

***RULES AND REGULATIONS ADOPTED  
BY THE BOARD OF TRUSTEES OF THE F.R.S.-FNRS  
ON 24<sup>th</sup> April 2014***

***SPECIFIC PROVISIONS REGARDING THE CALL 2014:  
"RESEARCH LOGISTIC COLLABORATORS"  
(LOG)***

F.R.S.-FNRS Fonds de la Recherche Scientifique

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## CHAPTER I: SCOPE

### Article 1

The rules and regulations hereinafter are only applicable to the instrument enabling the funding of a research programme within the framework of the "Research Logistic Collaborator (LOG)" Call 2014 of the Fund for Scientific Research – FNRS<sup>1</sup> (F.R.S.-FNRS).

The Research logistic collaborator instrument refers to support positions in order to meet the need expressed by one or several research teams.

Moreover, such instrument enforces the draft decree on the creation of the "Research Logistic Collaborator" position.

### Article 2

The entire scientific research industry may be interested in this instrument.

### Article 3

Research programmes are set to be implemented in one or several universities of the French-speaking Community of Belgium.

### Article 4

The main promoter is the person who assumes the scientific responsibility, and is in charge of the administrative management of the funded research programme.

The main promoter shall decide whether s/he will conduct the research programme with one or several universities.

## CHAPTER II: APPLICATIONS

### II- A.: PROMOTERS

#### Article 5

Promoter-applicants<sup>2</sup> involved in the application must be:

- either Research Associate, Senior Research Associate or Research Director of the F.R.S.-FNRS,
- or a researcher holding a permanent position or enjoying a probationary position (equivalent to an open-ended position) within a university of the French-speaking Community of Belgium.

#### Article 6

Promoter and co-promoter-applicants can have ongoing agreements through the "Research Project (PDR)", "Research Credit (CDR)", "Incentive Grant for Scientific Research (MIS)", or "Equipment (EQP)" instruments, or they can submit an application through one of these or through the "Large Equipments (GEQ)" instrument.

### II.B.: SUBMITTING AN APPLICATION

#### Article 7

The call for "Logistic Research Collaborator" applications is published on the F.R.S.-FNRS website every two years.

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<sup>1</sup> The Fund for Scientific Research - FNRS shall be understood as the F.R.S.-FNRS and its associated funds.

<sup>2</sup> The same applies to co-promoter-applicants.

The submission of an application can only be made online, either in French or in English, through SEMAPOHRE, the management platform dedicated to calls for proposals at the following address <https://applications.frs-fnrs.be>

All applications are submitted to a procedure including three successive electronic validations on the dates that will be indicated on the F.R.S.-FNRS website during the announcement of the call for proposals:

- a. The validation by the promoter, spokesperson responsible towards the F.R.S.-FNRS administration: it accounts as a confirmation that the application file is complete.
- b. The validation by the co-promoter: it accounts as an electronic signature.
- c. The validation by the research unit (or Board of Education) of the institution to which the promoter(s) is/are related - the Authority to which the application file is transferred once the promoter(s) has/have validated the application form: this Authority can accept or refuse the application. The ultimate deadline for the validation by the research unit (or Board of Education) puts a final end to the call for proposals.

Applications that have not been validated within the time-frame of the call cannot be taken into account.

Please refer to the mini-guide to check the validation dates.

#### Article 8

The call for "Logistic Research Collaborators" applications is published on the F.R.S.-FNRS website every two years.

Applications can only be submitted online, either in French or in English, through SEMAPHORE, the management platform dedicated to calls for proposals at the following address <https://applications.frs-fnrs.be>

The F.R.S.-FNRS gives access to the online form on the SEMAPHORE platform to applicants who are eligible for a renewal.

All applications are submitted to a procedure including three successive electronic validations on the dates that will be indicated on the F.R.S.-FNRS website during the announcement of the call for proposals:

- a. The validation by the promoter, spokesperson responsible towards the F.R.S.-FNRS administration: it accounts as a confirmation that the application file is complete.
- b. The validation by the co-promoter: it accounts as an electronic signature.
- c. The validation by the research unit (or Board of Education) of the institution to which the promoter(s) is/are related - the Authority to which the application file is transferred once the promoter(s) has/have validated the application form: this Authority accepts or refuses the application. The ultimate deadline for the validation by the research unit (or Board of Education) puts a final end to the call for proposals.

Applications that have not been validated within the time-frame of the call cannot be taken into account.

## **C.: CHARACTERISTICS**

#### Article 9

The "Research Logistic Collaborator (LOG)" instrument refers to temporary positions as a research logistic collaborator aiming at providing necessary scientific and technical support to scientific research, which depends more and more heavily on facilities and abilities with a high level of technicality. The same applies to Humanities (statistics, digital humanities...).

Research logistic collaborator positions can be related to existing or new equipment or not, depending on the nature of the research project.

#### Article 10

The main promoter (host university) is required to present a draft justifying the need for a research logistic collaborator.

The identity of the applicant is not required when submitting the application through the LOG instrument.

After offering the post, the promoter will proceed to the recruitment pursuant to the rules and regulations in force in the host institution. The selected Research logistic collaborator must have the necessary skills, at least some, and express a genuine interest in the role.

#### Article 11

The LOG instrument is applicable for a two-year period, renewable once after examination of the renewal application, and within the limits of the financial resources of the F.R.S.-FNRS and its associated funds.

### **CHAPTER III: ASSIGNMENT TERMS AND CONDITIONS**

#### Article 12

At the time when they are hired, research logistic collaborators must hold a Ph.D. obtained after having carried out their thesis defense.

#### Article 13

Research logistic collaborators are employed on a full-time basis.

#### Article 14

Research logistic collaborators shall not take on any teaching position; however, they may assist and supervise practice assignments using the equipment they are in charge of.

### **CHAPTER IV: EVALUATION PROCESS**

#### Article 15

The criteria that will be taken into account for the evaluation of the applications are the following:

- Significance and relevance of the expected role,
- Qualities of the research programme(s),
- Scientific skills of the main promoter and/or co-promoters.

#### Article 16

The evaluation process consists in a remote individual examination performed by external experts and the ranking is established by the same Scientific Commission which is in charge of the evaluation of the "Large Equipments" applications.

This Scientific Commission is made up of:

- 9 members external to the Fédération Wallonie-Bruxelles 'FWB' (including the Presidents of the 14 Scientific Commissions of the F.R.S.-FNRS), and the President,

- 6 members belonging to the FWB,
- 1 observer belonging to the Walloon Region

The ranking adopted by the Scientific Commission will be communicated to the Board of Trustees, which is entrusted with the funding decisions.

## **CHAPTER V: FINANCIAL PROVISIONS**

### Article 17

Research logistic collaborator positions are subject to an agreement between the F.R.S.-FNRS, the promoter and the hosting institution.

The starting date of such agreement is set for the 1<sup>st</sup> October 2014 and the ending date for the 30<sup>th</sup> September 2016.

The LOG position shall not exceed the term of the agreement.

### Article 18

The grants at the disposal of the promoters are managed by the financial department of the institution to which they are attached. The financial department of the institution is invited to send the supporting documents to the F.R.S.-FNRS.

Supporting documents related to staff costs relevant to a given calendar year must be sent before the 1<sup>st</sup> March of the following year.

### Article 19

The employment contract is drawn up with the hosting institution.

Employment shall be in accordance with the scales and regulations in force in the hosting institution.

Financial contribution from the Fund is limited to an annual fixed price of €94,000- in proportion to the worked days.

### Article 20

No hiring is effective without the prior written agreement of the F.R.S.-FNRS.

The replacement of staff is no longer authorised during the last 6 months of the agreement.

## **CHAPTER VI: OTHER PROVISIONS**

### Article 21

Any change made to the planned expenditures must receive the prior approval of the F.R.S.-FNRS.

The grants can be used for the duration of the granting.

The remaining amount will be recovered by the F.R.S.-FNRS.

### Article 22

Any fundamental change in the ongoing research programme must obtain the prior approval of the F.R.S.-FNRS.

## CHAPTER VII: PROMOTER'S RIGHTS AND OBLIGATIONS

### Article 23

Any funded research programme must comply with the legal provisions in force regarding ethics.

### Article 24

Promoters must submit to the rules imposed by the academic authority of the host institution where they work and observe its regulations. In addition, regarding the F.R.S.-FNRS, they must adhere to the regulation on property, protection and promotion from the research results carried out within the institution.

### Article 25

Pursuant to the Regulation on the application of the Open Access policy to scientific publications resulting from research programmes supported by the F.R.S.-FNRS and its associated funds, any scientific publication resulting partially or fully from the funding of the GEQ instrument shall mention the source of this funding as follows: *"This work was supported by the Fonds de la Recherche Scientifique - FNRS under Grant(s) n° [ID number]."*

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