

**RULES AND REGULATIONS**

**TÉLÉVIE RESEARCH PROJECT (PDR-TLV)**

**ADOPTED BY**

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

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## CHAPITRE I: SCOPE

### Article 1

The Télévie Research Project (PDR-TLV) instrument of the Fund for Scientific Research - FNRS<sup>1</sup> (F.R.S.-FNRS) enables to fund ambitious cross-university research programmes.

### Article 2

The cross-university PDR-TLV is applicable for 2 years and should be conducted in several institutions listed in [Appendix 1](#).

### Article 3

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

## CHAPITRE II: APPLICATION

### II- A.: PROMOTERS

#### Article 4

The main promoter-applicant submitting a PDR-TLV project 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 by the time of the validation deadline set for the academic authorities (rectors) at the latest,
- Or a researcher appointed in an institution listed in [Appendix 1](#) who must meet the following conditions altogether:
  - To be permanently<sup>2</sup> appointed to an academic or scientific position or on probation in that institution.
  - This appointment must have a final and conclusive assent from the competent body to legitimize this appointment in accordance with the Law or the institution regulations by the time of the validation deadline set 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 Télévie project, i.e. by 1<sup>st</sup> October of the year of the Télévie Call concerned at the latest.

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.

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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> Research logisticians of rank A, as defined by the Royal Decree of 31<sup>st</sup> October 1953 fixing 'le statut des agrégés, des répétiteurs et des membres du personnel scientifique des universités de l'État', are not allowed to be the main promoter-applicant. They are not allowed to be either the requested project initiator of an additional institution involved in the cross-university project.

They may nevertheless be co-promoter applicant, provided they hold a Ph.D.

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 5

The eligibility criteria as referred to in article 4 are also to be met by the project initiator of an additional institution involved.

## **II- B.: CUMULATION RULES**

#### Article 6

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

#### Article 7

Promoters in charge of an ongoing PDR-TLV may only apply for a new PDR-TLV application as from the second year of funding.

## **II- C.: SUBMISSION OF APPLICATION**

#### Article 8

The PDR-TLV Call for applications is open following the decision of the Board of Trustees of the F.R.S.-FNRS and is published on the website.

The application can be submitted in French or in English. It must be submitted online, only through the [e-space](#) management platform dedicated to the calls for proposals.

All applications are submitted to a procedure including 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 the co-promoters: 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. That 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.

The validation dates are available in the mini-guide.

## **CHAPITRE III: NATURE AND DURATION OF THE FUNDING**

### **III- A.: ELIGIBLE AND NON-ELIGIBLE EXPENSES**

#### Article 9

As part of the PDR-TLV the allocated fund 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 or computer equipment costs)
- Restaurant costs and expenses for foodstuffs (coffee, sugar, softs...) not related to missions or shift trips
- Visa fees for residence permits
- Insurance for appliance(s) or vehicle(s) belonging to the institution
- Thesis related expenses (printout, jury's invitation)

### **III- B.: FUNDING CHARACTERISTICS AND PROVISIONS**

#### Article 11

The PDR-TLV is applicable for 2 years.

The starting date of the PDR-TLV is set for 1<sup>st</sup> October and the ending date for 30<sup>th</sup> September.

#### Article 12

A PDR-TLV application enables to apply for funding of a maximum of € 250,000- **on an annual average**.

Personnel costs amount to **a minimum of 1** unidentified Ph.D. for the duration of the project.

Equipment costs are limited to **a maximum of € 200,000-** for the duration of the project.

#### Article 13

Categories related to the personnel<sup>3</sup> are detailed in the table below:

Categories	Activity	
	Part time	Full time
Doctoral Researcher - Grant scheme	n/a	x

<sup>3</sup> For all categories, the promoter shall contact the relevant department of his/her university to obtain an estimate of the total personnel costs involved based on the scientific seniority.

**Those amounts cannot be changed after submission of the application.**

Applicant to a Clinical Ph.D., Postdoctoral Clinical Specialist, Short-term Postdoctoral Researcher, Non-doctoral Researcher and Technician categories are subject to an annual limit, calculated in proportion to the number of days worked. Limitations in force for the first year of funding are detailed in the Télévie Call mini-guide.

Categories	Activity	
	Part time	Full time
Applicant to a Clinical Ph.D. (capped)	x	n/a
Postdoctoral Researcher - Salary scheme	x	x
Postdoctoral Clinical Specialist (capped)	x	n/a
Short-term Postdoctoral Researcher - Grant scheme (capped)	n/a	x
Non-doctoral Researcher (capped)	x	x
Technician - Salary scheme (capped)	x	x

n/a = not applicable

Promoters are allowed to recruit personnel and the duration may not exceed the maximal duration of the funding allotment.

#### Article 14

The identity of the doctoral personnel is not required when submitting the application. After granting and identification, the doctoral personnel shall not be replaced in case of discontinuation.

Regarding the Applicant to a Clinical Ph.D.:

<b>Objective</b>	<p>The applicant to a part-time Clinical Ph.D. (in Medical Sciences or Pharmaceutical and Biomedical Sciences) shall carry out his/her research* under the supervision of a promoter, while pursuing a part-time clinical activity in a university hospital (as defined in the federal regulations) or in a university hospital department as identified by the F.R.S.-FNRS (see <a href="#">Appendix 2</a>).</p> <p>The applicant to a Clinical Ph.D. shall simultaneously undertake an Advanced Master or already be a medical specialist.</p> <p><i>* In a university of the French-speaking Community of Belgium which has a faculty of medicine offering a complete curriculum.</i></p>
<b>Eligibility</b>	The applicant to a part-time Clinical Ph.D. must have obtained the academic degree of Medical Doctor.
<b>Duration</b>	Two years, that may be renewed twice (with a maximum duration of six years).
<b>Employer</b>	<p>The hospital where the applicant to a part-time Clinical Ph.D. carries out his/her clinical activity is the employer and shall remunerate him/her.</p> <p>The F.R.S.-FNRS will reimburse half of the full-time annual cost to the hospital. Cost (on-call duties not included) includes salary cost plus all direct and indirect salary costs. However, the F.R.S.-FNRS reimbursement is subject to an annual limit.</p> <p>Consequently, the hospital-related salary of part-time clinical doctors who are also researchers can be higher than the research-related salary.</p>

## Article 15

The requested Postdoctoral Researcher, Postdoctoral Clinical Specialist and Short-term Postdoctoral Researcher categories must be identified when submitting the proposal. The curriculum vitae (using the provided template) shall be attached to the application. Those candidates must hold a Ph.D. delivered by 1<sup>st</sup> May of the year of the application at the latest. A certificate of achievement or a copy of the doctoral degree must be enclosed in the application file or sent to the F.R.S.-FNRS after the closing date of the call and by 1<sup>st</sup> May at the latest.

The postdoctoral personnel to be recruited must be requested for two years and may be renewed for two years.

Postdoctoral personnel falling under Postdoctoral Researcher and Short-term Postdoctoral categories is requested in a host laboratory different from the laboratory of the thesis supervisor, unless they can justify a two-year mobility outside of their university of origin by the deadline of validation by the academic authorities (rectors), to other research institutions in the French-speaking Community of Belgium, Dutch-speaking Community or abroad.

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

Regarding the Postdoctoral Clinical Specialist:

<b>Objective</b>	The part-time Postdoctoral Clinical Specialist shall carry out a postdoctoral-level research activity in a university of the French-speaking Community of Belgium*, while pursuing a part-time clinical activity in a university hospital (as defined in the federal regulations) or a university hospital department as identified by the F.R.S.-FNRS (see <a href="#">Appendix 2</a> ).  <i>* Which has a faculty of medicine offering a complete curriculum, under the supervision of a promoter.</i>
<b>Eligibility</b>	The part-time Postdoctoral Clinical Specialist must already be a medical specialist. They must hold a Ph.D. in Medical Sciences or Pharmaceutical and Biomedical Sciences, delivered by 1 <sup>st</sup> May of the year of the application at the latest.
<b>Duration</b>	Two years, that may be renewed for two years.
<b>Employer</b>	The hospital where part-time Postdoctoral Clinical Specialist carries out his/her clinical activity is the employer and shall remunerate him/her. The F.R.S.-FNRS will reimburse half of the full-time annual cost to the hospital. Cost (on-call duties not included) includes salary cost plus all direct and indirect salary costs. However, the F.R.S.-FNRS reimbursement is subject to an annual limit. Consequently, the hospital-related salary of part-time clinical doctors who are also researchers can be higher than the research-related salary.

## Article 16

Holders of a Master's degree (or equivalent) or a Ph.D. cannot be recruited under the Technician category.

Holders of a Master's degree can be requested in the Non-doctoral Researcher category. The Non-doctoral Researcher is not allowed to be enrolled in a Ph.D. programme and s/he cannot apply either for a Ph.D. programme.

#### Article 17

No compensation or remuneration may be granted to research promoters. As a consequence, remunerated personnel or the personnel who should be remunerated may **not** assume **any** promoter position.

## CHAPITRE IV: EXAMINATION OF APPLICATIONS

#### Article 18

Criteria that will be taken into account for the evaluation of the PDR-TLV applications are the following:

- Quality of the promoters,
- Quality of the project,
- Quality of the scientific personnel for the postdoctoral categories.

The adequacy of the requested budget with regard to the submitted research programme will also be evaluated. The Scientific Commission may reduce the requested budget up to a maximum of 15%. If the adequacy between the research programme and the requested budget is not justified and appears to require a reduction of more than 15%, the research programme will not be deemed fundable.

#### Article 19

The Board of Trustees of the F.R.S.-FNRS 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.

## CHAPITRE V: FINANCIAL PROVISIONS

#### Article 20

Funding granted through the PDR-TLV instrument is subject to an agreement between three parties:

- **The promoter** who commits to carrying out or pursuing the subsidised research;
- **The F.R.S.-FNRS** which commits to allocating grants covering the personnel, operating and equipment costs;
- **The host institution** which does not undertake any obligation when funding allotment period expires.

It is the responsibility of each institution to assume the management of the personnel recruitment. They also shall handle the management of the grants and equipment ownership.

#### Article 21

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

The grants intended for covering personnel costs shall be used for the duration of the granting only.

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

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



#### Article 22

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 1<sup>st</sup> March of the following year.

The supporting documents justifying operating and/or equipment costs must be sent at the latest 14 months after the end of the granting, that is to say before the 1<sup>st</sup> December of the year in question.

#### Article 23

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

#### Article 24

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

As for the Applicant to a Clinical Ph.D., the Postdoctoral Clinical Specialist, the Short-term Postdoctoral Researcher and the technical staff, the F.R.S.-FNRS contribution is subject to an annual limit assigned from the Fund and is calculated in proportion to the number of days worked.

#### Article 25

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

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

## **CHAPITRE VI: MISCELLANEOUS PROVISIONS**

#### Article 26

Any device acquired with a credit from the F.R.S.-FNRS 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 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 27

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

## **CHAPITRE VII: RIGHTS AND OBLIGATIONS OF THE PROMOTERS**

### Article 28

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

### Article 29

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 of the results from the research carried out within the institution.

### Article 20

Three months after the end of the project, a request for a final report shall be 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 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 as part of the PDR-TLV 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° [project number]"*.

## **APPENDIX 1**

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

PDR-TLV Instrument

**Instrument Projet de recherché Télévie/Télévie Research project**

(PDR-TLV)

<p><b>Candidat promoteur principal et candidat co-promoteur / Main promoter-applicant and co-promoter-applicant</b></p>	<ul style="list-style-type: none"><li>➤ <b>Universités de la Communauté française de Belgique (CFB)</b> <b>Universities of the French-speaking Community of Belgium (CFB)</b><ul style="list-style-type: none"><li>Université Catholique de Louvain (UCLouvain)</li><li>Université Libre de Bruxelles (ULB)</li><li>Université de Liège (ULiège)</li><li>Université de Mons (UMons)</li><li>Université de Namur (UNamur)</li></ul></li><li>➤ Centre d'Etude et de Recherches vétérinaires et agrochimiques (CERVA)</li><li>➤ Centre wallon de Recherches agronomiques (CRA-W)</li><li>➤ Institut de Recherches Microbiologiques Jean-Marie Wiame (I.R.M.W.)</li><li>➤ Institut scientifique de la Santé Publique (I.S.P.)</li><li>➤ Centre Hospitalier de Luxembourg (C.H.L.)</li><li>➤ Luxembourg Institute of Health (LIH)</li><li>➤ Université du Luxembourg (UNI.LU)</li></ul>
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## **APPENDIX 2**

F.R.S.-FNRS List of the hospitals and University hospital's departments

Categories of part-time personnel: Applicant to a Clinical Ph.D. and Postdoctoral Clinical Specialist

Télévie Call

Liste F.R.S.-FNRS des hôpitaux et services hospitaliers universitaires / F.R.S.-FNRS List of the hospitals and University hospital's departments

Catégories de personnel mi-temps : Clinicien doctorant et Clinicien spécialiste postdoctoral / Categories of part-time personnel: Applicant to a Clinical Ph.D. and Postdoctoral Clinical Specialist

<p><b>Hôpitaux et services hospitaliers universitaires rattachés à l'UCLouvain / UCLouvain Hospitals and University hospital's departments</b></p>	<ul style="list-style-type: none"> <li>➤ CLINIQUES UNIVERSITAIRES SAINT-LUC</li> <li>➤ CLINIQUES UNIVERSITAIRES MONT-GODINNE</li> </ul>
<p><b>Hôpitaux et services hospitaliers universitaires rattachés à l'ULB / ULB Hospitals and University hospital's departments</b></p>	<ul style="list-style-type: none"> <li>➤ HÔPITAL ERASME</li> <li>➤ INSTITUT JULES BORDET</li> <li>➤ CHU BRUGMANN :             <ul style="list-style-type: none"> <li>• Service de médecine (comprend aussi la dermatologie)</li> <li>• Service de chirurgie</li> <li>• Service de gériatrie</li> <li>• Service de psychiatrie</li> <li>• Service de revalidation physique</li> <li>• Service d'anesthésie</li> <li>• Service d'hospitalisation chirurgicale de jour</li> <li>• Service de biologie clinique</li> <li>• Service d'imagerie médicale</li> <li>• Service de médecine nucléaire</li> <li>• Service d'hospitalisation non chirurgicale de jour</li> <li>• Service d'anatomie pathologique</li> <li>• Service d'immuno-hématologie-transfusion</li> <li>• Service des soins intensifs</li> </ul> </li> <li>➤ HUDERF :             <ul style="list-style-type: none"> <li>• Service de pédiatrie comprend toutes les cliniques spécialisées liées à la pédiatrie (cardiologie, endocrinologie, gastro-entérologie, diabétologie, néphrologie, douleurs et soins palliatifs, pneumologie, néonatalogie, soins intensifs et urgence, nutrition et maladies métaboliques, cancéro-hématologie, neurologie)</li> <li>• Service de psychiatrie infanto-juvénile</li> <li>• Service de chirurgie cardiaque et pédiatrique</li> <li>• Service d'anesthésiologie</li> </ul> </li> </ul>

- Laboratoire de biologie clinique
- Service d'anatomie pathologique
- Service de dermatologie

➤ CHU SAINT-PIERRE :

- Service de diagnostic et traitement chirurgical comprenant :
  - Service de chirurgie digestive
  - Service d'orthopédie
  - Service de chirurgie vasculaire et thoracique
  - Clinique de chirurgie réparatrice
  - Service d'urologie
  - Service de stomatologie et chirurgie maxillo-faciale
  - Service d'ORL
  - Service d'ophtalmologie
- Service de diagnostic et de traitement médical comprenant :
  - Service des soins intensifs
  - Service de pneumologie
  - Service de gastro-entérologie
  - Service de neurologie
  - Service d'hématologie-oncologie
  - Service d'endocrinologie
  - Service de médecine physique
  - Service de revalidation cardio-pneumo
  - Service de dermatologie
- Programme de soins « patient gériatrique » comprenant :
  - Service de gériatrie
  - Service de psycho-gériatrie
- Service des maladies contagieuses
- Service des maladies infantiles comprenant :
  - Service de pédiatrie
  - Service de néonatalogie
  - Service de pédo-psychiatrie
- Service d'anesthésiologie-réanimation
- Service des urgences
- Service de gynécologie-obstétrique comprenant :
  - Service de gynécologie
  - Service d'obstétrique
  - Clinique de sénologie
- Service « pathologies cardiaques » comprenant :
  - Service de cardiologie
  - Service de chirurgie cardiaque
  - Service de revalidation cardia-pneumo
- Laboratoire de biologie clinique LHUB

<p><b><u>Hôpitaux et services hospitaliers universitaires rattachés à l'ULiège /</u></b>  <i>ULiège Hospitals and University hospital's departments</i></p>	<ul style="list-style-type: none"> <li>➤ CHU LIÈGE</li> <li>➤ C.H.R. DE LA CITADELLE <ul style="list-style-type: none"> <li>• Service d'anatomie pathologique + dermatopathologie</li> <li>• Service d'anesthésie et réanimation</li> <li>• Service de chirurgie cardio-vasculaire</li> <li>• Service de gynécologie-obstétrique</li> <li>• Service d'hématologie clinique</li> <li>• Service de neurologie</li> <li>• Service de néonatalogie</li> <li>• Service de pédiatrie</li> </ul> </li> <li>➤ CENTRE HOSPITALIER DU BOIS DE L'ABBAYE ET DE HESBAYE - SITE SERAING <ul style="list-style-type: none"> <li>• Service de gynécologie-sénologie-obstétrique</li> </ul> </li> </ul>
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