The Research Commission of the École polytechnique fédérale de Lausanne, hereby adopts the following:

Section 1 General provisions

Art. 1 Sphere of application
1. The Research Commission (herein after “CR”) of the École polytechnique fédérale de Lausanne (herein after “EPFL”) grants fellowships to researchers that are intended to improve their scientific training and to assist them in establishing a research base at an important time point in their scientific careers (herein after “fellowship”).
2. The fellowships are Postdoctoral.
3. The fellowships may be requested in any scientific discipline within the EPFL.

Art. 2 Start and duration of the fellowship
4. The fellowship is granted for a period of twelve (12) or twenty four (24) months maximum.
5. Prolongation is not possible.
6. Fellowships cannot be granted retroactively.
7. Fellowships should start at the latest six (6) months after the decision date.

Art. 3 Research place
8. The fellowship funds residence of researchers in a laboratory at EPFL. The researchers must conduct the proposed research under the supervision of a Professor or a Senior Scientist (“Maître d'enseignement et de recherche”) at the EPFL (herein after “Principal Investigator” – PI).
9. Applicants having a PhD degree from EPFL are not allowed to perform a Postdoctoral stay at the laboratory/institution which awarded the PhD degree.
Art. 4 Selection Committees

10. The CR of the EPFL is responsible for the final ranking and granting of the fellowships according to these regulations.

11. Fellowships are awarded through an independent, international, peer-review process designed to ensure excellence. An international Evaluation Committee made up of multidisciplinary, international experts from the EU and associated countries assesses the applications, based on academic excellence and other key criteria. The experts provide written assessments of the applications and make recommendations about which applications to fund (scoring). As such, the international Evaluation Committee helps the Research Commission of the EPFL (CR-EPFL), chaired by the President of the Research Commission in his decision-making.

12. The Evaluation Committee is composed of experts in the field of basic sciences (chemistry, mathematics, physics), life sciences, engineering sciences (electrical and electronics eng., mechanical eng., micro-engineering, materials science), architecture, civil and environmental engineering, computer science, management of technology and financial engineering, and humanities and social sciences. The selection/nomination of the members of the Evaluation Committee is performed by the President of the Research Commission on the basis of criteria such as track record in the field, peer-reviewed publications and research funding awards in areas of research, and taking into account the "Code of Conduct for the Recruitment of Researchers" described in the European Charter for Researchers, which has been signed by the EPFL on September 16th, 2005.

13. Evaluation Committee members are responsible for evaluating the relative merits of each application submitted to them for review—except for ones which pose a conflict of interest—on the basis of the adjudication criteria to the programme and the letters of appraisal submitted as part of the fellowship application.

14. The Research Office allocates proposals to individual reviewers (members of the Evaluation Committee, three (3) for each application) taking into consideration the field of expertise of the reviewer, and avoiding conflicts of interest. Reviewers will be asked to confirm that they have no conflict of interest—according to the directives at EPFL—for each application that they are asked to evaluate.

15. The Research Office will prepare a ranked list of the most meritorious applicants based on the recommendations of the international experts following the scoring system. Simultaneously, the short-listed applications are checked by the Legal Counsel at EPFL for all ethical issues, e.g. are the necessary authorizations/notifications joined to the application.

16. The CR will make the final decision on the attribution of the fellowships, while taking into account the results of the international evaluation process.

17. The candidates are informed of the decision four months after the submission date.

Section 2 Formal Requirements

Art. 5 Eligibility

In agreement with the Horizon 2020: 2014-2015 Work Programme for Marie Skłodowska-Curie Actions, applicants to EPFL Fellows must be Experienced Researchers (ER): "ER shall, at the time of the recruitment
by the EPFL, be in possession of a doctoral degree or have at least four years of full-time equivalent research experience”. ¹

The following eligibility criteria must be fulfilled:

18. Citizens of any nationality may apply; this includes EU member States, Associated Countries or Other Third Countries.
19. Applicants must have a PhD degree from a recognized university in the field in which they wish to continue their training, or plan to obtain their PhD degree by the time of the employment, or have at least four (4) years of full-time equivalent research experience.
20. Applicants must fulfil the incoming or re-integration criteria²:

   a. (incoming) Applicants must not have resided or carried out their main activity (work, studies, etc.) in Switzerland for more than 12 months in the 3 years immediately prior to the deadline for the submission of proposals.
   b. (re-integration) Applicants must not have resided or carried out their main activity (work, studies, etc.) in Switzerland for more than 12 months in the 3 years immediately prior to the deadline for the submission of proposals, and show at least two (2) years of experience in research at the postdoctoral level in any other country by the time they submit the application.

21. Have arranged in advance a research plan with a host laboratory at the EPFL.

There are no restrictions concerning the age, gender or nationality of the candidates. Candidates with career breaks or variations in the chronological sequence of their career steps are welcome. These candidates are encouraged to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the EPFL Fellows programme. Exceptions to the above rules are possible for women in particular in case of maternity leave, as EPFL has adopted a clear policy of equal opportunities for men and women (e.g. by including the legal provisions related to maternity leave, etc. in the employment conditions).

**Art. 6 Application Process**

22. All application documents should be submitted electronically via the web platform “EPFL Fellows”.
23. All queries should be formulated in English.
24. Applicants should contact the following individuals who must create a temporary account in order to submit supporting letters for their application.

   a. Two research referees
   b. The PI at EPFL

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² **Mobility:** at the time of the relevant deadline for submission of proposals, researchers must not have resided or carried out their main activity (work, studies, etc.) in the country of their host organization for more than 12 months in the 3 years immediately prior to the reference date. Compulsory national service and/or short stays such as holidays are not taken into account.
Call for applications: three months before submission deadline

Submission deadline: October 1st (start fellowship at the earliest April 1st)

Section 3 Evaluation and Attribution

Art. 7 Evaluation Criteria

25. Peer-review - The individual reviewers, members of the international Evaluation Committee are asked to peer review the applications - within the guidelines of integrity of peer review, described in “Guidelines for Research Integrity and Good Scientific Practice at the EPFL” (Lex 3.3.2.) and to score the candidates measured by the following selection criteria:

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<th>EXCELLENCE</th>
<th>Threshold: 3.0/5.0 Weight: 0.5</th>
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<tbody>
<tr>
<td>Sub-Criterion 1. Scientific and Technological Quality</td>
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<tr>
<td>Issues to be addressed:</td>
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<tr>
<td>- Research and technological quality – including interdisciplinarity and multidisciplinarity of the proposed research</td>
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<td>- importance and originality of the research in a given field – the quality and novelty of the research proposed and its contribution to addressing an important gap of knowledge</td>
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<tr>
<td>- adequacy of the chosen approach, methodology and work plan for achieving the scientific and technological objectives, feasibility and quality of the design/methodology, and how well the proposal is written</td>
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<tr>
<td>- Quality of transfer of knowledge/technology – potential to convert research results into commercial exploitation and link with industry, notably by immersion during a portion of the postdoctoral experience</td>
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Sub-Criterion 2. Applicant qualifications

Issues to be addressed:

- academic preparation, demonstrated capacity for research excellence based on track-record, and overall potential to carry out the project successfully
- research results including patents, publications, teaching etc., taken into account the level of experience
- match between the applicants profile and the proposed project

Sub-Criterion 3. Host laboratory

Issues to be addressed:

- quality of the partnership; in particular, the scientific/technical competence and expertise of the host lab at EPFL in the research field of the proposal
- opportunities for collegial interaction
- complementarities of the host and candidate

| IMPACT | Threshold: 3.0/5.0 Weight: 0.3 |
Issues to be addressed:
- potential to enhance and advance the applicant’s research training and impact on the development of the researcher’s career. Special attention will be paid to make re-integration of scientists possible after a career break. Indeed, EPFL has adopted a clear policy for equal opportunities for men and women. To increase the number of women in research, the School supports the integration in the EPFL of women researchers whose scientific careers have been delayed or interrupted due to family obligations (children) or a change of residences due to their partner’s career development
- inter-sectorial dimension – exposure to complementary skills training with special attention to the exposure to the industry sector
- contribution to European excellence and European competitiveness
- effectiveness of the proposed outreach activities – communication and dissemination of results

IMPLEMENTATION

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<th>Threshold</th>
<th>Weight</th>
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<tr>
<td>3.0/5.0</td>
<td>0.2</td>
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Issues to be addressed:
- suitability of facilities/infrastructure of the host lab, adequacy of the supervisor’s operating funds and other supports to carry out the project, and opportunities for collegial interaction
- feasibility and credibility of the project, in particular the work plan

Total

| Threshold | 3.50/5.00 |

Evaluation scores are given for each of the three criteria and not for the sub-criteria. Each criterion will be scored out of 5. Scores are given with a resolution of one decimal place. To ensure fair treatment of the applications, the various experts will be requested to interpret the following scale of marks rigorously, to keep grades as coherent as possible and avoid grade inflation.

Rating Scale: 0.00 – 5.00.

5.0 – outstanding: All relevant aspects of the criteria under evaluation are successfully addressed.

4.0 – excellent: All relevant aspects of the criteria under evaluation are successfully addressed, shortcomings are minor.

3.0 – very good: The criteria under evaluation are very well addressed, although some improvements are possible.

2.0 – good: The criteria under evaluation are well addressed, although some improvements are necessary.

1.0 – fair: The criteria under evaluation are broadly addressed, significant weaknesses are detected.

0.0 – poor: The criteria under evaluation are not addressed, or part of the application are so poorly described that it is impossible to evaluate, or the proposal is incomplete.

Art. 8 Selection Process

26. Step 1 – on or before the deadline (1 October, until 17.00 hr. CET), applicants submit their proposal to the EPFL Fellows web platform.

27. Step 2 – the EPFL Research Office forwards all eligible applications to the international experts.

28. Step 3 – in January (call October 1st) of each year, the CR decides on the attribution of the fellowships, taking into account the final ranking and results of the evaluation process.
29. **Step 4** – the EPFL Research Office informs the applicants of the outcome of their application. The results are announced in January of each year.

### Section 4 Administrative Regulations

**Art. 9 Terms of the fellowship**

30. Successful applicants will be granted a **fixed term employment contract** at the EPFL, annually renewable, for a maximum 4 years post doc (of which maximum 2 funded through COFUND).

All granted candidates must:

- Follow the regulations governing research scientists at EPFL, described in “[Directive sur les rapports de travail des collaborateurs scientifiques de l’EPFL du 1er octobre 2005](http://research.office.epfl.ch/EPFLFellowsMarieCurie)” and in the programme description,
- Comply with the policies outlined in “[Guidelines for Research Integrity and Good Scientific Practice at the EPFL](http://research.office.epfl.ch/EPFLFellowsMarieCurie)”.
- Follow the regulations regarding ethical issues in research as outlined in the “[Charte éthique de l’EPFL](http://research.office.epfl.ch/EPFLFellowsMarieCurie)” and “[Guidelines for Research Integrity and Good Scientific Practice at the EPFL](http://research.office.epfl.ch/EPFLFellowsMarieCurie)”.

### Section 5 Rights and Duties of the Fellowship Holder and the Host Researcher

**Art. 10 Insurance**

31. EPFL concludes an accident insurance in favor of the fellow for the duration of the fellowship.

**Art. 11 Maternity, Sickness, Accident and Military Service**

32. Approval must be obtained from the CR for any interruption of the fellowship.
33. Women are entitled to a payment of four (4) months during maternity leave.
34. In case of illness or accident, the CR will adjust the duration of the fellowship.
35. In case of military service, the duration of the fellowship may be extended on request.

**Art. 12 Reporting and Acknowledgment**

36. Fellowship holders should submit an annual ‘General & Scientific report’ to the Research Office, according to the guidelines established for this purpose.
37. The final ‘General & Scientific report’ should arrive at the Research Office not later than 8 weeks after the end of the fellowship.
Art. 13 Research Integrity and Good Laboratory Practice

38. The postdoctoral fellow will function as a junior investigator, participating in research and related school activities and will follow the “Directive sur les rapports de travail des collaborateurs scientifiques de l’EPFL”.

39. The Principal Investigator of the host laboratory shall fully inform the candidate of the “Guidelines for Research Integrity and Good Laboratory Practice at the EPFL” and will ascertain the fellow’s acknowledgement to accept those guidelines.

Thursday, 12 May 2016