

RULES AND REGULATIONS

ULYSSE INCENTIVE GRANT FOR MOBILITY IN SCIENTIFIC RESEARCH (MISU - MANDAT D'IMPULSION SCIENTIFIQUE - MOBILITÉ ULYSSE)

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

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CHAPTER I: SCOPE

Article 1

The rules and regulations hereinafter are only applicable to the recipient of a credit within the framework of an Ulysse Incentive Grant for Mobility in Scientific Research (MISU – Mandat d'impulsion scientifique - mobilité Ulysse).

One researcher only will support the research programme and will receive the status of promoter.

MISU applications must be submitted under Grants and Fellowships Call of the Fund for Scientific Research - FNRS (F.R.S.-FNRS).

Article 2

The goal of the funding granted within the framework of a MISU consists of supporting highly-qualified Belgian or foreign researchers, who do not hold a F.R.S.-FNRS fellowship when submitting the application and who have a scientific research activity and are paid abroad, to come and pursue their career in a university of the French-speaking Community of Belgium listed in [Appendix 1](#), hereinafter referred to as "host university".

CHAPTER II: APPLICATION

II- A.: ELIGIBILITY CRITERIA

Article 3

By the validation deadline set for the academic authorities (rectors), the promoter-applicant to a MISU:

- must have a full-time scientific research activity and be paid abroad since at least five years;
- may have completed maximum 12 months put together of research stays in Belgium during the last five years.

Article 4

The promoter-applicant to a MISU must be an active researcher with an excellent career track record during the past ten years, demonstrating significant research results. They must have the required skills for leading a research team and enjoy an international scientific recognition.

Over the last ten years, the following elements will be taken into consideration while assessing the proposal, for instance:

- Publications as principal author in the main peer-reviewed journals in the concerned field;
- For social and human sciences, major research monographs;
- Guest presentations given at high-level international conferences and advanced courses;
- Participation in organizing high-level international conferences or congresses;
- International recognition of the applicant, with awards and scientific prizes;
- Number of supervised PhD theses.

Article 5

Applicants may not apply for a MISU more than three times.

Researchers who have already benefited from a MISU can no longer apply for this fellowship.

II- B.: SUBMISSION OF APPLICATION

Article 6

The Grants and Fellowships Call is opened once a year and is published on the F.R.S.-FNRS website.

Only one application for an Ulysse Incentive Grant for Mobility in Scientific Research (MISU) can be submitted in French or in English. It must only be submitted on [e-space](#), the online platform dedicated to the calls for proposals.

It is recommended to applicants who wish to have their application file assessed by [Scientific Commissions](#) dedicated to SEN (Exact and Natural Sciences) and SVS (Health and Life Sciences) fields, as well as the Scientific Commission SHS-2, to submit their application in English¹.

Promoter-applicants to an Ulysse Incentive Grant for Mobility in Scientific Research extension (MISU-PROL) are given access to the electronic form by the F.R.S.-FNRS on [e-space](#).

All applications (MISU or MISU-PROL) are submitted to a procedure including two successive electronic validations on the dates that will be indicated when the call is published:

- a. The validation by the promoter-applicant: it accounts as a confirmation that the applicant has submitted an application.
- b. The validation by the research administration (or Board of Education) of the university of the French-speaking Community of Belgium, the Authority to which the application file is transferred following the validation by the promoter-applicant. This Authority may accept or refuse the application. The validation deadline set for the rectors puts a final end to the call for applications.

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

No further change or modification can be made in the proposal after the validation deadline set for the promoter-applicant.

A mini-guide specifies the validation dates as well as the details of the documents which must be included in the application.

Article 7

For all new MISU application:

- a letter of support from the Rector of the host university must be communicated to the F.R.S.-FNRS by the time of the validation deadline set for the academic authorities (rectors) at the latest;
- in their electronic form, applicants must provide the contact details of 3 foreign experts² who have a solid international reputation in the applicant's research field and who will be contacted by the F.R.S.-FNRS to provide a recommendation (letter of reference).

¹ Should the application file be submitted in French, the F.R.S.-FNRS may require the applicant to provide a translation in English for the purpose of conducting the [ex-ante evaluation](#).

² Applicants shall contact the reference persons prior to mentioning their contact details in the application form to make sure that they are willing to provide a reference letter as part of their application.

Article 8

An application is admissible as long as the host university commits to continuing the research activity initiated during the grant when the latter will be terminated. The decision to continue the research activity will be taken after an evaluation, details of which shall be determined by the host university.

CHAPTER III: NATURE AND DURATION OF THE CREDIT

III- A.: ELIGIBLE AND NON ELIGIBLE EXPENSES

Article 9

As part of the MISU the allocated fund can cover 3 types of expenses:

- Personnel
- Operating
- Equipment

Article 10

The F.R.S.-FNRS policy on the eligibility of costs is set out in the [Practical Guide to Costs](#).

The F.R.S.-FNRS only reimburses eligible expenses in accordance with the general provisions set out in this guide.

III- B.: FUNDING CHARACTERISTICS AND PROVISIONS

Article 11

The MISU is awarded for a maximum duration of three years:

- a first two-year fellowship,
- a possible one-year extension.

The MISU promoter is remunerated by the host university.

Article 12

The MISU starting date is set on the 1st October.

Subject to the agreement of the rector of the host university, the MISU promoter may request the F.R.S.-FNRS for an authorization to defer the starting date mentioned in paragraph 1 for a period of twelve months maximum.

Article 13

MISU applications enable to apply for funding of maximum € 210,000-, **on an annual average**.

The grants obtained by the MISU promoter are personal and shall not be transferable.

After submission of the application file, the F.R.S.-FNRS will contact the reference persons referred in the application form and a reminder will be sent to each of them in due course. No information will be communicated to the applicant on the receipt of the letters to ensure confidentiality.

Article 14

Categories of personnel are detailed in the table hereafter:

Categories	Activity	
	Part time	Full time
Doctoral Researcher - Grant	n/a	x
Postdoctoral Researcher	x	x
Non-doctoral Researcher - Salary	x	x
Technician - Salary	x	x

n/a = not applicable

The personnel is employed by the host university.

The promoter shall contact the relevant department of their host university to assess the status of the personnel requested (mobility situation, grant, employee...), their working arrangements and an estimate of their cost based on the scientific seniority.

The duration of employment requested must be **at least one month**. The identity of the personnel is not required when submitting a MISU application.

Article 15

On the date of the hiring by the host university, Doctoral Researchers must have obtained one of the following degrees:

- 1° a master degree for a value of at least 120 credits awarded by a Higher Education Institution within the French-speaking Community of Belgium;
- 2° a master degree for a value of at least 120 credits awarded by a Higher Education Institution within the Dutch-speaking Community, German-speaking Community or from the Royal Military Academy;
- 3° another degree as referred to in Article 115 of the French-speaking Community of Belgium Decree of 7th November 2013 that defines the landscape of Higher Education and the academic studies organisation.

Article 16

On the date of the hiring by the host university, Postdoctoral Researchers must have obtained a doctoral academic degree after the defence of a thesis.

Article 17

Holders of a Master's degree (or equivalent) or a Ph.D. are not eligible under the Technician category.

Holders of a Master's degree (or equivalent) are eligible for Non-doctoral Researcher category. The Non-doctoral Researcher cannot, under any circumstances, start any personal research work leading to a Ph.D. during the working hours devoted to this function.

CHAPTER IV: EXAMINATION OF APPLICATIONS

Article 18

Criteria that will be taken into account for the evaluation of the MISU applications are the following:

CRITERIA
Quality of the promoter: ➤ CV and publications ➤ International recognition ➤ Main research achievements
Quality of the research programme: ➤ Feasibility ➤ Methodology and relevance ➤ Originality ➤ Collaborations

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

In addition to the criteria referred above, the following criteria will also be taken into account:

- Originality and novelty of the project;
- Possibility to launch a new research unit;
- Scientific autonomy with respect to any existing research unit or laboratory in the host university;
- Future-oriented theme (development prospect of the field of study);
- 3 recommendations from scientific experts;
- Scientific experience of the applicant.

Article 19

Applications for an extension (MISU-PROL) are assessed by the Promotions Committee of the host university.

Article 20

The F.R.S.-FNRS Board of Trustees allocates funds according to the budgets that is available. It decides on the granting or rejection, and where needed, on the amounts granted.

CHAPTER V: FINANCIAL PROVISIONS

Article 21

Funding granted through the MISU instrument is subject to a research agreement.

This agreement shall bear the signature of the following parties:

- **the promoter** commits to carrying out the funded research;
- **the F.R.S.-FNRS** commits to allocating grants covering the personnel, operating and equipment costs, each year covered by the agreement;
- **the host university**.

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

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

Article 22

Grants awarded to promoter include the following categories: personnel costs, operating costs and equipment costs.

Transfers of funds between categories and changes within a category or changes to personnel hiring periods are allowed.

Any change to planned expenses must be notified on [e-space](#).

Article 23

Scientific and technical personnel is to be recruited in accordance with the scales and regulations in force within the host university.

Article 24

The overall budget of the project can be used for up to 12 months from the end of the agreement.

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

Article 25

Grants at the disposal of the promoters are managed by the financial department of the host university, to which they are attached.

The financial department of the host university shall send the supporting documents to the F.R.S.-FNRS as soon as possible.

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

The supporting documents justifying operating and/or equipment costs must be sent at the latest 14 months after the end of the agreement.

CHAPTER VI: MISCELLANEOUS PROVISIONS

Article 26

Any device acquired with a credit from the F.R.S.-FNRS becomes the property of the host university to which the beneficiary of the credit is attached.

The purchase of any device must be done with due respect for the provisions defined by the relevant department of the host university.

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

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

Article 27

Grants are exclusively allocated for the execution of the research programme approved by the F.R.S.-FNRS. The promoter is required to use them solely for that purpose. Any fundamental change in the ongoing research programme must obtain the prior written approval of the F.R.S.-FNRS.

CHAPTER VII: RIGHTS AND OBLIGATIONS

Article 28

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

Article 29

Promoters must submit to the rules imposed by the academic authority of the host university where they work and observe its regulations. In addition, regarding the F.R.S.-FNRS, they must adhere to the regulation on property, protection and promotion of the results from the research carried out within the institution.

Article 30

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

This final report must be uploaded on [e-space](#) within two months following the request.

Article 31

Pursuant to the [Regulation](#) on the application of the Open Access policy to scientific publications resulting from research programmes supported by the F.R.S.-FNRS and its Associated Funds, any scientific publication resulting partially or fully from the funding of the MISU instrument shall mention the source of this funding as follows:

"This work was supported by the Fonds de la Recherche Scientifique-FNRS under Grant(s) n° [ID number]".

CHAPTER VIII: ACCUMULATION RULES

Article 32

Any promoter must comply, in addition to the eligibility rules related to the requested instrument, with all the accumulation rules as detailed [here](#).

APPENDIX 1

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

MISU instrument

Grants and Fellowships Call

Instrument Mandat d'impulsion scientifique - mobilité Ulysse / Ulysse Incentive Grant for Mobility in Scientific Research
(MISU)

Candidat e promoteur rice / <i>Promoter-applicant</i>	► Universités de la Communauté française de Belgique (CFB) Universities of the French-speaking Community of Belgium (CFB) Université Catholique de Louvain (UCLouvain) Université Libre de Bruxelles (ULB) Université de Liège (ULiège) Université de Mons (UMons) Université de Namur (UNamur)
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