

RULES AND REGULATIONS

**CREDITS OF THE INTERUNIVERSITY INSTITUTE OF
NUCLEAR SCIENCES (IISN - INSTITUT
INTERUNIVERSITAIRE DES SCIENCES NUCLÉAIRES)**

**ADOPTED BY
THE BOARD OF TRUSTEES OF THE F.R.S.-FNRS
ON 8TH DECEMBER 2015**

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CHAPTER I: SCOPE

Article 1

The rules and regulations hereinafter are only applicable to the Interuniversity Institute of Nuclear Sciences (I.I.S.N.) research programmes introduced within the framework of the Credits and Projects Call of the Fund for Scientific Research - FNRS (F.R.S. - FNRS).

Article 2

The I.I.S.N. research programme is meant to be carried out within one or several institutions listed in [Appendix 1](#).

Article 3

The starting date of an I.I.S.N. programme is set for the 1st January and the ending date for the 31st December.

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: CANDIDACY

II- A.: PROMOTERS

Article 5

At the latest by 15th November of the year when submitting the application, the main promoter-applicant must be:

- Either a Research Associate, a Senior Research Associate or a Research Director of the F.R.S.-FNRS and assuming the function and duties of such position.
- Or a researcher permanently appointed or on probation, but holding a position equivalent to a permanent appointment in a university of the French-speaking Community of Belgium listed in [Appendix 1](#).

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

Article 6

All co-promoter applicants involved in an IISN project shall meet the eligibility criteria as referred to in article 5.

II- B.: APPLICATION SUBMISSION

Article 7

The "Credits and Projects" 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 in English and online only through SEMAPHORE, the management platform dedicated to calls for proposals, available at the following address: <https://applications.frs-fnrs.be>.

All IISN applications are submitted to a procedure including two or three successive electronic validations on the dates that will be indicated when the call for applications is published.

- a) The validation by the main promoter, responsible proponent accountable to the F.R.S.-FNRS administration: it accounts as a confirmation that the application is complete.
- b) The validation by co-promoters (if any): it accounts as an electronic signature.
- c) The validation by the research unit (or Board of Education) of the institution to which promoters are related – the Authority to which the application file is transferred once promoters have validated the application form. This Authority may accept or refuse the application. The validation deadline fixed for the rectors puts a final end to the call for applications.

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

The validation dates are available in the mini-guide.

Article 8

The Board of Trustees of the I.I.S.N. allocates funds according to the budget that is available. It decides on the granting or rejection, and where provided for, on the amounts to be granted.

CHAPTER III: THE IISN INSTRUMENT (INTERUNIVERSITY INSTITUTE OF NUCLEAR SCIENCES)

Article 9

The allocated fund through the IISN instrument can cover 3 types of expenses:

- Personnel
- Operating
- Equipment

Article 10

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)

Article 11

Categories of personnel¹ are detailed in the table below:

Categories	Activity	
	Part time	Full time
Doctoral Researcher - grant scheme	n/a	x
Doctoral / Non-doctoral Researcher - salary scheme	x	x
Postdoctoral Researcher - salary scheme	x	x
Technician ² - salary scheme (capped)	x	x
Short-term Postdoctoral Researcher - grant scheme (capped)	n/a	x

n/a = not applicable

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

On the date of the hiring, Doctoral or Non-postdoctoral Researchers must have obtained one of the following degrees for 3 years maximum:

- 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 the landscape of Higher Education and the academic studies organisation.

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 mentioned above is extended for one additional year per childbirth and/or adoption occurring after obtaining the academic degree or diploma considered when deciding to offer the position.

¹ *For all categories, the promoter shall contact the relevant department of her/his 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 limited to an annual amount, calculated in proportion to the services provided. Limitations in force for the first year of funding are detailed in the Credits and Projects Call mini-guide.

² *For technicians, new positions are not authorised. Only renewals will be accepted (when justified).*

Specific rules and regulations govern the [Short-term Postdoctoral Researcher](#) Fellowship (CTP - Chercheur temporaire postdoctoral).

Article 12

Teams' personnel whose remuneration costs are not charged to the I.I.S.N. may include amongst others:

- members of the teaching, scientific, administrative or technical staff from universities of the French-speaking Community of Belgium,
- members who benefit from a grant allocated by a Belgian or a foreign body promoting research.

No compensation can be granted to the promoters or to the above-mentioned personnel.

CHAPTER IV: FINANCIAL PROVISIONS

Article 13

Funding granted through the IISN 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 I.I.S.N.** 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 institution.**

In the particular case of joint research carried out by several promoters in several host universities, each institution takes part in the agreement, which contains all the relevant provisions for the employment of staff, the management of grants and the equipment ownership.

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

Article 14

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 shall send the supporting documents to the F.R.S.-FNRS as soon as possible:

For the personnel costs relevant to a given calendar year, the supporting documents must be sent before the 1st March of the following year;

For operating and/or equipment costs, the supporting documents must be sent at the latest 14 months after the end of the research agreement, i.e., before 1st March of the year in question.

Article 15

No hiring is effective without the prior written agreement of the I.I.S.N.

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.

Article 16

Scientific and technical personnel recruitment shall be done in accordance with the scales and regulations in force within the hosting academic institution.

As for technical staff and the Short-term Postdoctoral Researcher Fellowship, the I.I.S.N. contribution is limited to an annual amount assigned from the I.I.S.N. and is a pro-rata calculation based on the services provided.

CHAPTER V: MISCELLANEOUS PROVISIONS

Article 17

Any device acquired with a credit from the I.I.S.N. becomes the property of the host institution 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 department of the host institution.

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

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

Article 18

Any change made to the planned expenditures must receive the prior written approval of the I.I.S.N.:

The grants destined for the personnel are available only for the duration of the research 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 amount will be recovered by the I.I.S.N.

Article 19

Grants are exclusively allocated for the execution of the research programme approved by the I.I.S.N. 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 I.I.S.N.

CHAPTER VI: RIGHTS AND OBLIGATIONS OF THE PROMOTER

Article 20

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

Article 21

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 I.I.S.N., they must adhere to the regulation on property, protection and promotion of the results from the research carried out within the institution.

Article 22

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

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

Article 23

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 IISN 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

IISN instrument

Credits and Projects Call

Instrument

Institut Interuniversitaire des Sciences Nucléaires / Interuniversity Institute of Nuclear Sciences

(IISN)

<p>Candidat promoteur principal et candidat co-promoteur d'une université CFB / Main promoter-applicant and co-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>
<p>Candidat co-promoteur (de régime linguistique francophone) attaché à l'institution / French speaking co-promoter-applicant attached to the institution</p>	<p>➤ Centre d'Étude de l'énergie Nucléaire (SCK-CEN)</p>