**International mobility programme**

**SRUK (SOCIETY OF SPANISH RESEARCHERS IN THE UK)**

**"ON THE MOVE"**

**Procedure**

**(Revision 4 September 2018)**

**Background**

In March 2017, within a cooperation framework, an agreement between CRUE Spanish Universities and the Society of Spanish scientists in the UK (CERU) was signed to develop actions of common interest.

Among specific actions, it was agreed to disseminate and promote between the Spanish universities the International Mobility Programme "On the move" to promote the exchange of researchers who wish to conduct research stays in Spain and the UK.

**What does it consist of**

This program aims to strengthen international collaboration among researchers in the community of Spanish researchers in the UK (CERU) ( non-spanish included as associated members) and researchers from Spanish universities associated with Crue.

The spanish researchers from Spanish universities will carry out stays in the UK, particularly in laboratories / research teams that have at least one member of CERU (regular or associate. See [conditions](https://sruk.org.uk/membership/)) . In turn, CERU members may make stays in Spanish CRUE partner universities who wish to participate in the program.

This program aims to:

1. Encourage contact between groups with similar objectives, promoting the multidisciplinary and internationalization of research;
2. Encourage participation in European programs, which would help increase the return of funds to the national R & D of both countries;
3. Facilitate the mobility of pre-doctoral researchers in Spain, with formative goals, to help the contact between groups with potential plans for a future post-doctoral stay in the UK and / or strengthen the relationships between groups for applying for international projects;
4. Facilitate the mobility of post-doctoral researchers in the UK with interest in establishing collaborations or contacts in Spain with the intention of applying for grants and contracts for returning and / or strengthen the relationships between groups for applying for international projects;
5. Give visibility to the Spanish institutions within the British national R & D.

**Target participants**

The CERU on the Move programme is targeted to researchers who meet the following requirements:

1. pre-doctoral and post-doctoral researchers without a permanent position carrying out their research at a Spanish university. Priority will be given to pre-doctoral researchers.
2. pre-doctoral and post-doctoral researchers (including "research fellows") without a permanent position. carrying out their research at a British university and who are members of CERU (regulars or associates). Priority to post-doctoral researchers will.

**Funding**

Stays in both directions are financed entirely by the participating Spanish universities. Each Spanish university will decide the number of researchers that can send or receive, without any requirement of reciprocity, but this one will be recommendable.

The beneficiary researchers will receive a daily financial allowance of 35 € for stays in Spain and 50 € for stays in the UK. An extra help of € 10 per day will be given when the stays take place in London.

Spain for moving to the UK and vice versa, the beneficiary of up to 600 € will be provided.

Then the budget is concrete and it is estimated that the costs of aid for a stay of 3 months are € 4,125 for stays in Spain and € 5,610 (€ 6,600 in London) for stays in the UK. For longer stays, the budget should be adjusted accordingly.

**Stays in the UK**

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| --- | --- |
| **Concept** | **3 months (90 days)** |
| Maintenance (€ 50 per day + 10 € in London) | € 4,500 (€ 5,400 in London) |
| Moving to the UK | 600 € (maximum) |
| Subtotal | € 5,100 (€ 6,000 in London) |
| Management and evaluation costs (10%) | 510 € (600 € in London) |
| **Total** | **€ 5610-6600 € in London** |

**Stays in Spain**

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| --- | --- |
| **Concept** | **3 months (90 days)** |
| Maintenance (35 € per day) | 3,150 € |
| Moving to Spain | 600 € (maximum) |
| Subtotal | 3,750 € |
| Management and evaluation costs (10%) | 375 € |
| **Total** | **4,125 €** |

**Length of the stays**

The length of stay will be a minimum of 3 months and a maximum of 6 months.

**Participation procedure**

1. Each **Spanish university** wishing to participate in the program:
2. It will be registered as University in the database available on the website of CERU: <https://sruk.org.uk/initiatives/international-collaborations/register-as-organization/>. The person in charge of this task will work as a "contact person" at the university.
3. Once registered, CERU will contact them and will ask for the number of grants that want to bid (Spanish researchers that go to the the UK and "hosting groups" at its University) and budget allocation corresponding to cover the costs of the program according to the procedure of each university.
4. It will establish a committee formed by members of the university (at least one person) for the evaluation and selection of candidates, called "University Scientific Committee"
5. It will disseminate the call among its researchers to participate in the stays or to offer hosting groups. CERU also proceed to spread the call in the same way.
6. **The researcher** interested in making the stay will proceed as follows:
7. Complete the “Applicant´s Form” provided in the call. This form shall indicate:

* The details of the applicant - "Applicant's Data"
* The research group in which you are interested - "Host Laboratory" (from those recorded in the "Database On the Move" of research institution available on the website of CERU during the Phase 2 of the call).

For researchers in Spain; if you do not find a laboratory in the UK that fits your needs, the participant will contact the Department of International Collaborations SRUK ([international@sruk.org.uk](mailto:international@sruk.org.uk)), which will help in finding it.

Members SRUK in the UK; if you do not find a laboratory in Spain that meets your needs, the participant will contact the contact person given in the Spanish university chosen, which will help in finding it.

* Report justifying the stay - "Project Summary". The report should be structured into the following sections:
* Identity of the stay with the content and degree of development of the research carried out today:
  + - 1. Objectives of the project to be completed during the stay and impact of such research career in the applicant's current research (up to 600 words).
      2. Work plan proposed during the stay with respect to the current state of the research project (up to 400 words).
* Adequacy and quality destination centre:
  + - 1. Research activity relationship of the target group with the content of current research and the project to be undertaken (up to 200 words).
      2. List of 5 contributions from the hosting research group for the last five years (publications, patents and/or research projects of the research group destination).
      3. Prior relationship or future continuation of the collaboration between the research group of the applicant and hosting group (joint publications, participation in collaborative projects) (up to 200 words) expectations.

1. The applicant researcher will attach the following documents:

* Applicant Form
* CV (up to 3 pages)
* Letter of support from the current research supervisor
* Acceptance letter from the hosting group
* Authorization from the home Center to request the temporary transfer of research activity

1. The required documentation will be sent:

* For researchers in Spain: To the contact person provided at the university where carry out their research activity.
* For researchers CERU in the the UK: to [international@sruk.org.uk](mailto:international@sruk.org.uk)

1. Research groups interested in hosting researchers - **"Hosting groups"** - both in Spain and in the UK, they must complete the form "Hosting Group Form" and send it to:
   1. In the case of hosting groups in Spain: To the contact person at the university where undertake their research activity.
   2. In the case of hosting groups in the the UK: to international@sruk.org.uk
2. **Receipt and evaluation of applications for researchers who want to make stays**. The contact person at the University will forward the Spanish candidates who want to make the stay in the UK and meet the requirements, to the "Evaluation Committee" formed by the SRUK Fellowship Committee and the University Scientific Committee, which shall jointly the evaluation of applications. The SRUK Department of International Collaborations will forward the UK candidates who want to make the stay in Spain and meet the requirements, the "Evaluation Committee".

**Selection criteria**

The scale of assessment will be based on the following criteria:

1. Applicant quality (CV and experience of the research, up to 3 out of 10). The CV will be evaluated according to the degree of experience of the applicant.
2. Explanatory report of stay (a maximum of 7 points out of 10)
   * Stay relationship with the content and degree of development of research (doctoral thesis / post-doctoral project) (up to 2 points out of 10).
   * Impact of the stay on the subsequent scientific career (up to 2 points out of 10).
   * Adequacy and quality of the hosting group (up to 2 points out of 10, for stays in the UK, is compulsory for research groups include at least one member of CERU which may be both regular and associated).
   * The possibility that the stay is the start of a more stable collaboration between the laboratory of origin and laboratory stay (up to 1 point of 10).

**Deadline**

**Phase 1.-**The deadline for submission of expressions of interest from universities and hosting groups (in Spain and UK) who wish to participate in the program is two months since the launch of this call; from 10th September 2018, to 10th November 2018.

**Phase 2.-**After this period, the Universities will have a period of two months until 10 January 2019, to spread the call in the university, receive requests from researchers, selecting those that meet the requirements and send them to the Evaluation Committee. During this period, the SRUK department of international collaborations disseminates the call among its members CERU will receive applications from researchers, select those that meet the requirements and send them to the Evaluation Committee.

**Phase 3**.- The Evaluation Committee, formed by the SRUK Fellowships Committee and the University Scientific Committee will evaluate the applications from 10th January 2019, and for up to 2 months.

The results will be announced before 11th March 2019.

**Phase 4.-**  Mobility stays may be made for one year from the month following the final resolution of the call.

**Resolution**

The results issued by the Evaluation Committee will be transmitted through the Department of International Collaborations ([international@sruk.org.uk](mailto:international@sruk.org.uk)) to the Board of SRUK, to CRUE and contact person at the universities.

**Justification of compliance with the purpose of the grant**

After the stay, the beneficiary must provide, within 30 days:

1. Final Report of the stay (maximum 1000 words)
2. Justification of the stays by the hosting group.
3. Outreach informative summary that can be used in promoting mobility program, both from SRUK as CRUE (maximum 200 words)
4. The beneficiary must refer to the aid program in any publication resulting from the stay.

**Payments scheme**

1. The Spanish University will manage payments according to their internal rules as follows:
   1. Help to those researchers chosen to receive the mobility stay to the UK
   2. Help to those researchers chosen to receive the mobility stay to Spain
   3. It will pay 10% of the total budget of each SRUK fellowship as management expenses concept.
2. Payment may be made to investigators in two blocks:
   1. 60% of the fellowship in advance
   2. Remaining 40% upon completion of stay
3. The travel costs (up to the maximum of 600EUR) will be reimbursed by the Spanish institution where the beneficiary present proof of payment.

**Resignation**

Once the researcher is granted, those who wish to renounce it shall inform their Universities as soon as possible so that another candidate can take its place.