



INSTITUTE FOR ADVANCED STUDIES (IAS)

IAS-Luxembourg
Funding Instrument DISTINGUISHED

Call description and guidelines for applicants

Contact:

ias@uni.lu

Philippe DELFOSSE (VRR-Office)
Sylvie FROMENTIN (VRR-Office)
Klaus Daniel PETER (RSD)

Call information and forms:

<https://www.uni.lu/ias>

Online submission tool:

<https://research.uni.lu>

Timeline 2022 Call:

Opening of the call	Submission deadline	Selection Committee Meeting	Communication of call results	Earliest project start date
4 May 2022	15 July 2022 @2pm (CET)	29-30 Sept 2022	17 Oct 2022	2 Jan 2023

Description and application guidelines

The Institute for Advanced Studies – IAS-Luxembourg provides funding opportunities with the aim to enable bold and interdisciplinary research at the very forefront of science. Through the DISTINGUISHED instrument, UL wishes to attract distinguished international personalities including researchers, policy makers, as well as representatives of the arts, business, government and industry. DISTINGUISHED has the ambition to enable research groups at the University of Luxembourg to engage in interdisciplinary and intersectoral research in *avant-garde* ways and beyond the frontiers of knowledge.

Table of Contents

1. Description of the DISTINGUISHED call	3
1.1 Introduction.....	3
1.2 Eligibility for participation.....	3
1.3 Exclusion period.....	3
2. Application.....	4
2.1 Applicant to a DISTINGUISHED visit	4
2.2 Specificities of a DISTINGUISHED visit	4
2.3 Intellectual Property Rights (IPR) and acknowledgement.....	7
2.4 Ethics, Open science and Gender Equity.....	8
2.5 Eligible Costs	9
2.6 External contribution to DISTINGUISHED projects	9
3. Practical Application to the DISTINGUISHED call	10
3.1 Key rules.....	10
3.2 Tasks prior to submission	10
3.3 Application Process	10
3.4 Application Form.....	11
3.5 Budget template (see the Excel budget table).....	13
4. Selection process of DISTINGUISHED projects	15

PRELIMINARY REMARKS:

- DISTINGUISHED 2022 call is the first call for DISTINGUISHED applications in the framework of the IAS. DISTINGUISHED is open to all disciplines and sectors and exclusively supports excellent and interdisciplinary profiles to join the IAS-Luxembourg in bold and cutting-edge research activities.
- The **deadline** for submission of project proposal is **15 July 2022 at 2pm (CET)**. The Research Support Department (RSD) and the Research Facilitators are the first point of contact for questions. Project submission forms and useful information are available on the [IAS web pages](#). Enquiries can be sent to ias@uni.lu.

1. Description of the DISTINGUISHED call

1.1 Introduction

The main objective of the DISTINGUISHED instrument is to enable and encourage research groups of the University of Luxembourg to engage with distinguished international scientists, but also wider personalities, including policy makers, and representatives of the arts, government or industry.

DISTINGUISHED fellows will strengthen UL's activities and reinforce the development of new ideas in research and innovation, teaching approaches and for addressing global challenges, thereby enriching Luxembourg's academic and intellectual environment.

In order to ensure that a wide cross-section of the University community as well as Luxembourg society benefits from the impact of the visit, IAS DISTINGUISHED Visiting Fellows will take part in activities such as: (i) conducting interdisciplinary research, including the preparation of research projects and proposals with members of UL (ii) training events targeted at early career scholars, (iii) public events to engage society, together with the UL community and other IAS visiting fellows, (iv) and, where appropriate, in teaching activities.

The DISTINGUISHED call is open to all disciplines and sectors and is driven by interdisciplinarity and excellence. Applications must be supported by an academic member of UL. Applicants to the DISTINGUISHED funding instrument will be assessed by the College of IAS Fellows ([IAS-Luxembourg Organisation & Governance](#)).

Funding can be requested for visits of **a minimum of 2 weeks and a maximum of 3 months**. Funding is granted on a competitive basis and once awarded, it remains valid for a period of 12 months, from 1 January to 31 December of a calendar year in order to facilitate the organization of the stay (see section 4, DISTINGUISHED-selection). After this period, the grant will be lost. Budget is not transferrable from one calendar year to another.

DISTINGUISHED fellows automatically become "Visiting Fellows of the IAS Luxembourg" for the duration of their stay. After the stay, they automatically join the IAS Luxembourg Alumni Group and will be invited to participate in IAS events and activities.

1.2 Eligibility for participation

The DISTINGUISHED instrument will only process applications that have been supported by a:

- Full, Associated, or Assistant Professor of UL or,
- Permanent Research Scientists holding a full ADR.

UL professors supporting a DISTINGUISHED application are referred to as Hosting-PI. In essence, candidates must demonstrate a record of excellence, interdisciplinarity and depth of scholarship in either science, teaching, art, policy-making, or innovative industrial development. Eminent public thinkers, philosophers and intellectuals will add to the diversity of the IAS community and to the multidimensional nature of the overall objectives of IAS-Luxembourg.

1.3 Exclusion period

DISTINGUISHED fellows who have benefited from a stay at the IAS-Luxembourg may re-apply to the DISTINGUISHED call after a waiting period of **2 years (from the last day of their previous stay)**. The waiting period ends on the day of the opening of the DISTINGUISHED call of that year.

In order to foster a diverse renewal of personalities and disciplines in the IAS community, eligible UL researchers who have recommended a **successful** DISTINGUISHED fellow are excluded from supporting an applicant for the next DISTINGUISHED call depending on the duration of the fellow's stay:

- For stays of **1 month or more**: exclusion within the year of the fellow's visit.
- For stays **up to 1 month**: no exclusion.

2. Application

2.1 Applicant to a DISTINGUISHED visit

The **applicants** for DISTINGUISHED funding should:

- Comply with the DISTINGUISHED eligibility requirements (section 1.2) and interact with researchers from at least 2 different disciplines.
- Request recommendation from a UL professor who supports the application as Hosting-PI.
- Give at least one conference addressed to the greater public in Luxembourg.
- Ensure the scientific quality of the event and its contribution to the main missions of the IAS-Luxembourg:
 - leverage bold and interdisciplinary research at the very forefront of science.
 - symbolize UL's values of excellence, interdisciplinarity and internationality.
 - build bridges within the UL community, international visitors and society.
 - contribute to attract and retain international talent.

Applicants and supporting UL professor are equally responsible for the design, management and execution of day-to-day activities during the visit, while adhering to high standards of ethical principles and research integrity, as well as the university's code of conduct.

The UL professor supporting the applicant (Hosting-PI), supports the applicant in the writing and submission of the proposal, facilitating interdisciplinary interactions and coordination between UL entities and between UL scientists, reporting, and exchange with UL administration and governance; as such, the Hosting-PI is the single point of contact with the IAS-Luxembourg and the Research Support Department.

The Hosting-PI may also support an application by the DISTINGUISHED fellow to the BRAINSTORM instrument.

2.2 Specificities of a DISTINGUISHED visit

Types of contract

DISTINGUISHED admits two types of fellow: Academic and Non-Academic.

1. For Academic fellows:

Depending on the situation of the fellow, **two cases** can be considered:

- A. If the fellow already has a working contract with his/her current institution and will remain under this contract for the duration of the DISTINGUISHED stay:

A hosting agreement must be put in place with the fellow. The Hosting-PI with the support of the Research Facilitator or Administrative Assistant should fill in the “Incoming visit request form” and send it to the e-mail address: external.staff@uni.lu. The funding will include a daily living and accommodation allowances for the period of the stay.

For fellows with working contract, the **maximum monthly** allowance is fixed at 50€ per day plus the reimbursement of the housing accommodation (up to a maximum of 1000€ per month).

B. If the fellow will not be under a work contract during the DISTINGUISHED stay:

If the fellow is based abroad and comes to the University of Luxembourg, the DISTINGUISHED funding will ensure that the researcher will receive a salary equivalent to a standard salary of a researcher with an equivalent track record employed by the University of Luxembourg.

- a. **For a stay between 2 weeks (minimum period of stay) and 1 month inclusive:** a request for a service contract will be made. The document can be found in [Service contract \(uni.lux\)](#) and must be sent to service.contract@uni.lu with all required documents. The remuneration is fixed by the hourly rates specified in section 3.5.
- b. **For a stay between 1 month (excluded) and 3 months (maximum period of stay):** a fixed term contract will be established by the Human Resources Department. Please check the procedure in [Talent Acquisition 1. Creation and Planning \(uni.lux\)](#). The remuneration is fixed by the hourly rates specified in section 3.5

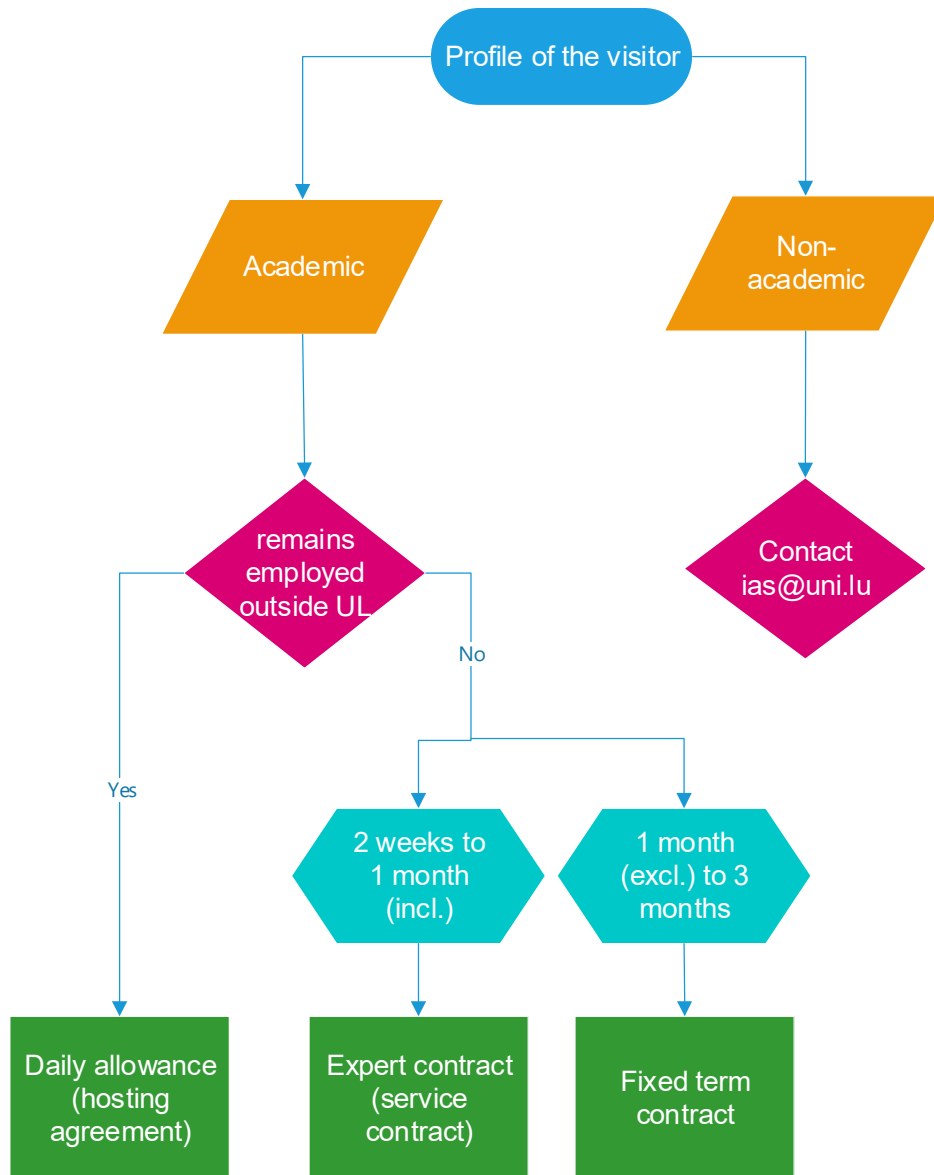
For fellows without working contract, the **maximum monthly** remuneration is set at 12 500€ per month.

In both cases, the Human Resources and Legal departments are the point of contact for any question related to the working contracts and validation of the retained solution.

2. For Non-Academic fellows:

For non-academic fellows, various profiles of fellows are expected, therefore remuneration will be made on a case by case basis. Please contact the IAS team at ias@uni.lu who will be able to discuss each case with the Hosting-PI and the RF and make a remuneration proposal.

Please check the diagram below to select the most appropriate type of contract for the visiting fellow:



Duration and budget ceiling

Stays must last from **2 weeks to a maximum of 3 months**. Any extension after the agreed stay of the fellow must be fully covered by the Faculties or ICs. Once awarded, funding remains available for a period of 12 months to allow sufficient time for the organisation of the visit. The stay must take place **between 1 January and 31 December of the calendar year following the successful DISTINGUISHED application**.

Budget is not transferrable to the next calendar year after the event has taken place. All invoices for DISTINGUISHED expenses must be submitted to SFC by the annual closing date communicated by SFC.

A DISTINGUISHED project budget covers fellow salary costs and expert fees, travel costs,

documentation and other costs such as catering or accommodation allowance. Research expenses generated by the DISTINGUISHED fellow during his/her stay at UL are not covered by this call (see table in Section 2.5) and must be funded by other funding sources.

The IAS-funding granted to a DISTINGUISHED fellow is limited to a maximum of **50 000 €**.

Concerted use of the IAS funding instruments

A Hosting-PI may only support one proposal per DISTINGUISHED call. Proposals for Distinguished fellows, which have been submitted in previous DISTINGUISHED calls and not selected for funding, cannot be resubmitted in subsequent calls, unless resubmission is explicitly encouraged in the decision letter or the purpose of the visit has been substantially changed so that it can be considered as a new proposal.

Follow-up visits to scale up the results of the initial research ideas are possible to ensure a long-term beneficial impact of a DISTINGUISHED fellow on the IAS-Luxembourg, as well as the ability of UL's scientific community to secure high profile grants and attract talent.

Research expenses generated by the DISTINGUISHED fellow during his/her stay at UL are not covered by this call (see table in Section 2.5) and must be funded by other funding sources.

Successful DISTINGUISHED fellows, supported by the Hosting-PI, may apply for the BRAINSTORM instrument. The BRAINSTORM instrument provides funding for the organization of small-group brainstorming international meetings (see Description and guidelines of the BRAINSTORM funding instrument [Document Templates \(uni.lu\)](#)).

2.3 Intellectual Property Rights (IPR) and acknowledgement

IPR

In case of a successful application, an Intellectual property rights (**IPR**) agreement must be concluded with a DISTINGUISHED fellow before the start of the visit. A consortium agreement template is under construction and will be available at the **Office for Partnership, Knowledge and Technology Transfer** (PaKTT Office) at the time of the communication of selected projects. The Research Facilitator may request support from PaKTT Office in completing the agreement (paktto@uni.lu). **IPRs** fall under the UL's current policy on the valorisation of research results such as defined in the University law, the employment contract and the Guiding principles for the valorisation of research results and intellectual property rights⁴.

Result valorisation

The valorisation process allows the University of Luxembourg to protect, valorise and transform foundational research results into products, processes, services or, innovative and economically viable forms of technology duly protected by intellectual property rights. According to the national law, all researchers who decide to valorise an innovative result, resulting from their scientific work, must declare it to their employer. The **PaKTT Office** at UL provides support and guidance for researchers who aim to valorise their results. Further questions regarding IPR issues, shall be raised to the attention of the PaKTT Office (PAKTTO@uni.lu) or support structures/officers at the concerned entity of the University.

⁴https://www.en.uni.lu/media/files/guiding_principles_for_the_valorisation_of_research_results_and_intellectual_property_rights

Funding acknowledgement statement

Publications and any other communication material generated by the DISTINGUISHED funding instrument must acknowledge the financial support of the IAS in the following form: “*Author X acknowledges financial support of the Institute for Advanced Studies of the University of Luxembourg through a Distinguished Grant (DISTINGUISHED-Year)*”.

2.4 Ethics, Open science and Gender Equity

Code of conduct, ethics and personal data

UL promotes the responsible conduct of research as described in the **University of Luxembourg - Code of Conduct**²), also respects fundamental ethical principles as listed in the Charter of Fundamental Rights of the European Union. Any research involving the participation of human subjects, animals or the use of biological materials or personal data, or which may represent a risk for the environment or for society, is considered as having an ethical component. Ethical components have to be specifically addressed in the DISTINGUISHED proposal, by fulfilling the **ethics principles**³ in force at UL. The following panels and contact points might be of relevance:

- The Hosting-PI must consult the **Ethics Review Panel** of the University of Luxembourg (ERP, erp-submissions@uni.lu) regarding the general ethical aspects of their projects before the venue of the visitor and beginning their research. The Ethics Review Panel may not intervene after the start of a research project phase that raises ethical questions. It may not approve research project *posteriori*. If the project deals with human subjects or samples, the **Comité National d’Éthique de Recherche**⁴ (CNER) and/or the **Commission Nationale de la Protection des Données**⁵ (CNPD) need to extend their approval prior to the launch of the project.
- In case the experimentation involves animals, the **Animal Experimentation Ethics Committee** of the University of Luxembourg (AEEC, aeec@uni.lu) shall be consulted. This committee examines and delivers an opinion on projects that use animals for scientific purposes.
- For projects handling personal data, the **Data Protection Officer** at UL (DPO, dpo@uni.lu) provides advice and guidance about data protection to University staff⁶ and is the contact person for the National Commission for Data Protection (CNPD). Such projects shall receive approval of the CNPD prior to the start of the project.

Open Science

UL encourages the dissemination of research results towards the scientific community and the greater public, as well as their protection and economic exploitation, along the general principle “as open as possible - as closed as necessary”. In order to maximize the impact of research outputs on science and society, the visiting fellow and Hosting-PI are encouraged to disseminate broadly the DISTINGUISHED project results through high quality, scholarly publications with an immediate access to the final peer-reviewed contents. Article processing charges (APC) for full Open Access

² University of Luxembourg - Code of Conduct

³ https://www.en.uni.lu/research/researchers_research/standards_policies

⁴ www.cner.lu

⁵ www.cnpd.lu

⁶ https://www.en.uni.lu/university/data_protection

publications or similar fees are eligible for funding through the DISTINGUISHED instrument. In line with the San Francisco Declaration on Research Assessment (DORA), the UL recognizes the value of all types of research outputs and encourages notably DISTINGUISHED applicants to deposit research data according to the FAIR principles on field-specific or generic repositories.

Gender equity

UL wishes to promote gender equity in research and academic careers. Within this general principle, the University will ensure that the College of the IAS Fellows presents itself a gender balance, receives relevant gender-awareness training material and incorporates the University Gender delegate⁷ as an observer in the selection process of Distinguished fellows.

2.5 Eligible Costs

The maximum funding of a DISTINGUISHED project is **50 000 €** for a maximum stay duration of 3 months. Requested costs must be essential for the visit implementation and are detailed in the Project Budget Form (Excel table). The below table provides a summary of eligible costs, while detailed information relevant for the budget establishment are covered in section 3.5.

#	DISTINGUISHED costs	Eligibility	Applicability
A	Personnel costs	YES	Distinguished fellow remuneration (see section 3.5).
B	Third party collaborator, experts, subcontracting	YES	Invited expert(s) (other than the distinguished fellow) fees only.
C	Equipment	NO	
D	Travel costs	YES	Travel for the distinguished fellow; consult the UL financial guidelines*
E	Documentation	YES	Purchase of books, journals.
F	Other costs	YES	Catering, logistics, room rentals, advertising. Open access publications.
G	Operating expenses (consumables)	NO	

*see Intranet: [ULI](#) > [The University](#) > [SFC](#) > [Policies and Procedures](#)

Visiting fellows must be fully covered by Social Security (health and accident insurance) and civil liability; for fellows who do not have this, UL recommends that they take out a SIP insurance (1.37€/day) (see <https://www.sip.ch/>).

2.6 External contribution to DISTINGUISHED projects

Affiliated Professors

Affiliated Professors⁸ of the University of Luxembourg cannot be considered as DISTINGUISHED

⁷ https://www.en.uni.lu/university/about_the_university/governance/gender_equality_officer

⁸ Affiliated Professors in the sense of the University law of 27 June 2018, Section IV, article 28, and related internal

fellows; however, as Hosting-PIs, they can propose DISTINGUISHED fellows, and the proposal has to be handled by a UL professor.

Other contributions

The combination of a DISTINGUISHED project with other IAS funding instruments is possible with AUDACITY and BRAINSTORM. Research expenses generated by the DISTINGUISHED fellow during his/her stay at UL are not covered by this call (see table in Section 2.5) and must be funded by other funding sources.

Exchanges with members of the IAS network UBIAS (<http://www.ubias.net/network-participants>) are welcome.

3. Practical Application to the DISTINGUISHED call

3.1 Key rules

- Application proposals must be written in **English**. Please refer to the application templates for further instructions.
- The Project Application Form must be accompanied by a Project Budget Form (an Excel budget table), both forms must be submitted together.
- Please use Arial, font 11, single space to complete the Application Form.
- All proposals for the DISTINGUISHED call will have to be submitted via the online submission tool (<https://research.uni.lux>) and must include a recommendation letter from the UL Hosting-PI.
- No modification after the deadline will be accepted. Incomplete proposals and those received after the deadline will not be processed. Major budgetary errors may result in the rejection of the proposal. Do not hesitate to interact with the RSD in case of doubt.

3.2 Tasks prior to submission

1. Identification of a Hosting-PI at UL who will support and process the application of the DISTINGUISHED fellow.
2. The Hosting-PI should contact the HR partner of the relevant Faculty or Interdisciplinary Centre for details on travel and accommodation conditions prior to submission.
3. The RF must be in copy of any communication with HR to ensure a proper follow-up.
4. Submit the electronic Project Announcement Sheet (e-PAS)
 - The Research Support Department requests the e-PAS in order to confirm that your DISTINGUISHED application has been approved by all necessary authorities in your Faculty or Interdisciplinary Centre.
 - Go to the online submission tool <https://research.uni.lux> and create a new **electronic Project Announcement Sheet**. For further information, please consult the instructions online.

3.3 Application Process

The application process itself consists of **4 main steps**. After completing the Application Form (Word-file) offline, the Hosting-PI is invited to upload the required documents to the online submission tool <https://research.uni.lux>. You will be guided by the system through the application

process.

Step 1: Fill in the application form (please carefully read sections 3.4)

- Download the application form and the budget template (see [Document Templates \(uni.lu\)](#))
- Standardize the file name:
“UL-IAS-DISTINGUISHED-2022_ProjectACRONYME_PI LastName_PI FirstName”.
- In the application form, fill in the requested information (please read section 3.4 carefully). Transform the completed form into a PDF-file.
- Please fill in the provided budget template (please read section 3.5 carefully), as you will be asked to enter the amounts online via the **online submission tool**, and send the budget in the Excel file to ias@uni.lu.

Step 2: Upload the application form, complete the general project information and reviewer information via the online submission platform

- Upload the application form as PDF-file.
- Via the online submission platform, please check and edit the general project information, project description and abstract retrieved from the e-PAS.

Step 3: Fill in the budget information via the online submission tool or attach the budget excel file together with the project proposal as a separate file.

Step 4: Invite your research facilitator/coordinator for proposal validation

- Via the online submission tool, you are required to invite your research facilitator / coordinator to validate your proposal including the budget. They can provide detailed advice and support. Please, ask for their internal deadline.

Please make sure that all items on the DISTINGUISHED Validation Checklist are checked. No submission prior to completed check is possible.

3.4 Application Form

The IAS applies the following definition of:

- **Interdisciplinary research:** A mode of research by teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or area of research practice⁹.
- **Distinguished fellow:** Researcher or a thinker developing concepts and conducting activities at the forefront of science that goes beyond the current boundaries of knowledge, based on an idea which is unique and outstanding and showing a willingness to take bold risks; a trendsetter in science, philosophy, politics, and innovative industry.

1. General project information

- ACRONYM of the project, name of applicant, project title, starting date (earliest possible

⁹ Facilitating Interdisciplinary Research, Committee on Facilitating Interdisciplinary Research, National Academy of Sciences, National Academy of Engineering, Institute of Medicine, 2005

starting date: 02 January 2023), duration (in weeks), Budget (maximum 50 k€).

Hosting-Principal Investigators (Hosting-PI)

- Please fill-in the requested information regarding the Hosting-PI and the other Co-PIs (maximum 3 Co-PIs from different disciplines including the Hosting-PI).

2. Visit Description (max. 2 pages)

CV of the DISTINGUISHED fellow (max. 4 pages), as a separate file, to be posted together with the project proposal

- Please attach as a separate PDF-file, together with the project proposal, the curriculum vitae of the DISTINGUISHED fellow (3 pages maximum + 1 page of references).

2.1 Profile of the DISTINGUISHED fellow (max. 1 page)

- Please fill-in information regarding the DISTINGUISHED fellow, a detailed report illustrating the interdisciplinarity and/or excellence of the research conducted along her/his career, how the DISTINGUISHED fellow will contribute to complement an UL interdisciplinary consortium aiming at a cutting-edge project idea or opinion publication that will set new scientific trend for future research.

2.2 Description and objectives of the visit (max. 1 page)

In this section:

- Explain why the DISTINGUISHED visit is key to reach an interdisciplinary approach, i.e. the cutting-edge and bold approach and the added-value the fellow will bring to UL.
- Explain how the project targets the generation of new knowledge and reaches an interdisciplinary/intersectoral nature.
- Describe the potential use of the results by other disciplines.

Please note, that “Interdisciplinarity” and “Excellence” are essential criteria for the proposal evaluation. A DISTINGUISHED visit shall aim at strengthening interactions and collaboration between PIs of different disciplines, or Departments in a Faculty, or different research groups in an Interdisciplinary Centre, or different Entities of UL and reinforce the international visibility of UL.

3. Visit plan (max 1 page)

The visit plan should:

- Describe the dates of stay, work planned, the interactions of the fellow with scientists across UL Faculties and Interdisciplinary Centres.
- Provide brief argumentation and concrete details on how the visit will benefit UL as a whole through lectures, scientific exchanges, conferences open to the general public.
- Explain how the interactions with the fellow will possibly generate white or opinion papers of high impact on the international research community, will support applications to an AUDACITY call, or high-profile grant applications whether, National or European.

4. Project outcomes and follow-ups (max. 0.5 page)

- **Contribution to advancement of knowledge and UL’s research community.** Describe

how the DISTINGUISHED fellow will contribute to knowledge production, career training and doctoral education and how the results will be exploited and disseminated within the research community. That is, how the project outcomes contribute to:

- (1) the promotion of interdisciplinarity across UL,
 - (2) the advancement of the state of the art,
 - (3) the development of the scientific community, and the UL and its entities in terms of capacities, competencies, visibility and attractiveness.
- Describe how the visit will contribute to knowledge generation and society. Describe what efforts (publications and other activities) are foreseen in order to increase public awareness, well-being, and understanding of the research field.
 - **Future research plans.** Indicate how the visit will impact future research and what plans exist (depending on the results) to apply for projects outside UL.
 - **Exploitation and dissemination of research results.** Please explain the measures that will ensure exploitation of the results after the visit.
 - The supporting PI should contact the Communication Department of the University of Luxembourg to advertise events involving the DISTINGUISHED fellow and to receive support for the dissemination of your research results. For this purpose, you can contact the Communication Department ([Communications Department](#)).

5. Description of the DISTINGUISHED consortium (max. 0.5 page)

- Describe the **DISTINGUISHED hosting team** (composed of the Hosting-PI, other interested PIs, and their teams) how they complement each other to reach a bold and cutting-edge idea.
- Address potential issues related to Intellectual property rights and confidentiality, especially when generating and sharing results.
- **National and international collaboration.** Describe potential national and international interest in the future project and its results, including the potential for future collaboration, joint publications of high impact.

6. Legal and ethical requirements (max. 1 page)

- Describe all potential issues regarding data protection, intellectual property rights and ethical issues for the whole project (not only for activities carried out in Luxembourg). Explain how you are going to address these, e.g., anonymous data processing, consent forms, contracts with companies involved, and specify any already existing permission and/or authorisation for the proposed work. Please consult the University of Luxembourg's Policy on Ethics in Research and international codes of conduct¹⁰. For contact and submission please use the email: erp-submissions@uni.lu.

3.5 Budget template (see the Excel budget table)

This template will help you to get familiar with the required information. The costs will be directly entered via the online submission tool. The budget excel file together with the project proposal as a separate file need to be uploaded on the online tool.

- All amounts are to be entered in euros (€) without cents.

¹⁰ Download on: http://www.en.uni.lu/research/standards_policies

- Budget is not transferrable from one calendar year to the next.
- For all expenses, the procedures and limits in force at the time the expenses occur will apply. Please consult the latest financial guidelines in the Intranet¹¹.
- Major budget errors may lead to rejection of the proposal.
- Research expenses generated by the DISTINGUISHED fellow during his/her stay at UL are not covered by this call (see table in Section 2.5) and must be funded by other funding sources.

Budget categories:

Category A1: UL staff contribution to the DISTINGUISHED project not eligible for financial support

- UL staff contribution to the DISTINGUISHED project is not eligible for financial support.

Category A2: DISTINGUISHED fellow to be financed by the project

- Name the DISTINGUISHED fellow to be financed through the project.
- Please refer to section 2.2 to select the right type of contract following the profile of the DISTINGUISHED fellow.
- For academic fellows without a working contract, please use the **hourly full costs** (right column) below to calculate the salary costs. Monthly salary cannot exceed 12 500€ per month.

Profile of the fellow <u>with equivalent track record as:</u>	Hourly rate (in €)	Hourly full costs (in €)
Full Professor	74,82	86,25
Associate Professor	63,38	74,33
Assistant Professor	58,48	68,37
Research Scientists (with full ADR)	52,66	61,57

- For academic fellows with a working contract, please use the daily allowance (50€/day) by the number of days of the stay. Housing rental costs will only be reimbursed on the basis of actual costs (i.e. invoice of hotel/rental apartment).
- For non-academic fellows, please contact the IAS team (see section 2.2).

Category B: Third party collaborators and experts

- Fees of invited speakers or complementary domain experts (other than the DISTINGUISHED fellow) can be financed under DISTINGUISHED (only travel under Category D) as specified in the Service Contract with scientific experts ([Service contract \(uni.lux\)](#)).

¹¹ see Intranet: [ULI](#) > [The University](#) > [SFC](#) > [Policies and Procedures](#)

- Subcontracting work is not eligible.

Category C: Durable equipment

Not eligible for DISTINGUISHED funding.

Category D: Travel to & from and accommodation in Luxembourg

Travel costs for international distinguished fellows relating to DISTINGUISHED projects are eligible for funding.

- Each trip on behalf of the University must be undertaken in the most cost-effective way.
- For eligible costs and applicable rates, consult the UL financial guidelines.

Category E: Documentation

- Communications, purchase of books or journals are eligible for funding.

Category F: Other costs

- Costs for article processing charges (APC) and full Open Access publications or similar fees are eligible. In such case these publications must indicate the source of funding in the following form “*Author X acknowledges financial support of the Institute for Advanced Studies of the University of Luxembourg through a Distinguished Grant (DISTINGUISHED-Year)*”.
- Logistics costs related to DISTINGUISHED events are eligible for funding. These include meeting room rentals, catering, advertising costs and transportation of invitees (taxi, etc.).

Category G: Operating expenses

Not eligible for DISTINGUISHED funding.

Category R: Additional income to cover project costs at the charge of the Faculty or I/C

Not applicable.

4. Selection process of DISTINGUISHED projects

The evaluation and selection process of the DISTINGUISHED project proposals consists of several steps:

1. Administrative eligibility check by the RSD.
2. Eligible applications to the DISTINGUISHED fellowship will be evaluated by a panel of evaluators specifically selected among Fellows of the College of the IAS – Luxembourg, taking into consideration potential conflict of interest. The selection criteria are the academic excellence, and/or the audacious and interdisciplinary character of the DISTINGUISHED fellow, as well as the boldness and the interdisciplinarity of the final objectives of the visit, and how both elements fit with the hosting research groups at UL. Members of the College of IAS Fellows with a conflict of interest in a DISTINGUISHED application are excluded from the selection process of the concerned application.
3. The College of IAS Fellows ranks the proposals on the basis of the written proposal and recommends the proposals for funding to the VRR. The selection criteria are:

- a. Academic excellence (competence of the PIs, strength of the consortium).
- b. Excellence of the project idea (novelty, originality, and cutting-edge aspect).
- c. Interdisciplinarity of the project consortium (internally or externally).
- d. Added value to UL.

Each of these criteria will be evaluated on a 5-point rating scale (see evaluation template). The resulting project average will be the basis for the final discussion of the members of College of the IAS Fellows during the evaluation session on the ranking where the final assessment on the DISTINGUISHED projects will be made.

4. The Head of IAS submits the selected projects to the Rector for final funding decision.

5. The decision is communicated to the applicants by the Head of the IAS.

The College of IAS Fellows is composed of all Principal Investigators of on-going AUDACITY projects. Further details on the organisational features of the IAS Luxembourg can be found in the IAS Organisation and Governance ([IAS Governance \(uni.lu\)](https://www.uni.lu/ias/governance)).