



INDUSTRIAL FELLOWSHIPS (PhD & PDR) 2021-1

Table of Contents

1.	FNR Background and Objectives	2
2.	Industrial Fellowships Programme Outline and General Principles	2
3. I	ndustrial Fellowships Scheme Characteristics	4
	3.1. Duration and Funding	4
	3.2. Eligible Host Institutions, Partners and Principal Investigator	7
	3.3. Research Training Environment and Supervisors	9
4. \$	Submission and Selection Process	10
	4.1. Submission Process	10
	4.2. Selection Process	10
5.	Annexe	12
	5.1. FNR Grant Management System (Online Submission)	12
	5.2. Industrial Fellowships Application Procedure	13
	5.3. Application Elements	13





1. FNR Background and Objectives

It is a strategic priority of the National Research Fund (FNR) to turn public research into a competitive advantage for Luxembourg. To this end, 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.

The aim of the Industrial Fellowships programme is to foster the cooperation between Luxembourg based companies active in R&D and public research institutions in Luxembourg and/or abroad.

The specific objectives of the programme are to:

- 1. Prepare young scientists not only for an academic career, but also help in acquiring the necessary skills and competences for the private job market;
- 2. Support knowledge transfer between higher education institutions and Luxembourg based companies active in R&D;
- 3. Promote the development of industrial research capacity in Luxembourg through the recruitment of early stage researchers and the concomitant implementation of partnerships between companies and public research organisations.

2. Industrial Fellowships Programme Outline and General Principles

The Programme is open to all domains with the following proposal submission deadlines: 22nd of April and 14th of October

Notification of selected projects: max. 3 months after Proposal submission

Project Start: immediately after notification but the latest possible start for projects submitted in the spring call is 1st January of the following year and 1st July of the following year for projects submitted in the autumn call.

The activities under the **Industrial Fellowships** programme should fulfil the following **general principles**:

- Adequate attention needs to be paid to working conditions, transparency of recruitment, equal opportunities and career development as regards the **Industrial Fellowships** applicants. In these matters, the **European Charter for Researchers** and the Code of Conduct for the Recruitment of Researchers offer a reference framework¹.
- 2. Under the **Industrial Fellowships**, the FNR exclusively supports researchers having an employment contract.
- 3. **Industrial Fellowships** grants cover the salary up to a maximum contribution indicated under point 3 below. Other costs such as overheads or consumables are not covered.
- 4. Research should respect fundamental **ethical principles**, including those described in the Charter of Fundamental Rights of the European Union. Qualifying Research Bodies are expected to have in place clear ethical guidelines and assurance procedures designed to manage research under their direction.

1-

¹The European Charter for Researchers and the Code of Conduct for their recruitment can be downloaded from http://ec.europa.eu/euraxess/rights





- Research misconduct, e.g. provision of false information, plagiarism or falsification of data, results in a rejection of the proposal. The FNR reserves the right to pursue further steps according to the 'Research Integrity Guidelines' accessible on the FNR website.
- 6. Regarding Research integrity, the FNR endorses the following references: The «Singapore Statement on Research Integrity» adopted in 2010 following the 2nd World Conference on Research Integrity², and <u>«The European Code of Conduct for Research Integrity3»</u> published by the European Science Foundation and ALLEA (All European Academies).
- 7. The FNR attaches great importance to the impact of research outputs on science, industry, policy making and society in general. To maximise the possibilities for impact of research outputs, results from FNR-(co)funded research are expected and required to be disseminated via high-quality, peer-reviewed publications that are made **Open Access** (FNR Policy on Open Access). Costs for project-related publications can be refunded through the FNR's "Open Access Fund". FNR also encourages the deposition of preprints in open access repositories.
- 8. The FNR will require a Data Management Plan (DMP) to be written for all projects accepted for funding after the 1st of January 2021. At project start, a template will be made available on FNR's Grant Management Platform. This document can be accessed and revised during the entire funding period. It is not required to submit a DMP at the application stage. It is however strongly advised to start preparations for a Data Management Plan already during the proposal writing. Please consult the FNR Policy on Research Data Management for further guidance.
- 9. IP Protection and Collaborative Agreements: The principal IP terms of the collaboration agreement between the RPO and the company regarding the submitted project must subject overall to the "Framework for State aid for research and development and innovation (2014/C 198/01)" paragraph 2.2.2. "Collaboration with undertakings". The applicants must show how their institutions have implemented the framework and submit a draft collaboration agreement including the terms and conditions that relate to intellectual property created in the course of the Project. The FNR keeps the right to audit these agreements pre and post project.
- 10. All funded researchers must declare any private, personal or commercial interests relating to an application for funding to the FNR in an accompanying document included as an application attachment conform to the Guidelines for the declaration of potential conflict of interest.
- 11. Ideas and/or text belonging to others must be properly referenced, based on international standards. All applications will be checked for plagiarism and any misconduct may result in the immediate disqualification of the application.
- 12. An adequate set of scientific and non-scientific trainings shall be offered to each **Industrial Fellowships** beneficiary to enhance the career perspectives beyond the **Industrial Fellowships** funding period.
- 13. **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.

² http://www.singaporestatement.org/

³ http://www.fnr.lu/en/Calls,-Forms-Guidelines/General-FNR-Guidelines





- 14. The dissemination of research results and transfer of knowledge are key added values of a research project. The FNR expects that each funded **Industrial Fellowships PhD** results in at least one peer-reviewed first author publication⁴ at the latest 2 years after project end. The commercial and/or industrial exploitation of research results is an important aspect of the **Industrial Fellowships**. In addition, the FNR fosters the dissemination of research towards the general public and the media. Measures need to be taken to increase the use and impact of results by industry, policy makers and society. Financial support from the FNR must be acknowledged in all publications and other forms of media communication, press releases and conferences.
- 15. 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.

3. Industrial Fellowships Scheme Characteristics

Applicants are expected to propose a challenging, feasible and realistically achievable PhD/Postdoc project which stimulates excellent discovery-oriented industry-led research. Through a strong collaborative approach, the project is innovative, has the potential to create new knowledge and provides tangible benefits to all partners. It should not be a pure engineering project and in any case it must not simply cover the daily operational business of the company. The research project is jointly developed by the applicant, the company and the public partner.

3.1. Duration and Funding

Industrial Fellowships Post-doctoral 1 to 2 years grants 1+3 years Industrial Fellowships PhD grants The full grant duration of up to 4 years will only be granted based on a positive assessment of the beneficiary at the end of the first year. 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.

Fonds National de la Recherche | INDUSTRIAL FELLOWSHIPS

⁴ The FNR considers the following as peer-reviewed publications: a publication in a journal of the list of journals with impact factors published yearly by ISI Thompson; a publication in the journal index established by SCOPUS; a publication in peer-reviewed conference proceedings; or a monograph with a review board.





Employment contracts

Industrial Fellowships grants are aimed at Host Institutions to employ **Industrial Fellowships** beneficiaries to conduct their research studies.

Co-supervision is a must

In order to support knowledge transfer and to enhance the training in both sectors, **Industrial Fellowships** candidates should not spend less than 25% of their time⁵ in the company. For Post-doc grants, the time spend in the company could be increased of up to 90%.

Financial contribution of the Industrial Fellowships grants

For **Industrial Fellowships** beneficiaries with employment contracts, the FNR pays to the Host Institution a maximum contribution to the annual salary costs.

Maximum FNR contribution to annual salary costs (salary index as of 1st January 2020):

Industrial	Fellowships	Post-doctoral	66.948 €/year
grants			
Industrial Fellowships PhD grants		grants	47.415 €/year

A topping up by the industrial partner to the salary of the Industrial Fellowships is mandatory (15% of the FNR contribution)

Industrial	Fellowships	Post-doctoral	10.042 €/year	•		
grants			(if Industrial 66.948 €)	Fellowships	contribution	is
Industrial F	ellowships Ph) grants	7.112 €/year			
			(if Industrial 47.415€)	Fellowships	contribution	is

A topping up by the employer is still possible after the mandatory one up to a certain amount corresponding to the below indicated annual gross salaries (= not including employers' charges). If the salary paid by the employer exceeds these amounts, the project is no longer eligible for **Industrial Fellowships** funding:

Industrial grants	Fellowships	Post-doctoral	97.500 €/year
Industrial Fellowships PhD grants		grants	65.780 €/year

The FNR does accept cumulating two grants for living costs of different origin beyond a maximum limit. Researchers who have been awarded a grant for living costs from an external source of funding may apply for an **Industrial Fellowship**. However, in case of approval of the two grants, the full basic grant is paid by the FNR and the topping-up may come from another source that needs to certify their awareness and agreement with the **Industrial Fellowships** grant.

⁵ This is actual **physical time** to be spent in the company which has to welcome the candidate at their offices





Travel lump sum

The FNR allocates a one-off travel lump sum based on the airline distance between the Beneficiary's residence at the moment of the application and her/his Host Institution, corresponding to the following amounts:

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

Training allowance

The FNR strongly encourages complementing basic academic training with additional training targeting skills development to increase the employability and career prospects of researchers. A **specific budget** for scientific and non-scientific training of up to **4,000** € / **Industrial Fellowships Postdoc grant** and up to **6,000** € / **Industrial Fellowships PHD grant** is available to cover additional costs (e.g. travel to scientific conferences, conference registration fees).

Number of applications per Principal Investigator (PI) and resubmissions of applications

A principal investigator (PI) from a RPO can submit <u>only one proposal</u> per call deadline. There are no limitations for the partnering companies.

A submitted project can be resubmitted only <u>once</u> and the applicant team has to take a written position to the received comments.





3.2. Host Institutions, Partners and Principal Investigator

The Industrial Fellowships has two strands:

Industrial Fellowships projects carried out in Luxembourg (IN), i.e. more than 50% of research time is spent in Luxembourg, under an employment contract.

Industrial Fellowships projects carried out abroad (OUT), i.e. more than 50% of research time is spent outside Luxembourg, under an employment contract, but at least 25% of the work has to be spent in the company in Luxembourg.

PhD grants applicants

The **Industrial Fellowships** PhD grant scheme is open to applicants holding 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 **Industrial Fellowships** 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 a statement by their current supervisor addressing this issue.

Applicants for the Industrial Fellowships PhD scheme must not be enrolled in the PhD for more than one year or have worked on their PhD project for more than one year otherwise their application is not eligible.

Postdoc grant applicants

The **Industrial Fellowships** call is open to all researchers, regardless of their nationality. Applicants have to be in possession of a doctoral degree of a recognised higher education institution (please note that Medical Doctor (MD) studies are not taken equivalent to PhD studies). The researcher is considered in "possession" of a PhD, if she/he can at least provide a confirmation from the awarding authority attesting that all conditions linked to the award of the PhD (including defence of the thesis) have been fulfilled. If an applicant is not in possession of a doctoral degree at the relevant call submission deadline (e.g. final PhD examination has not been passed yet), such a certificate must be provided **by the start of the project (the grant agreement will not be signed without it)**. In addition, applicants not in possession of a PhD at the relevant call submission deadline must join a statement by their PhD supervisor addressing this issue.

Postdoctoral candidates can apply until up to 8 years after the date of their PhD certificate, the date of the call submission deadline counts. Furthermore, in order to be eligible as a postdoctoral applicant, the research work has to be carried out in a different country and/or in a different sector (i.e. in the private sector) from where the applicant has been principally (>12 months) working in the 24 months preceding the call deadline. These two eligibility conditions are binding, without exception. When the beneficiary meets these conditions, she/he is also eligible consecutively for PhD and for postdoctoral funding.





Eligible Institutions

In order to be eligible for **Industrial Fellowships**, the project must be conducted in collaboration of (at least) **two institutions from two different sectors**, i.e. the public and the private sector.

The **Host Institution (HI)** is the institution (public or private) where the **Industrial Fellowships** beneficiary performs the major part of her/his research work (i.e. where the beneficiary spends more than 50% if her/his time). **Industrial Fellowships** grants provided by the FNR aim at Host Institutions to employ **Industrial Fellowships** beneficiaries to conduct their research work. The HI must offer scientific guidance and training as well as office and/or laboratory space allowing the applicant to properly carry out the described research project. It is the responsibility of the applicants to find a suitable HI with competences in their research field.

In respect to the specific challenge that a PhD project represents, the FNR strongly recommends that consortiums with smaller (less than 10 employees) and/or younger (founded less than 3 years prior to submission deadline) companies apply for PostDoc grants instead of PhD grants. Please contact us in such cases, even if the company is not the host institution.

The hosting institution should ensure that it can offer an employment contract for the full duration of the project, i.e. up to 24 months for Postdoc beneficiaries and up to 48 months for PhD beneficiaries. A contract specifying the contributions of each partner to the research project, including an **agreement on Intellectual Property Rights (IPR)**, needs to be concluded between all partners and a term sheet has to be submitted with the application.

The legal maximum for a fixed term contract for researchers in Luxembourg is five years.

The following are eligible institutions for Industrial Fellowships beneficiaries⁶:

Companies located in Luxembourg that are active in R&D				
Only as private partner	An accreditation ('agrément') issued by the Ministry of Economic Affairs is mandatory, regardless if HI or not			
	An ASBL is not eligible as private partner			
Public institutions performing research in Luxembourg				
Only as public partner	Authorization from the Ministry of Higher Education and Research is mandatory			
Non-profit associations and foundations performing research in Luxembourg				
Only as public partner	Authorization from the Ministry of Higher Education and Research is mandatory			
Recognised research and higher education institutions abroad or public Institutions abroad with a research mission and scientific competence in the domain of the project				
Only as public partner	At least 25 % of the time has to be spend at the private partner in Luxembourg			

⁶ For more information on eligibility, please consult https://www.fnr.lu/fnr-beneficiaries/





The proposal must be signed by the person authorised to legally commit the Host Institution of the involved applicant (see 'Joint Declaration').

The accreditation certifying the company's R&D activities by the Ministry of Economic Affairs must be available at the call submission deadline.

Besides the HI, there is at least one 'Collaborating Institution' from a different sector than the HI. These are institutions from the private sector (in Luxembourg) or the public sector (in Luxembourg or abroad) with a research mission, where the Industrial Fellowships beneficiary performs a part of her/his research, i.e. less than 50 % of the total project time may be spent at a collaborating institution. Up to two collaborating institutions are possible and they do not need to be from the same sector. The collaborating institution will not employ the Industrial Fellowships beneficiary but also commits to offer scientific guidance and training as well as office and/or laboratory space, if applicable.

Collaborations in the project where no supervision or mentoring of the candidate is involved should be listed as "other collaborations" and are not considered as 'Collaborating Institutions'.

3.3. Research Training Environment and Supervisors

Scientific support and training offered to the applicants as well as an excellent research framework are key elements for a successful completion of the research project. Scientific support should be tailored to meet the requirements of the individual applicant and her/his development throughout the project. The quality of the scientific advisor(s) and the research group as well as how the applicants' supervision and training is organised, will be ranked in the evaluation.

The **Industrial Fellowships** project must be carried out in close collaboration with at least one qualified researcher in the domain of the project in the host institution as well as in the collaborating institution who are both actively involved in the scientific training and the career development of the researcher. The supervisor is an active researcher with a steady scientific productivity, who has experience in the supervision of PhD or Postdoc candidates.

Host institutions are expected to have clear rules and quality standards defining who is entitled to supervise a PhD or Postdoc candidate in their institution and how to ensure quality control. Supervision shall be in line with the principles defined in the Quality Framework for Doctoral Training (www.fnr.lu/guidelines).





The importance of acquiring non-scientific skills in addition to scientific research **training** throughout the grant period is increasingly recognised. It is **recommended** for the researchers to define an **Individual Development Plan** with the main scientific contact(s)/mentor(s) at the start of the project and to keep it updated during the course of the project, addressing the following points:

Individual Development Plan

- Research Environment Working environment and relationships.
 To be addressed:
 - Supervisors at HI and collaborating institution(s)
 - Frequency and quality of meetings
 - Collaborations
 - Networking
- **Skills and Training** Scientific and non-scientific skills. Depending on the results of a self-assessment, the following may be considered:
 - Opportunities to practice oral and written communication
 - Improving project management and leadership-skills
 - Teaching or supervision experience
 - Outreach actions e.g. active participation to events of Promotion of Scientific Culture
- Career Development discuss career to date and future plans.

<u>Only for PhD registered at the University of Luxembourg</u>: The PhD supervisory committee (CET - Comité d'Encadrement de Thèse) must include at least one member from a research institution abroad.

4. Submission and Selection Process

4.1. Submission Process

Grants for the **Industrial Fellowships** will be awarded through a call for proposals. **Proposals** are submitted by the PhD or Postdoc applicant and can be submitted continuously from the date of publication of the call until the final deadline of the same call and will be evaluated and selected in two rounds per year, based on the two specific deadlines set out in the **Industrial Fellowships** Programme Outline. Applications must be submitted completely in English. Applications with elements in other languages are not eligible.

The Applicant needs to submit a complete application (details in Annexe) via our Electronic Grant Submission System: https://grants.fnr.lu

4.2. Selection Process

Selection Panel

A panel consisting of independent experts with extensive experience in public-private collaborations will evaluate the submitted applications according to the **selection criteria**. The selection review process guarantees an independent, state-of-the-art evaluation of the application with the objective to select the research projects and applicants that reflect **scientific/technological excellence and high level of innovation in collaborative projects**.





The selection process is set up according to the fundamental FNR values of transparency, efficiency and integrity and aligns with the "Statement of Principles for Scientific Merit Review" of the Global Research Council.

The **Industrial Fellowships** selection process consists of several stages:

- 1. Proposals undergo an **administrative eligibility check**. Applicants will receive a confirmation of the eligibility or non-eligibility of the proposal. In case of non-eligibility, the reasons are indicated and the application will not be assessed.
- 2. Eligible proposals are **peer-reviewed** by members of the panel team consisting of independent experts with extensive experience in public-private collaborations.
- 3. The Industrial Fellowships panel team rates all proposals and recommends funding.
- 4. The Secretary General formalizes the **funding decision** before its communication to the applicants.

The **funding decision** will be communicated to the applicants within approximately 3 months following the submission deadline.

Selection Criteria

The **Industrial Fellowships** applications will be assessed according to the **following** selection criteria:

- 1. Project idea and the scientific/technological quality of the proposal
 - o project idea; clarity and pertinence of the objectives
 - level of innovation (innovation potential)⁷ and advancement of the state-of-theart
 - o level of research: this criterion gives an indication of the extent to which the project will produce new knowledge of significance for the scientific development of the fields covered by the research. PhD projects have to demonstrate an advancement of the current state-of-the-art. The relevance of the research for innovation gives an indication of the role of the R&D project in relation to the innovation sought
 - R&D related risk: This criterion gives an indication of the level of ambition established for the scientific objectives of the R&D project and how scientifically challenging it will be to achieve these objectives in full
- 2. Adequateness of the track-record of the applicant
 - Fit of background to the proposed topic
 - o Academic and/or scientific achievements
 - Motivation to work in a collaborative research environment
- 3. Quality and efficiency of the implementation of the proposed project (research framework and supervision plan)

-

⁷ In this context, the term "innovation" is to be understood as renewal or new creations that generate value added. The innovation will be assessed as to whether it represents an innovation solely for the partners or applies in a national/international context as well.





- Feasibility in the industrial environment (Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources and planning of secondments; operational capacity)
- Quality of the risk management plan
- o Track-record of supervisors/scientific advisors and research groups involved
- Organisation of the joint supervision and training; transfer of knowledge between the partners in the Industrial Fellowships consortium
- Only for PhD grants: Suitability of the company to collaborate in a long PhD project and associated risks for the PhD-candidate.

4. Impact:

- o Enhancing innovation capacity and integration of new knowledge;
- Effectiveness of the proposed measures to exploit and disseminate the project results (including management of IPR), to communicate the project, and to manage research data where relevant.
- Enhancing knowledge transfer between higher education institutions and Luxembourg based companies. There must be a high impact for Luxembourg when partnering with international partners.
- Any other environmental and socially important impacts (not already covered above)

For Postdoc candidates in addition: impact of the joint research project on his/her career development. FNR expects the **Industrial Fellowships** consortium to identify and select the best candidate for the competitive **Industrial Fellowships** scheme. Funding recommendations for PhD candidates are therefore based on a 1 + 3 years funding duration, where the full grant duration of 4 years will only be granted based on a positive assessment of the beneficiary at the end of the first year.

The reviewers will take into account that the technological research projects might have different requirements concerning the dissemination of results. However, **Industrial Fellowships** PhD beneficiaries are expected to be allowed to publish their PhD thesis within 2 years after the final PhD examination.

5. Annexe

5.1. FNR Grant Management System (Online Submission)

All **Industrial Fellowships** Calls are managed through an **online submission system** (FNR Grant Management System) accessible via https://grants.fnr.lu. This system provides applicants a web services interface for automated submission and further monitoring of completed grant applications and related services (acknowledgement emails, notifications and reminders). The system will guide the applicant through the different steps of the application procedure. All forms have to be filled in online and submitted in electronic format.

For documents that need to be uploaded to the online system, please respect the font and page limitations indicated in the application forms! If page limitations are not respected, the FNR retains the right to shorten the document and only forward the correct amount of pages to the external evaluators! In order to be eligible, the valid forms of the relevant call have to be used.





5.2. Industrial Fellowships Application Procedure

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. To be eligible, applicants have to use the templates valid for the relevant call. Incomplete applications and/or late submissions will make the application non eligible and the application will be turned down without further evaluation

Please note that certain Host Institutions, in particular Luxembourg Host Institutions, have internal rules regarding the submission of **Industrial Fellowships** applications. They may, for example, require that Industrial Fellowships applications must first be examined and approved by their administration before they can be submitted online to the FNR. In the early preparation stage of the **Industrial Fellowships** application (and no later than 1 month prior to the submission deadline), applicants should therefore get in touch with the HI's internal Industrial Fellowships administrative contact to inform her/him of the intention to submit an Industrial Fellowships proposal and to clarify the internal submission procedure. However, in the initial planning stage of an application, the first point of contact for an applicant should be the future scientific advisor.

5.3. Application Elements

The Industrial Fellowships Application for a project consists of the following elements:

- 1. The **Online Application Form**: to be accessed and completed online in the FNR's online Grant Management System (https://grants.fnr.lu).
- 2. The Industrial Fellowships Project Description Form contains detailed information on the proposed research project. A Word file template is to be downloaded and completed offline, afterwards converted to PDF and then uploaded to the Online Application Form in the online system. The 'Project Description' cannot be submitted alone.
- 3. The **supporting documentation** (to be uploaded):
 - The recent Curriculum Vitae for the beneficiary and the main academic supervisor. It is mandatory to include an updated ORCID profile and to use this template: Narrative CV. The application will be considered ineligible if these conditions are not met.
 - The recent Curriculum Vitae for the main contact of the private partner. Narrative CV and ORCID profile are not mandatory for private partners, a normal CV will
 - Training Plan (or Individual Development plan, if available, max. 4 Pages)
 - Motivation letter by the candidate (Max. 1 Page)
 - The Joint Declaration of the applicant and the Host Institution, signed by the **Host Institution** (template provided)
 - The Copies of Degree Certificates and Statement of Courses and Marks ('relevé de notes') (no template provided)
 - Copy of Passport or ID
 - A single **joint Letter of Support (Max 3. Pages)** to be provided by the main supervisors involved in the project (including a statement on the research framework provided and the organisation of the training and joint supervision of the candidate). The industrial partner must provide a rationale for the applicant





- choice and his integration within the company. The support letter should be signed by the main scientific contact of each institution/company involved
- Summary (Term sheet) of the contract between a public research body and a company, including an Intellectual Property Rights (IPR) agreement (no template provided)
- Copy of the official accreditation of the company by the Ministry of Economic Affairs, if not already submitted to the FNR.
- Declaration on Potential Conflict of Interest (COI) by every person named on the application (template provided)
- The Key Information of the Company (KIC) (template provided)
- The bibliography, max. one page (note, that the bibliography is now a separate attachment and not included in the project description form anymore)
- If applicable: Additional documents in special cases (e.g. justification of part-time work)
- If applicable: Reference letter for the applicant by former supervisor / scientific advisor: mandatory for Postdoc applicants not in possession of a PhD at the relevant call submission deadline; they must join a statement by their PhD supervisor addressing this issue

For information on the **Industrial Fellowships** scheme and application modalities, please contact the National Research Fund per email: ppp-programmes@fnr.lu

For technical questions regarding the FNR Grant Management System, please contact us by e-mail at tech-support@fnr.lu or call our Help Desk at +352 26 19 25 45.