

GENERAL TERMS



*Boosting your postdoctoral career in
Prehistory at IPHES-CERCA*

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1.- The R2STAIR H2020-MSCA-COFUND-2020 Action

R2STAIR H2020-MSCA-COFUND-2020 Programme will hire 8 junior R2 fellows (PhD holders who are not fully independent yet) throughout two different calls, a 1st round in 2021 and second one in 2022 hiring for 4 contracts in each call.

R2STAIR fellows will be hired on a full-time standard employment contract under Spanish working regulations for the duration of 24 months to work on a supervised research project in Prehistory and Human Evolution related fields.

The recruitment and selection of researchers is based on the OMT-R process (Open, Transparent and Merit-based Recruitment), taking into account the principles and requirements of the European Charter for Researchers and, the Code of Conduct for the Recruitment of Researchers, the HRS4R (Human Researchers Strategy for Researchers), and the RRI Principles (Responsible Research Innovation) all policies abided by [IPHES-CERCA](#).

2.- Eligibility requirements of the candidates

The eligible candidates are early postdoctoral researchers who defended their doctoral thesis less than 4 years ago (considering the deadline of the call on July 23, 2021 (17:00 Brussels time) for the first round). R2 researchers with more than four years of postdoctoral research experience are excluded from this call, despite the fact that special personal situations will be considered.

Researchers of any nationality are eligible. Candidates must comply with the following eligibility criteria:

- **Research experience:** applicants must have their doctoral degree less than 4 years prior to the deadline for applications. The PhD to be used for calculating the time that has elapsed since the researcher became a doctor is the first PhD obtained, independently of the relation between the subject concerned in any of the PhDs obtained and the present application.

Exceptions will be made for documented periods of career breaks (e.g. maternity or paternity leave, national service, serious illness or people in charge). Other equivalent exceptions may be considered when properly documented and motivated by the applicant (e.g. in case of candidates from underdeveloped countries, minorities, and refugees).

- **Mobility requirements:** researchers may not have resided or carried out their main activity (work, studies, etc.) in Spain for more than 12 months in the 3 years immediately before the R2STAIR call deadlines.

- **At least two publications as first author** or corresponding author in journals indexed by the Web of Science or Scopus at the time of the call deadline. Only accepted and/or published papers with a DOI are eligible.

3.- Application requirements

Applications will be submitted by email to the IPHES-CERCA portal. Please check in the Guide for Applicants all the required information and documents to complete in English.

Only one application per applicant may be submitted per call. Once the application documents are submitted, all candidates will receive an acknowledgement of receipt together with an application reference number for further enquiries.

R2STAIR encompasses seven research areas covering broad topics in Prehistory and Human Evolution: Zooarchaeology, Lithic analysis, Geoarchaeology, Spatial Analysis, Paleoecology, Paleoanthropology, and Archeo-paleontological conservation. Please check in the Guide for Applicants for the specific research lines, and the potential IPHES-CERCA main supervisor.

Before to start the application preparation, the applicants must contact to one potential IPHES-CERCA supervisor to agree on a research project to be carry out during two years under her/his supervision and prepare together the application, according to the established templates.

According to the evaluation criteria, they will select the best 8 candidates without taking into account any pre-established thematic distribution related the above research areas.

All the applications will undergo a formal eligibility check by the Project Manager of the R2STAIR within a maximum of one week after the deadline. Incomplete and/or ineligible applications will be discarded at this stage. The results of the eligibility check will be notified by the Project Manager to the applicants by e-mail. Those found not to be eligible will be informed of the eligibility criteria not met.

4.- The selection process

Gender, age, ethnic groups, national or social origin, religion or beliefs, sexual orientation, language, disability, political opinion, social or economic conditions are not eligible criteria. IPHES is committed to proactive policies on equal opportunities and gender issues following the principles of the HR4SR.

Beyond the eligibility requirements of the candidates, the evaluation and selection process will be based on scientific achievements, excellence of the proposed research project, motivation and scientific potential of the candidates.

Under no circumstances neither experts nor applicants can contact between them during the evaluation process. After finalizing the selection process the list of experts will be made public. Please check in the Guide for Applicants for the evaluation criteria and the steps of the evaluation.

Regarding Information on processing personal data, during the selection process of the R2STAIR, personal data will be collected and digitally sealed from all the applicants. The details provided will be included in a file managed by IPHES-CERCA, only for the purpose of managing the grant application, and in the final award process to sign the employment contract with IPHES-CERCA. Therefore, in accordance with the provisions of General Data Protection Regulation (EU) 2016/679 (GDPR) on data protection:

- Applicants consent that their data will be collected and processed by the IPHES-CERCA, in order to be a candidate of the selection process. Applicants may also be sent communications about the activities and services of IPHES-CERCA that may be of their interest. Applicants data will not be transferred unless legal obligation.

- Applicants can exercise their rights to access, rectify and/or suppress their data, according to the General Regulations of Data Protection, using the contact details provided at the time they submit the information.

5.- The Role of the supervisor

The supervisor of the fellow will monitor for the scheduling of milestones, and completion of outputs. All this process will be carry out with the support of IPHES-CERCA' staff, both the Project & Transfer Unit (PTU), the General Services Unit (GSU) and Head of Research Area and Career Development Officer, according to the Gantt Chart presented in the proposal, which will be used as a guideline for the progress assessment.

The fellow will formally join the supervisor's research group at IPHES-CERCA, taking part in the research group's routines.

In addition to the main IPHES-CERCA supervisor, the secondments (see next section 6 Secondments and research stays) must be monitored with a co-supervisor who will be in touch with the main IPHES-CERCA supervisor to report about the work of the fellow.

R2STAIR programme endorses the EU projects rules concerning [Intellectual Property Rights](#) (IPR). In case of use rights and exploitation of results (products) emerge, they will be handled by IPHES-CERCA' specialized staff.

Fellows must prepare the resulting data of his/her research project for its long term preservation through a Data Management Plan (DMP) in accordance with [FAIR Data Management](#).

Each fellow must endorse the IPHES-CERCA commitment to the practice of Open Science, and as any other project at IPHES-CERCA, all fellowships will make their research outputs publicly available as soon as possible, managing their data according to the FAIR principles, doing a Data Management Plan supervised by IPHES-CERCA data technician.

6.- Secondments and research stays

Each fellowship in the programme will include, a mandatory secondment phase. In the Guide for Applicants is available the names of already engaged Partner Organizations interested in hosting secondments and/or providing specific training and short visits. All the costs of the secondments will be in charge of IPHES-CERCA as employer (see next section 7.- Working conditions and salary conditions).

Nevertheless, in accordance with the 'Individual driven mobility principle', fellows and supervisors can suggest additional entities and schedule their secondments in a flexible way (e.g. a single stay vs. shorter mobilities to different organisations), also imposed by the COVID-19 pandemic.

Therefore, the proposals can involve other entities from the secondment and also other co-supervisors, in a previous agreement with the main IPHES-CERCA supervisor and a proved approval by a specific official letter of acceptance from the proposed co-supervisor and her/his Host Secondment.

The secondment phase can be a single period or can be divided into shorter periods, but it will cover a minimum of 2 and a maximum of 4 months. It can take place at one or more organizations, which can be located in Spain, in Europe or abroad.

In addition each fellow must do a short stay in a non-academic organization. In the Guide for Applicants there are available a list potential supervisors at non-academic Partner Organizations already involved in the programme.

This will be proposed by the IPHES-CERCA's Project and Transfer Unit to the fellows after the hiring process in a kick-off meeting and according to the corresponding projects as a part of the training and the Personalised Career Development Plan.

Notice again that, according to the 'Individual driven mobility principle', the proposals can involve other entities, in previous proved agreement with the participants by a specific official letter of acceptance.

7.- Working conditions and salary conditions

Fellows will be hired in a 24 months contract under the Spanish employment regulation and its public social security system, including illness leave and medical coverage, parental leave, and vacation days.

Through their contracts, fellows will be affiliated to the Spanish Social Security General Regime and will be covered, according to the law and legal regulations at that time taking into account their personal circumstances, in aspects such as public health care coverage and medical assistance, temporary/ permanent disability, maternity/ paternity and others. The fellows will be assisted to get the European Health Card or equivalent when performing secondments or short visits

An average gross monthly salary of 3,836€/month will be paid as Living and mobility allowance, equivalent to a net salary of 2,750€/month according to the Spanish tax system. Each fellow will receive this salary and the social security payment made by the employer, which, according to Spanish law, accounts for 32.6% of the total living and mobility allowance for the fellow.

In addition, as a R2STAIR fellows you will receive a monthly mobility allowance, and a financial support when doing the secondment. To secondment support you will receive 300€/month, regardless of the duration of the secondment. It will be paid as a complement in your pay sheet.

In addition, IPHES-CERCA will cover your spends up to 825€/month during the two years (up to 19.800€) to pay possible bench fees at the secondments, and other research, training and networking activities, such as costs of consumables, small equipment, fees for scientific journals publication and open access, training, travel or conference participation. In this case these costs will be paid by IPHES-CERCA directly to the provider.

Fellows must comply with IPHES-CERCA safety policies, in particular the rules on health and safety, and on prevention of occupational hazards. Annual medical check-ups are offered at IPHES-CERCA free of charge, also providing mandatory training in occupational health and safety standards to new employees in conformity with the Spanish regulations (Ley 31/1995, de 8 de noviembre, de Prevención de Riesgos Laborales).

8.- Duties of the Fellows

Fellows will accomplish their project in **full-time dedication**, with standard working hours. Flextime policies may be agreed upon, where justified and in accordance with the project and supervisor(s). Vacations are handled as established per law, in full coordination with the supervisor at the HI. Special leave requests will also be considered for particular circumstances such as breastfeeding, serious illness/accident of a relative, move, death of a relative, marriage, parental care and unavoidable public or private duties.

The fellows will be abided by the provisions of the EU Grant Agreement No. 101034349, the Program Maria de Maeztu Unit of Excellence (CEX2019-000945-M) and IPHES-CERCA regulations and internal rules, in particular:

- **Dissemination and publicity.** For all communication relating to the project and for any dissemination of results, such as through publications, posters, conference papers, etc. you are required to ensure the visibility of the EU emblem, and to acknowledge EU funding by including the following text:

"This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 101034349 and the State Research Agency of the Spanish Ministry of Science and Innovation through the Program Maria de Maeztu Unit of Excellence (CEX2019-000945-M).

- **Code of Conduct for CERCA centres.** Fellows will follow the principles of the code of conduct of CERCA centres policies, in particular regarding aspects of transparency, ethic and scientific practise, scientific integrity, and open access to data and results <https://cerca.cat/en/policies/> .

- **Reporting.** Fellows shall submit project reports as required by the Grant Agreement and requested by IPHES-CERCA.

- **Other applicable regulations.** Anything not included in these rules is governed by European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 101034349.