicated by affiliations or partnerships with institutions in Ukraine, publications, talks, or other related activities OR

- (c) Experience assisting researchers at risk, based on history of participation in SAR, Philipp Schwartz Initiative, PAUSE programme or other activities to support researchers at risk OR
- (d) Demonstrated understanding of the higher education and research landscape in Europe, indicated by affiliations or partnerships with institutions in Europe, publications, talks, or other related activities.

8.3 Selection committee: The Selection Committee will include an estimated 10 to 12 individuals, including established scholars from various academic fields and EU Member/Horizon Europe-associated Countries, and of representatives of organisations experienced in assisting researchers at risk, anticipated to be configured as follows:

- (a) 1 advisory board member from MSCA4Ukraine as chair (see 2.2)
- (b) 3 representatives designated by organisations assisting researchers at risk
- (c) 6 to 8 academics and other actors independent from the MSCA4Ukraine consortium, at least 2-3 with proven Ukraine expertise.

8.4 Evaluation criteria for selection of researchers: Evaluators will use the criteria set out below when providing scores for each application. The criteria are simplified and adapted from the MSCA evaluation criteria for doctoral and postdoctoral fellowship awards, but with equal weights to excellence and impact, justified by the exceptional emergency faced by displaced researchers from Ukraine, and the desired goal to respond quickly and effectively to the emergency.

Evaluation criteria for postdoctoral fellowships

Excellence- 35%	Impact- 35%	Implementation- 30%
Quality of the researcher’s professional experience, competences and skills, and potential for future research accomplishment.	Quality of the host organisation’s plan for supporting the researcher, including the quality and suitability of training and career development measures proposed and efforts to enhance temporary integration in the host country’s academic community, including plans to support access for fellows and family members to accommodation, medical services, schooling and other social supports.	Suitability of the professional match between the researcher and the academic mentor/host organisation (work in similar areas of research, potential for mutual academic benefit).

Quality of the researcher's proposal in terms of originality and potential to create a significant contribution to the respective field of research.	Quality of measures proposed to <i>prepare for</i> reintegration (in the future, in most cases, beyond the fellowship, when safe conditions for return are met), including efforts to (remotely) maintain and strengthen connections with organisations and researchers in Ukraine while on the fellowship.	Compatibility with the host organisation (departmental strength in the researcher's area, or alternatively a void that the research can successfully fill).
	Quality of the explanation for the proposed fellowship duration in respect to the specific needs and interests of the researcher, and advancement of the proposed research. In the case of short-term fellowship requests (under 18-months), quality of the proposed measures to either (a) prepare for reintegration to Ukraine (where this is stated rationale for the short-term request) or (b) prepare for follow-up fellowship or position outside Ukraine after the short-term fellowship.	

Evaluation criteria for doctoral fellowships

Excellence- 35%	Impact- 35%	Implementation- 30%
Quality of the researcher's competences and skills, and potential for future research accomplishment.	Quality of the host organisation's plan for supporting the researcher, including the quality and suitability of training and career development measures proposed and efforts to enhance temporary integration in the host country's academic community, including plans to support access for fellows and family members to accommodation, medical services,	Suitability of the professional match between the researcher and the academic mentor/host organisation (work in similar areas of research, potential for mutual academic benefit).

	schooling and other social supports.	
Quality of the researcher's proposal in terms of a first independent contribution to the relevant academic field.	Quality of measures proposed to <i>prepare for</i> reintegration (in the future, in most cases, beyond the fellowship, when safe conditions for return are met), including efforts to (remotely) maintain and strengthen connections with institutions and researchers in Ukraine while on the fellowship.	Compatibility with the host organisation (departmental strength in the researcher's area).
	Quality of the explanation for the proposed fellowship duration in respect to the specific needs and interests of the researcher, and advancement of the proposed research. In the case of short-term fellowship requests (under 18-months), quality of the proposed measures to either (a) prepare for reintegration to Ukraine (where this is stated rationale for the short-term request) or (b) prepare for follow-up fellowship or position outside Ukraine after the short-term fellowship.	

Each 3-member evaluation committee must evaluate the proposal(s) they are assigned, assess and score the application, taking into account the above criteria which differ slightly depending on the researcher's career stage, doctoral or postdoctoral researchers and the requested fellowship duration. Further rationale with regard to the criteria to be applied is provided below.

8.5 Scoring & final selection

Each evaluator will provide a score between 0 (unsatisfactory) and 5 (excellent) for each of the three evaluation criteria as a whole. Sub-criteria will help reviewers to decide the scores for each evaluation criterion. In order to proceed to the selection stage, an application must meet a minimum threshold of 3.5 points per criterion and 10.5 points overall, i.e. 70%. Given the urgency of the need facing researchers from Ukraine, interviews by MSCA4Ukraine external evaluators with applicant organisations and/or candidates are not envisaged. As noted

in 7.2(a), as part of the application, host organisations are asked to confirm that they have interviewed the candidate.

If there is funding available to provide fellowships to all ranked applications meeting the 70% threshold in a given review cycle, with approval from the Selection Committee and following ethical reviews, AvH will proceed with fellowship offers to all those scoring above 70%. If there are more applications meeting the threshold than there is funding available to provide, there may be a group of applications which have reached identical scores but which cannot all be awarded. The Selection Committee will review and discuss this set of applications and establish a ranking within the group this time prioritising the ‘impact’ criteria outlined in 8.4, in particular the sub-criteria of measures proposed to maintain connections with Ukrainian R&I communities in order to better prepare for eventual reintegration to Ukraine, even if the reintegration itself is not planned during the period of the fellowship. With approval from the Selection Committee, AvH will proceed through the ranked list established by the evaluation results and by the Selection Committee, providing offers until fellowship funding is exhausted. Remaining applications above the threshold will be placed on a ranked reserve list. Should a grant be declined by an applicant organisation, AvH will follow the ranked reserve list when re-assigning the grant.

8.6 Redress procedure

Applicants who believe their proposal has been unjustly evaluated may submit a request for redress. Applicants must submit their request within 15 days of receipt of the result of their fellowship application. An Appeals and Redress Committee will review the request and the applicant organisation will be informed within 15 days if their redress request is accepted. If accepted, a redress evaluation will be conducted, and applicants will receive the redress outcome within 5 working days of its completion. Appeals and Redress Committee decisions are final.

9. Ethical issues

All funded research projects must comply with national and EU ethics regulations for research. Applicants must always consider and address any of the following ethics issues, if they arise, in their proposals:

- (a) Humans
- (b) Human cells/tissues
- (c) Personal data
- (d) Animals
- (e) Third countries
- (f) Environment & Health and Safety
- (g) Dual use
- (h) Misuse
- (i) Other ethics issues

Research areas excluded from funding include:

- (a) Research activities aiming at human cloning for reproductive purposes
- (b) Research activities intended to modify the genetic heritages of human beings which could make such changes heritable (research related to cancer treatment of the gonads may be exempt from this stipulation)
- (c) Research activities intended to create human embryos solely for the purposes of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer
- (d) Research activities involving human embryonic stem cells

All applicants to the MSCA4Ukraine fellowship scheme are required to complete an Ethics Self-Assessment, which is part of the online application form. If ethics issues are identified in the form, the applicant host organisation must then complete a more detailed assessment together with the candidate, in order to identify which formal ethics approvals might be needed. For example, a written confirmation of compliance with relevant national regulations issued by a relevant internal or national body may be needed. The self-assessment will include a confirmation by the applicant organisation that the project will follow relevant ethics laws and requirements, and will specify which types of ethics approvals will need to be obtained.

Full formal ethics approval is not needed at the application stage.

Host organisations are required to identify a contact person for ethics as part of their application. This could be, for example, the academic mentor, a member of the administrative staff, or another staff member with knowledge of ethics procedures in the host country. This person will be responsible for writing the ethics statement at the application stage, and will serve as a contact person between the candidate, the applicant host organisation and the MSCA4Ukraine programme management team. The host organisation's ethics contact person will be responsible for obtaining formal ethics approval and informing the fellow and AvH about such approvals.

Additional issues (including Third countries, Environment & Health and Safety, Dual use, Misuse) may be identified during the evaluation process by any expert reviewer, or during the execution of a project by anyone involved. For more information on ethical issues please refer to the European Commission's guide [EU Grants: How to Complete your Ethics Self-Assessment](#).¹³

10. Grant agreements with host organisations

AvH will enter into an agreement with each successful applicant host organisation and each host organisation will provide an employment or, in exceptional cases (see 10.1), a 'fixed

¹³ Available at: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf

amount fellowship’ contract to the fellow they will host. Agreements between AvH and host organisations will also address ethical requirements, data management and open access obligations.

10.1 Appointment conditions for researchers

The agreement between host organisation and AvH will specify that working conditions for the MSCA4Ukraine Fellow must be in line with the European Charter for Researchers. The agreement will specify that doctoral and postdoctoral researchers will be recruited under employment contracts under the relevant national legislation in the organisation’s host country, including the social security coverage and social benefits. All host organisations endorsing the European Charter for Researchers indicate that they work in line with the non-discrimination principles included in the Charter.

In cases where legislation prevents the provision of an employment contract for this purpose, a ‘fixed amount fellowship’ can exceptionally be provided subject to prior agreement of the granting authority. In this case, the living allowance will be halved and the host organisation must ensure that the candidate enjoys full social security coverage (including sickness, parental and invalidity benefits, benefits for accidents at work and occupational diseases, and pension contributions).

The agreement between AvH and host organisations will specify that the same unit contributions and conditions apply as in MSCA Doctoral Networks and MSCA Postdoctoral Fellowships, and that a country correction coefficient shall be applied to the living allowance. Members of the candidate’s family will receive appropriate financial support through the fellowship via a family allowance.¹⁴ As noted in the evaluation criteria (8.4) host organisations must include in their applications plans to support access for candidates and family members to accommodation, medical services, schooling and other social supports.

10.2 Financial Aspects

Fellowship amounts for doctoral candidates and postdoctoral fellowships as well as mobility, family and special needs allowances, if applicable, will be the rates used in MSCA Doctoral Networks and MSCA Postdoctoral Fellowships respectively. A country correction coefficient (applicable to the country of the primary host organisation) will be applied to the monthly

¹⁴ See Horizon Europe Work Programme 2021-2022 Marie Skłodowska-Curie Actions, available at: <https://marie-sklodowska-curie-actions.ec.europa.eu/document/horizon-europe-work-programme-2021-2022-marie-sklodowska-curie-actions> See family allowance rates, p. 75 (doctoral fellowship rates), and p. 83 (postdoctoral fellowship rates).

living allowance in order to ensure equal treatment and purchasing power parity across countries for all researchers.¹⁵

AvH will transfer funds related to the researcher unit costs and institutional unit costs to the host organisations employing the fellows. With regard to institutional costs, host organisations will receive the same monthly contribution towards institutional management and research costs regardless of whether they host doctoral or postdoctoral candidates. The host organisations will be responsible for paying the researchers their living allowance, mobility allowance, family allowance and special needs allowance (if applicable). Unspent funds from institutional unit contributions must be used for the benefit of the researchers in agreement with AvH. In line with MSCA rules, research, training and networking contributions should only be used to support the professional development of the researcher.

The host organisation will be required to continue paying the above funds during any secondments that the candidate undertakes, including any secondments in Ukraine. The host organisations must retain documentation of payments to candidates and provide this as needed to AvH. For each calendar year, a brief report will be required from each host organisation reporting on the progress of and on expenditures relating to the fellowship. Host organisations will be required to submit within 60 days after completion of the fellowships period a final report on the outcomes of the project, and on all expenditures relating to the fellowship.

10.3 Career development and other benefits

In order to equip MSCA4Ukraine fellows with skills that enhance and expand their career opportunities inside and outside academia, applications from host organisations will be required to outline training and career development opportunities they will provide to the researcher (see 7.2(c)).

Within the first two months of the fellowship a career development plan should be prepared jointly by the academic mentor and the researcher. The plan should outline the researcher's training and career needs, including, for example, training on transferable skills, teaching, planning for publications and participation in conferences and events.

Additional networking and career development opportunities will be developed by SAR Europe, hosted by Maynooth University and all MSCA4Ukraine fellows will be invited to participate.

¹⁵ See Horizon Europe Work Programme 2021-2022 Marie Skłodowska-Curie Actions, p. 75 rates for doctoral fellows, p. 83 rates for postdoctoral fellows, available at: <https://marie-sklodowska-curie-actions.ec.europa.eu/document/horizon-europe-work-programme-2021-2022-marie-sklodowska-curie-actions>

11. Frequently Asked Questions

Responses to frequently asked questions are available at <https://sareurope.eu/msca4ukraine/faqs-msca4ukraine/> This page will be regularly updated as new questions arise.

12. Relevant Links

European Charter for Researchers

<http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter>

Code of Conduct for the Recruitment of Researchers

<http://ec.europa.eu/euraxess/index.cfm/rights/codeOfConduct>

H2020: How to complete your ethics self-assessment

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-selfassess_en.pdf

Horizon Europe work programme 2021-2022 MSCA

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2021-2022/wp-2-msca-actions_horizon-2021-2022_en.pdf

MSCA financial rates for postdoctoral and doctoral candidates available at pages 75 and 83 of above Horizon Europe work programme 2021-2022 MSCA.

13. Contact details

Please review this guide for applicants and the FAQs

(<https://sareurope.eu/msca4ukraine/faqs-msca4ukraine/>) before submitting a query to the MSCA4Ukraine team.

Website: www.sareurope.eu/msca4ukraine

Contact us: <https://sareurope.eu/msca4ukraine/contact-msca4ukraine/>

Join the MSCA4Ukraine email list: <https://sareurope.eu/msca4ukraine/contact-msca4ukraine/>