

Sisley d'Ornano Foundation and Jerome Lejeune Foundation

POST-DOCTORAL FELLOWSHIPS APPLICATION GUIDELINES

11 pages

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I. Introduction

The Jerome Lejeune Foundation is dedicated to research on genetic diseases with intellectual disability (Down syndrome, Fragile X, etc.). The Foundation funds researchers' teams working all around the world on that topic and organizes scientific events.

The Sisley d'Ornano Foundation is concerned by health environment and has a particular interest to the most disadvantaged.

The Sisley d'Ornano Foundation and Jerome Lejeune Foundation join their efforts to fund for academic research dedicated to bettering our understanding on cross neurological pathologies, epidemiological analysis, risks and threats and physiopathology and potential therapies between Down syndrome and other pathologies developed by population such as and not exclusively limited to Alzheimer disease, dementia, autism. This process is built in accordance to the European Charter referenced on the following link (<http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter>).

In 2017 and 2018 the Jerome Lejeune Foundation and Sisley d'Ornano Foundation Research Fund will be offering one (1) per year Post-Doctoral Fellowships to outstanding researchers. (i.e.: 2 post-doctoral fellowships: one selected following 2016 call will begin in 2017, one selected following 2017 call during the 2017 fall, and will begin in 2018).

Each grant per fellowship can be up to one hundred and thirty thousand euros (€130,000) at most, and for a **twenty-four (24) month period**. To that end, the Sisley d'Ornano Foundation and Jerome Lejeune Foundation implement one call for application addressed to the research institutions and willing to host Post-Doctoral Fellowship candidates.

The call, administratively managed by Jerome Lejeune Foundation will be implemented as detailed in the Section "Timeline & Application Process". It is the Institution's remit to identify the best possible candidates to participate in the Post-Doctoral Fellowships campaign.

Candidates will subsequently be expected to submit an application presenting in English their research project, to be carried out in the host institution that nominated them. The Sisley d'Ornano Foundation and Jerome Lejeune Foundation Research Fund Scientific Board, composed of renowned international academic experts and Jerome Lejeune Foundation and Sisley d'Ornano Foundation Executives, oversees the applicant selection process.

It validates the eligibility and selection criteria as well as the tools used to process the call for applications.

II. Research topics supported

The research project must fall within the scope decided by the Sisley d'Ornano Foundation and Jerome Lejeune Foundation Research Fund, i.e., to fund science dedicated to developing a better understanding of specific "cross pathologies": pathology clearly linked to Down syndrome with neurologic or oncologic specificity, and present in global population (i.e.: Alzheimer, autism, some specific cancer ...).

Only research projects focusing on the above topics and with clear relevance to the following list (*pathology clearly linked to Down syndrome with neurologic or oncologic specificity, and also present in global population (i.e.: Alzheimer, autism, some specific cancer ...)*) will be considered for funding.

- basic research for better understanding in the pathological mechanism and ideally further linked to therapeutic application
- Epidemiology (possible use of Institute Jerome Lejeune database)
- Ageing, dependency and long-term care
- Well-being and prevention
- The technological revolution's Social & economic impact (Medical digitization, Health innovation, Social Networks...)
- Tools and novel approaches to scientific modelling (Bioinformatics, Data Science...).

III Timeline & Application process

Institutions (Global institution/ Research Unit) are invited to submit their applications between Nov. 9, 2016 and Dec.15, 2016

3.1 Submission of candidates

Submitting Candidate names Nov. 9 to Dec. 15, 2016

3.2 Research proposal (Applicant Phase)

Research proposal submission Nov. 9 to Dec 15, 2016

Deadline for submission Dec 15, 2016

Possible questions to candidate from Jury's member: January 2017

Public engagement interview for short list candidates Feb. 27 to Apr. 5, 2017

Results announcements Apr. 24, 2017

Please note that all deadlines above are 12 p.m. CET time.

IV Eligibility criteria

4.1 Host Institution

The Jerome Lejeune Foundation for the Sisley d'Ornano Foundation and Jerome Lejeune Foundation Post-doctoral fund partners with academic institutions or academic Research Units, describe as "Institutions".

- Host institutions must give an agreement before submission to participate to this project; it will be through bank transfers as described below, following contract signatures. The second and third bank transfer will be linked to financial and scientific report update of the ongoing work.

- Institutions located in France, Europe or North America are eligible for funding, based on the decision of the Sisley d'Ornano Foundation and Jerome Lejeune Foundation Research Fund Advisory Board. Ideally the research for those two first post-doctoral grant will be located for one in France, the other one outside France.
- The two foundations will not be responsible for any reason for the material or immaterial results obtained, or the quality or durability of products or services obtained by the post-doctoral selected candidate or those working in this project.

4.2 Potential Candidate

Only candidates without an actual permanent academic position are eligible.

- The candidates should be presented by institutions/Research Units, but a past, present or planned international mobility is mandatory.
- The application must be submitted in English, on time, through “pdf” and “word” format online, and complete. It must respect the template structure provided and the page limit. (total of 3 pages maximum and additional documents -CV, Motivation letters...- in Appendix (**with a 5 pages limit**)).
- The research topic must fall in the scope of the eligible thematic focus as listed above.
- The candidate must put forward a free standing independent research project involving full-time work for the duration of the fellowship (*with an exceptional acceptance of up to 20% time dedicated to teaching and public outreach*).
- The candidate must present an official letter with his/her project showing his/her motivation and why he/she applies to the call opened by the Sisley d'Ornano Foundation and Jerome Lejeune Foundation
- Proposed projects must address academic research and not “Research & Development” linked to commercial development. Programs are considered R&D when they pursue an objective of systematic application of knowledge or understanding, directed towards the production of useful materials, devices, and systems or methods, including design, development, and improvement of prototypes and new processes to meet specific requirements. Specific technology development, as well as clinical trials are not included in this project, but this could be a prelude to future clinical trial development. As such, translational research is eligible as it could be the prelude to future clinical trial development.
- Projects' research shall not (and this is not limitative):
 - violate local (ie: Local means research location) and national regulations, and French regulations.
 - have direct military use.
 - have potentially dangerous environmental impacts
 - rely on the artificial production of highly infectious pathogens with potential for large scale harmful/lethal effects for humans and research involving gain of function.
 - Deal with
 - (i) biomedical research conducted without the fully informed consent of the concerned parties, including genetic information
 - (ii) research on human embryonic stem cells.

- No funds provided by this fund will, in any way, be used to purchase or make use of human embryonic or fetal tissues or another biological material obtained through direct abortions, IVF or human cloning.
- Research activities aiming at human cloning.
- The Research should follow the international Good Research Practices

V Evaluation criteria

Jerome Lejeune Foundation and Sisley d'Ornano Foundation Research Fund peer review evaluation process has been carefully designed to assess scientific excellence irrespective of the gender and nationality of the Post-Doctoral Fellow or any other potential biases, except other mentioned provided in this document.

The evaluations are monitored to guarantee transparency, fairness and impartiality in the treatment of proposals. Confidentiality of data provided will be signed by all reviewers and will not have to be transmitted to other members of their team. The evaluation criteria are at the core of the scientific assessment process. When designing and writing their applications, candidates are strongly urged to keep these criteria in mind to make sure that their research proposals provide all the information required to allow reviewers to reach an informed opinion on each of the criterion. Research proposals will be assessed against the four evaluation criteria below. Each criterion has equal weight and will be marked on a scale of five as follows:

5.1 Jury members

A specific scientific board has been built to evaluate the application and will be set up as follows:

- Three (3) members of the Jerome Lejeune Foundation Scientific Advisory Board (not part of the Institute Jerome Lejeune) having no conflict of interest with the candidates. The President of this Scientific Board will be one of those three design members. If he has a conflict of interest, he will, with the help of the Scientific Committee, design a delegate, another member of the scientific advisory board, to replace him.

Those three members will evaluate the validity of the application (respect of the administrative and scientific topics).

Three additional members will be part of the jury for the candidate selection:

- One (1) Physician from the Institute Jerome Lejeune or from the Jerome Lejeune Foundation,
- One (1) Researcher (PhD level) working outside the DS research domain,
- One (1) Researcher (PhD level) located outside France,

Each of those 6 members will have equal power on the selection of the validated dossiers. In case of equality the President of the Scientific Committee or his delegate will have a deciding vote. They will work on the environment where the project will take place, and the feasibility of the project (tasks, schedule and budget coherence).

Those six members will preselect two finalists. (Following selection, two of them will also follow the research conducted by the fellowship as described on §7.2)

In addition, the public engagement will be evaluated by a core group of 4 people for the two finalists:

- Two (2) members out of the 6 described above, will be selected for the final oral selection; at least one should be part of the Jerome Lejeune Foundation Scientific Advisory Board.
- Two (2) additional members for the communication skills: one chosen by the Sisley d'Ornano Foundation or delegates, and one chosen by the Jerome Lejeune Foundation or delegates.

The candidates will have ideally during a face to face meeting, to demonstrate capacities for interactions with a non-academic audience (interviews with media, presentations in conferences with a broad public etc.).

Those 4 last members will have equal power on the final choice.

In case of equal choice, the Member from the Sisley d'Ornano Foundation or delegate will have the deciding vote.

5.2 Score Wording Definition

The review evaluation process has been carefully designed to assess scientific excellence irrespective of the gender and nationality of the Postdoctoral Fellow or any other potential biases. The evaluations are monitored to guarantee transparency, fairness and impartiality in the treatment of proposals.

The evaluation criteria are at the core of the scientific assessment process. When designing and writing their applications, candidates are strongly urged to keep these criteria in mind to make sure that their research proposals provide all the information required to allow reviewers to reach an informed opinion on each of the criterion.

Research proposals will be assessed against the four evaluation criteria below. Each criterion has equal weight and will be marked on a scale of five as follows:

5	Excellent	All relevant aspects of the assessment criteria successfully addressed. Any shortcomings are minor
4	Very good	Assessment criteria very well addressed/met, although certain improvements are still possible
3	Good	Assessment criteria well addressed/met, although improvements would be necessary
2	Fair	Assessment criteria broadly addressed, however there are significant weaknesses
1	Poor	Assessment criteria addressed in an inadequate manner, or there are serious inherent weaknesses
0		The assessment criteria are not addressed

5.2.1 Scientific excellence and innovativeness

- Definition and structuration of the scientific case: is the scientific case well-presented and argued? Are objectives clearly defined?
- Progress beyond the state of the art: based on a commanding knowledge of relevant literature, does the research project have the potential to create new knowledge? How will the project fill a knowledge gap in its research field?
- Innovative nature of the concept proposed: originality of the proposed question; use of novel technologies and methodologies; innovative applications of existing methodologies and technologies in new areas.

5.2.2 Quality of the research environment & feasibility

- Work plan and planning: is the project work plan well-structured and presented? Are deliverables/output/expected results well defined? Are ambitions likely to be achieved within the project's timeframe?
- Appropriateness of the methodology: Is the intended methodology adequate? Is the use of infrastructure and specific equipment well addressed? Has the required preliminary and preparatory work been fulfilled? Are significant risks addressed?
- Host environment and supervisor: Have the host laboratory and the supervisor demonstrated excellence in the proposed topic? Does the host lab possess the means required to implement the work plan?
- Appropriateness of the budget: Is the budget balanced and well justified? Will the funding requested enable the work plan to be realized?

5.2.3 Impact of the research

- Better understanding of important hazards and risks: How will the proposed research contribute to better addressing a well identified risk and, to a larger extent, to the understanding/modeling /mitigation/prevention of a major risk?
- Impact of the research on society/communities: How will the research project contribute to better lives and living conditions?

5.2.4 Applicant's profile

- Academic excellence and a proven track record in accordance with the stage of the candidate's career.
- Demonstrated expertise relevant to the research proposed.
- Personal commitment.
- Potential for independence of research.
- Internationally mobile candidates presented by institutions located in focus countries (past, present or planned mobility is mandatory for non-focus country candidates).
- Communication skills as assessed by non-academic experts, and demonstrated through interactions with a non-academic audience (interviews with media, presentations in conferences with a broad public etc.).

VI. Selection process

6.1 Application documents

- All information listed below is required to be filled on a Word document you will be request to a specific email address as mentioned thereafter:

Postdoctoralsisleylejeune@fondationlejeune.org

6.2 General information

- Research project details: Risk cluster, project title, start and end date, keywords, abstract, relevance of application to main risk, ethical issues. (3 pages max, all other documents in appendix)
- Personal Curriculum vitae (2 pages max) with current affiliation of the applicant and including mandatory information: PhD related information, previous institution, career breaks, international exposure, planned host institution.
- Names, Institutions (Research Unit) and email addresses of 2 referents: Referents will be contacted by you in advance to submit their reference letters (1-page max.). The applicant's Post-Doctoral advisor writes the first letter and the second letter has to be written by a different referent, preferably the applicant's previous advisor.

6.3 Application Template (Word and PDF format)

- Research project and innovativeness: long term objectives and specific aims; progress beyond the state-of-the-art; innovative nature of the research proposed; proposal bibliographical references (1-page max).
- Research plan: methodology incl. a description of the materials and methods or experimental strategies; work packages and tasks (1-page max.);
- Project tasks plan with Budget (1/2-page max.);
- Short description of the host laboratory/group with 10 most relevant publications in the past 3 years (1/2-page max.);
In Appendix:
- Short bio of the future supervisor of host institution with main publications (1-page max.)
- Impact of the research (1 pages max.): contribution to a better understanding of important hazards and risks; impact on society/communities.
- Applicant: Career Statement (1-page max.); Detailed CV, incl. participation to colloquia (2 pages max.); Extended list of the most relevant publications (2 pages max.);

6.4 Application step-by-step

- **Step 1** – Institutions/Research Units are invited to appoint a single point of contact (“Operational Contact”) who will handle relations with the Jerome Lejeune Foundation for the Sisley d’Ornano Foundation and Jerome Lejeune Foundation Research Fund. Host institutions should indicate their interest in participating in the program.
- **Step 1b** – Application: The Institution’s operational contacts inform via email the names & email address on potential candidate. Candidates are invited to submit their research proposals as described before the defined deadline.

- **Step 2** –Candidates will have the opportunity to respond if potential questions from the Sisley d’Ornano Foundation and Jerome Lejeune Foundation reviewer. The main purpose is to provide applicants with the possibility to comment on any potential misinterpretations or misunderstandings that may have been made by the experts while initially assessing their proposals.
- **Step 3** – Scientific assessment: The evaluation of the scientific quality of research proposals is implemented in an independent confidential manner.
- **Step 4** – Public engagement interview: a group of four people as described above will interview the two finalist candidates with 20 minutes of presentation of the project and 30min of questions. Their role is to assess their ability to share their research project with a non-academic audience, in particular:
 - Potential to act as a spokesperson in public debate;
 - Popularization and pedagogical skills;
 - Ability to highlight the value of the research project to society.
- **Step 5** – Selection & publication results
As soon as the Board has taken its decision, the Sisley d’Ornano Foundation and Jerome Lejeune Foundation Research Fund informs the Institution/ Unit Research through the Institution’s representative. Results of the campaign will be present on Jerome Lejeune Foundation website. The Jerome Lejeune Foundation for Sisley d’Ornano Foundation and Jerome Lejeune Foundation Research Fund should be aware for any communications related to this funding (publication, poster, oral communication, etc.). The candidate should be able to present his/her project before initiation, at mid-term and the results at the end of the project.

VII Grant and Agreement terms and conditions

The project selected by the dedicated Board and funded by the Sisley d’Ornano Foundation and Jerome Lejeune Foundation Research Fund is a combination of a candidate, a project and a host Institution/ Unit Research. Thus, the candidate is expected to carry out the project as described in the proposal, and as acted in the grant agreement. Furthermore, it is expected that the candidate establishes and concludes the funded research project in association with the original host institution/ Unit Research (applicant’s legal entity).

Upon written acceptance of the grant offer by the selected candidate, the Jerome Lejeune Foundation for the Sisley d’Ornano Foundation will liaise with the Operational Contact of the grantee’s host institution to set in motion the contracting process. Grantees will be kept updated by their Operational Contacts throughout the contracting process.

7.1 Duration of the agreement

Due to the ground-breaking nature of frontier research projects, it is expected that all projects start within 9 months of final results publication date. The Jerome Lejeune Foundation for Sisley d’Ornano Foundation and Jerome Lejeune Foundation Research Fund reserves the right to cancel a grant if the proposed start date goes beyond this limit.

The agreement period covers the granted research project period. Should the Sisley d'Ornano Foundation and Jerome Lejeune Foundation funding not be entirely spent at the end of the agreement, either remaining funds are paid back to the funders.

Should the Post-doctoral fellow leave the host institution before the end of the project, remaining funds should be paid back to the funders: Sisley d'Ornano Foundation and Jerome Lejeune Foundation. In exceptional circumstances, the institution could request to finalize the research project with the unspent funding.

7.2 Amount & payment of grant Payment

Amount & payment of grant Payment of the grant is dependent on

(i) the contract agreement signing with the Institution/ Research Unit, and

(ii) the Postdoctoral Fellow taking up the Sisley d'Ornano Foundation and Jerome Lejeune Foundation Post-Doctoral Fellowship.

Grants are paid in four (4) installments,

- **An advance payment (40%) (as pre-financing)** is made when the post-doctoral grantee starts the research project,
- **Two interim payments (25% each): respectively 12 months and 18 months after the starting of the project,** and depending of reception of scientific and financial information on the status of the Research received by Jerome Lejeune Foundation
- **A final payment (10%) is made at the end of the project,** on the basis of actual expenditures, and following reception of scientific and financial information on the status of the Research, and status concerning the final publication received by Jerome Lejeune Foundation.

Those research statuses will be followed by two scientific members of the initial jury or delegates (§ 5.1)

7.3 Use of grant

The sole purpose of the financial grant paid by Sisley d'Ornano Foundation and Jerome Lejeune Foundation is to support the research project. **Therefore, the Sisley d'Ornano Foundation and Jerome Lejeune Foundation funding cannot be used for administrative and infrastructural expenses.**

Eligible costs are:

- Salaries of the postdoctoral fellow.
- Equipment/Resources such as databases, survey costs, consumables...
- Academic activities such as conferences, workshops, field-work...
- Outreach activities beyond academic audience such as media pieces, conference to broad audience.
- Other costs directly linked to the research project.
- Employment contracting framework

The Jerome Lejeune Foundation for the Sisley d'Ornano Foundation and Jerome Lejeune Foundation Research Fund requests that the Institution undertakes to:

- Legally employ the Post-Doctoral Fellow as a postdoctoral researcher in the department or the laboratory, under an employment contract that complies with current national legislation of the Institution.
- Entrust the Post-Doctoral Fellow with the research for which he/she has been given authorization to work at the host Institution,
- Provide the Post-Doctoral Fellow with the necessary resources to conduct his/her postdoctoral research,
- Appoint a Scientific Advisor to manage the Post-Doctoral Fellowship for the entire duration,
- Agree to the involvement of the Jerome Lejeune Foundation contact person whose role is notably to ensure regular contact between the Post-Doctoral Fellow and the Sisley d'Ornano Foundation and Jerome Lejeune Foundation Research Fund with the general aim of helping the young researcher in his/her career,
- Allow the Post-Doctoral Fellow to attend meetings and seminars organized in connection with the Sisley d'Ornano Foundation and Jerome Lejeune Foundation Research Fund.

The Post-Doctoral Fellow is placed under the sole responsibility of the Institution/ Research Unit which ensures that the postdoctoral research project runs smoothly and is properly conducted.

7.4 Monitoring of grant

A report is requested from the researcher, one year, 18 months after the launch of the Postdoctoral Fellowship project that includes information on the progress of the research project, and a financial report on funding expenditures. At the end of the fellowship, the researcher is also requested to fill in an Executive Summary Report to inform the Sisley d'Ornano Foundation and Jerome Lejeune Foundation Research Fund of the results of the research and provide the financial report showing a statement of expenditures. Specific outputs from the project are asked to be included (e.g. publications).

7.5 Intellectual property

The Post-Doctoral Fellow remains fully independent to conduct his/her research project. Furthermore, the Foundations will not claim any right to the ownership or use of the results coming from the research program, and the Institution and/or the Post-Doctoral Fellow and member or his/her team keep full ownership of their results, in accordance with the legal and/or contractual provisions existing between them.

7.6 Publicity on grant

The Sisley d'Ornano Foundation and Jerome Lejeune Foundation Research Fund is a philanthropic initiative and therefore the publicity on the grant is only designed to enable Jerome Lejeune Foundation and Sisley d'Ornano Foundation to promote its general interest role. The two foundations may ask some oral / written presentation at the beginning, mid-term and at the end of the project. The title of both fellowship and researcher should include the name of "Sisley d'Ornano Foundation and Jerome Lejeune Foundation". When communicating on the Sisley d'Ornano Foundation and Jerome Lejeune Foundation fellowship, the Institution and the researcher should mention the support of the Sisley d'Ornano Foundation and Jerome Lejeune Foundation Research Fund. Any publication should also include the mention « Sisley d'Ornano Foundation and Jerome Lejeune Foundation ».