



Highlights of ITN Administration

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ARDENT Kickoff Meeting
CERN

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The Initial Training Network

ITN

- **Training** of Early Stage researchers (100% on ARDENT)
- Joint training programme with **training** through research
- Structured **training** modules
- Funding contribution for:
 - allowances for recruited researchers
 - **networking** and **training** related costs
 - short **training** events
 - allowances for ‘visiting researcher’ (academic or industrial ‘chairs’)
- Project duration 4 years

Some Agreements (1)

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- Grant Agreement
 - between EC and hosting organization (beneficiary)
 - core agreement + accession
 - Annex I – Description of Work
 - Annex II – General Conditions
 - Annex III – Specific Conditions (costs & definitions)
- ‘The agreement’
 - between hosting organization and researcher

Some Agreements (2)

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- Between researcher and host organization:
 - obligations of both parties
 - amounts to be received by researcher (allowances)
 - social security
- Researcher must receive
 - Grant Agreement
 - Annex I
 - Annex II
 - Annex III
 - as paper ☹️

Other Agreements

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- Declaration on the Conformity -> Research Participant Portal
 - within 20 days
 - submit on Research Participant Portal
 - no need to send printed / signed copy
- Consortium Agreement -> more later from Karen Ernst
 - provisions for any disputes
 - IPR arrangements if not already in Annex I
 - must not contradict contractual conditions

Recruitment Matters

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- Advertise as widely as possible -> done but the result...
 - EURAXESS compulsory!
 - You can recruit :
 - nationals of Member or Associated States*
 - nationals from third countries*
 - third country nationals resided in Member or Associated States for >4 years out of the last 5 years prior to appointment regarded as nationals of Member or Associated States.
 - Involve your Human Resources / Administration
 - Mobility is key...
- * *See the list in the Work Programme*

Recruitment – Mobility Rules

Annex III

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- You cannot recruit nationals of country in which you are based
- Exception for Member State or Associated Candidate State nationals if resided for >3 years of the last 4 years in a third state immediately prior to appointment
- Dual nationality : country of origin is where researcher resided longest during 5 years prior to appointment
- Not resided or carried out their normal activities in country in which contractor is based for >12 months in the 3 years immediately prior to appointment
- Mobility conditions do not apply to International (European Interest) Organizations

Recruitment – Contractual Issues

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- Duration of recruitment contract :
 - ESRs for 3-36 months
- Full-time employment (part-time only for family or personal reasons) incl. health & pension cover
- If secondment period > 30% duration of the appointment, researcher should be recruited by the beneficiary offering secondment
 - Secondments of more than 30% to NON BENEFICIARIES is NOT possible!

And once you have selected...

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- Information to the recruited researcher
- Welcome / induction / integration
- The Career Development Plan
 - Identify research aims & training needs
 - Give researcher responsibility for € planning
- Regular contacts
 - Review progress
 - Log book
- And then the really interesting things start...

Useful Contacts

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- [Cordis](#) for information on managing the project
- The [National Contact Point](#) in your country – particularly good for questions on tax and social cover
- At CERN : [Seamus Hegarty](#)