
*Programme
description and
guidelines for
applicants*



AFR PhD 2021 Call for Individual Grants

Programme Description and Application Guidelines

Table of Contents

1. Glossary	3
2. Objectives of the AFR programme.....	4
2.1. Introduction	4
2.2. FNR's Vision, Mission and Strategic Priorities.....	5
2.3. Objectives of the AFR programme	5
3. Characteristics of the AFR programme.....	6
3.1. Categories of AFR grants.....	6
3.2. AFR grants selection criteria	6
3.3. Eligibility criteria	6
3.4. Eligible institutions	7
3.5. Collaborating institutions	8
3.6. Supervision	8
3.7. Training and mobility	9
3.8. AFR grant duration and type	9
3.9. Financial contribution of the AFR PhD grants.....	10
3.10. Good practice in Research, Legal and Ethical Requirements.....	10
3.11. Intellectual Property Rights	12
4. Application process	14
4.1. Application procedure	14
4.2. Completing the Online Application Form	16
4.3. AFR 2020 Call timeline	17
4.4. Contact details	17

Changes to the previous call:

- . **FNR mandates ORCID for applications as of 2021:** The Fonds National de la Recherche (FNR) will mandate the use of an Open Researcher and Contributor ID (ORCID) as part of its grant application process. Starting from January 1st, 2021 all Beneficiaries are asked to have a unique ORCID identifier
- . The FNR's new **narrative CV:** this annex, complementary to the ORCID ID, is set up by the FNR in the framework of its grant application in order to align itself with the principles of the DORA to broaden what can be considered in the evaluation, provide context for the evaluation criteria, and limit the possible bias of the reviewers/panel during the assessment.
- . -The **FNR online application system has been updated and streamlined**

**Relevant changes in this document
compared to previous versions are marked in yellow**

1. Glossary

FNR: Fonds National de la Recherche

AFR: Aides à la Formation-Recherche: FNR's Individual PhD and Postdoc Grants

AFR PhD: Individual AFR grant supporting a doctoral position

AFR Postdoc: Individual AFR grant supporting a post-doctoral position

AFR – PPP: Public Private Partnerships under AFR for doctoral or postdoctoral candidates (see separate call)

PRIDE: FNR's programme to support doctoral training in selected Doctoral Training Units (DTU) in Luxembourg

PPP: Public-Private Partnership

QF: National Quality Framework for Doctoral Training

Host institution: Institution eligible to benefit from AFR by hosting the PhD candidate

Partner institution or collaborating institution: organisation/institution in Luxembourg or abroad not eligible for funding under AFR but collaborating in the project (e.g. research or PhD awarding institution abroad, but also institutions providing infrastructure or other support to the candidate).

PhD awarding institution or degree awarding institution: higher education institution in Luxembourg or abroad, awarding the PhD degree and officially responsible for the verification of academic standards of doctoral training. In the case of an official co-supervision, more than one degree awarding institution may be associated to an AFR Grant.

2. Objectives of the AFR programme

2.1. Introduction

Doctoral training in Luxembourg has considerably evolved over the past years. Important milestones were the first attribution of doctoral degrees by the University of Luxembourg in 2006, the transition from fellowships to employment contracts under the AFR PhD grant scheme since 2008, the establishment of Doctoral Schools at the University of Luxembourg since 2012, the introduction of FNR's new PRIDE funding scheme supporting doctoral programmes as well as the introduction of the National Quality Framework for Doctoral Education, both in 2015.

PhD training is funded by the FNR under a variety of funding schemes, in particular the AFR PhD individual grants, the [PRIDE](#) scheme, the [Industrial Fellowships](#) programme (formerly AFR-PPP scheme for public-private partnerships, and doctoral positions funded in the framework of the FNR's multiannual programmes.

Furthermore, the [FNR general Guidelines](#) apply for applicants under the AFR scheme, in particular the FNR Requirements for Principal Investigators and supervisors with FNR funded projects.

The FNR has signed the "Declaration on Research Assessment (DORA)" and therefore has introduced changes in how it assesses research proposals. This means that the FNR evaluates quality and impact independently of journal-based metrics and gives value to all research outputs.

Costs for project related publications (incl. AFR) can be refunded through the [FNR's "Open Access Fund"](#) if fulfilling the FNR requirements. This does not apply to conference proceedings, PhD theses, book chapters and scientific monographs, although the FNR recommends Open Access publishing whenever possible. Please refer to the Open Access Fund Guidelines for details.

2.2. The National Quality Framework for Doctoral Training

The [National Quality Framework for Doctoral Training](#) (QF) contains a set of requirements with respect to the management, quality and academic standards of PhD training. AFR beneficiaries, their supervisors, and institution(s) are expected to follow the rules set in the QF. More specifically, the following requirements must be fulfilled:

For an AFR funded PhD an **"Individual PhD Plan" should to be drafted** at the onset of each PhD project. This plan must outline the objectives of the research project, the supervision set-up, rights and duties of all involved parties and expected outcomes in terms of reporting, publications, training activities, and other relevant information for a PhD project.

Only for PhD registered at the University of Luxembourg the PhD supervisory committee (CET - Comité d'Encadrement de Thèse) includes at least one member from a research institution abroad.

2.3. FNR's Vision, Mission and Strategic Priorities

FNR's vision: to establish Luxembourg as a leading knowledge-based society through science, research and innovation, thereby contributing to the country's economic diversification and future prosperity.

FNR's mission: to set up a sustainable world-class research system in Luxembourg that will generate societal and economic impact in key strategic areas.

FNR's strategic priorities: the FNR sees itself as a driving force for Luxembourg's innovation capabilities and focuses on the three following strategic objectives to foster research with impact:

- . **Attaining scientific leadership in key areas.** By setting the highest quality standards, the FNR contributes to establishing international research excellence in Luxembourg. By attracting and training the most talented scientists, the FNR helps to build critical mass in key research areas, thereby supporting economic development and societal progress.
- . **Turning public research into a competitive advantage for Luxembourg.** The FNR supports the advancement of Luxembourg's knowledge-based economy by supporting industry-informed research, by reinforcing co-operation between public research and innovative industries and by facilitating the commercial exploitation of research results.
- . **Anchoring Science and Research in Society.** The FNR promotes the active involvement of researchers and scientists in addressing current and future societal challenges. To ensure that research is established sustainably in the public consciousness as an important pillar of Luxembourg's knowledge society, the FNR supports an active exchange between scientists and the public at large.

2.4. Objectives of the AFR programme

In line with FNR's vision, mission and strategic priorities, the key objectives of the AFR programme are stated as follows:

- . Attract and train the most talented doctoral candidates from any nationality in Luxembourg
- . Support excellent Luxembourg stemming doctoral candidates to undertake their PhD training abroad
- . Enhance high quality standards for PhD training in Luxembourg, by ensuring that the principles of the [National Quality Framework for Doctoral Training](#) are respected in the framework of the AFR programme.

The AFR programme has a bottom-up approach, *i.e.* proposals in all domains of research and technological development are eligible for funding. The programme targets excellent researchers to be trained in high quality research environments that ensure an optimal PhD training.

3. Characteristics of the AFR programme

3.1. Categories of AFR grants

The AFR PhD grant scheme is subdivided into two categories to which AFR applicants can apply:

- **AFR PhD in Luxembourg (AFR Incoming)**, i.e. candidates from any nationality may apply for a doctoral position in an eligible Luxembourg host institution. Candidates will have to spend >50% in Luxembourg under an employment contract with the host institution;
- **AFR PhD abroad (AFR Outgoing)**: Luxembourg nationals, or residents in Luxembourg for more than 5 consecutive years, may apply for a doctoral position in a public higher education institution abroad. The rule for this type of AFR grants is an employment contract with the institution abroad, but in exceptional cases, stipends without a work contract can be awarded.

3.2. AFR grants selection criteria

Proposals are rated and selected on the basis of the following selection criteria:

- **Project's scientific quality/potential**
 - Excellence/originality
 - Quality of proposal writing, in particular clarity of aims and methods
 - Feasibility
- **Applicant's profile/potential**
 - Curriculum Vitae (grades of diploma, reference letter/s, achievements, incl. international or intersectoral mobility experience)
 - Motivation to engage into the PhD
- **Quality of host institution, supervision and training**
 - Supervisor's (and possibly co-supervisor's) track record
 - Training and research environment
- **Potential impact of the project (academic/scientific or other)**

A detailed description of the selection process is provided in the "AFR selection guidelines".

3.3. Eligibility criteria

Individuals wishing to apply for the support of their doctoral research project by the FNR need to fulfil the following conditions:

- **Applicants need to hold a university degree** of a recognised higher education institution, allowing them to enter into doctoral training. Please note that Medical Doctor (MD) studies are not taken equivalent to PhD studies and are not eligible within the AFR PhD scheme. If an applicant does not hold a degree yet at application stage, she/he must have obtained the degree prior to the start of the PhD research project and, in addition, she/he must join in the application a statement by their current supervisor addressing this issue.

- . PhD candidates funded through AFR will need to be enrolled with a degree-awarding institution (either the University of Luxembourg or an academic institution abroad).
- . Applicants for the AFR PhD scheme can already be enrolled in their PhD, but they must not be enrolled for more than (12) twelve months- taking into account the month of the deadline - prior to the deadline. This eligibility criteria is important also for a resubmission.
- . PhD candidates already supported by FNR funding (PRIDE, CORE, OPEN, INTER, ATTRACT, PEARL etc.) are not eligible.
- . The main supervisor in an AFR individual application needs to fulfil the [FNR requirements for supervisors](#).
- . The main supervisor in an AFR individual application can only support one application per AFR call.
- . Applicants must use the templates provided for the 1) *narrative CV*, 2) *PhD Project Idea* and 3) *Joint Declaration*.
 - o 1) The **narrative CV** (template provided) + ORCIDID: this CV(s) are required for the Applicants and the main supervisor. An updated ORCID profile is required in addition to this CV. ¹ For further details, explanations and template see [Researcher CV – Guidelines](#)²
 - o 2) the **PhD Project idea** (template provided): Applications have to be written in English. Late or incomplete or proposals exceeding the indicated character limit in the Project Description Form are not eligible.
 - o 3) The **Joint Declaration** (template provided) must be signed by the person authorised to legally commit the Host Institution.
- . Eligibility criterion for “AFR Outgoing”: PhD candidates are eligible for support of their doctoral project outside Luxembourg if they are either Luxembourg nationals or if they are living in Luxembourg since at least 5 years (residence certificate to be submitted with the application).

3.4. Eligible institutions

The Host Institution (HI) is the institution where the AFR beneficiary performs the major part of her/his research work.

The following are eligible HI for AFR beneficiaries:

- . The University of Luxembourg and public institutions performing research in Luxembourg
- . Non-profit associations and foundations performing research in Luxembourg having obtained a special authorization from the Ministry for Higher education and Research.³
- . Recognised public research and higher education institutions abroad or public institutions abroad with a research mission and scientific competence in the domain of the project.

¹ registration requires only one minute at <https://orcid.org>. ORCID profile serves as a replacement for a traditional CV, where you can list your outputs (scientific and otherwise), funding acquired, and history of academic affiliation.

² <https://storage.fnr.lu/index.php/s/vg3nJgsYVKvgYIX/download>

³ For more information on eligibility, please consult the following webpage: <http://www.fnr.lu/en/about-us/beneficiaries>

The Joint Declaration (template provided) must be signed by the person authorised to legally commit the Host Institution of the involved applicant (see 'Joint Declaration' available as a template in the AIMS online system). For stipend applications only, the signature of the Joint Declaration by the main supervisor may be sufficient⁴.

The Host Institution must offer scientific guidance and training as well as a research environment in line with the principles defined in the National Quality Framework for Doctoral Training (available at the FNR's website: <https://www.fnr.lu/guidelines>).

Host institutions in Luxembourg are only eligible if they can offer an employment contract for the duration of at least three years of a PhD project.

3.5. Collaborating institutions

Besides the *Host Institution*, the doctoral project may be carried out with one or more *Collaborating Institutions*. These are institutions in Luxembourg or abroad where the AFR beneficiary performs a part of the research, i.e. less than 50 % of the total project time may be spent at a collaborating institution. The collaborating institution commits to offering scientific guidance, training as well as office and/or laboratory space, if needed.

In the application form, a distinction is made between the *Host Institution* and the *Degree Awarding Institution*. If the main host institution is not the PhD awarding higher education institution, the latter has to be registered in the online system as first collaborating institution.

3.6. Supervision

The supervision support and training offered to the PhD candidate as well as an excellent research framework of the PhD project are key elements for a successful completion of the doctorate.

By definition, the supervisor is the intellectual authority guiding the doctoral candidate and taking the responsibility for the good conduct and implementation of the PhD project. The supervisor is thus the individual who does the main supervision of the doctoral candidate and earns the credit for this.

Supervisors of AFR-funded PhDs must fulfil the FNR requirements for principal investigators: e.g. the main supervisor must have adequate supervision rights, at the latest, when the AFR project starts and PhD candidates must be employed at the same institution than their main supervisor.

Further, in the special case where the PhD supervisor is based in Luxembourg and the degree awarding institution is a university abroad, the FNR acknowledges that the requirement for supervision rights needs to be differentiated, depending on the rules and requirements of the degree awarding institution. The university rules for external supervisors and the practical arrangements with the degree awarding institution need to be described in the support letter, explaining that he/she is authorised to be part of the supervision team at the PhD awarding institution abroad.

⁴ if compliant with the Host Institution's rules.

3.7. Training and mobility

The training programme for the AFR candidate should respond to well-identified needs.

A coherent doctoral training programme should be based on four pillars:

- training through research in the framework of an original doctoral research project,
- training provided through an existing structured doctoral training programme, e.g. Doctoral School, Doctoral Programme or equivalent at a university,
- any other scientific training activities tailored to the needs of the individual candidate, in particular participation in international scientific conferences, summer schools, research stays, etc.
- any other non-scientific skills enhancing the candidate's career development.

Successful candidates will have at their disposal a total budget of 6000€ for a tailor-made individual training during their PhD, in addition to the courses offered (usually free of charge) by their doctoral school or programme.

The PhD training programme should ensure an adequate balance between scientific and transferable skills' training.

In order to expose the candidates to different disciplines, sectors or schools of thought, the mobility of doctoral candidates should be promoted through offers of short-term international, intersectoral or interdisciplinary research visits. During their secondment, the candidates keep their employment contract with the host institution.

3.8. AFR grant duration and type

AFR grants may be funded for a maximum duration of 4 years.

PhD project proposals shall be planned for the duration of 3 years, ensuring the effective finalisation before the end of the 4th year, given that unforeseeable delays might occur and shall not put at risk the successful termination.

Latest possible start for projects submitted under the annual AFR call is 1st January of the year following the deadline. The FNR reserves the right to review its funding decision if the start of the project is delayed beyond this date.

Employment contracts shall be the rule. AFR PhD Grants are aimed at Host Institutions to employ AFR beneficiaries to conduct their research projects. Stipends (i.e. fellowships without employment contracts) are only awarded outside Luxembourg in exceptional cases, i.e. if

- the Host Institution abroad has no possibility to offer an employment contract or,
- an employment contract would result in a net salary for the beneficiary below $\frac{3}{4}$ of the amount received for a stipend.

Within AFR, a PhD on a part-time basis is possible but has to be in line with the host institutions' provisions. In this case, the duration of the AFR grant agreement may be adjusted accordingly. In case of a part-time PhD, the candidate shall provide an explanation as an attachment in the online application.

3.9. Financial contribution of the AFR PhD grants

The financial support awarded under the AFR grant scheme covers the following:

1. The Salary of the AFR PhD fellow

The contribution to the **annual salary costs of a PhD candidate** amounts to 42.187 €/year⁵ (salary index as august 2018). A topping-up by the employer is possible up to a maximum gross salary of 59.452 €/yr. If the salary paid by the employer exceeds this amount, the project is no longer eligible for AFR funding. The salary contribution will be paid until the PhD degree has been awarded with a maximum duration of 4 years.

Alternatively: Beneficiaries of an AFR PhD fellowship without employment contract will receive a **monthly stipend** of **1,500 €** (in exceptional cases as specified above). The topping-up of the stipend up to a maximum amount of 2.100 € per month is possible. The FNR does accept cumulating two grants for living costs of different origin up to the maximum limit indicated above. However, in case of approval of the two grants, the funder of the topping-up needs to certify their awareness of and agreement with the AFR grant.

2. A one-off travel lump sum, to be paid to the PhD candidate at the start of her/his AFR grant, based on the airline distance between the Beneficiary's residence at the application deadline or start of the grant, and her/his Host Institution:

Distance (km)	Fixed-amount contribution (EUR)
< 500	250
500-1000	500
1000-1500	750
1500-2500	1000
2500-5000	1500
> 5000	2000

3. A fixed training and mobility allowance of 6.000 € per PhD candidate. The training allowance is available to cover costs related to the candidate's training and mobility activities: i.e. scientific/transferrable skills training, scientific conferences or summer/winter schools, field work or travel between scientific contacts involved in the project as well as international research stays.

3.10. Good practice in Research, Legal and Ethical Requirements

Research should respect fundamental **ethical principles**, including those described in the Charter of Fundamental Rights of the European Union.

Research in the framework of PhD is consistent with ethical and data protection standards and approved by the competent committees.

Institutions make available their ethical and data protection guidelines as well as guidelines for research integrity. Institutions ensure that PhD candidates have adequate training in the rules concerning ethics and responsible conduct in research. Institutions ensure that

⁵ in case the official Luxembourg salary index changes, the above-mentioned FNR contribution will be adapted automatically by the FNR.

supervisors take the prime responsibility for their PhD candidates to conduct research according to the established standards of the research field.

Legal and Ethical Requirements : This is fully integrated in the AFR application form.

The following special issues should be taken into account:

Informed consent: When describing issues relating to informed consent, it will be necessary to illustrate an appropriate level of ethical sensitivity, and consider issues of insurance, incidental findings and the consequences of leaving the study. Particular attention must be paid to properly inform study participants about the complex research procedures. If children are involved in a research activity it is necessary to obtain their assent and the permission of their parents.

Recruitment of patient cohorts: For the recruitment of patient cohorts equitable selection of patients should be ensured. The inclusion/exclusion criteria as well as the power calculations underpinning the recruitment targets will need to be described.

Collection and use of human derived material: The type and amount of biological materials to be taken from study participants and the manner in which biological materials will be taken including safety and invasiveness of the procedures for acquisition need to be specified. The measures employed to protect the privacy of and minimize risks to participants the length of time the biological materials will be kept, how they will be preserved, location of storage, and process for disposal, if applicable need to be described. Any anticipated linkage of biological materials with information about the participant, if applicable will need to be described. One should note that downstream research on human derived material (such as somatic cells for the generation of iPS cells and derivatives) could also raise ethical concerns (e.g. large-scale genome sequencing may evoke concerns about privacy and confidentiality). Appropriate confidentiality protections and consent for the downstream use of the material will need to be ensured.

Data protection issues: all FNR funded projects must comply with the EU's General Data Protection Regulation (GDPR) with regards to all data protection issues.

Use of animals: Where animals are used in research, the application of the 3Rs (Replace, Reduce, Refine) must be convincingly addressed. Numbers of animals should be specified. Describe what happens to the animals after the research experiments. The FNR has recently published its requirements for the use of animals in biomedical research funded by the FNR (see <https://www.fnr.lu/download-center/>) .

Human embryonic stem cells: Research proposals that will involve human embryonic stem cells (hESC) will have to address all the following specific points:

- the applicants should demonstrate that the project serves important research aims to advance scientific knowledge in basic research or to increase medical knowledge for the development of diagnostic, preventive or therapeutic methods to be applied to humans;
- the necessity to use hESC in order to achieve the scientific objectives set forth in the proposal. In particular, applicants must document that appropriate validated alternatives (in particular, stem cells from other sources or origins) are not suitable and/or available to achieve the expected goals of the proposal. This latter provision does not apply to research comparing hESC with other human stem cells;

- the applicants should take into account the legislation, regulations, ethical rules and/or codes of conduct in place in the country(ies) where the research using hESC is to take place, including the procedures for obtaining informed consent;
- the applicants should ensure that for all hESC lines to be used in the project were derived from embryos;
- the donor(s)' express, written and informed consent was provided freely, in accordance with national legislation prior to the procurement of the cells;
- that result from medically-assisted in vitro fertilisation designed to induce pregnancy, and were no longer to be used for that purpose;
- the measures to protect personal data and privacy of donor(s), including genetic data, are in place during the procurement and for any use thereafter. Researchers must accordingly present all data in such a way as to ensure donor anonymity;
- the conditions of donation are adequate, and namely that no pressure was put on the donor(s) at any stage, that no financial inducement was offered to donation for research at any stage and that the infertility treatment and research activities were kept appropriately separate.

Other ethical issues: Other ethical issues may pertain to research conducted with/in developing countries such as through the use of local resources (genetic, animal, plant, etc) as well as research which may have an impact on the local communities (e.g. capacity building, access to healthcare, education, etc).

Dual Use research having direct military use or the potential for terrorist abuse also gives rise to ethical issues.

In case of multi-national projects, identify the countries where research will be undertaken and which ethical committees and regulatory organisations will need to be approached during the life of the project.

The application should specify any already existing authorisation or permission for the proposed work and include copies (the copies do not count towards the page limit).

The principal investigator is advised to contact the department in charge of ethical issues in its research institution for support.

3.11. Intellectual Property Rights

The FNR does not present any claim relating to intellectual property rights and the use of the knowledge gained through the activities funded through the AFR programme. In return, it is required that the involved host institutions undertake measures to protect results gained in the framework of the AFR grant.

The terms and conditions for distributing the intellectual property rights between the individual host institutions themselves and between the host institutions and the partner institutions (if applicable) are governed by specific agreement(s) to be established before the start of the grant, to the extent specified in the following principles:

- all involved institutions (host and partner) shall not undertake action of any sort and in any way that might compromise a possible protection of the intellectual property rights arising from the knowledge gained in the framework of the AFR grant;
- it must be possible for the host institutions to publish the knowledge gained in the framework of the AFR grant after a reasonable period of time ; Institutions ensure that

PhD theses are made publicly available, possibly after an embargo period not exceeding two years;

The revenue that the host institution make from the commercial use of the knowledge gained in the framework of the AFR grant shall be used as follows:

- . to cover the external expenses associated with protecting the intellectual property rights;
- . to allocate a fair share of the revenue to the inventors;
- . to finance research, innovation and exploitation projects conducted by the host institution.

4. Application process

Applicants must submit their application in electronic format to the online submission system (FNR Grant Management System) <https://grants.fnr.lu> no later than 14:00 (CET) on the deadline, using the templates provided:

AFR 2021 Submission deadline:

10 March 2021, 14:00 CET

The FNR does not accept documents submitted after the application deadline.

4.1. Application procedure

The full proposal must be submitted electronically by the AFR candidate via the online submission system AIMS <https://grants.fnr.lu> before the deadline.

In the attachments form of the online application, three “*TEMPLATES*” are provided as word files for download, i.e. narrative CV, the *PhD Project Idea* and the *Joint Declaration*. Applicants must use the templates provided.

The PhD project itself does not need to be developed in detail before the application, this is why the FNR only requests a maximum of (10.700) ten thousand seven hundred characters (including the template).

The project description must include the exact headings of the form. Exceptions: Additional characters are allowed for the comments on Resubmission: 1.500 characters

As a recommendation, please use font types such as Arial, Times New Roman or Helvetica with a font size of minimum 11 points and adequate line spacing and margins. Pictures and graphs may be included. Scanning of written text is not allowed.

FNR uses the tool [Count Anything](#) to check the number of characters. The **characters are counted including spaces** (indicated in Count Anything as Chars). Please note that pictures, footnotes and captions are part of the character count.

Proposals exceeding the indicated character limits will be rejected without further evaluation.

The PhD project shall be developed by the doctoral candidate with the support of the supervisor during the first 6-8 months following the start of the PhD.

Overall, the AFR application in <https://grants.fnr.lu> consists of the following sections:

➤ The following forms must be completed online related to your application:

- . Consortium
- . Key Contacts
- . Project / Activity
- . Legal and Ethical requirements
- . Attachments

- **'Attachments'** - comprising the following documents to be converted to PDF and uploaded:
- . **PhD project idea** (**TEMPLATE must be used**). Proposals exceeding the indicated character limits will be rejected without further evaluation. The 'PhD project idea is part of a web-based online application and cannot be submitted alone. After completion of the Word document, please convert it to PDF and upload it into the system (no scanned PDF version). Only PDF files can be uploaded!
 - . **Motivation letter** by the candidate (max. 1 page; no template provided)
 - . **Applicant's CV**: mandatory to use the narrative CV (**TEMPLATE must be used**)+ ORCID ID(up to date)
 - . **Copies of degree certificates** and statement of courses and marks ('relevé de notes') (no template provided, but documents need to be in English, French or German or provided as an official translation in one of these languages)
 - . **PhD Registration** (if already available. The PhD registration can be provided later, but it needs to be available before the start of the grant)
 - . Copy of Passport or ID-card
 - . **Main Supervisor's CV**: mandatory to use the narrative CV (**TEMPLATE must be used**)+ ORCID ID(up to date)
 - . Support letter by the main supervisor and description of the research and training environment. Please include a support letter by the main supervisor or a joint support letter in case of (co-)supervision (max. 3 pages, no template provided)
 - . Justification of the link to Luxembourg for AFR Outgoing:
 - . Copy of Passport or ID-card
 - . Residence certificate
 - . Joint Declaration (**TEMPLATE must be used**) must be signed by the person authorised to legally commit the Host Institution, converted to PDF and uploaded. Only PDF files can be uploaded! converted to PDF and uploaded. Only PDF files can be uploaded!

NOTE: Incomplete applications will be turned down without further evaluation!

4.2. Completing the Online Application Form

The online application foresees two steps:

- Step 1 consists of a list of “To Do’s” including completion of all sections and uploads as mentioned before, plus the final generation of the PDF file of the application as well as the completeness check.
- Step 2 consists of submitting the application.

The screenshot displays the online application form interface. It is divided into two main sections: Step 1 and Step 2.

Step 1: Please read the instructions and complete the activities below.

Under Step 1, there are two categories of activities:

- Uncompleted Activities (To Do's):** This section contains six green buttons with white text:
 - Application Form - Consortium
 - Application Form - Key Contacts
 - Application Form - Project / Activity
 - Application Form - Legal and Ethical requirements
 - Application Form - AFR Attachments
 - Generate PDF
- Completed Activities (Done):** This section is currently empty.
- Not Applicable:** This section is also currently empty.

Step 2: Complete your Task / Application

Under Step 2, there is a single green button with white text: **Submit to FNR**.

All sections of the Online Application Form can be accessed individually.

The ‘Online Application Form’ may be saved for each section at any time and you may come back to it later. Before you submit the completed form however, you need to make sure that all mandatory questions (marked with *) have been completed. The system partially warns you of mandatory sections but put a special attention on the completeness of documents that need to be uploaded. Please also ensure that all data is correct before submission.

Please save the corresponding template to your desktop and complete it off-line. The word templates for the PhD Project description form and the joint declaration are also available on the FNR website (www.fnr.lu), make sure you are using the right version (AFR Call 2021).

4.3. AFR 2021 Call timeline

December 2020	Launch of AFR Call
10 March 2021	Submission deadline
March - June 2021	Evaluation
July 2021	Communication of FNR funding decision
July – Dec. 2021	Conclusion of AFR Grant agreements
1 st January 2022	Latest start of PhD projects funded under this call

4.4. Contact details

The first contact to discuss a potential PhD project shall be the potential supervisor and the coordinator of the doctoral programme at the host institution.

For information on the AFR scheme and application modalities, please contact the Fonds National de la Recherche per email: afr@fnr.lu .