



# **Information note for Marie Skłodowska-Curie staff members in Research and Innovation Staff Exchanges (RISE)**

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## Information note for Marie Skłodowska-Curie staff members in Research and Innovation Staff Exchanges (RISE)<sup>1</sup>

*Version: 1, Date of release: 6.10.2017*

This document complements the general *Information package for Marie Skłodowska-Curie fellows*<sup>2</sup> with information on the conditions for, and the financing of, secondments as part of a Research and Innovation Staff Exchange (RISE).

### What is the Research and Innovation Staff Exchange (RISE)?

The RISE scheme aims to promote inter-sector and/or international collaboration among organisations engaged in research and innovation (R&I) activities via the exchange of R&I personnel (staff members), to share knowledge and ideas from research to market (and vice-versa).

RISE involves R&I organisations from the academic and non-academic sectors (in particular SMEs), based in Europe (EU Member States [MS] and Horizon 2020 Associated Countries [AC]<sup>3</sup>) and outside Europe (third countries). The organisations constituting the partnership contribute directly to the implementation of a joint R&I project by seconding and/or hosting eligible staff members.

### RISE Staff Members

#### Eligibility

To be eligible for secondment within an RISE project, you must – at the date of secondment – be:

- Either an early-stage researcher or an experienced researcher;
- Or a technical, managerial or administrative staff supporting the R&I activities of the project; and
- Actively engaged in or linked to research and/or innovation activities at the sending institution for a period of time<sup>4</sup> (full-time equivalent and continuously) **immediately prior to the first period of secondment.**

### What are my rights as a RISE staff member?

#### Conditions during the secondment

Your sending organisation must ensure that your rights and obligations remain unchanged during the secondment. Furthermore, you must be able to enjoy at the place of the implementation of the secondment at least the same standards and working

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<sup>1</sup> This document is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the European Commission nor the Research Executive Agency (or any person acting on their behalf) can be held responsible for the use made of this information note.

<sup>2</sup> [http://ec.europa.eu/assets/eac/msca/documents/documentation/publications/msca-fellows-information-package\\_en.pdf](http://ec.europa.eu/assets/eac/msca/documents/documentation/publications/msca-fellows-information-package_en.pdf)

<sup>3</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/3cp/h2020-hi-list-ac\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cp/h2020-hi-list-ac_en.pdf)

<sup>4</sup> The period of time is defined in the corresponding MSCA work programme of the year to which the RISE call belongs to.

conditions as those applicable to local persons holding a similar position. Throughout your secondment, you should also be covered by an adequate medical insurance scheme. After your secondment you should be reintegrated at your sending organisation.

The participating organisations (sending/hosting) must ensure that you are seconded on a full-time<sup>5</sup> basis. You are therefore not expected to work on other projects or research activities during the period that you are receiving RISE funding. Equally, your sending/hosting organisation cannot require or insist that you work on other projects except the RISE project.

## Relationship between the staff member and the sending organisation

The type of relationship (employment contract, fellowship or other) between you and your sending organisation is not pre-defined by the RISE project. However, this relationship must comply with national law and internal practices, and, during the secondment, confer to your sending organisation the necessary legal means to manage you for the proper implementation of the R&I activities. If this is not the case, before the secondment the sending organisation must conclude a contract or a supplementary agreement with you which will allow this.

## Assistance

The participating organisations (sending/hosting) are required to assist you in all administrative procedures related to your secondment within the project<sup>6</sup>, for example in obtaining a visa, finding local accommodation, etc. They are also required to inform you about your rights and obligations under the grant agreement (GA), including when and for how long your secondment shall last and the allowances you are entitled to receive.

## Hosting

During the secondment, your hosting institution should provide you with the resources and equipment required to conduct your work. Note that your host institution may be required to prove that your secondment took place as declared.<sup>7</sup>

## Supervision

Your host institution should be able to ensure adequate supervision of your research to allow you to satisfactorily complete your research project while on secondment.

## Allowances

The financial contribution provided to your sending organisation for the purposes of implementing the RISE action is calculated on the basis of unit costs. A unit cost is a fixed amount **per person-month of secondment**. The EU contribution is calculated by multiplying the unit costs by the number of implemented person-months.

The unit costs of a RISE project are divided into two categories: those for the benefit of the staff member ("staff member unit costs"), and those for the benefit of the organisation ("institutional unit costs").

<sup>5</sup> Article 32.1(f) of the model grant agreement for RISE and further described in the annotated grant agreement for Horizon 2020 at [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf).

<sup>6</sup> Article 32.1(i) of the model grant agreement for RISE.

<sup>7</sup> Article 18.1.2 of the model grant agreement for RISE.

## i) Staff member unit costs

The staff member unit cost is a **top-up allowance** (per person-month of the secondment) to be fully used to support your travel, accommodation and subsistence costs during the secondment. For projects funded under the RISE calls 2014-2017, this amount is EUR 2 000 per person-month. For projects under the RISE calls 2018-2020, it is EUR 2 100 per person-month. Please note that your salary or any other type of remuneration that you might be receiving is not covered by the EU contribution. Therefore, your sending organisation is expected to continue paying your salary (or any other type of remuneration) during your stay abroad.

## ii) Institutional unit costs

These allowances are divided into two categories:

- ✓ **Research, training and networking costs:** This is a fixed amount of EUR 1 800 per seconded person per month. Although administered by the beneficiary, this amount is intended to cover the costs associated with your participation in the project, for example attending training courses, conferences, workshops, coordination meetings and networking activities. This amount should also help to cover the cost of your research (e.g. consumables), as appropriate. Note, however, that the beneficiary is responsible for the proper use of this amount.
- ✓ **Management and indirect costs:** This is a fixed amount of EUR 700 per seconded person per month. It shall cover additional costs of the participating organisations in relation to the implementation of the secondments.

## Specific Issues

### Ethics and Research Integrity

The project must comply with ethical principles, including the highest standards of research integrity<sup>8</sup>, and all applicable international, EU and national law. Any specific ethics requirements will be outlined in the description of the action (Annex 1 to the GA), including any documentation or certificates to be provided to the REA before the research work in question begins. Should any ethics concerns arise during project implementation that you are not able to satisfactorily address with your supervisor and/or project coordinator, please refer to the complaints procedure below.

### Complaints

Your project should have a complaints procedure in place and it should be clear to whom you should refer to in case of complaints. Please also see the guidance on complaints in the 'career guidance and supervision' section of the general *Information package for Marie Skłodowska-Curie fellows*<sup>9</sup>. The REA Project Officer responsible for your project will normally attend the mid-term review meeting and will offer the seconded staff members the opportunity to discuss any concerns that may arise.

### Inform Your Sending and Hosting Organisation

During the secondment you are requested to inform your sending and hosting organisation as soon as possible, of any events or circumstances which are likely to affect

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<sup>8</sup> Further described under Article 34 of the annotated grant agreement for Horizon 2020 at [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf), including reference to the European Code of Conduct for Research Integrity.

<sup>9</sup> [http://ec.europa.eu/assets/eac/msca/documents/documentation/publications/msca-fellows-information-package\\_en.pdf](http://ec.europa.eu/assets/eac/msca/documents/documentation/publications/msca-fellows-information-package_en.pdf)

the planned R&I activities. These could include, for example, encountering difficulties with your research or seeking changes in your secondment plan.

## Suspensions

Secondments cannot be suspended. However stays at the hosting organisation may be split in several periods. Please note that in order for being eligible for funding, the overall duration of a secondment (e.g. summing up all the split stays) must be at least one month and not last longer than 12 months.

## Intellectual Property Rights

The participating organisations must give you – and where appropriate their partners in the project – royalty-free access to the background and results necessary for your research work. "Background" means any data, know-how or information that is held by an organisation *before* it signs the GA and which is needed to implement the project or exploit its results. "Results" means any (tangible or intangible) output generated by the project, such as data, knowledge or information.

## Confidentiality

You must maintain all necessary confidentiality relating to your research work<sup>10</sup>.

## After your secondment

After the secondment period, the seconded staff members should be reintegrated into the sending organisation. We very much hope you enjoy your experience within a RISE project and that you are fully able to benefit from the research, training, transfer of knowledge and networking opportunities that it offers. Within any RISE project, MSCA funding can support you for a maximum period of 12 months. There is no exception to this rule.

There are, however, other EU funding opportunities that may be of interest to you once you have completed your project:

## MSCA Innovative Training Networks (ITN)

Innovative Training Networks (ITN) are competitively awarded, multi-beneficiary, international research and training networks providing post-graduate training in specific and inter-disciplinary scientific fields. They bring together networks of research-performing institutions – from both the academic and non-academic sectors – around a common research and training programme to strengthen the career perspectives of early-stage researchers and to support entrepreneurship, creativity and innovation across Europe.

Vacancies in ITN projects are advertised and published internationally, including on the [Euraxess](#) website. The recruitment procedure is open, transparent, impartial and equitable. Therefore, the final decision is taken on the basis of the applicants' scientific skills, the relevance of their research experience, the impact of the proposed training on their career, and ensuring a fair gender representation.

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<sup>10</sup> Article 32.1(h) of the model grant agreement for RISE.



### **MSCA Individual Fellowships (IF)**

These are individual research fellowships awarded to the best or most promising researchers of any nationality looking to enhance their career development and prospects by working abroad. Two types of fellowship are funded: **European Fellowships**, whereby researchers must either move to or within Europe (MS or AC), and **Global Fellowships** in which the fellow is seconded to a third country for a maximum of two years and then must return to a European host institution for a mandatory 12 month period. To be eligible, fellows must be experienced researchers with either a doctoral degree or at least four years full-time research experience. Funding is available for a period of between 12-24 months for European Fellowships and 24-26 months for Global Fellowships. More information is available in the MSCA Work Programme and the respective IF Guides for Applicants.

### **European Voluntary Service (EVS)**

Funded under the Erasmus+ Programme, the EVS helps young people aged 17-30 travel abroad to participate in volunteering projects for a period of between two weeks and 12 months. Projects can involve many different kinds of activities in areas such as youth work, cultural activities, social care or environmental protection and take place both within and outside of Europe. Although the voluntary work is unpaid, essential costs such as accommodation, board and local transport are covered.

## Key terms

**Beneficiary:** every participating organisation that signs the GA with the REA is considered to be a "beneficiary". Each beneficiary contributes directly to the implementation of the research, transfer of knowledge and training activities by supervising, hosting, training and/or seconding staff members. The legal entity must be established in a MS or AC.

**Partner Organisations** contribute directly to the implementation of the research, transfer of knowledge and training activities by hosting, supervising, training and/or seconding staff members but do not sign the GA. The legal entity must be established in a Non-Associated Third Country.

**Early-stage researchers** must, at the date of secondment, be within the first four years (full-time equivalent research experience) of their research career and not have a doctoral degree.

**Experienced researchers** must, at the date of secondment, be in possession of a doctoral degree or have at least four years of full-time equivalent research experience.

**Full-time equivalent** research experience is measured from the date when you obtained the degree entitling you to embark on a doctorate (either in the country in which the degree was obtained or in the country in which you are recruited or from where you are seconded) – even if a doctorate was never started or envisaged.

**Secondment period** means the period(s) spent by the *staff member* in a host organisation (including travel periods) for the purposes of the action in line with the provisions of the GA, for at least 1 month and no longer than 12 months and between different countries. Secondments within the MS or AC must be inter-sectorial.



