



**BELGIAN
SCIENCE POLICY OFFICE**

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**INTERNATIONAL S & T COOPERATION:
POST-DOC FELLOWSHIPS TO NON-EU RESEARCHERS**

Information note

Selection 2015

Brussels, March 2015

1. Aim of the action

The stimulation of international mobility and the attraction of researchers from abroad is one of the priorities of the European Research Area.

The *Federal Science Policy Office* (BELSPO) is contributing to this objective by granting post-doc fellowships to non-EU researchers allowing them to work in a Belgian research team during a given period of time. *The ultimate aim is to promote sustainable S&T collaborations between the research institutions and support the research networks.*

2. Eligibility criteria

Qualifications required to be eligible:

- holding a doctor's degree at the date of entry the Fellowship,
- being under the age limit of 50 at the date of entry the Fellowship,
- having the nationality of a target country,
- **and** be associated to research in one of these target countries.

The target countries:

- For this Call, the list of target countries is limited to
- the BRICS (Brazil, Russia, India, China, South Africa)
 - all the African countries
 - Vietnam.

3. Duration of the stay: from 6 to 18 months

Exceptionally, the research stay can be divided in 2 periods. This decision needs to be duly justified in the application form.

4. Belgian host institutions

The postdoc stay and the subsequent S&T collaborations, however, must take place in the frame of on-going research activities financed by BELSPO. Consequently, **at the time of application, the Belgian host organisations and promoters must be involved in an on-going research programme funded by BELSPO or belong to a Federal Scientific Institution.** There are 15 federal scientific institutions, listed on the website of the federal administration (website in [Dutch](#) or [French](#)).

Information regarding these programmes, related research projects, host organisations and promoters is available in the FEDRA rubric, on the website of BELSPO, http://www.belspo.be/belspo/fedra/intro_en.stm.

5. Submission of applications

The [application form](#) is introduced both in hard and electronic copy (bernard.delhause@belspo.be) to the *Federal Science Policy Office* by the **Belgian promoter** and have to be accompanied by:

- a description of the research project to be performed during the stay;
- a **recommendation letter from the director of the candidate's home institute** confirming the possibility that the fellowship holder will be able to resume his/her activities after his/her stay in Belgium;
- a **motivation letter from the Belgian promoter.**

Only **complete** applications, introduced via the application form 2015, will be taken into consideration.

6. Evaluation and selection

The selection of the candidates takes place once a year. BELSPO will proceed to a first examination of the candidatures to check their eligibility, as specified in the application form and the [check-list](#). The candidate is invited to use this check-list to verify the validity of her/his application.

The selection will take place by an external multidisciplinary jury under the presidency of BELSPO.

The evaluation criteria concern:

- the scientific merits of the candidate (curriculum vitae, publications, field experience...);
- the content of the proposed research project (novelty, feasibility, timeliness, gender...);
- the linkage with the on-going BELSPO project in the host unit;
- the relevance of the proposal with the expertise of the candidate and the domains of the host unit;
- the knowledge transfer;
- the prospects for further cooperation between institutions;
- the added value for all actors.

The call for proposals 2015 is published on the Belgian Science Policy website (http://www.belspo.be/belspo/organisation/call_postdoc_en.stm) and on the Euraxess website (<http://ec.europa.eu/euraxess/index.cfm/jobs/index>).

The deadline for application is May 31st, 2015 at 17:00 hour.

The result of the selection and the feedback of the assessment will be communicated to the concerned Belgian project leader and to the researcher via e-mail.

The selected candidates should start their research stay for December 31st, 2016 at the latest.

7. Budget

The fellowship comprises:

- a net monthly allowance of 2,403 EUR;
- a single payment of 1,500 EUR for the travel expenses from and to the country of origin;
- the personal liability insurance costs;
- the contribution to the National Office of Social Security (NOSS), as foreseen by Royal Decree of 26.03.2003 in relation to foreign workers (M. B. of 28.04.2003).

Remark : The Royal Decree of 07.01.1989 foresees that fellowships to scientists are free of taxation when paid by the Belgian authorities or institutions such as universities.

The host institution will, to the account of the *Federal Science Policy Office*, be responsible for the (monthly) payments of the invited scientists as well as for the subscription of the insurances. The *Federal Science Policy Office* will reimburse the institution every three months, after having received a debit note with proofs of the expenses.

The last reimbursement will be executed only after receipt of the final activity report (cf.9).

8. Visa

The European directive, known as the "Researchers' Directive", has been fully transposed to Belgian law with the following consequences:

- the procedure for obtaining a visa and residence permit for any third-country researcher who has signed a **hosting agreement** with a **previously- approved research organisation** has been simplified;

- any researcher coming to Belgium in the framework of such an agreement is also **exempted from the work permit requirement**.

On the basis of this hosting agreement signed by both parties, the researcher can **submit an application for a residence permit** lasting longer than three months to the Belgian diplomatic or consular post in the country of origin.

Once in Belgium, the researcher should **register in the town** of his/her new residence (even if it is temporary) **within 8 days** after arrival. On the other hand **the host institution has to inform the appropriate authority** (the Immigration Service of the concerned Region) about the arrival date of the grantee **at the latest within one month** and send to that authority a copy of the hosting agreement as well as a copy of the first page of the passport of the researcher.

In the case of accompanying families, even for a short visit, it is advised to start the procedure at the same time as that for the fellowship holder.

Details about this "scientific visa" can be found on the website <http://www.belspo.be/visa>.

9. Reports

9.1 Mid-term report

At mid-term, the fellowship holder, together with the Belgian promoter(s), has to report in brief (maximum 3 pages) to the *Federal Science Policy Office* about the progress of the research activities, potential difficulties and perspectives. For fellowships up to 9 months only a final report is due.

9.2 Final report

At the end of the stay, within the following trimester, a more detailed **scientific report** (maximum 15 pages) is due. It will be published on the website of the *Federal Science Policy*.

The report presents a detailed recapitulation of the research objectives and used methodologies and gives a comprehensive description of the results and conclusions.

A list of publications, missions and contributions to scientific meetings has to be added with a copy of the page where the mention described under point 10 is to be found.

In an **accompanying letter**, the **project leader** will point out to what extent the objectives were met. He also will give an appreciation on the added value of the stay for the researcher, the hosting institution and the prospects for further collaboration.

Finally, a **summary of maximum 1 page, including a few keywords**, is requested by the *Federal Science Policy Office* for vulgarisation and administrative purpose (website, FEDRA database...).

If appropriate, a separate report of compliance with **ethical rules** will be asked.

These documents have to be sent electronically to bernard.delhause@belspo.be.

10. Publications

Every publication or event connected to the sojourn **should mention that the concerned author is a beneficiary of a mobility grant from the Belgian Federal Science Policy Office.**

11. Complaint policy

BELSPO has a global procedure to handle complaints. If, at any time, in the course of the Call, you have the feeling that your application is not handled properly, please fill in the complaint form that you will find on this webpage: http://www.belspo.be/belspo/organisation/complaints_en.stm.

Your complaint will be treated independently, and with strict confidentiality.

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This information note as well as the [application form](#) is available on the website of the *Belgian Science Policy*:

http://www.belspo.be/belspo/organisation/call_postdoc_en.stm

For further additional information or question, please contact
Dr. Bernard Delhause (02/238.37.09, bernard.delhause@belspo.be)
