

Participation in the EAJADE Project

Guidelines for sending institutions and secondees

In this document, the formal conditions to be met for any EAJADE secondment are summarised, together with the steps to be taken before, during and after any secondment in the framework of the project.

Eligibility: Who can be seconded?

The following groups of persons are in principle eligible to secondments in the framework of the EAJADE project:

- Ph.D. students
- Postdocs
- Senior scientists
- Engineers / technicians

The participation of Master students is not possible in EAJADE!

Formal eligibility criteria

The following formal conditions need to be fulfilled by any secondnee:

- 1) The secondnee must be considered as staff of the sending organisation and hold a contract with it.

In case a potential secondnee does not hold a contract, there are options to draft an agreement on an unpaid research associateship. Contact eajade-admin@desy.de in this case.

IMPORTANT: In case a person is a staff member of two or more independent organisations participating in EAJADE, he /she can only be seconded from one of these organisations. Moreover, the staff member can only be seconded to organisations with which he/she is not affiliated.

- 2) The secondnee must have been actively engaged in or linked to R&D&I activities at the sending institution **for at least one month** (full-time equivalent) immediately prior to the first period of secondment.
- 3) The secondnee must have the appropriate R&D&I experience for the secondment.
- 4) After his / her secondment, the secondnee must return to the sending institution and stay at least for a short period in order to ensure the appropriate transfer of knowledge and experience.

- 5) It should be ensured the sending institution that the seconded will be able to perform at least 30 days of secondment (possibly as a sum of short travels) during her / his contract with the sending institution.

Information on secondment funding

- The funding available for a full secondment month of 30 days is determined by the following formula:

4.600 Euro – CommonFund – Overhead

with

4.600 Euro: the EU amount for a full secondment month,

CommonFund: 368 Euro to be deduced for the EAJADE common fund that is managed centrally by DESY,

Overhead: an amount determined by the sending institution as their overhead per secondment.

- Note that in order for any person to be eligible for secondment funding, he / she must have spent at least one full secondment month of 30 days. This applies SEPARATELY for different destination countries (Canada, Japan, USA), but NOT separately for different receiving academic institutions in one and the same country. However, all associated industry partners need to be considered fully separately.
- Once a threshold of 30 days of secondment has been passed, further funding is granted *pro rata*.

Organisational steps before, during and after a secondment

The following steps need to be taken in order to organize a secondment in the framework of EAJADE:

- In case of questions – turn to eajade-admin@desy.de.
- The secondment needs to be agreed on with the leader of the EAJADE work package the secondment task is related to.
- The formal conditions for secondments are given above, and their fulfilment needs to be certified by the sending institution's principal investigator. He/she needs to certify their fulfilment using the document "Check of Eligibility Criteria".

4. The secondee must register his / her trip at the project's INDICO page:
<https://indico.desy.de/event/37930/registrations/5284/>
and apply for the trip accounting via your standard internal procedure.
5. **(Required only for secondees without a full-time contract at their sending institution – e.g. Ph.D. students).**
The secondee must fill the “Declaration of Honour”, sign it and have it signed by the sending institution's EAJADE principal investigator.
6. During his / her stay at the receiving organisation, the secondee must contact the receiving organisation's EAJADE PI and ask for the “Secondment Confirmation” to be signed. The prefilled document will be sent automatically by EAJADE management to the receiving partner.
7. After the end of the secondment, the secondee must contact his sending institution's administration and ensure the transfer of the secondment data into the continuous reporting EU portal.