



MSCA COFUND Postdoctoral Fellowship Programme

TERMS AND CONDITIONS

The Coordinating organization, South East Technological University, reserves the right to amend this document.

Beneficiary & Coordinator: South East Technological University (SETU)
Implementing Partners (Recruiting Partners) Experimentica Ltd and University of Iceland
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1. DEFINITIONS

1. **Associated Partner** is any partner hosting secondment or contributing to the training programme. A non-exhaustive list remains available on the INNOVISION website.
2. **Beneficiary** means SETU, the signatory to the Grant Agreement with the REA.
3. **Co-Supervisor** shall mean any supervisor besides the Main supervisor at the recruiting organization that will support the programme. These supervisors can be from any department within the recruiting organization and do not have to be listed on the INNOVISION website. They do need to agree to work with the Main Supervisor and any other supervisors in the application proposal.
4. **EXP** shall mean Experimentica LTD, a recruiting organization and co-funder of the programme
5. **Experienced researcher (ER)** is a person in possession of a doctoral degree or a person with at least four years of full-time equivalent research experience at the time of the call deadline.
6. **Fellow or INNOVISION Fellow** means a researcher employed under the INNOVISION programme on a fixed-term contract
7. **Fellowship or INNOVISION Fellowship** refers to a research fellowship funded under the INNOVISION COFUND as defined above
8. **Full-time equivalent research experience** is measured from the date when a researcher obtained the degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited.
9. **Funding term** shall mean the period between the official start date and agreed end date of the fellowship.
10. **HI** shall mean University of Iceland, Haskoli Islands, a recruiting organization and co-funder of the programme
11. **Implementing Partner** means any three of the recruiting organisations (SETU, EXP or HI)
12. **INNOVISION COFUND** is the project title for “Innovation in Vision Research
13. **Main Supervisor** shall mean the person responsible for supporting and supervising the fellow and ensuring the academic quality of the research proposed under the fellowship. The Main Supervisor must be a named member of the staff of the proposed recruiting organization and listed on the INNOVISION website as an eligible Main Supervisor.
14. Postdoctoral Training Network”, co-funded by European Union’s Horizon Europe Research and Innovation Programme under the Marie Skłodowska -Curie grant agreement No. 101217199
15. **Recruiting Organisation** means one of the three Implementing Partners (SETU, EXP, or HI) which can recruit a fellow
16. **Research Executive Agency (REA)** is a funding body created by the European Commission. REA manages a large share of Horizon 2020, including Marie Skłodowska-Curie Actions.
17. **Research project** shall mean the research work proposed by the fellow in their DOROTHY COFUND application and evaluated as per the procedures set by the funders.
18. **Seconding Supervisor** is the named supervisor at the Seconding Organisation and must be employed by the seconding organization. They shall be responsible for supporting and supervising the fellow in relation to the secondment organisations involvement in the fellowship.

19. **Secondment shall** mean an optional temporary assignment of the fellow to the placement partner organisation as approved by the INNOVISION Management Team, to engage in the fellowship research, career and training development activities while embedded within the placement partner organisation. Placements are taken within the duration of the fellowship and do not constitute an extension. Secondments may be between 1-9 months.
20. **SETU** shall mean South East Technological University (lead organization, beneficiary, and a recruiting organization)
21. **The Funders** refer to the group of Implementing and Associated Partners, in addition to the European Union, funding the programme. Namely, SETU, EXP, HI, and Associated Partners McMaster University; the Dry Eye Foundation; Fighting Blindness
22. **The INNOVISION Management Team** refers to the Programme Coordinator (PC), the Programme Manager (PM), and members of the Supervisory Board (SB).
23. **Time of recruitment shall** mean the deadline by which the Interview Panel approves the final ranking list.

2. INTRODUCTION TO THE FUNDERS

South East Technological University (SETU) is Ireland's newest technological university, established in 2022 through the merger of Waterford Institute of Technology and Institute of Technology Carlow. SETU serves over 18,000 students across multiple campuses in Waterford, Carlow, Wexford, and Wicklow, with a strong focus on research, innovation, and regional impact. As a research-active university, SETU is committed to advancing excellence in science, technology, engineering, the arts, and business, and plays a key role in driving economic, social, and cultural development across the south-east of Ireland. Guided by its Research Strategy Connecting Research to Impact 2025–2028, SETU prioritises world-class research aligned to global challenges, with particular strengths in health and pharmaceutical sciences, information and communication technologies, sustainability and the environment, and advanced manufacturing. Through collaboration with industry, academia, and society, SETU aims to deliver research with meaningful impact regionally, nationally, and internationally.

Experimentica Ltd is a preclinical contract research organisation (CRO) headquartered in Kuopio, Finland, with additional sites in Slovakia, Lithuania, and the US. Founded in 2013, the company specialises in ophthalmic and systemic disease models, offering tailored preclinical research services to support the development of novel therapeutics and medical devices. Experimentica partners with biotechnology and pharmaceutical companies worldwide, combining scientific expertise with cutting-edge methodologies to accelerate translational research. The company's research priorities focus on ocular diseases such as age-related macular degeneration, diabetic retinopathy, and dry eye disease, alongside systemic inflammatory and neurodegenerative disorders. With a strong commitment to scientific excellence and innovation, Experimentica contributes to global health research efforts and actively collaborates within European and international research frameworks, including Horizon Europe.

The University of Iceland (Háskóli Íslands) is the country's leading institution of higher education and research, founded in 1911 and located in the capital city of Reykjavík. With over 14,000 students across five academic schools—Social Sciences, Health Sciences, Humanities,

Education, and Engineering and Natural Sciences—the University combines a strong tradition of scholarship with a forward-looking research agenda. It is the driving force of Icelandic scientific advancement and innovation, contributing to cultural, social, and economic development nationally and internationally. Guided by its research strategy, the University prioritises excellence in fundamental and applied research, with particular strengths in health sciences, sustainability and climate change, renewable energy, Arctic and environmental studies, digital technologies, and cultural heritage. As an active participant in European and global research programmes, the University of Iceland is committed to producing high-impact research that addresses urgent societal challenges in line with Horizon Europe priorities and the UN Sustainable Development Goals.

3. DESCRIPTION OF FELLOWSHIP

INNOVISION COFUND will recruit, train, and launch the careers of 12 excellence fellows via two research calls (cohort 1 & 2) through 30 month fellowships (with at least one month and up to nine months on secondments). Fellows are employed full-time under national law at any of the recruiting organisations, with remuneration, allowances, and research costs in line with the MSCA COFUND framework.

Postdoctoral researchers from all disciplines aligned to INNOVISIONS goals will be eligible (e.g., pharmaceutical technology, biomedical sciences, population health, chemistry, pharmacy, medical humanities, philosophy) as long as the proposed research project falls within the remit of the INNOVISION COFUND GOALS which are:

- Support fellows' career development, through excellent training and supervision and mentoring, and prepare them for future career opportunities by means of the exceptional skills and timely and topical experience that will be gained through these fellowships.
- Create a critical mass of well-networked experts, from a broad range of disciplinary areas, who will be fully able to engage with the EU innovation ecosystem, through the set-up of an innovative multidisciplinary research and training platform. These individuals will be trained to tackle future vision health and ocular research crises in ways that will lead to positive societal impact.
- Promote the dissemination and communication of impactful research beyond traditional academic channels, targeting policymakers and the population at large, with the objective of contributing to resourceful and resilient societies.
- Pioneer an innovative multidisciplinary approach to the way vision health crises and ocular research is understood and tackled. As these are broad-ranging and complex phenomena, with multi-issue implications, solutions cannot prescind from the cooperation between disciplines, sectors and research areas. INNOVISION, then, which shows the feasibility of that, aims to become a replicable template for multidisciplinary, international and intersectoral training approaches.

4. STRUCTURE AND VALUE OF FELLOWSHIP AWARDS

4.1 While the award is technically made to the individual fellow, funds will be distributed by South East Technological University (SETU) to each recruiting organisation upon successful recruitment and appointment of a fellow, except for those funds retained at the recruiting organisation to support programme-level activities.

4.2 The value of an INNOVISION Fellowship consists of the following components:

4.2.1 Remuneration

a) Payment to the recruiting organisation for the fellow's living allowance, in the amount of €4,800 per month of fellowship. This living allowance is subject to mandatory deductions, including employer contributions. The amount will be awarded in Euro and will not be adjusted for exchange rates in non-Euro recruiting organisations. Fellows are encouraged to discuss deductions with their recruiting organisation to understand their total remuneration package.

b) A Mobility Allowance of €600 per month, which may be provided either as a stipend to the fellow or as a supplement to their remuneration, according to the recruiting organisation's policies. This allowance is also subject to deductions as noted above.

c) Where applicable, fellows may be eligible for a Family Allowance of €500 per month. Family allowance is only available to researchers who meet the conditions set forth in the MSCA Handbook. "Family" is defined as persons linked to the researcher by (i) marriage; (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; or (iii) dependent children who are actually being maintained by the fellow. This allowance is also subject to deductions.

d) Each fellow's gross allowances will therefore total €64,800 per year (without family allowance) or €70,800 per year (with family allowance). Standard deductions (taxes, PRSI, or other statutory deductions) will apply. Fellows must be aware that these figures represent gross remuneration and do not reflect net take-home pay.

4.2.2 Direct Research, Training, and Networking Costs

Each fellow will have access to €30,000 over the duration of the 30-month programme (at €1,000 per month). Eligible direct research, training, and networking costs include:

- Essential research supplies such as small consumables;
- Pay-as-you-go access to national research infrastructure;
- Software and hardware critical for the research (to be procured within the first year of the award);
- Archival research costs, books, and journals;
- Conference travel and participation;
- Generic and/or specialist disciplinary skills training;
- Dissemination and communication activities;
- Other costs such as publishing and write-up costs.

Only eligible vouched expenses necessary for implementation of the fellowship, incurred and invoiced within the funding term, will be funded. Stipends for students, salaries for research assistants, or similar personnel costs are not eligible direct research costs under this scheme.

4.3 Paid maternity or parental leave entitlements will be provided in line with the national laws and policies of the country in which the recruiting organisation is based.

4.4 The maximum that may be spent in any year of an INNOVISION fellowship is the relevant annual allowances specified in the offer letter, plus any unspent balance of eligible direct research support expenses carried over from the previous year (if applicable). Apart from this, funds may not be carried forward from one year to the next.

4.5 Funding will be provided solely for the implementation of the research project as described in the application form. If any substantial departures from the original project plan are intended or

become necessary, prior approval from the INNOVISION Management Team must be sought. Such requests may be subject to independent peer review, and the decision of the INNOVISION Management Team on whether to approve proposed changes shall be final.

4.6 Expenses relating to activities that take place outside the funding term are not eligible under the fellowship.

4.7 Halfway through each fellowship (i.e., after 15 months), and again at the end of the fellowship, the recruiting organisation must submit mid-term and final financial reports. Upon request, the recruiting organisation must provide a detailed breakdown of fellowship expenses.

5. CONDITIONS OF THE FELLOWSHIP

MOBILITY RULES

5.1 Fellows must engage in international mobility. Applicants must not have resided or carried out their main activity (work, study, etc.) in the country of the recruiting organisation for more than 12 months in the 36 months immediately before the call deadline. Fellows are required to relocate to the country of the recruiting organisation.

5.2 Fellows must be recruited by one of the three recruiting organisations listed on the INNOVISION website.

5.3 Fellowships may not be held or continued at any organisation other than the recruiting organisations. Fellowships will continue during any secondment phase and under the supervision arrangements specified in the application form.

5.4 During the fellowship, fellows must maintain an actual presence within the appropriate unit of the recruiting organisation and must reside within reasonable travelling distance of that organisation.

5.5 Fellows must have regular and sufficiently frequent contact with their main supervisor and, where applicable, secondment supervisors.

5.6 Fellows will be issued a specific-purpose or fixed-term full-time employment contract covering the entire duration of the fellowship, including any secondments or short-study visits.

5.7 While fellows are expected to complete their research at the recruiting organisation originally proposed, exceptional circumstances may require a change of location or supervisor. In such cases, the fellow and the proposed new supervisor and recruiting organisation must jointly submit a written request to the INNOVISION Management Team outlining the case for change. The INNOVISION Management Team will examine the submission on its merits and issue a decision regarding the continuation of funding under the revised circumstances.

5.8 INNOVISION COFUND is aligned with the principles of the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, including research freedom, ethical principles, professional responsibility, accountability, good practice in research, dissemination and exploitation of results, public engagement, supervision, and continuing professional development. All employment contracts must reflect these principles.

Training and Career Development Plan

5.9 Each fellow will have a supervisory committee consisting of a main supervisor, co-supervisors within the recruiting organisation, and a secondment supervisor (if relevant), all selected by the fellow from the approved list. The committee's primary roles include:

- monitoring research progress;
- providing hands-on training and advice;
- performing skills audits and helping identify training opportunities;
- advising on dissemination, exploitation, and communication outputs (e.g. publications, conferences, policy briefs, public talks);
- endorsing the *INNOVISION Supervisory Charter* to ensure excellent and consistent supervisory practice.

Wherever possible, supervisory committees should be gender balanced.

5.10 Supervisory committees will support fellows in identifying training needs and drafting a Career Development Plan (CDP) within the first month of the fellowship. Training opportunities may include research skills and transferable skills (leadership, IP management, presentation skills). Fellows may also attend relevant courses at the recruiting organisation.

5.11 The CDP is a live document, to be revised every six months and submitted to the INNOVISION Management Team. It must clearly indicate deliverables such as publications, dissemination activities, and completed research milestones.

5.12 The individual training plan will be included in the application and evaluated at recruitment stage.

5.13 Fellows must discuss potential exploitation venues for project outcomes with their supervisory committee, including interdisciplinary and intersectoral opportunities.

5.14 Fellows will undertake a training programme that combines individual training (including secondments) with programme-wide training events.

5.15 Where a relevant training opportunity is not available at the recruiting organisation, fellows may access it elsewhere as an eligible cost. Fellows are expected to complete at least two relevant training modules (or equivalent) per year of the fellowship.

5.16 All fellows must complete research ethics training via the Epigeum online platform (or equivalent).

5.17 INNOVISION COFUND will organise summer schools and a final congress, held in Ireland, with in-person attendance mandatory. Failure to attend may result in suspension of the fellowship.

5.18 Reasonable travel and accommodation expenses for mandatory training events may be charged to the fellow's Research and Training funds, in line with the recruiting organisation's travel reimbursement policies.

5.19 Fellows may be required to attend additional training sessions, meetings, and events organised by INNOVISION. Fellows, with supervisory committee support, are encouraged to identify additional suitable training and networking events.

5.20 The INNOVISION Management Team will prepare a Communication, Dissemination, and Exploitation (CDE) Strategy, reviewed annually with input from the CDE Board.

5.21 Fellows must include planned dissemination activities in the CDE section of their CDP, to be revised every six months. This section will be reviewed by the CDE Board and Research Excellence Board, which may issue recommendations.

5.22 Fellows must include activities such as peer-reviewed publications, conference participation, intersectoral events, and knowledge-transfer activities.

5.23 Throughout their fellowship, fellows should publish no fewer than three scholarly outputs (e.g., journal articles, book chapters, conference proceedings).

5.24 Fellows will be expected to attend no fewer than four conferences, both in Ireland and abroad, over the lifetime of the fellowship.

5.25 Fellows are encouraged to publish at least two scientific articles or a policy brief related to their project and produce at least six blog posts for publication on the INNOVISION COFUND website at regular intervals.

5.26 Fellows must disseminate their project results primarily through peer-reviewed articles and relevant scientific or policy conferences. Where appropriate, they must also share findings with policymakers, industry, and other stakeholders through articles, presentations, workshops, or roundtables.

5.27 Fellows are encouraged to use INNOVISION COFUND social media channels for dissemination of results.

5.28 Each fellow must engage in Transfer of Knowledge activities at the start of the fellowship in the recruiting organisation and at the start of the return phase in the form of a workshop, seminar, or lecture.

5.29 The INNOVISION CDE Strategy will include recommendations for impactful communication of research results in public health crises to diverse audiences, such as senior citizens, schools, patient groups, and citizen associations. Fellows will be expected to hold at least four outreach events during the fellowship: two during the first half of the fellowship and two during the second half.

Dissemination of Results and Open Access Policy

5.30 All fellows must adhere to the principles of Open Access. Supervisory committees should advise fellows on the most appropriate Open Access publication route, in line with Horizon Europe guidelines.

5.31 Fellows must disseminate their research results as soon as possible by disclosing them to the public through appropriate means (other than those required for protecting or exploiting results), including scientific publications in any medium.

5.32 Open access to scientific publications must follow the rules on depositing publications in open-access repositories, as required under Horizon Europe.

5.33 Where full compliance with open access requirements is not feasible, fellows must consult with their main supervisor for guidance and inform the INNOVISION Management Team.

5.34 Fellows must ensure open access (free-of-charge online access) to all peer-reviewed scientific publications arising from their fellowship. Specifically, they must:

- Deposit, as soon as possible and at the latest on publication, a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a recognised repository;
- Aim to deposit, at the same time, the research data needed to validate the results;
- Ensure open access to the deposited publication:
 - On publication if available electronically for free via the publisher, or
 - Within six months of publication (twelve months for social sciences and humanities) in all other cases;
- Ensure that bibliographic metadata are openly accessible and include:
 - The term “Marie Skłodowska-Curie Actions”;
 - The project name, acronym, and grant number;
 - The publication date and any embargo period;
 - A persistent identifier (e.g., DOI).

5.35 Fellows are encouraged to follow Horizon Europe Guidelines on Open Access to Scientific Publications and Research Data.

Additional Duties Outside the Remit of the Fellowship

5.36 Fellows must be fully dedicated to the research and training activities of their fellowship as detailed in the CDP.

5.37 Fellows must engage full time in fellowship-related activities during the funding term.

5.38 Additional activities (e.g., teaching, grant writing, occasional consultancy) are recognised as valuable for building a well-rounded research profile and are considered suitable if approved.

5.39 Fellows may engage in additional activities under the following conditions:

- a) Such activities have been discussed with and approved by the supervisory panel as relevant to the fellowship; and
- b) The total number of hours devoted to such activities does not exceed 50 hours per academic term.

Additional Awards

5.40 The fellowship is not intended to replace or supplement funds available under programmatic research actions. It may, however, be held in conjunction with other externally funded travel or equipment grants provided that:

- a) Fellows declare, when applying for additional funding, that they hold an INNOVISION fellowship and notify the INNOVISION Management Team before submission of the application;
- b) The value of other funding does not exceed €20,000 in any fellowship year unless explicitly approved by the INNOVISION Management Team in exceptional cases;
- c) Fellows disclose all external funding (e.g., travel grants) in writing to their recruiting organisation and the INNOVISION Management Team, and record it in progress reports.

5.41 Tax implications of additional awards are the responsibility of the fellow and not INNOVISION or the recruiting organisation.

Knowledge Transfer

5.42 Fellows must actively engage in knowledge transfer during the fellowship to their recruiting organisation, partners, and the wider INNOVISION network. Knowledge transfer may include workshops, seminars, secondments, and other structured activities. All activities must be documented in accordance with INNOVISION reporting requirements.

5.43 Recruiting organisations must establish rules and procedures for the protection, ownership, and management of any intellectual property (IP) or results arising from the fellowship. These provisions must be set out in a written agreement with the fellow and be in compliance with national law, institutional policies, and Horizon Europe Model Grant Agreement No. 101217199 (Articles 16–18).

5.44 Any applications for IP protection, including patent applications, must explicitly acknowledge funding under Marie Skłodowska-Curie Actions (MSCA) and INNOVISION COFUND, in line with Article 17 of the Horizon Europe Model Grant Agreement.

Research Ethics

5.45 INNOVISION will not fund research in the following prohibited areas:

- a) Human cloning for reproductive purposes;
- b) Genetic modification of human beings that could make such changes heritable (except for research relating to cancer treatment of the gonads);
- c) Creation or use of human embryos or embryonic cells/tissues for research purposes, including by somatic cell nuclear transfer.

5.46 All INNOVISION fellowship-related activities must have an exclusive focus on civil applications.

5.47 INNOVISION is committed to maintaining high ethical standards in all research funded under the programme.

5.48 Recruiting organisations must have clear ethical guidelines and assurance procedures in place to manage research carried out under their direction.

5.49 The recruiting organisation is responsible for ethical approval and ongoing monitoring of the fellowship.

5.50 Fellows must adhere to recognised ethical practices and fundamental principles relevant to their discipline, as well as institutional, sectoral, and national codes of ethics.

5.51 Fellows must consider ethical issues that may arise during their research and address them appropriately.

5.52 If ethical issues arise, fellows must submit a written statement to the INNOVISION Ethics Review Committee confirming that the ethical implications have been considered, and outlining their proposed resolution.

6. Research Integrity

6.1 Recruiting organisations must ensure that the highest standards of research conduct are maintained throughout the duration of the fellowship.

6.2 Recruiting organisations must have formal, fair, and effective processes in place for investigating allegations of research misconduct (e.g., plagiarism, falsification or fabrication of data, improper data selection, misuse of research funds). These processes, together with the agreed procedures for investigating allegations of research misconduct, must be transparent and clearly publicised.

6.3 All systems and procedures to manage allegations of research misconduct must be aligned with the principles of research integrity and good research practice as set out in the *European Code of Conduct for Research Integrity* (2017 revised edition).

Publications and Acknowledgement of the Funders and European Commission Funding

6.4 Fellows are expected to discuss their publication plans with their supervisory panel and provide advance notice of forthcoming publications.

6.5 All dissemination activity and publicity, in any form, must be in accordance with the INNOVISION Terms and Conditions and the INNOVISION Acknowledgement of Funding Policy.

6.6 All dissemination and publicity must include:

- the EU emblem;
- the following text: *“This project has received funding from the European Union’s Horizon Europe research and innovation programme under the Marie Skłodowska-Curie grant agreement No 101217199.”*
- acknowledgement of funding received through INNOVISION COFUND under the Marie Skłodowska-Curie Actions, including the logos of INNOVISION and MSCA;
- the INNOVISION COFUND logo.

6.7 When displayed with other logos, the EU emblem must be displayed with appropriate prominence.

6.8 Fellows are required to notify the INNOVISION Management Team in advance of participation in any significant events associated with the fellowship, including public dissemination of the research or media coverage. Advance notification must be sent by email to innovision@setu.ie.

7. FINANCE AND ACCOUNTABILITY

7.1 Subject to compliance by the fellow, supervisors, and recruiting organisation (and any outgoing secondment organisation) with these Terms and Conditions, and subject to the receipt by the INNOVISION Management Team of satisfactory reports on the progress of the fellowship, the fellowship will be disbursed to the fellow's recruiting organisation in two yearly instalments, beginning with the first instalment after the fellowship commences.

7.2 All amounts payable in respect of INNOVISION fellowships are made to the fellow's recruiting organisation. The INNOVISION Management Team does not transfer any monies directly to the fellow or to any outgoing secondment organisation.

7.3 The recruiting organisation will coordinate payment of the award to the fellow. It is the responsibility of the fellow to contact the relevant research office (or equivalent) at the recruiting organisation regarding the administration of the fellowship funds.

7.4 The fellow, in collaboration with their main supervisor, is responsible for appropriate financial planning and spending of fellowship funds in line with the approved budget and INNOVISION's financial rules.

7.5 Payment of an INNOVISION fellowship is wholly subject to the continued receipt of funding under the Marie Skłodowska-Curie Actions COFUND (Horizon Europe, Grant Agreement No. 101217199). In the event of such funding being reduced or discontinued, neither the European Research Executive Agency (REA), nor South East Technological University (on behalf of the INNOVISION consortium), nor any co-funders shall be under any liability to provide replacement funding or to compensate the fellow for any reduction or cessation of such funding.

7.6 The recruiting organisation is responsible for, and accountable for, the proper use of the fellowship funds for the entire duration of the fellowship.

7.7 The INNOVISION Management Team reserves the right to request confirmation from the external auditors of the recruiting organisation that:

- the annual accounts of the recruiting organisation are up to date and have been approved by the auditors without qualification;
- the management letter from the auditors raised no matters that did or could significantly affect the administration of fellowships;
- monies received under the fellowship have been used solely for the purpose for which they were awarded.

7.8 The INNOVISION Management Team, South East Technological University (on behalf of the INNOVISION consortium), the European Research Executive Agency (REA), and the European Commission reserve the right to commission financial, technical, or compliance audits of the recruiting organisation. The recruiting organisation undertakes to fully facilitate such audits and

reviews, including granting access to all financial records, timesheets, supporting documentation, and any other evidence required under Horizon Europe Grant Agreement No. 101217199.

7.9 The funders accept no responsibility, financial or otherwise, for expenditure or liabilities arising out of work carried out under the fellowship. The recruiting organisation must fully indemnify the funders against all such expenditure or liabilities and against any actions, proceedings, costs, damages, expenses, claims and demands arising, including (but not limited to) any claims for compensation for which the recruiting organisation may be liable as an employer or otherwise, or any claims by any person in relation to intellectual property.

7.10 The recruiting organisation may hold onto any unspent funds at the end of the fellowship given they can provide evidence that all money provided from the REA was used towards the fellowship salary as agreed in the terms and conditions.

8. REVIEW OF PROGRESS

8.1 The INNOVISION Management Team attaches considerable importance to procedures for monitoring research performance and ensuring effective progress under the fellowship.

8.2 The fellow will be required to submit a comprehensive report annually, with a shorter interim report submitted midway through the reporting year.

8.3 The recruiting organisation shall ensure that the fellow and their supervisory team submit the required progress reports promptly and, where applicable, within the period specified by the INNOVISION Management Team. If exceptional circumstances arise that may delay the submission of any report, including the final report, a written request to extend the deadline must be submitted to the INNOVISION Management Team in advance of the due date. Timely submission of all required reports is a condition for the continuation of fellowship payments.

8.4 The format for these reports will be made available by the INNOVISION Management Team and will include, but not be limited to:

- a financial update;
- an explanation of the fellow's implementation of the Career Development Plan (CDP).

- an outline of research progress and outputs;
- an outline of outreach activities and the impact of the research to date.

8.5 The fellow must submit an initial Career Development Plan (CDP) and subsequently provide six-monthly updates, using the template provided by the INNOVISION Management Team, as part of their progress reports.

8.6 All fellows will discuss with their supervisory panel their CDP, research progress and outputs, possible exploitation opportunities for their project outcomes (including interdisciplinary and intersectoral applications), and their outreach and dissemination activities.

8.7 The supervisory panel will not have direct reporting duties; however, they are responsible for informing the INNOVISION Management Team if the fellow leaves the recruiting organisation, or if there are concerns regarding the fellow's level of engagement, time commitment, or progress on the fellowship.

8.8 Reports will be requested by the INNOVISION Management Team and must be submitted by the fellow in the format and by the deadlines specified.

8.9 Such reports, combined with other evidence of attainment—such as formal institutional approval—are a condition for the continuation of funding.

8.10 All CDPs will be reviewed annually in full by the INNOVISION Research Excellence Board, and partially by the Training Board and Career Development and Engagement (CDE) Board, which will issue recommendations as appropriate. If concerns are raised about the biannual revision of the CDP, the fellow will be informed through a dedicated feedback session. If appropriate, reinforced monitoring mechanisms may be recommended.

8.11 At the start of their fellowship (within three months), fellows must submit a Data Management Plan (DMP) in accordance with Horizon Europe guidelines and best practices, including the National Open Research Forum (NORF) Framework. All data must comply with the FAIR principles (Findable, Accessible, Interoperable and Reusable) and be deposited in institutional repositories, discipline-specific repositories, or in an EU-recognised repository such as Zenodo or OpenAIRE. Fellows must update their DMPs as part of their regular CDP revisions.

8.12 If the fellow does not submit progress reports on time, or if the INNOVISION Management Team receives an unsatisfactory progress report or evaluation, the fellow will be informed accordingly and allowed to resubmit an amended report. The INNOVISION Management Team reserves the right to convene a review committee to evaluate the fellowship to date, including progress against deliverables outlined in the original proposal (research plan, outputs, and CDP).

8.13 If a review committee is convened by the funders, this committee may draw on disciplinary inputs from external experts, including evaluators who previously reviewed the proposal. The INNOVISION Management Team will provide written feedback to the fellow, indicating one of three outcomes:

- report satisfactory in all respects and continuation of fellowship confirmed;
- report deficient in some areas and specific actions for resolution indicated with a defined time period;
- report indicates evidence of unsatisfactory progress, and the fellowship may be suspended or terminated.

8.14 Should concerns remain, even after feedback and further monitoring of progress, the review committee may recommend to the INNOVISION Management Team that the fellowship be suspended or terminated where it deems necessary, following review of all reports and supporting information.

8.15 All fellowships may be subject to external research and financial audits, including audits commissioned by South East Technological University (on behalf of the INNOVISION consortium), the European Research Executive Agency (REA), or the European Commission under Horizon Europe Grant Agreement No. 101217199.

8.16 The fellow must contact the appropriate office in their recruiting organisation if they have any concerns about their fellowship. Where such concerns relate to an outgoing secondment organisation's involvement in the fellowship, the fellow must first address these concerns with their outgoing supervisor. Where such concerns relate to a secondment placement partner's involvement in the fellowship, the fellow must initially address such concerns with their secondment supervisor. If concerns continue, the fellow should escalate them to the INNOVISION Management Team.

8.17 It is the responsibility of the fellow to inform the INNOVISION Management Team of any change of address, telephone number, or email address within two weeks of such a change. This should be done via the fellow's online profile in the INNOVISION management system. For ease of contact, fellows are requested to use a single email address for all correspondence from application to award and throughout the duration of the fellowship.

8.18 Fellows are required to provide follow-up contact details for the purpose of career tracking in their final report or as otherwise requested by the INNOVISION Management Team. INNOVISION may periodically carry out destination surveys of completed fellows, and fellows agree to cooperate in providing this information. Where a fellow's contact details change post-completion of their fellowship, they are required to update their profile in the INNOVISION management system or notify the INNOVISION Management Team.

8.19 Fellows are required to complete and submit an evaluation questionnaire (at the end of the fellowship) and a follow-up questionnaire (two years later) provided by REA.

9. DEFERRAL, SUSPENSION AND TERMINATION

Deferral or Suspension of Fellowship

9.1 Fellowships may not be deferred or suspended except in the case of eligible career breaks. Eligible career breaks include maternity leave, paternity leave, adoptive leave, prolonged sick leave, and carer's leave. Documented evidence of the eligible career break must be provided for a deferral or suspension to be granted. A template form will be available for requesting a deferral or suspension. The decision to approve such requests rests with the INNOVISION Management Team, whose decision shall be final.

9.2 Where there is an agreed suspension of the fellowship, the INNOVISION Management Team may consider fellows' requests for a no-cost extension beyond the original funding term, subject to the provisions of Horizon Europe Grant Agreement No. 101217199 and the continued eligibility of the fellow.

9.3 INNOVISION fellows are entitled to take maternity and/or parental leave in accordance with the policies of their recruiting organisation and applicable national legislation.

Maternity Leave

9.4 Fellows wishing to take maternity or parental leave must request a suspension of their fellowship for all statutory periods allowed under applicable national legislation. A template request form will be available for this purpose. Once approved, the fellowship will be suspended for the relevant period, and a new fellowship end date will be calculated. The INNOVISION Management Team must be informed in writing of the expected commencement date of maternity or parental leave at least four weeks in advance.

9.5 Fellows must contact their recruiting organisation to arrange the administration of their intended maternity or parental leave.

9.6 Fellows should contact the relevant national authority (e.g., Department of Social Protection in Ireland) to ascertain whether they are entitled to state maternity or parental benefits, where applicable.

9.7 All fellows will receive maternity or parental leave benefits as provided for under the policies and employment conditions of their recruiting organisation, in line with national legislation.

Termination of Fellowship

9.9 The INNOVISION Management Team recognises that, for personal, professional, or other reasons, a fellow may wish to terminate their fellowship prematurely. Such action should not be taken without prior consultation with the INNOVISION Management Team.

9.10 Should a fellow be unable, for any reason (including medical reasons), to pursue their fellowship in accordance with these Terms and Conditions and with the approved fellowship application, the fellow and main supervisor must inform the INNOVISION Management Team and the research office (or equivalent) at the recruiting organisation as soon as possible, and no later than two weeks from the date the situation comes to their attention. Where early termination occurs during the outgoing phase at an outgoing secondment organisation, the fellow must also liaise with their outgoing supervisor. Where early termination occurs before or during a non-academic secondment, the fellow must also liaise with their secondment supervisor. The INNOVISION Management Team will have regard to the relevant policies and procedures of the recruiting organisation but reserves the right to withdraw the fellowship where necessary.

9.11 Where a fellow intends to terminate the fellowship prematurely, the INNOVISION Management Team may require evidence of progress and outputs achieved up to the date of termination.

9.12 In cases where the relevant INNOVISION committees deem the fellow's progress inadequate or the fellowship has been terminated due to breach of these Terms and Conditions, the INNOVISION Management Team reserves the right to recover, from the recruiting organisation, any fellowship funds expended that are deemed ineligible under Horizon Europe Grant Agreement No. 101217199.

9.13 If the fellow terminates a fellowship, the INNOVISION Management Team is not responsible for continuing to disburse funds to the recruiting organisation. The INNOVISION Management Team may seek to recover some or all funds already allocated or expended, in line with the provisions of Horizon Europe Grant Agreement No. 101217199.

9.14 The INNOVISION Management Team reserves the right to suspend or terminate the fellowship and/or require reimbursement by the recruiting organisation if, in its opinion, there has been a material breach of these Terms and Conditions. Such actions may also be taken in accordance with the provisions of the Horizon Europe Model Grant Agreement (Article 28 – Suspension and Termination) under Grant Agreement No. 101217199.

10. RESPONSIBILITIES OF HOST ORGANISATIONS

10.1 Employment and working conditions for INNOVISION fellows must be aligned with the applicable national employment legislation in the country of the recruiting organisation and with the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, including but not limited to working conditions, recognition of the profession, and equal opportunities. In addition, the fellowship must be administered in accordance with the Athena SWAN Charter (or equivalent equality, diversity, and inclusion framework) where

applicable. Excellent working conditions (including maternity and parental leave provisions meeting or exceeding national standards) must be offered to all fellows.

10.2 Recruiting organisations must have the capacity to provide professional guidance and mentoring to the fellow and ensure access to experimental facilities, equipment, data, or other resources as relevant to the fellowship.

10.3 Recruiting organisations are required to provide the facilities and access to the equipment necessary for the fellow to carry out the research, ensuring that all equipment and materials provided for the fellowship are adequately maintained and accessible on reasonable terms and conditions equivalent to those offered to other researchers and staff members.

10.4 A written agreement must be in place between the recruiting organisation and any outgoing secondment organisation before the fellowship can commence. This agreement must cover confidentiality, publication rights, intellectual property rights (IPR), transfer of funding from the recruiting organisation to the outgoing organisation, and the terms of the fellow's secondment (if applicable), including the fellow's rights and responsibilities during the outgoing phase. All provisions must be fully consistent with these Terms and Conditions and with Horizon Europe Model Grant Agreement No. 101217199, including Articles 16–18 on IPR, exploitation, dissemination, confidentiality, and open access obligations.

10.5 A copy of the written agreement between the recruiting organisation and any outgoing organisation must be made available to the INNOVISION Management Team before the fellowship commences.

10.6 A written agreement must be in place in relation to any optional secondments where intellectual property or other results are likely to arise. The recruiting organisation must determine whether such an agreement is required to address other aspects of the fellow's secondment, taking into account factors such as duration, location, and scope of work. Any such agreement must comply with the Horizon Europe Model Grant Agreement provisions on IPR, exploitation, dissemination, confidentiality, and open science requirements.

10.7 Recruiting organisations must obtain and comply with all necessary and statutory permissions laid down by local, national, and EU authorities in relation to protecting the environment, preventing pollution, and ensuring wider societal health and safety protection. All research activities must be carried out in accordance with Horizon Europe Grant Agreement No. 101217199 and with applicable EU, national, and institutional health, safety, and environmental regulations.

Recruiting Organisation

10.8 The recruiting organisation must accept full accountability for managing, monitoring, and controlling all research work funded under the fellowship, as well as for the financial management of the fellowship funds, in accordance with the approved award budget and Horizon Europe Grant Agreement No. 101217199.

10.9 The recruiting organisation must ensure that an academic supervisor is appointed with responsibility for supporting and guiding the fellow. This main supervisor would normally be a principal investigator or other suitably qualified person and is expected to remain a staff member of the recruiting organisation for the entire duration of the fellowship.

10.10 By providing institutional endorsement to an INNOVISION fellowship application, the recruiting organisation confirms the eligibility and suitability of the proposed academic supervisor to support the fellow and undertake the obligations outlined in these Terms and Conditions.

10.11 The recruiting organisation must conclude an employment contract with the fellow for the entire duration of the fellowship. The contract must be equivalent to those offered for comparable fixed-term research positions within the organisation, with the stipulation that the contract is subject to continued funding from the funders and the European Commission. The employment contract must include information on the statutory working conditions applicable to the fellowship and must not conflict with the rules governing the fellowship or the provisions of Horizon Europe Grant Agreement No. 101217199.

10.12 The employment contract between the recruiting organisation and the fellow must specify:

- the law applicable to the employment contract;
- the nature of the appointment of the researcher in terms of status;
- the total duration of the fellowship, the start date and end date, and requirements relating to the mandatory outgoing phase to the outgoing organisation and the mandatory return phase to the recruiting organisation;
- that the return phase under international fellowships must commence immediately following the outgoing phase;
- an express guarantee that the employment contract in force with the recruiting organisation before the start of the outgoing phase will remain valid for the duration of the return phase, combined with the obligation of the fellow to return to the recruiting organisation after the outgoing phase to carry out the return phase of the project;
- details of the outgoing organisation for the mandatory outgoing phase, including the location of work and the name of the fellow's outgoing supervisor;
- details of the fellow's main supervisor and primary location of work for the fellowship;
- the value of the allowances to be paid and arrangements for payment to the fellow (payments must be made in the relevant national currency at the exchange rate at that time);
- provisions for holidays and holiday pay, annual leave, sickness leave, and maternity/parental leave;
- the arrangements between the recruiting organisation, outgoing organisation, and the fellow relating to intellectual property rights (if applicable), as well as rules on confidentiality, in accordance with Horizon Europe Model Grant Agreement No. 101217199 (Articles 16–18).

10.13 The recruiting organisation is responsible for arranging appropriate accident insurance for the fellow for the entire duration of the fellowship, including during any secondment.

Secondment Partner Organisation

10.17 The secondment partner organisation must appoint a secondment supervisor who will work collaboratively with the fellow, their main supervisor, and their outgoing supervisor (where applicable) to provide guidance and ensure integration of the secondment activities with the overall research project and the partner organisation's research or innovation efforts.

10.18 Regular and sufficiently frequent contact must be maintained between the secondment supervisor, the fellow, the main supervisor, and the outgoing supervisor (where applicable) throughout the duration of the secondment, as a minimum requirement, to ensure appropriate supervision, progress monitoring, and alignment with the objectives of the fellowship.

11. GENERAL CONDITIONS

11.1 These Terms and Conditions will be governed by and construed in accordance with the laws of the country of the recruiting organisation and applicable European Union legislation and

policies. All parties expressly and irrevocably submit to the jurisdiction of the competent courts in that country, without prejudice to the obligations under Horizon Europe Grant Agreement No. 101217199.

11.2 The INNOVISION Management Team will adopt procedures consistent with the policies of the European Union and of the recruiting organisation's country regarding the development of the information society. Properly authenticated electronic communications will be treated as legally equivalent to paper submissions.

11.3 The INNOVISION Management Team and recruiting organisations must follow good practice on data protection, management, and security in line with the General Data Protection Regulation (GDPR), Horizon Europe requirements, and applicable national legislation. Neither the INNOVISION Management Team nor its funders can be held legally liable for interference by any third party.

11.4 It is a condition of acceptance of a fellowship that fellows grant permission to the INNOVISION Management Team to share data relating to their application and fellowship with consortium partners, funders, government departments, the European Commission, the European Research Executive Agency (REA), and other relevant national or European funding agencies, for monitoring, statistical analysis, and policy formation purposes.

12. CONFLICTS OF INTEREST

12.1 A conflict of interest is a situation in which an individual has competing interests or loyalties between their private interests and their official responsibilities. Competing interests can make it difficult to fulfil duties impartially. The conflict can be real, apparent, or potential, and it exists even if no unethical or improper act actually results from it.

12.2 Fellows and supervisors must avoid situations in which conflicts of interest could arise under the supervision arrangements proposed for a fellowship.

12.3 Where practicable, personal relationships such as spouses, partners, parents/children, siblings, or other close personal relationships should not exist between the fellow and the proposed main supervisor or secondment supervisor.

12.4 It is recognised that in some cases potential conflicts of interest cannot be avoided (for example, where a unique, highly specialised research expertise is required). Where a conflict of interest is unavoidable — including apparent or potential conflicts — the fellow and the relevant supervisor (main or secondment, as applicable) are required to disclose the nature of the conflict in their application. An alternative supervisor arrangement must be proposed and clearly named in the application form for review by the INNOVISION Management Team.

12.5 Where the fellow and/or supervisor fails to disclose a conflict of interest that later becomes apparent, the INNOVISION Management Team reserves the right to deem the application ineligible, withdraw the award, or take corrective measures, in accordance with Horizon Europe rules on conflict of interest and research integrity.

13. DIGNITY IN THE CONDUCT OF RESEARCH

13.1 INNOVISION supports a research environment in which all researchers, fellows, and staff are entitled to carry out their work free from any form of harassment, victimisation, or bullying. Recruiting organisations must have, maintain, and enforce policies on bullying, harassment, and sexual harassment in line with national legislation and the principles of the *European Charter for Researchers* and *Code of Conduct for the Recruitment of Researchers*. Fellows should familiarise themselves with and adhere to the policies of their recruiting organisation.

13.2 It is the responsibility of the recruiting organisation to foster and maintain an appropriate research culture and to address any complaints of harassment, victimisation, or bullying in accordance with fair procedures, natural justice, and applicable national legislation. All complaints must be handled in line with the organisation's internal policies and procedures, which should be guided by national and EU equality and dignity-at-work frameworks.

13.3 All members of the INNOVISION Management Team, fellows, supervisors, and partner organisations are entitled to be treated with courtesy and respect at all times. Instances of abusive or inappropriate behaviour should be reported promptly. Where appropriate, the INNOVISION Management Team reserves the right to escalate such matters to the relevant personnel within the recruiting organisation or any other organisation connected with the individual concerned, in order to ensure a safe and respectful working environment.

13.4 Fellows have the right to access grievance and whistleblowing procedures both within their recruiting organisation and, where appropriate, through the INNOVISION Management Team. Serious concerns relating to research integrity, ethics, harassment, or other breaches of conduct that are not adequately addressed at the recruiting organisation level may be escalated to the INNOVISION Ethics Review Committee or, if relevant, to the European Research Executive Agency (REA) in line with Horizon Europe ethics and integrity requirements.