



ITN Admin Info for Researchers

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1st Annual Workshop
Vienna

20 November 2012

The Initial Training Network

ITN

- **Training** of Early Stage & Experienced Researchers
- 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

Agreements *for ARDENT*

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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

Agreements *for you*

ITN

- 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
 - paper copies ☹️

Other Agreements for ITN

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- Declaration on the Conformity
- Consortium Agreement
 - provisions for any disputes
 - IPR arrangements if not already in Annex I
 - must not contradict contractual conditions

Recruitment – Contractual Issues

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- Duration of recruitment contract :
 - 15 ESRs for 36 months each
- 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!

Money matters

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- Training budget
 - 600 € per month
 - For conference travel, registration
 - Courses : technical, language, management
 - Equipment / supplies needed for your research
 - For you only
- Can be used to buy a laptop with justification
- Procedures of your employer must be respected
- Budget available to you during your employment contract

Once you have been selected...

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- Information to the recruited researcher ✓
- Welcome / induction / integration ✓
- Regular contacts with your supervisor ✓
- The Career Development Plan
 - Identify research aims & training needs
 - Plan your € usage
- Keep track of what you do
 - Log book
- If there are problems? It's good to talk!
- And then the really interesting things start...



And remember...

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- You are ambassadors for ARDENT
- You are ambassadors for Marie Curie Actions
- Make publicity
 - Tell your friends
 - Go back to your school and university
 - Spread the word!



Useful Contacts

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- EU Marie Curie Actions [web page](#)
- Your employer's administration
- The [National Contact Point](#) in your country – particularly good for questions on tax and social cover
- At CERN : [Seamus Hegarty](#)