



EUROfusion

CfP-TRED-AWP23-TRED-01 EEG Annex 2 Guide for Applicants

**Annual Work Plan 2023
2023-2025 EUROfusion Engineering Grants**

Annex 2

Guide for Applicants

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1. Introduction

The EUROfusion Engineering Grants (EEG) are a scheme to attract excellent engineers and scientists with high engineering orientation to the EUROfusion Work Programme. The grants are awarded for a limited time and are set-up to allow independent project work, however, with a strong relation to EUROfusion work packages within the Roadmap to Fusion Electricity.

The action is set-up through calls for participation to the EUROfusion Consortium Members. The evaluation of submitted proposals is performed through a set of procedures to ensure transparency and excellence in the selected candidates and projects. This guide details the procedures to be followed for these actions.

In this call, the project descriptions have been developed by the Project Leaders and the Programme Management Unit. Proposals are expected to provide a vision on the implementation of the timeline and the achievement of the objectives stated. The proposals for each advertised project will be evaluated and compared, that is, only the proposals to the same project description do compete. It is intended to award 15 grants. The project descriptions are in Annex 4.

The awarded candidates and their mentor will, together with the relevant Project Leader (or EUROfusion delegate), specify the work programme based on interview outcome. This shall be done in the weeks after the awarding decision. The deadline will be provided by the Programme Management Unit and may depend on the foreseen starting date.

Awarded grantees agree to take part in a Joint Training Programme organised by PMU. A brief overview of this is given in Annex 3.

2. Eligibility to the programme

This is an Engineering grant to provide a stimulating environment for young engineering-competent persons, which allows them to both deeply specialise in a technical subject of need for the Roadmap, as well as to become versatile in skills, with appreciation for the complete problem space and to become competent to interact and integrate their work with other systems. The following eligibility criteria apply:

- 1) Candidates need to have recently completed a Master or PhD in Engineering (both: graduated no longer than 3 years preceding the deadline of the call), they should be early career, and having relevant engineering experience. The following points apply:
 - a) If the education/training background is different, the CV should explicitly demonstrate a relevant competence of engineering on academic level. In this case, the experience gained should be clearly outlined. The PMU will decide whether the candidate can be admitted for the interview.
 - b) Any relevant professional (industry) experience in engineering may lengthen the period after graduation during which the candidate remains eligible. The CV should clearly indicate the environment and activities through which the engineering experience has been gained. Also, references should be provided. Relevant

professional experience can lengthen the eligibility period by maximum another 3 years.

The candidate shall be recruited and employed by a EUROfusion member or one of its Affiliated Entities stated in the Grant Agreement. The Consortium member/Affiliated Entity shall provide a declaration of intent to recruit the engineer under an employment contract or equivalent contract compatible with the national legislation. She/he shall be recruited at the latest by 1 July 2023.

Candidates who have been already employed by a Consortium member or its Affiliated Entity for less than 2 years are also eligible to participate in the programme, provided they meet the requirements as specified above. The period of completing the doctoral thesis is in this case not counted as employment.

- 2) A joint implementation proposal shall be submitted by the candidate and her/his mentor in the respective Research Unit (Consortium Member or its Affiliated Entity). The proposal shall refer to one of the advertised positions and follow the high-level timeline. The proposed implementation shall address the topics and activities described in the position (see: Annex 4 of the Call for Participation). Candidates may apply to more than one position: in this case for each project a separate complete submission is required (*carefully note the naming convention in the submission items*).

The implementation of this action is under the *EUROfusion Consortium* for the implementation of the Fusion Roadmap. The application must be supported and submitted (in IMS) by the relevant GA member(s).

3. Evaluation criteria and procedures

The evaluation of proposals is carried out by the EUROfusion Programme Manager with the assistance of a panel of senior staff from EUROfusion (advisory) bodies, department heads and with independent experts. The Project Leader (or delegate) relevant to a project, is advisory to the evaluation panel.

3.1. Panel formation

The EUROfusion Programme Manager shall nominate expert evaluators with expertise in the fields of the job descriptions. For every position a panel is composed, which will consist of the Heads of Department, a representative of STAC and nominated experts. The Programme Manager and/or Training and Education Manager are also present but neutral. The Programme Manager can set ties when a decision needs to be taken. The relevant Project Leader (or EUROfusion delegate) relevant to each position will advise the panel and joins the interview (see further).

Each Panel is established to perform the evaluation to find the best fit of a candidate with the position, not as representatives of their (former) employer, their country or any other entity. They are expected to be independent, impartial and objective, and to behave throughout in a professional manner. External panellists sign an appointment letter,

including a confidentiality and conflict of interest declaration. Confidentiality rules must be always adhered to, before, during and after the evaluation.

Conflicts of interest: Under the terms of the appointment letter, experts must declare beforehand any known conflicts of interest, and must immediately inform the EUROfusion Training and Education Manager (training@euro-fusion.org) if one becomes apparent during the course of the evaluation. EUROfusion shall take whatever action is necessary to remove any conflict.

Confidentiality: The appointment letter also requires experts to maintain strict confidentiality with respect to the whole evaluation process. Under no circumstance may an expert attempt to contact an applicant on her/his own account, either during the evaluation or afterwards.

At the beginning of the evaluation, the panel members shall be briefed by EUROfusion on the evaluation procedure, the panel members' responsibilities, the issues involved in the particular area/objective and any other relevant item.

3.2. Eligibility of the proposal

On receipt by EUROfusion, proposals shall be assessed against the relevant eligibility criteria specified in Section 2. Proposals which do not fulfil these criteria shall not be included in the evaluation, and candidates shall be promptly informed about this.

A proposal shall only be selected for evaluation if it meets all the following conditions:

- It is received by EUROfusion before the deadline given in the call;
- It is compliant with the eligibility criteria defined under section 2;
- It is specifying the position(s) the candidate is applying for;
- It is complete and includes all the documentation in correct format as specified in section 4.

If potential candidate are in doubt over their eligibility, they are strongly advised to contact the EUROfusion Training and Education Manager (training@euro-fusion.org) for clarification.

3.3. The evaluation procedure

The evaluation procedure shall be carried out in four stages:

- evaluation of the proposal content by the panel members based on the written material;
- consensus meeting to establish a shortlist of candidates to be invited for an interview;
- interviews of all shortlisted candidates;
- consensus meeting to confirm the candidates to be awarded.

3.3.1. Scoring

Each candidate shall be evaluated against the pre-determined evaluation criteria given in Appendices 1 and 2 and be scored according to the thresholds and weightings also given in Appendices 1 and 2.

Each criterion shall be scored out of 5. Half and quarter marks can be given. The scores indicate the following with respect to the criterion under examination:

- 1 - *Poor.*
- 2 - *Fair.*
- 3 - *Good.*
- 4 - *Very Good.*
- 5 - *Excellent.*

3.3.2. Shortlisting

Eligible proposals will be shared with the panel that is composed for the position.

The panellists evaluate and score the incoming proposals (see table below). Also, they note comments and points of attention identified in examining the proposals. This will be done through the Individual Assessment Form (IAF).

Consensus is sought within the panel in case the marks substantially differ (that is, in case a difference of more than 1.5 point arises). When, after the discussion, differences in scoring subsist, the average marks shall be used for this (these) criterion (criteria).

Candidates with average scores above the threshold will be invited for an interview, with instructions for preparation (see next paragraph).

3.3.3. Interviews with the shortlisted candidates

The evaluation shall then progress towards the third step: individual interviews of the shortlisted candidates. Invited candidates will receive a timeslot and submission instructions for the presentation file. This presentation file should be in PDF and contain an introduction on the candidate personal profile and the project. Besides this, in case the panel assesses this to be needed, a written assessment may be asked for, on competencies and/or previous experience. The submission date of the presentation file (and written assessment) will be given by the PMU.

The interview board shall consist of the panel involved in the evaluation process for the specific position and of the EUROfusion Programme Manager (or her/his representative). The board is chaired by the EUROfusion Programme Manager (or her/his representative). The secretary of the board is provided by EUROfusion.

EUROfusion shall ensure fair and equal treatment of the candidates in the interview and in the following Consensus meeting. The language in the presentation and all submitted material shall be in English.

The interview process and criteria are detailed under Appendix 2.

3.3.4. Consensus meeting, final scores and ranking

As the fourth and final step, the board shall hold a final meeting after all interviews to establish the final ranking and awarding of the candidates for the positions advertised.

In case multiple candidates have been selected based on the same job description, preference shall be given to the candidate with the highest score.

In the case of proposals with the same final score, positive discrimination shall be sought to less-represented personal characteristics in the community (gender, geographical). Then, preference shall be given to young engineers with the least professional experience.

3.3.5. Assessment of financial proposal

The evaluation board will assess the financial proposal included in the grant applications and recommend the level of financial support for training and mission costs for the grants to be awarded.

The support could be up to a maximum of 15k€ Consortium Contribution for training and other costs and up to a maximum of 22k€ Consortium Contribution for mobility for the full period of the grant. In case the resources required for mobility exceed the mentioned budget, the project proposal and budget shall be discussed with the relevant Project Leader (see contact details in the Job Descriptions in Annex 4).

3.3.6. Evaluation Report

All eligible candidates (awarded or not) will receive a Final Evaluation Report composed by the evaluation panel. This will include the feedback obtained in the first evaluation round as well as, if applicable, during the interviews. For every position and candidate, one panellist will be designated to take the lead in writing and the other panellists provide input and review. After a quality and consistency check, the reports will be shared with the respective candidates.

4. Proposal content

An eligible proposal shall contain the information as noted in the following table. The required filename is indicated in the first column. Replace “{##}” with the two-digit project number referring to the position from Annex 4 (see page 2 for the overview table). Replace “{Lastname}” with your last name. *In case the last name contains spaces, please replace all spaces with an underscore.*

Filename	Content
EEG23_P{##}_01_{Lastname}	A letter from the employing GA member(s) addressing the application to EUROfusion with a declaration of intent to recruit the engineer under an employment contract or equivalent contract complying with the national legislation. In case of candidates already employed by a Consortium member or its Affiliated Entity the letter shall indicate the start date of the employment.
EEG23_P{##}_02_{Lastname}	A CV of the candidate with all relevant information. The CV should include details on courses undertaken at undergraduate and/or master’s level.
EEG23_P{##}_03_{Lastname}	A motivation letter (max 1 page)
EEG23_P{##}_04_{Lastname}	A copy of the Master thesis or PhD thesis. If not available in English, a summary of the thesis in English is to be provided.
EEG23_P{##}_05_{Lastname}	For every thesis provide proof of the date of graduation.
EEG23_P{##}_06_{Lastname}	A list of several references (with their e-mail addresses).
EEG23_P{##}_07_{Lastname}	A list of scientific publications of the candidate (if available). In case the candidate has a PhD degree and her/his PhD thesis is not in English, those scientific publications that are written in English should be included. For engineers with an engineering track record, descriptions and, if possible, examples of engineering documentation written, would be valuable demonstration instead.
EEG23_P{##}_08_{Lastname}	Short CV of the Mentor and main relevant publications (maximum length: 2 pages)
EEG23_P{##}_09_{Lastname}	The Implementation Proposal jointly proposed by the candidate and her/his mentor including a description of the activities and milestones and objectives (maximum length: 2 pages). The proposed work programme shall detail the work to be carried out by the candidate for the entire duration of the grant and describe how it shall be implemented. It should implement the topics indicated in the advertisement of the position.
EEG23_P{##}_10_{Lastname}	A comprehensive description of the training programme and career development plan, indicating any foreseen

	training actions, the organisation of the tutoring by the host organisation, the possible contribution of other organisations to the training programme, the experience of the host organisation in the topics indicated in the call (maximum length: 2 pages).
EEG23_P{###}_11_{Lastname}	A description of the actions involving specific expenditure, long term missions in other laboratories, key meetings and conference attendance and showing how these contribute to the achievement of the scientific goals of the work programme (maximum length: 1 page).
EEG23_P{###}_12_{Lastname}	A list of milestones and deliverables to be achieved (by ensuring them to be SMART, i.e.: Specific, Measurable, Achievable, Relevant, Time-bound).
EEG23_P{###}_13_{Lastname}	A written statement from the Project Leader / Task Force Leader on the alignment of the Implementation Plan and the related Job Description
EEG23_P{###}_14_{Lastname}	A 50-word public summary aimed at journalists, which can be put on the EUROfusion website and public media to announce the awardees.
EEG23_P{###}_15_{Lastname}	A supporting statement from any Institution/Organisation involved in hosting the candidate.
EEG23_P{###}_16_{Lastname}	<p>A financial summary for resources required by the EUROfusion Member or its Affiliated Entity for the implementation of the proposal, including the following information per year and engineer:</p> <ul style="list-style-type: none"> - Salary cost (incl. (social) fees and superannuation). - A global forecast of expenses related to the activities carried out by the engineer and to her/his career development (e.g., participation in conferences and training courses, purchase of hardware and/or consumables necessary for a successful implementation of the project). - Mission costs with a summary of the foreseen stays in other laboratories indicating the purpose and duration of the stays. <p>The financial summary shall include a detailed justification for the requested financial support for training and mobility costs. For the financial summary, the template in Annex 5 should be used.</p> <p><i>Note: the document Annex 5 is in Excel format and this item should be submitted in Excel format.</i></p>

The above-mentioned documentation shall be uploaded to the online proposal form in IMS and shall be saved to single PDF files for each of the above-mentioned items (except for the Financial Summary, which shall be Excel). Follow the naming structure for every file in the left column of the table. Note the underscores in the filenames. Only complete and correct proposals will be considered.

5. Personal Data Protection (GDPR)

The EU General Data Protection Regulation (GDPR) is a privacy and data protection regulation in the European Union with effect from 25 May 2018. The GDPR imposes obligations on organisations that control or process personal data and introduces rights and protections for EU citizens.

EUROfusion is committed to ensuring that candidates' privacy is protected and therefore it strictly adheres to the provisions of all relevant Data Protection legislation, including GDPR, ensuring all personal data is handled in line with the principles outlined in the regulation. In compliance with article 13 of the GDPR, EUROfusion provides the following information:

- Name and address of the Controller:
Tony Donné
EUROfusion Programme Management Unit
Boltzmannstr. 2
85748 Garching - Germany
- The personal data collected within the present call for participation will be processed for the sole use of the evaluation and selection of the proposals for the awarding of the 2022-2024 EUROfusion Engineering Grants.
- The recipients of the personal data are the EUROfusion Programme Management Unit and the evaluation panel..
- The personal data will be stored for the period of the evaluation process (September-December 2022). The personal data of the selected candidates will be stored until the formalisation of the Task Agreement in the first half of 2023. After this period the personal data on the candidates who do not participate in the programme will be deleted. After the programme, all personal data will be deleted.
- The candidates have the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning her/his data or to object to processing as well as the right to data portability.

6. Recommendations for applicants

During the evaluation of the candidates for the past EUROfusion Engineering Grants, observations have been made by the selection panel and the Programme Management Unit which have led to number of recommendations that we would like to give to candidates to optimise their proposal and presentation:

- The candidate and mentor should have a close interaction during the preparation of the Work Programme. The mentor doesn't have to come from the same institute as the candidate. A good briefing of the candidate by the mentor is strongly advised, especially if the candidate is from outside the Fusion field. The Work Programme and

the Individual Training Programme should be 'signed off' by the mentor and the candidate jointly.

- The Project Leader/Task Force Leader (PL/TFL) has been involved in the project description. He or she will also be present in the interview and will advise the panel.
- Candidates who are shortlisted for an interview are strongly advised to have a rehearsal of their presentation at their institute or at the institute supporting their proposal. This can be done via videoconference to avoid unnecessary travelling. Some of the (future) colleagues can act as 'shadow expert panel' to train the candidate for possible questions she/he might expect in the actual interview.
- Candidates that are involving different institutes in their Work Programmes should contact responsible people at these institutes to ascertain that their proposal is supported on a managerial level, to avoid later surprises (e.g., their Work Programme or Training Programme not being supported). The mentor should have an active role in making sure that the proposal has the full support from all Parties involved. See also Section 4, point 9.
- The work plan should reflect a substantial period of interaction with relevant activities of the work package and should reflect that possible long-term periods outside the employing institution are compliant with the travel money of the grant.
- Candidates are expected to be available for the interview to be held via videoconference during the period 1 - 12 November 2022.

7. Provisional evaluation timeline

All dates in 2022

Call open	Week of 13 June
Deadline for proposals	13 September (23:59 CEST)
Check on content and eligibility	Until around 23 September
Panellists' consensus meeting and shortlisting <i>selected candidates will be invited for an interview</i>	between 10 - 21 October
Interviews	between 1 - 12 November
General Assembly endorsement*	22 November
Panellists return final reports <i>after quality check all candidates will receive an evaluation report</i>	29 November

* Like in 2021 the General Assembly will be asked to mandate the EUROfusion Bureau to endorse the selection of the candidates, such that they can be informed about the outcome shortly after the Bureau, rather than to wait until the meeting of the General Assembly in December.

Appendix 1: Evaluation criteria, thresholds and weightings for the shortlisting

EUROfusion Engineering Grants		
<i>Criterion (with typical review elements):</i>	Threshold	Weighting
Background/competence of the candidate in relation to her/his ‘professional age’ <i>incl.:</i> <ul style="list-style-type: none"> - Motivation - Educational Background - Any written output (e.g., scientific publications, theses, documentation) - International background and knowledge of several languages - Professional achievements - Behavioural skills - Potential of the candidate for the future of the fusion R&D programme 	3/5	1/3
Quality of the implementation proposal <i>incl.:</i> <ul style="list-style-type: none"> - Addressing the topic/problem as stated in the project description - Understanding of the work to be done - Appropriateness of methodology - Reality of approach and planning - Ability to identify risks - Knowledge of the state-of-the-art 	3/5	1/3
Quality of the training programme <i>incl.:</i> <ul style="list-style-type: none"> - Appropriateness of training activities, vis-à-vis project and profile - Consistency and level of training programme - Quality of the career development plan - Contribution of the proposed training programme to the career prospects of the candidate - Quality and relevant experience of the hosting organisation (expertise / human resources support / facilities) and, where appropriate, of the other organisations participating to the programme. 	3/5	1/3

Proposals that fail to reach the threshold as indicated for each individual criterion shall be excluded from the final ranking.

Appendix 2: Evaluation criteria for the interview.

Individual interviews shall last about 25 minutes and shall consist of:

- Presentation by the candidate in English (about 10 minutes) on the personal profile, the project and other assignments as requested with the interview invitation (see above).
- Questions by the interview board (about 15 minutes).

The evaluation criteria for the interview will be based on the following criteria:

Criterion	Threshold	Weighting
Technical knowledge	3/5	1/3
Technical skills	3/5	1/3
Behavioural skills	3/5	1/3

At the end of the interview the panel shall proceed with a debriefing and attribute an interview mark to each candidate.

The final score is constituted of the sum of the two marks attributed at the end of the first stage assessment and during the interview, with a weight of respectively 40% and 60%. This with the note that the panel may decide to amend the marks they gave for the first stage assessment after the interview (see Section 3.3.3).

The grants will be awarded to candidates with the highest ranking of all applicants to the same project and with a minimum final score of 3.75. It is foreseen to award approximately 15 grants, one for each position advertised in the present call.