

RULES AND REGULATIONS

ULYSSE INCENTIVE GRANT FOR MOBILITY IN SCIENTIFIC RESEARCH (MISU - MANDAT D'IMPULSION SCIENTIFIQUE - MOBILITÉ ULYSSE)

ADOPTED BY

THE BOARD OF TRUSTEES OF THE F.R.S.-FNRS

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CHAPTER I: SCOPE

Article 1

The rules and regulations hereinafter are only applicable to the recipient of a credit within the framework of an Ulysse Incentive Grant for Mobility in Scientific Research (MISU – Mandat d'impulsion scientifique - mobilité Ulysse).

One researcher only will support the research programme and will receive the status of promoter.

MISU applications must be submitted under Grants and Fellowships Call of the Fund for Scientific Research - FNRS (F.R.S.-FNRS).

Article 2

The goal of the funding granted within the framework of a MISU consists of supporting highly-qualified Belgian or foreign researchers, who do not hold an F.R.S.-FNRS fellowship when submitting the application and who currently have a scientific career abroad, to come and pursue their career in a university of the French-speaking Community of Belgium listed in [Appendix 1](#), hereinafter referred to as "host university".

CHAPTER II: CANDIDACY

II- A.: PROMOTER

Article 3

- The promoter-applicant to a MISU must have the required skills for leading a research team.
- The promoter-applicant must enjoy an international scientific recognition.
- The promoter-applicant must have been residing abroad since at least five years and on a continuous basis on the closing date of validation fixed for the academic authorities (rectors).

Article 4

The promoter-applicant to a MISU must be an active researcher with an excellent career track record during the past ten years, demonstrating significant research results.

Over the last ten years, the following elements will be taken into consideration while assessing the proposal, for instance:

- Publications as principal author in the main peer-reviewed journals in the concerned field;
- For social and human sciences, major research monographs;
- Guest presentations given at high-level international conferences and advanced courses;
- Participation in organizing high-level international conferences or congresses;
- International recognition of the applicant, with awards and scientific prizes;
- Number of supervised PhD theses.

Article 5

Applicants may not apply for a MISU more than three times.

Researchers who have already benefited from a MISU can no longer apply for this fellowship.

II- B.: CUMULATION RULES

Article 6

Any promoter must comply with all the cumulation rules as referred to in [Appendix 2](#).

II- C.: APPLICATION SUBMISSION

Article 7

The Grants and Fellowships Call is opened once a year and is published on the F.R.S.-FNRS website.

Promoter-applicants to an Ulysse Incentive Grant for Mobility in Scientific Research (MISU) are able to submit their application either in French or in English and online only through SEMAPHORE, the management platform of the calls for proposals, available at the following address: <https://applications.frs-fnrs.be>.

The F.R.S.-FNRS will give applicants to an Ulysse Incentive Grant for Mobility in Scientific Research extension (MISU-PROL) access to the electronic form on the [SEMAPHORE](#) application.

It is recommended to applicants who wish to have their application file assessed by [Scientific Commissions](#) dedicated to SEN (Exact and Natural Sciences) and SVS (Health and Life Sciences) domains, as well as the Scientific Commission SHS-2, to submit their application in English¹.

All applications (MISU or MISU-PROL) are submitted to a procedure including two successive electronic validations on the dates which will be indicated when the call for proposals is published on the F.R.S.-FNRS website:

- a. The validation by the promoter: it accounts as a confirmation that the application file is complete.
- b. The validation by the research unit (or Board of Education) of the university of the French-speaking Community of Belgium, to which the application file is transferred once promoters have given their consent. The academic authority may accept or refuse the application. The validation deadline fixed for the rectors puts a final end to the call for proposals.

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

A mini-guide specifies the validation dates as well as the details of the documents which must be included in the application.

Article 8

For all MISU application:

- a letter of support from the Rector of the university must be communicated to the F.R.S.-FNRS by the time of the validation deadline fixed for the academic authorities (rectors) at the latest;

¹ Should the application file be submitted in French, the F.R.S.-FNRS may require the applicant to provide a translation in English for the purpose of conducting the [ex-ante evaluation](#).

- in their electronic form, applicants must provide the contact details of 3 foreign experts² who have a solid international reputation in the applicant's research field and who will be contacted by the F.R.S.-FNRS to provide a recommendation (letter of reference).

Article 9

An application is admissible as long as the host university commits to continuing the research activity initiated during the grant when the latter will be terminated. The decision to continue the research activity will be taken after an evaluation, details of which shall be determined by common agreement between the F.R.S.-FNRS and the host university.

CHAPTER III: NATURE AND DURATION OF THE FELLOWSHIP

III- A.: ELIGIBLE AND NON ELIGIBLE EXPENSES

Article 10

As part of the MISU the allocated fund can cover 3 types of expenses:

- Personnel
- Operating
- Equipment

Article 11

Some expenses are capped:

- MRI at € 150/hour
- MEG at € 300/hour

Article 12

The following operating costs are not authorised:

- Payment and reimbursement of rents
- Payment of the heating, light and telephone
- Costs for facilities maintenance and building costs
- Costs for equipment maintenance and repairing
- Costs for furniture
- Office supply costs (except for justified computer costs)
- Restaurant costs and expenses for foodstuffs (coffee, sugar, softs...)
- Visa fees for residence permits
- Insurance for appliance(s) or vehicle(s) belonging to the institution
- Thesis related expenses (printout, jury's invitation)

² Applicants shall contact the reference persons prior to mentioning their contact details in the application form if they want to make sure that their referees are willing to provide a reference letter as part of their application. After submission of the application file, the F.R.S.-FNRS will contact the reference persons referred in the application form and a reminder will be sent to each referee in due course. No information will be communicated to the applicant on the receipt of the letters to ensure confidentiality.

III- B.: FUNDING CHARACTERISTICS AND PROVISION

Article 13

The MISU is awarded for a maximum duration of three years:

- a first two-year fellowship;
- a possible one-year extension.

The MISU promoter is remunerated by the host university.

Article 14

The starting date of the MISU instrument is set on 1st October of the year during which the application is submitted.

Subject to the agreement of the rector of the host university, the MISU promoter may request the F.R.S.-FNRS for an authorization to defer the starting date mentioned in paragraph 1 for a period of twelve months maximum.

Article 15

MISU applications enable to apply for funding of maximum € 200,000-, **on an annual average**.

The grants obtained by the MISU promoter are personal and shall not be transferable.

Article 16

Categories related to the personnel³ are detailed in the table below:

Categories	Activity	
	Part time	Full time
Doctoral Researcher – grant scheme	n/a	x
Postdoctoral Researcher ⁴ – salary scheme	x	x
Technician – salary scheme (capped)	x	x
Short-term Postdoctoral Researcher – grant scheme (capped)	n/a	x

n/a = not applicable

³ *For all categories (Doctoral Researcher, Postdoctoral Researcher, Technician, Short-term Postdoctoral Researcher), the promoter shall contact the relevant service of her/his host university to obtain an estimate of the total personnel costs involved based on the scientific seniority.*

Amounts cannot be changed after application submission.

Technician and Short-term Postdoctoral Researcher categories are submitted to an annual amount, calculated in proportion to the worked days. Limitations in force for the first year of funding are detailed in the Grants and Fellowships Call mini-guide.

⁴ *Since the F.R.S.-FNRS is the employer of the Postdoctoral researcher, the promoter shall take into account the annual cost provided in the Grants and Fellowships Call mini-guide.*

Promoters are allowed to recruit personnel **for minimum one month** and the duration may not exceed the maximal duration of the funding agreement.

The identity of the personnel is not required when submitting an application; however the category of the staff must be specified (see above). The curriculum vitae are not provided to the members of the Scientific Commissions.

On the date of the hiring, Doctoral Researchers must have obtained one of the following degrees for 3 years maximum (for no more than the duration of the specialisation for doctors and veterinarian applicants who have been undertaking a medical or veterinary specialty training):

- 1° a master degree for a value of at least 120 credits awarded by a Higher Education Institution within the French-speaking Community of Belgium;
- 2° a master degree for a value of at least 120 credits awarded by a Higher Education Institution within the Dutch-speaking Community, German-speaking Community or from the Royal Military Academy;
- 3° Another degree as referred to in Article 115 of the French-speaking Community of Belgium Decree of 7th November 2013 that defines higher education and the academic organization of the studies.

On the date of the hiring, Postdoctoral Researchers must have obtained a doctoral academic degree after the defence of a thesis for 5 years maximum.

The maximum period of time above-mentioned is extended for one additional year per childbirth and/or adoption occurring after obtaining the academic degree or diploma considered when deciding to award the position.

Specific rules and regulations govern the fellowship for [Short-term Postdoctoral Researcher \(CTP\)](#).

CHAPTER IV: MISU APPLICATIONS EXAMINATION

Article 17

The following criteria are taken into consideration for the evaluation of a new MISU application:

- Originality and innovation of the project;
- Possibility to launch a new research unit;
- Scientific autonomy towards any existing research unit or laboratory in the host university;
- Up-and-coming theme (development prospect of the field of study);
- 3 recommendations from scientific experts;
- Scientific experience of the applicant.

Article 18

Applications for an extension (MISU-PROL) are assessed by the Promotions Committee of the host university.

Article 19

The Board of Trustees of the F.R.S.-FNRS allocates funds according to the budgets available. It decides on the granting or rejection, and where needed, on the amounts granted.

CHAPTER V: FINANCIAL PROVISIONS

Article 20

The funding granted through the MISU instrument is subject to a research agreement.

This agreement shall bear the signature of the following parties:

- **the promoter** commits to carrying out the funded research;
- **the F.R.S.-FNRS** commits to allocating grants covering the personnel, operating and equipment costs, each year covered by the agreement. No transfer between those 3 expense items may be accepted;
- **the host university**.

The agreement provides for unilateral termination clauses, which must include a period of notice.

Article 21

The grants at the disposal of the promoter are managed by the financial department of the academic institution, to which s/he is attached.

The financial department of the academic institution is invited to send the supporting documents to the F.R.S. -FNRS as soon as possible.

For the staff costs of a given calendar year, the supporting documents should be sent before the 1st March of the following year.

For operating and/or equipment costs, the supporting documents should be sent at the latest 14 months after the end of the research agreement.

Article 22

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

The replacement of staff among the Doctoral researcher category is not authorised during the last 6 months of the research agreement.

The personnel recruitment which was expected although not effective on the starting date of the agreement may be delayed. However, postponement shall be equivalent to the lost employment duration and not exceed a six-month period after the end of the agreement nor the employment duration initially allotted.

The dispositions as referred to in paragraphs 1 to 3 shall apply in a complementary way to the ones as referred to in article 14 paragraph 2.

Article 23

The promoter is allowed to hire scientific and technical staff in accordance with the scales and regulations in force:

- within the host university as far as the doctoral scientific staff, the technical staff and the Short-term Postdoctoral Researcher are concerned;
- within the F.R.S.-FNRS as far as the Postdoctoral Researcher (referred to as "Scientific Collaborator") is concerned.

As for technical staff and Short-term Postdoctoral Researchers, the Fund's participation is limited to an annual amount, calculated in proportion to the work performed.

Article 24

The F.R.S.-FNRS shall reimburse personnel costs up to the total amounts indicated in the research agreement, while observing the Personnel categories.

Concerning Personnel categories there is some flexibility in terms of annual costs and duration, should the granting duration and maximum amount not be exceeded. Also for categories which are annually capped, this annual limitation shall not be exceeded, on the understanding that employment may not exceed the ending date of the agreement, in case the recruitment has been postponed as provided for in article 22 § 3.

The financial participation of the F.R.S.-FNRS is limited to the global amount indicated in the agreement.

CHAPTER VI: MISCELLANEOUS PROVISIONS

Article 25

Any device acquired through a credit from the F.R.S.-FNRS becomes the property of the host university to which the beneficiary of the credit is attached.

The purchase of any device must be done with due respect for the provisions defined by the relevant service of the host university.

This institution commits however to putting the mentioned device at the disposal of the researchers involved for the time needed in order to pursue the research, which led to its purchase in the first place. In addition, the host university commits not to alienating or lending the equipment without the prior written approval of the F.R.S.-FNRS.

In the event that the device was purchased with the provision of an additional funding, the Board of Trustees of the F.R.S.-FNRS will settle the ownership issue with the competent authorities.

Article 26

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

The grants destined for the personnel are available only for the duration of the agreement, which may be extended for maximum 6 months in case of postponement of personnel recruitment expected although not effective on the starting date of the agreement, and are divided according to the provisions of the agreement.

The grants destined for operating and equipment costs can be used for the duration of the agreement, with an additional 12-month period.

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

Article 27

Grants are exclusively awarded for the execution of the research programme approved by the F.R.S.-FNRS. Promoters are required to use them solely for that purpose. Any fundamental change in the ongoing research programme must obtain the prior written approval of the F.R.S.-FNRS.

CHAPTER VII: RIGHTS AND OBLIGATIONS OF THE PROMOTER

Article 28

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

Article 29

Promoters must accept the rules imposed by the academic authority of the host university 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 of the research results carried out within the institution.

Article 30

Three months after the end of the research agreement, a request for a final report shall be sent to the promoter.

The promoter must send the final report to the F.R.S.-FNRS within two months following the request.

Article 31

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 granted through the MISU 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° [agreement number]”.

APPENDIX 1

Relevant institutions giving access to the funding of the F.R.S.-FNRS

MISU instrument

Grants and Fellowships Call

Instrument Mandat d'impulsion scientifique - mobilité Ulysse / Ulysse Incentive Grant for Mobility in Scientific Research
(MISU)

<p>Candidat promoteur d'une université CFB / Promoter-applicant of a CFB university</p>	<p>➤ Universités de la Communauté française de Belgique (CFB) Universities of the French-speaking Community of Belgium (CFB)</p> <p>Université Catholique de Louvain (UCL) Université Libre de Bruxelles (ULB) Université de Liège (ULiège) Université de Mons (UMons) Université de Namur (UNamur) Université Saint-Louis - Bruxelles (USL-B)</p>
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APPENDIX 2

Cumulation Rules

CDR/EQP/PDR/MIS/MISU Instruments

Every promoter who takes part in a call must comply with all the cumulation rules as detailed below.

Rule 1

The number of applications that can be submitted within a call as a co-promoter is limited to a single application for the Cross-university PDR instrument.

Rule 2

The number of applications that can be submitted within a call as a co-promoter is limited to a single application for the Single or Cross-university EQP⁵ instrument.

Rule 3

A **main promoter-applicant** who has no ongoing research agreement may apply for one of the following as part of a call:

- 1 CDR,
- 1 PDR⁶,
- 1 EQP,
- 1 MIS,
- 1 EQP + CDR,
- 1 EQP + 1 PDR,
- 1 MIS + 1 CDR⁷ on the condition that the research programme or study is genuinely different from the aim of the MIS.

Rule 4

Promoters in charge of an ongoing CDR may apply for a new CDR application as from the second year of funding.

Promoters in charge of an ongoing CDR may apply for one of the following as part of a call:

Within the first year of funding:

- 1 PDR,
- 1 EQP,
- 1 MIS,
- 1 EQP + PDR,

Within the second year of funding:

- 1 CDR
- 1 PDR
- 1 EQP
- 1 MIS
- 1 EQP + 1 CDR,

⁵ Single and Cross-university EQP instrument is further shortened to EQP, so that the document is easier to read.

⁶ Single and Cross-university PDR instrument is further shortened to PDR, so that the document is easier to read.

⁷ If the MIS is granted, the CDR will not be funded.

- 1 EQP + 1 PDR
- 1 MIS + 1 CDR⁸ on the condition that the research programme or study is genuinely different from the aim of the MIS.

Rule 5

Main promoters and any co-promoters in charge of an ongoing EQP may apply for a new EQP application as from the second year of funding.

Main promoters and any co-promoters in charge of an ongoing EQP may apply for one of the following applications as part of a call:

Within the first year of funding:

- 1 CDR,
- 1 PDR,
- 1 MIS,
- 1 MIS + 1 CDR⁸ on the condition that the research programme or study is genuinely different from the aim of the MIS.

Within the second year of funding:

- 1 CDR,
- 1 PDR,
- 1 EQP,
- 1 MIS,
- 1 EQP + CDR,
- 1 EQP + 1 PDR,
- 1 MIS + 1 CDR⁸ on the condition that the research programme or study is genuinely different from the aim of the MIS.

Rule 6

Main promoters in charge of an ongoing PDR may apply for one of the following as part of a call:

- 1 CDR,
- 1 PDR, on condition that the shortest overlap between both PDR is taken into account, with regard to each call schedule and starting date of PDR;
- 1 EQP,
- 1 MIS on condition that the shortest overlap between the PDR and the MIS is taken into account, with regard to each call schedule and starting date of the PDR and the MIS;
- 1 EQP + 1 CDR,
- 1 EQP + 1 PDR on condition that the shortest overlap between both PDR is taken into account, with regard to each call schedule and starting date of PDR;
- 1 MIS + 1 CDR⁸ on the condition that the research programme or study is genuinely different from the aim of the MIS and on condition that the shortest overlap between the PDR and the MIS is taken into account, with regard to each call schedule and starting date of the PDR and the MIS.

⁸ If the MIS is granted, the CDR will not be funded.

Rule 7

The promoter of a MIS whose start has been postponed may not submit any PDR application before the effective starting date of the MIS.

Rule 8

Promoters in charge of an ongoing MIS⁹ may apply for one of the following applications as part of a call:

Within the first year of funding:

- 1 CDR on the condition that the research programme or study is genuinely different from the aim of the MIS,
- 1 PDR on condition that the shortest overlap between the PDR and the MIS is taken into account, with regard to each call schedule and starting date of the PDR and the MIS,
- 1 EQP,
- 1 EQP + 1 CDR on the condition that the research programme or the study is genuinely different from the aim of the MIS,
- 1 EQP + 1 PDR on condition that the shortest overlap between the PDR and the MIS is taken into account, with regard to each call schedule and starting date of the PDR and the MIS.

Within the second year of funding:

- 1 CDR,
- 1 PDR on condition that the shortest overlap between the PDR and the MIS is taken into account, with regard to each call schedule and starting date of the PDR and the MIS,
- 1 EQP,
- 1 EQP + 1 CDR,
- 1 EQP + 1 PDR on condition that the shortest overlap between the PDR and the MIS is taken into account, with regard to each call schedule and starting date of the PDR and the MIS.

Rule 9

Promoters in charge of an ongoing MISU (Ulysse Incentive Grant for Mobility in Scientific Research) may apply for one of the following as part of a call:

Within the first year of funding:

- 1 CDR on the condition that the research programme or study is genuinely different from the aim of the MISU,
- 1 EQP,
- 1 EQP + 1 CDR on the condition that the research programme or study is genuinely different from the aim of the MISU.

Within the second year of funding:

- 1 CDR on the condition that the research programme or study is genuinely different from the aim of the MISU,

⁹ Promoters of an ongoing MIS, who have been granted a third year automatically following the submission of an ERC Grant application with no success after being interviewed by the juries and further to the second-step evaluation, should respect the cumulation rules which apply to promoters of a MIS in their second year of funding.

- 1 PDR on condition that the shortest overlap between the PDR and the MISU is taken into account, with regard to each call schedule and starting date of the PDR and the MISU,
- 1 EQP,
- 1 EQP + 1 CDR on the condition that the research programme or study is genuinely different from the aim of the MISU,
- 1 EQP + 1 PDR on condition that the shortest overlap between the PDR and the MISU is taken into account, with regard to each call schedule and starting date of the PDR and the MISU.

Within the third year of funding:

- 1 CDR,
- 1 PDR on condition that the shortest overlap between the PDR and the MISU is taken into account, with regard to each call schedule and starting date of the PDR and the MISU,
- 1 EQP,
- 1 EQP + 1 CDR,
- 1 EQP + 1 PDR on condition that the shortest overlap between the PDR and the MISU is taken into account, with regard to each call schedule and starting date of the PDR and the MISU.