



Being an AERO-TRAIN ESR



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AERO-TRAIN Context



H2020

The biggest EU Research and Innovation programme ever, aimed at securing Europe's global competitiveness.

Marie Skłodowska-Curie Actions

A set of major research fellowships created by the European Commission to support research and innovation in the European Research Area. Provides researchers at all stages of their career with new knowledge and skills, through mobility across borders and exposure to different sectors and disciplines.

Innovative Training Network

Multi-beneficiary, international research and training networks providing post-graduate training in specific, inter-disciplinary scientific fields. They bring together networks of research institutions around a common programme to strengthen the career perspectives of early-stage researchers.

European Training Network

Composed of at least three organisations established in at least three different EU Member States or Horizon 2020 Associated Countries



Why Early-Stage Researchers?



ITN offers funding for early-stage researchers only.

The MSCA are a researcher mobility programme, where you are required to undertake transnational mobility.

Eligibility criteria:

- you must be within the first four years of your research career and not have a doctoral degree.
- you must not have resided or carried out your main activity in the country where you have been recruited "for more than 12 months in the 3 years immediately before the recruitment date".



Employment



Your employment contract is done in accordance with the AERO-TRAIN Grant Agreement and MSCA work programme.

Your contract should:

- include social security coverage (unless this is not possible under national law).
- specify your salary (A clear explanation of how your net salary is calculated should be provided by your employer)
- state the specific length of your recruitment (a maximum of 36 months).
- explicitly name your supervisor(s). In addition, the Grant Agreement contains the details of the supervision arrangements.

You should be fully aware of and understand all the provisions of your contract before signing it.



Allowances - Researcher unit costs



These are paid to you as the recruited researcher (The total amount received may vary due to payroll taxes and social security costs which can be deducted from the gross salary):

- **Living Allowance:** the basic, gross amount that you receive in monthly instalments before taxation (EUR 3270 per month). This is adjusted by applying a correction coefficient based on the recruiting country.
- **Mobility Allowance:** a monthly amount of EUR 600 covering the costs associated with the fact that you moved to a different country. It does not matter if you are travelling to/from your home country or not. It is for your private use, **not** meant to cover project expenses (e.g. travel costs for a conference).
- **Family Allowance:** If you have a family at the time of your recruitment, you are entitled to an additional "family allowance" of EUR 500 per month. Family status is determined once, at the time of your recruitment.



Allowances - Institutional unit costs



These are managed by the employer:

- **Research, Training and Networking Costs:** a fixed amount of EUR 1800 per month. This amount covers the costs associated with your participation in the project: attending training courses, conferences, or travelling for a secondment. This amount should also help cover the cost of your research (e.g. consumables) and can also be used to cover other costs, such as visas, enrolment costs or tuition fees. This amount is administered by the host organisation, so discuss with your supervisor your needs.
- **Management and Indirect Costs:** This is a fixed monthly amount of EUR 1200 per researcher per month in order to cover the host institution's costs of involvement in the project.



Your rights



Hosting:

Each employer has the obligation to

- host you at their premises,
- provide the same working conditions as those of other employees in similar positions,
- provide training and the necessary resources and equipment required to conduct your work.

Should it be necessary for you to use the infrastructure or premises of other organisations, this should be outlined in the Grant Agreement.



Your rights



Supervision:

Quality supervision and support from your host institution are among the most important aspects of your fellowship. Keeping records of progress and research findings together with regular feedback including written reports, as well as working in accordance with agreed schedules and milestones are some of the key elements for quality supervision.

Your host institution should ensure that you can satisfactorily complete your research project.

They should also check the secondments, inform the Coordinator about potential modifications, and contact the receiving organisation far in advance of the secondments.



Your obligations



- To work exclusively for AERO-TRAIN and receive income only from the host institution or another entity participating in the project
- To ensure visibility and recognition of received EU funding in all external communication
- You must maintain all necessary confidentiality relating to your research work.
- To inform the host institution as soon as possible of events, circumstances or change of status that might affect the fellowship
- To submit an evaluation questionnaire and a follow-up questionnaire at the end of the fellowship and 2 years afterwards (we will need your personal contact details)



Non-research activities



The MSCA put special emphasis on skills development and improving the career prospects of researchers. You may undertake additional professional training and personal development activities:

- Complementary training in transferable skills (proposal writing, patent submission, research management, or entrepreneurship)
- Attendance at conferences and workshops to boost your competences and networking capacity
- Outreach activities to the public
- Teaching of students (as long as it does not jeopardise the fulfilment of your research activities within the project)
- Learning a foreign language



Ethics and Research Integrity



The project must comply with ethical principles, including the highest standards of research integrity, and all applicable international, EU and national law.

Specific ethics requirements are outlined in the **Description of the action** (Annex 1 to the Grant Agreement), including any documentation or certificates to be provided to the REA before the research work in question begins.



Intellectual Property Rights



The participating organisations must give you 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 Grant Agreement 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.

More information in the Project Handbook and Grant Agreement.



Personal Career Development Plan



The PCDP aims at creating a clear plan for development of your competences and skills, and at aligning the individual learning objectives within the scope of the individual projects and the AERO-TRAIN research objectives.

- Each of you together with your supervisors will prepare a PCDP.
- The plan must be submitted to the Training and Career Development Committee (TCDC) within the first 3 months after the start of the contract. The TCDC will evaluate the plan and provide feedback.
- The plan must be reviewed every year by you and your main supervisor and adjusted if necessary.



Progress monitoring



Individual progress and training quality is the responsibility of **each supervisor** and the **TCDC**.

Feedback will be given during project progress meetings and regular meetings with your supervisors.

Progress will be monitored by the SB, based on the PCDP, qualitative indicators (report) and quantitative indicators (presentations, publications, ECTS).

Meeting	Month
Individual meeting with supervisor	At least twice a month
PCDP first review	Within 3 months after start of ESR project
Mid-term evaluation	M24
Mid-term Update	M27
Final PCDP monitoring	M32
Final report	M42



Secondments



- Secondments are periods during which you will be hosted by a partner organization or institution other than your employing entity. Each of you will be seconded in at least 2 consortium member institutions, at least one in a non-academic institution.
- Total secondment period can be up to 30% of your total employment period.
- They ensure that you gain additional knowledge, competences and skills that are not available at the host institution. A plan of activities during secondments should be included in the PCDP.
- A secondment agreement must be signed between the seconding institution and your host institution. Other obligations of beneficiaries and partners during secondments are listed in [Section 4 of the CA](#).
- Additional costs related to secondments of 6 months or less (e.g. housing, travel expenses) should be covered by the "Research, Training and Networking" costs, not by your living or mobility allowance.



Publications



AERO-TRAIN follows the Open Access principles:

- research outputs are distributed online
- free of charge
- available for reuse

This includes not only the publications or research results, but also the **measurements** and **software** leading to those results.

To follow these principles, all project research data will be published on Zenodo, an open-access research data repository operated by CERN.

For more information, see Guidelines to the Rules on Open Access to Scientific Publications and Open Access to Research Data in Horizon 2020.



Data Management



All the information on data generation, collection, storage, security and preservation, as well as ethical and legal issues can be found in the project [Data Management Plan](#) (DMP)



External communication



Obligations to European Committee

- Display the EU emblem
- Provide information on EU funding
- Contain a disclaimer excluding REA and EC responsibility

Branding

- All project material and dissemination of project results should include the official project logo.
- Some restrictions might apply for using logos of partner institutions (e.g. Eni)

Check the Project Handbook for more information on communication.



Website and Social Media



Link to website: <https://aerotraining.eu/>

AERO-TRAIN accounts on social media:



<https://www.linkedin.com/company/aerotraining/>



<https://twitter.com/AEROTRAIN2020>



https://www.youtube.com/channel/UCTLbzWA08sdd_Uy3cy_S5Ng/



Internal communication



- Microsoft Teams – main communication platform
- Email – more formal communication
- Other platforms (e.g. Slack)

Keep in mind: Use secure platforms for sharing confidential information or personal data.



ESR Committee (ESRC)



- is a forum for discussions among yourselves
- good training exercise for forming and running a committee effectively

Meetings:

- at least once every 3 months
- 3 representatives will participate in each Supervisory Board meeting

By participating in the SB meetings, you are involved in the project decision making, thus ensuring that the supervisor team follows the chart, and that your rights are protected.

The first ESRC meeting will be today.



Problem handling



If you face **any** problems regarding your employment, working conditions, quality of supervision, level of support or feel that your rights are not respected, please **raise these concerns clearly and in time.**

Generally, complaints should be raised in your host institution (supervisor, co-supervisor, HR department)

If the problem cannot be solved at the host institution, you are welcome to contact the Coordinator, who will act as a mediator.

As a last resort, the Project Officer assigned by REA can be contacted to solve the problem.



Important documents



- [European Charter for Researchers](#): your first reference to address issues relating to research freedom, ethical principles, professional attitude, accountability, and relations with your supervisor. It also provides guidance on non-discrimination, gender balance, and working conditions, as well as on intellectual property rights and other topics.
- [Code of Conduct for the Recruitment of Researchers](#): deals with matters of recruitment and selection, such as transparency or proper recognition of qualifications and mobility experience.
- [Information package for Marie-Sklodowska Curie fellows](#) (2016)
- [Information note for Marie Skłodowska-Curie Fellows in ITN](#)



Project documents



- [Grant Agreement](#): main document signed between beneficiaries (employers) and the European Commission.
- Consortium Agreement: document signed among beneficiaries
- [Project Handbook](#): document containing guidelines for different procedures in the project
- [Data Management Plan](#)



Thank you for your attention!



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