

## 1.1 Guide for Applicants

The Guide for Applicants & Quick guide of the MedTrain+ Fellowship programme can be downloaded from the Application Process section of the website. This guide provides an overview of the programme and practical guidance for potential applicants, including details of the following:

- programme, fellowships, and calls
- eligibility criteria
- evaluation criteria and selection process
- contact details
- application templates
- Please find below the application and selection process outline, redress procedure and request form.

## 1.2 Application and Selection Process

### 1.2.1 Publication of the Fellowship Call

The application process starts with the publication of the call for proposals. Call 1 opened on 31 Mar 2023 and closed on 14<sup>th</sup> August 2023. Call 2 opened on 20<sup>th</sup> November 2023 and closed on 26<sup>th</sup> February 2024. **Call 3 opened on 29<sup>th</sup> July and closed on 21<sup>st</sup> October 2024.**

### 1.2.2 Preparation of the Application

Applicants are encouraged to start preparing their application as early as possible. The first step is to identify the research area you are interested in in the 'Research Areas' section of the MedTrain+ website. The list of Principal investigators will be available on the MedTrain+ website; apply section with the heading **“MedTrain+ List of FI for applicants”**; **it shall vary each call & the link shall be provided after the announcement of each Call.** During the application stage, the MedTrain+ Programme Manager can help you identify an appropriate supervisor if the candidate has difficulty finding a supervisor. The secondment organisation should be discussed with a supervisor in the non-academic sector (Industry).

The online application system requires the input of personal details, project title, summary and keywords, proposed secondary host and supervisor, completion of an ethics questionnaire, and applicant declarations (online forms). Applicants are also required to upload the following PDF documents:

**The application process should include** an Online application + Administrative Proposal: Max 1000 words: Part A plus Ethics Self-assessment form (including Max 2 Pages] + Part B (Research Proposal) + Academic CV (Max 5 pages with 3 references)

- **Part A:** Administrative Proposal: Max 1000 words: Part A plus Ethics Self-assessment form (including Max 2 Pages)
- **Part B:** The applicant needs to adjust the number of pages, i.e., Max. 10 pages.
- **Academic CV:** Max 5 pages (With 3 references).

Please refer to the templates in the Guide for Applicants for Part A & Part B format is available.

### 1.2.3 Submission of the Application

Applications must be submitted via the online application system on or before the call deadline. To apply, all applicants must register in the system. Each applicant will receive individual login details. Once registered, applicants can offer relevant information to the system, stored there until they submit the application or decide to change information recorded earlier. The online application system will automatically close at midnight Irish time on the submission date.

Assistance with any technical difficulties is available at <http://support.exordo.com> (online application system) or from the MedTrain+ Programme Manager: [medtrainplus@curamdevices.ie](mailto:medtrainplus@curamdevices.ie)

### 1.2.4 Eligibility Checking

All applications will be checked for eligibility once the online application system is closed. All applicants will be informed of the results of the Preliminary eligibility check. If an application is found ineligible, applicants will be provided with an explanation of the grounds for ineligibility.

### 1.2.5 Ethics Checking

All eligible proposals in which ethics issues are raised will undergo ethics review. If you answer yes to any of the ethics questions in your online application, you must include an ethics self- assessment in your proposal. Please refer to the Guide for Applicants for further information on ethics checking.

### 1.2.6 International Peer-Review

Each eligible application will undergo external international peer-review. Three independent experts (Peer Review Panel) will evaluate each proposal in line with the evaluation criteria described in the Guide for Applicants.

### 1.2.7 Ranking of Applications

Applicants will be ranked based on their scores from international peer-review. The weighted score will be subject to a threshold of 70%.

### 1.2.8 Interviews of Top Scoring Candidates

A number of top scoring candidates will be invited to the next phase, a competency interview by an Interview Panel. The final mark for each candidate will be comprised of the score for the research proposal (50% weighting) and the interview (50% weighting).

### 1.2.9 Final Funding Decision

The MedTrain+ Steering Committee will endorse the final funding decision based on the recommendations of the Peer-Review Panel and Interview Panel.

### 1.2.10 Fellowship Offers to Successful Candidates

The MedTrain+ Programme Manager will inform successful candidates, after which Human Resources will issue formal letters of offer based on the final funding decision of the Steering Committee.

## 1.3 Redress Procedure

All candidates have a right to a redress procedure if they feel that there has been a shortcoming in how their proposal was evaluated and that this shortcoming may affect the final decision on whether to fund it or not or if they believe that the results of the eligibility checks are incorrect. To avail of that procedure, the applicant must request redress within 15 working days of receiving the eligibility check or proposal evaluation feedback. Requests must be emailed to [medtrainplus@curamdevices.ie](mailto:medtrainplus@curamdevices.ie) using the redress form available above. A Redress Committee will examine redress requests. Please see the guide below for applicants on the Redress Request Form.

Redress Request Form MedTrain+ Marie Skłodowska-Curie Fellowship Programme All applicants to MedTrain+ have a right to a redress procedure if they feel that there has been a shortcoming in the way their proposal was evaluated and that this shortcoming may affect the final decision on whether to fund it or not, or if they believe that the results of the eligibility checks are incorrect. To avail of the redress procedure, a request for redress must be submitted within 15 calendar days of receiving feedback on the eligibility check or proposal evaluation. Redress requests must be:

- Related to the evaluation process or eligibility check, as described in the Guide for applicants for the call;
- Completed using this form, including a clear description of the grounds for complaint;
- Received within the time limit specified on the notification which the applicant has received;

- Submitted personally by the interested applicant;
- Sent by email to medtrainplus@Curamdevices.ie

A Redress Committee will be convened to assess the request if the above criteria are met. If there is clear evidence that a shortcoming has occurred that could affect the eventual funding decision, the proposal will be re-evaluated. This procedure concerns the evaluation and/or eligibility-checking process. The committee will not call into question the scientific or technical judgement of appropriately qualified experts. Only one request for redress per proposal will be considered by the committee. All requests for redress will be treated confidentially. Applicants will be informed by the Programme Manager via email of the outcome within 30 working days following receipt of the redress request. If the redress procedure is successful, the applicant will be invited for a second (teleconference) interview. Decisions of the Redress Committee are final.

Redressal form format:

Applicant name:	
Proposal title:	
Contact email:	
Details of grounds for complaint	
1. Eligibility check:	
2. Evaluation process:	