

**Requirements and Procedure for Admission to the Postdoctoral Programme at the Institute of Physical Chemistry of the Polish Academy of Sciences, and Rules for Appointing the Selection Committee**  
(hereinafter: Procedure)

(valid for postdoctoral programme held under: "From Postdoc to PI: the future leaders of ERA")

1. Admission to the postdoctoral programme within the **"From Postdoc to PI: the future leaders of ERA"** (hereinafter: "PD2PI") at the Institute of Physical Chemistry of the Polish Academy of Sciences (hereinafter: "IPC") is by way of a competition announced by the Director of the Institute.

Selection proceedings, preceding the admission of candidates to PD2PI, shall be carried out on the basis of the principles underlying the provisions of the **European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (hereinafter: "the Charter & Code")**, in particular such as: non-discrimination and open, transparent, merit-based, impartial and equitable selection procedure, based on international peer review. Compliance of PD2PI selection process to the Charter & Code shall be the subject of supervision exercised by the Project Coordinator.

2. The competition is targeted at **experienced researchers** (i.e. possessing a doctoral degree or having at least four years of full-time equivalent research experience) (hereinafter: "ERs") **who have not resided or carried out their main activity** (work, studies, etc.) **in Poland and in the country of Partner organization for more than 12 months in the 3 years immediately prior to the deadline of the call.** Researchers are not eligible if they have already been permanently employed by the entity where the research training activities would take place (hereinafter: "Mobility criterion"). For refugees under the 1951 Refugee Convention and the 1967 Protocol, the refugee procedure (i.e. before refugee status is conferred) will not be counted as 'period' of residence/activity in Poland or in the country of Partner organization.
3. The call for submission of applications for PD2PI (hereinafter: "the Call") is published at least on the website of the Public Information Bulletin of the Minister of Science and Higher Education, the website of the European Commission i.e. the European website for mobile researchers for the publication of job offers for scientists (on the day of entry into force of the Regulations: the Euraxess website), on the IPC website<sup>1</sup> and the IPC bulletin boards.
4. The announcement of the Call includes in particular:
  - detailed information on the PD2PI programme (i.e. its scope, duration of appointments, working and financial conditions),
  - list of proposed mentors, research areas available under the PD2PI programme,
  - details on selection proceedings, incl. required documents, deadlines, date of final resolution,
  - basic requirements, incl. eligibility criteria and evaluation criteria,
  - details on appeal procedure and the deadline for appealing,
  - information on IPC, living and scientific career in Poland,
  - link to PD2PI website with application module.
5. The candidates for the PD2PI shall be requested to **submit the following documents:**

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<sup>1</sup> [www.ichf.edu.pl](http://www.ichf.edu.pl)

- a) **Abstract** (up to 1,500 characters);
- b) **Research proposal**, i.e. own interdisciplinary research project, which ERs intend to carry out during their fellowships. Research proposal must include the following sections:
  - i. description of research project (up to 5 pages), incl.:
    - project objectives,
    - reasons for the selection of a research topic,
    - explanation of originality and innovative nature of the project,
    - explanation of interdisciplinary approach applied to the project,
    - research tasks and schedule,
    - explanation of research methods used and required equipment specification,
    - list of key actors involved and their role, incl. indication of at least 1 mentor from IPC who supports the candidate & 1 co-mentor from another organisation.
    - explanation of inter-sectoral approach applied to the project,
    - progress beyond the state of the art and expected impact,
    - literature;
  - iii. budget table, justification and explanation of the costs;
  - iv. a list of indispensable research infrastructure required to carry out the project;
  - v. ethical self-assessment form.
- c) **Curriculum Vitae**, containing:
  - description of the course of the career in academia & other sectors,
  - description of international experience,
  - indication of countries of residence,
  - list of most relevant publications,
  - list of patents, industrial and utility design applications or granted rights – *if applicable*,
  - list of research and/or application projects – *if applicable*,
- d) **letter(s) of support** of at least 1 mentor from IPC and 1 from another research organization,
- e) **scan of PhD Diploma** or other documents proving 4-year full time equivalent research experience,
- f) **reference(s)**, i.e. opinion(s) of an independent researcher on a candidate – *if applicable*,

The candidate should as well **declare fulfilment of the Mobility criterion** (content as referred to in an appendix No. 1) by marking appropriate field in the submission module.

- 6. The documents referred to in item 5 can be a subject of supplements in any doubts of consistency with criteria referred to in items 10. In this case, the candidate is requested to deliver supplements within the period not longer than 7 calendar days (calculated from the next day after sending the request for supplementation).
- 7. **Under a single call, a candidate may submit only one proposal supported by a given mentor from IPC.**
- 8. Submission of application documents is solely electronic using the submission module on the dedicated webpage ([www.pd2pi.edu.pl](http://www.pd2pi.edu.pl)). In case of the malfunctioning of the submission module the Selection Committee may allow for submitting applications by e-mail (indicated in the notification). In this case scan of signed declaration on fulfilment of the Mobility criterion (consistent with template presented in appendix No. 1.) should be attached to the application.
- 9. All correspondence (including notifications of the results) with the candidates will take place solely by e-mail. The candidate shall ensure that the provided e-mail address is correct and that their e-mail box

is checked regularly (including the spam folder). IPC endorses or takes no responsibility for any omissions of the candidate resulting from breaching the above obligation.

10. The admission to the PD2PI is preceded by 3-step evaluation, i.e. evaluation against:

- eligibility criteria,
- substantive criteria,
- other substantive criteria.

11. Submitted applications are subject for evaluation against **eligible (formal) criteria** i.e.:

- a) completeness of the submitted application,
- b) Mobility criterion,
- c) possession by the candidate of the doctoral degree in chemistry, physics, materials science/engineering, biotechnology, biochemistry, biophysics, or related field, or submission by the candidate a formal document stating the scheduled date of PhD thesis defence prior to the deadline of the call, or having at least four years of full-time equivalent research experience prior to the deadline of the Call,
- d) proposed research project is eligible under PD2PI project, in particular:
  - i. the duration of proposed research project is within the timeframes indicated in the call (3 - 36 months),
  - ii. the fellowship is planned to start within the period indicated in the respective Call,
  - iii. the research project ends 31/10/2024 at the latest.

12. Fulfilling the Mobility criterion by the candidate will be evaluated based on their CV, supporting documents and submitted declaration consistent with a declaration template presented in appendix No. 1) to this procedure.

13. Only applications fulfilling eligibility criteria are liable to further evaluation against the following **substantive criteria** (scoring criteria):

Yes/No criteria		
<b>Ethics clearance</b>	Proposal complies with standards & legal provisions governing ethical issues. <u>'No' eliminates the candidate from any further proceedings.</u>	<b>Yes/No</b>
<b>Project is interdisciplinary</b>	Project combines elements of at least 2 research areas (physics, chemistry, biology/ medicine). <u>The score of '0' eliminates the candidate from any further proceedings.</u>	<b>Yes/No</b>
Scoring-based criteria		<b>Pts.</b>
<b>Scientific excellence of the research project</b>	<ul style="list-style-type: none"> <li>– originality &amp; innovative nature of the project (0 - 20 pts.)</li> <li>– appropriateness of the proposed methods &amp; equipment (0 - 20 pts.)</li> <li>– project contributes to creation of new knowledge / technology (0 - 10 pts.)</li> <li>– project adopts inter-sectoral approach e.g. collaboration with business sector, business application (0 - 10 pts.)</li> </ul>	<b>0 - 60</b>
<b>Applicant's experience</b>	<ul style="list-style-type: none"> <li>– research achievements, measured by the quality of scientific publications &amp; the candidate's role in them (first, correspond., significant) (0 - 10 pts.)</li> <li>– participation in industrial research projects (0 - 10 pts.),</li> <li>– projects coordination (research or application projects) (0 - 5 pts.)</li> <li>– obtained or pending patents, industrial and utility designs (0 - 5 pts.)</li> <li>– international experience, e.g. secondments abroad (0 - 5 pts.)</li> <li>– quality of references (0 - 5 pts.)</li> </ul>	<b>0 - 40</b>
<b>TOTAL</b>		<b>100</b>

14. Best candidates, receiving at least 60 pts. against substantive criteria are invited for interviews.

15. The interview can be carried out directly, or with the use of electronic communication devices (e.g. Skype).
16. During the interview the candidates are evaluated against the following **other substantive criteria**:

Yes/No criteria		
<b>English proficiency</b>	Fluent communication in English on a daily basis and in a scientific environment. 'No' eliminates the candidate from any further proceedings.	<b>Yes/No</b>
Scoring-based criteria		
<b>1) Scientific potential</b>	<ul style="list-style-type: none"> <li>– feasibility of the project (0 – 20 pts.)</li> <li>– candidates' research experience and specialized knowledge, applicable in the proposed project (0 – 20 pts.)</li> <li>– potential influence of the project results on ERA/society (0 – 10 pts.)</li> </ul>	<b>0 - 50</b>
<b>2) Soft skills</b>	<ul style="list-style-type: none"> <li>– ability to present research project and his/her carrier goals in clear and coherent way (0 – 20 pts.)</li> <li>– leadership abilities (e.g. measured by past collaborations) (0 – 10 pts.)</li> </ul>	<b>0 - 30</b>
<b>3) Motivation</b>	– motivation towards carrying out the proposed project in the aspect of selected research area, and selection of mentor and co-mentor	<b>0-20</b>
<b>TOTAL</b>		<b>100</b>

17. After the interviews, a preliminary ranking list of candidates is prepared and made public. Final ranking lists with names of candidates appointed to PD2PI project are announced after closing appeal proceedings referred to in item 33. Only candidates with min. 70 pts. may be offered a postdoctoral position provided that a single mentor's capacity is not exceeded.
18. Under a single call a given candidate may be appointed only to one project.
19. The admission proceedings can be repeated until recruitment of an expected number of fellows (450 person/months in total) and/or in case of an early drop-out of enrolled fellow.
20. Depending on the evaluation stage, the candidates are evaluated by different assessment bodies:
- a) PD2PI Project Support Office (hereinafter: "PSO") shall evaluate the candidates against eligibility criteria,
  - b) International External Experts (hereinafter: "IEE") shall evaluate the candidates against substantive criteria,
  - c) IEE and Polish External Experts (hereinafter: "EE") shall evaluate the candidates against other substantive criteria.
21. The Selection Committee (hereinafter: "SC") is appointed by the Scientific Director of IPC. When appointing the SC members, the IPC Scientific Director will ensure the representation in SC of both men and women.
22. SC shall consist of 3 members, including PD2PI Project Coordinator. The remaining SC members are appointed from IPC employees.
23. SC selects IEE and EE separately for each proposal.
24. IEE are chosen among outstanding scientists from European Research Area, who carry out their main activity in countries other than Poland. IPC employees are excluded from being IEE as well as experts employed in candidate's present or former hosting institutions and institutions involved in the candidate's proposal.
25. Against substantive criteria each application shall be evaluated by two IEE. IEE give scores independently. In case of huge (i.e.  $\geq 25$  pts. in relation to a single project) discrepancies between

reviews of IEE of the same proposal, SC will select additional reviewer (IEE). The average score will determine the candidate's location on ranking list.

26. During interviews the candidates are evaluated by IEE and EE against other substantive criteria.
27. EE are chosen among external experts from outside of IPC who represent academia and/or business.
28. Against other substantive criteria each applicant shall be evaluated by two IEE and 1-2 EE. During interviews presence of the SC as a support will be provided. IEE and EE gives scores independently. The average score will determine the candidate's location on ranking list.
29. Prior to evaluation, SC, IEE and EE shall declare in writing their objectivity and impartiality, i.e. the lack of conflicts of interest towards a given candidate.
30. SC shall prepare the preliminary (based on scoring given during interviews) and final ranking list (after closure of appeal proceedings).
31. SC shall present the results of the admission proceedings (i.e. ranking lists) to the Director of IPC.
32. PSO informs candidates about the results of the assessment (feedback).
33. A candidate may be admitted to PD2PI, if they present a certificate that there are no health-related contradictions to join PD2PI (consistent with the Polish relevant legal regulations), issued by an occupational health care physician.
34. The candidate may appeal against SC decision to the Director of the IPC within 7 days from the date of delivery of the decision. The decision of the Institute's Director is final.
35. In case of filing an appeal by an unsuccessful candidate, the Director may call a consultancy body (hereinafter: "Appeal Committee" or "AC") to ensure the presence of appropriate experts. The Director may also call other reviewers (e.g. if in doubt as to SC, EE or IEE member's impartiality). Due to the Polish legal regulations, the settlements of AC cannot be decisive, AC may, however, express its opinion in the appeal process.
36. After the closure of appeal proceedings IPC Director formally enrolls successful candidates to PD2PI. The PD2PI fellows are employed full-time, unless duly justified for reasons associated with personal or family reasons.
37. Entering into the competition (i.e. submitting application under PD2PI) means acceptance of this Procedure and conditions set herein, including the consent to the processing of personal data by IPC on the terms set out in appendix no. 2) to this Procedure.
38. In matters not regulated herein, the Polish and European law, as detailed provisions of grant agreement – 847413-PD2PI concluded between the Research Executive Agency (REA) and IPC<sup>2</sup>.

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<sup>2</sup> *The Annotated Model Grant Agreement is available on Participants Portal – Research and Innovation ([https://ec.europa.eu/research/participants/data/ref/h2020/mqa/msca/h2020-mqa-msca-cofund-mono\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/mqa/msca/h2020-mqa-msca-cofund-mono_en.pdf) - illustrative link, valid on 14/11/2019).*

**Appendix no. 1)**

**Template of the declaration of the candidate on fulfilment of Mobility criterion**

.....  
name and surname

.....  
place / date

.....  
address

.....  
telephone contact number

**DECLARATION**

I, hereby, declare that I have not resided or carried out my main activity (work, studies, etc.) in Poland and in the country of Partner organization for more than 12 months in the 3 years immediately prior to the deadline of the call. In the event of any necessity to prove this fact I undertake to present the relevant documents (e.g. an employment contract, a lease agreement for an apartment, certificates of apprenticeship) at any request of the Institute of Physical Chemistry PAS (hereinafter: "Institute"). At the same time, if I qualify for the programme of *"From Postdoc to PI: the future leaders of ERA"* and collect remuneration from the Institute, simultaneously failing to present documents proving above fact I undertake to reimburse to the Institute the full amount corresponding to the amount of collected remuneration.

.....  
Signature

## *Appendix no. 2)*

### *Information clause*

I consent to the processing of my personal data in the recruitment process.

The controller of your personal data is the Institute of Physical Chemistry of the Polish Academy of Sciences with its registered office in Warsaw, NIP: 5250008755 (the "Institute"). The Institute will process your data for the purpose of carrying out scientific and research activities, providing services and contact with the Institute, on the basis of a contract (in connection with the performance of the contract or in order to take action on your request before the contract is concluded – Article 6, paragraph 1, letter b) of GDPR), the legitimate interest of the Institute (Article 6, paragraph 1, letter f) of the GDPR) and legal provisions (Article 6, paragraph 1, letter c) of the GDPR) - depending on the circumstances.

You have the right to: request access to your data, receive a copy of it; rectify (correct) it; delete it; limit its processing; transfer it; lodge a complaint to the supervisory body; withdraw your consent for processing at any time (withdrawal of consent does not affect the lawfulness of the processing carried out prior to its withdrawal) or to lodge an objection to data processing. More information is available on the Institute's website.

[http://ichf.edu.pl/gen\\_inf/gen\\_en/GDPR%20-%20General%20Information%20Clause.pdf](http://ichf.edu.pl/gen_inf/gen_en/GDPR%20-%20General%20Information%20Clause.pdf)