

RULES AND REGULATIONS

POSTDOCTORAL RESEARCHER FELLOWSHIP (CR - CHARGÉ DE RECHERCHES)

ADOPTED BY

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

ON 4TH OCTOBER 2018

Référence : FRS-FNRS_REGL_CR_EN_CA20181004_2018.12.17_6_Final

TABLE OF CONTENTS

TABLE OF CONTENTS	2
CHAPTER I: SCOPE – NATURE OF THE FELLOWSHIP	3
CHAPTER II: CANDIDACY	3
CHAPTER III: ALLOCATION AND DURATION OF THE FELLOWSHIP	4
CHAPTER IV: RIGHTS AND OBLIGATIONS OF THE FELLOWSHIP HOLDERS	5
CHAPTER V: INTERRUPTIONS	6
CHAPTER VI: FINANCIAL PROVISIONS	7
CHAPTER VII: FINAL PROVISION	7
APPENDIX 1	8

CHAPTER I: SCOPE – NATURE OF THE FELLOWSHIP

Article 1

The rules and regulations hereinafter are only applicable to holders of a Postdoctoral Researcher (CR - Chargé de recherches) fellowship of the Fund for Scientific Research – FNRS (F.R.S.-FNRS).

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

Article 2

Holders of Postdoctoral Researcher (CR - Chargé de recherches) fellowship shall carry out a Postdoctoral-level research work in a university of the French-speaking Community of Belgium under the supervision of a promoter and a postdoctoral co-promoter (if any) from one of the institutions listed in Appendix 1.

The promoter shall meet the following conditions altogether:

- To be permanently appointed to an academic or scientific position or on probation in that university.
- This appointment must have a final and conclusive assent from the competent body to legitimize this appointment in accordance with the Law or the university regulations by the time of the validation deadline fixed for the academic authorities (rectors) at the latest.
- This academic or scientific position must be effective by the time of the starting date of the fellowship, i.e., by the 1st of October at the latest, the year of the Grants and Fellowships Call concerned.

If the promoter of a CR applicant who is appointed permanently and accesses pension / becomes professor emeritus after the validation deadline fixed for the academic authorities (rectors) and before the end of the granting scheme in case of granting, the submission of the application shall be subject to the prior approval of the Head of institution where the research will be carried out.

The promoter permanently appointed who will access pension / become professor emeritus by the validation deadline fixed for the academic authorities (rectors) is not eligible.

CHAPTER II: CANDIDACY

Article 3

Applicants to a Postdoctoral Researcher fellowship must have obtained the academic degree of Doctor after the defence of a thesis and issued by an academic institution at the latest by 1st May of the year during which the application is submitted.

A copy of the PhD diploma, or a certificate of achievement if you have not been delivered your diploma yet, must be enclosed in the application file or sent to the F.R.S.-FNRS by 1st May the year when the application is submitted at the latest.

Article 4

Applicants to a Postdoctoral Researcher fellowship must have obtained the academic degree as referred to in Article 3 for maximum 5 years. This term shall expire at the latest on the validation deadline fixed for the academic authorities (rectors) to validate applications.

The maximum duration set in paragraph 1 may be extended for one additional year per childbirth and/or adoption, occurring after obtaining the academic degree considered when deciding to grant the fellowship.

Article 5

No applicant may apply more than three times for the same fellowship. Applicants who have already benefited from a Postdoctoral Researcher fellowship, regardless of the duration, may not apply either.

Article 6

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

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

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 are submitted to a procedure including three 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 applicant: it accounts as a confirmation that the application file is complete.
- b. The validation by the promoter selected pursuant to article 2: the F.R.S.-FNRS sends the application file to promoters so that they give their approval for the submitted research project and confirm the accuracy of the data provided by the applicant. The promoter may accept or refuse the application.
- c. 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.

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 documents which must be included in the application.

CHAPTER III: ALLOCATION AND DURATION OF THE FELLOWSHIP

Article 7

The Board of Trustees of the F.R.S.-FNRS shall decide on the allocation of Postdoctoral Researcher fellowships.

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](#).

Article 8

The allocation of a Postdoctoral Researcher fellowship leads to a fixed-term contract of three years between the F.R.S.-FNRS and the fellowship holder.

Holders of a Postdoctoral Researcher fellowship may use the 3 years of their fellowship over a period of 6 years if an external funding is obtained in order to carry out a postdoctoral research outside the French-speaking Community of Belgium.

CHAPTER IV: RIGHTS AND OBLIGATIONS OF THE FELLOWSHIP HOLDERS

Article 9

Any research project being funded must observe statutory provisions in force governing ethics.

Article 10

Postdoctoral Researchers are subordinated to the Board of Trustees of the F.R.S.-FNRS, which acts through its President and General Secretary. They pledge to respect the rules and regulations in force within the Fund.

They must respect the discipline enforced by the academic authority of the institution where they work and observe its rules and regulations. As Research Fellows of the F.R.S.-FNRS, they are also required to adhere to the regulation on the property, protection and promotion of the results from the research carried out within the institution.

Article 11

Postdoctoral Researchers may not change the object of their research without the F.R.S.-FNRS authorisation.

Article 12

Postdoctoral Researchers may attend classes, supervise practical sessions or perform administrative tasks; however, they cannot devote more than eight hours per week to those activities. One hour dedicated to supervising practical sessions is equivalent to two hours dedicated to performing administrative tasks or two hours dedicated to attending classes.

Within the specified time frame of eight hours, they can also perform teaching tasks, which may not exceed two hours per week (60 hours per year). In this case, the F.R.S.-FNRS allows them to accept remuneration related to their teaching position providing that the amount of that remuneration and their remuneration as Postdoctoral Researchers do not exceed the salary of a university lecturer. They can bear the title related to their teaching activities.

Article 13

Except for the provisions in article 12, holders of a Postdoctoral Researcher fellowship may not be part of the scientific or academic staff of a university or an academic institution, and may not receive any remuneration or salary.

However, the F.R.S.-FNRS may upon request authorise them to receive full or part of the allowances that they may be entitled to have for research stays abroad.

Article 14

Holders of a Postdoctoral Researcher fellowship receive an operating credit.

That credit can only be allocated if the holder genuinely carries out the fellowship.

Article 15

At the end of each academic year, holders of Postdoctoral Researcher fellowship are required to send to the F.R.S.-FNRS a report on the scientific activities they have carried out along the year. They must also send a copy to the Head of the institution where they conduct their research.

Article 16

Holders of Postdoctoral Researcher fellowship shall mention in their publications, papers and reprinted/e-print alike that they have been Postdoctoral Researchers of the F.R.S.-FNRS.

Article 17

Holders of Postdoctoral Researcher fellowship who wish to study or pursue their research abroad must give prior notice to the F.R.S.-FNRS at least 15 days before the actual date of departure.

For any stay abroad, a prior written agreement of the promoter must be sent to the F.R.S.-FNRS.

In case of a long-term stay (90 days and more), a prior written agreement of the Head of the institution where the Postdoctoral Researcher carries out her/his research must also be sent to the F.R.S.-FNRS.

Article 18

Any change regarding the civil status, the family responsibility, the domicile or residence must be reported online to the F.R.S.-FNRS as soon as possible on E-space, the personal data acquisition system, available at the following address <https://e-space.frs-fnrs.be/>.

Article 19

Holders of a Postdoctoral Researcher fellowship shall inform the F.R.S.-FNRS of any temporary interruption or suspension of work as soon as they can and for any reason whatsoever.

Article 20

In case of illness or personal accident, a medical certificate attesting the starting date and the duration or extension of a period of professional incapacity must be submitted to the F.R.S.-FNRS within 48 hours following the beginning of the incapacity period. The promoter shall send a copy of the medical certificate to the relevant department of the institution where the Postdoctoral Researcher carries out her/his research.

Article 21

In case of work accident, the administrative staff of the F.R.S.-FNRS must be informed within 24 hours, by phone if necessary. The declaration of accident as well as the medical certificate reporting the accident must be sent to the Fund. The health department of the institution where the Postdoctoral Researcher carries out her/his research must be informed as well.

CHAPTER V: INTERRUPTIONS

Article 22

The Postdoctoral Researcher fellowship interrupted due to a maternity, paternity or adoption leave can be extended for a duration equivalent to the duration of the interruption.

The extension request must be made at least one month before the fellowship expires. The granting of this extension does not adversely affect the fixed-term nature of the fellowship.

Article 23

The Postdoctoral Researcher fellowship interrupted for a period of one month or more due to illness shall be extended over a period equal to the period of interruption.

Extension will be granted upon receipt of a medical certificate justifying the work incapacity for a period of one month or more.

The extension of the Postdoctoral Researcher fellowship will be effective when the researcher returns to work, by signing a formal contract amendment stating the new ending date of the fellowship. The researcher will be required to send it to the F.R.S.-FNRS for approval.

CHAPTER VI: FINANCIAL PROVISIONS

Article 24

Financial and social provisions are governed by specific rules and regulations.

CHAPTER VII: FINAL PROVISION

Article 25

Holders of a Postdoctoral Researcher fellowship may terminate their fellowship agreement at any time. They shall give a written notice of their decision to the F.R.S.-FNRS, their promoter and the Head of the institution where they have carried out their research programme.

APPENDIX 1

Relevant institutions for the co-promoter

CR instrument

Grants and Fellowships Call

<p>Co-promoteur d'une université CFB / Co-promoter 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>
<p>Co-promoteur (de régime linguistique francophone) attaché à l'une des institutions / French speaking co-promoter attached to one of these institutions</p>	<p>➤ Ecole royale militaire (E.R.M.)</p> <p>➤ Etablissements scientifiques fédéraux State Scientific Institutions</p> <p>Archives de l'Etat (AE) Bibliothèque Royale de Belgique (B.R.B.) Institut d'Aéronomie spatiale de Belgique (I.A.S.) Institut royal météorologique de Belgique (I.R.M.) Institut royal du Patrimoine artistique (I.R.P.A.) Institut royal des Sciences naturelles de Belgique (I.R.S.N.B.) Musée royal de l'Afrique centrale (M.R.A.C.) Musées royaux d'Art et d'Histoire (M.R.A.H.) Musées royaux des Beaux-arts de Belgique (M.R.B.A.B.) Observatoire royal de Belgique (O.R.B.)</p> <p>➤ Centre d'Étude de l'énergie Nucléaire (SCK-CEN) ➤ Centre wallon de Recherches agronomiques (CRA-W) ➤ Institut de Recherches Microbiologiques Jean-Marie Wiame (I.R.M.W.) ➤ Jardin Botanique Meise (J.B.M. – Jardin Botanique National de Belgique) ➤ Musée royal de Mariemont ➤ Sciensano</p>