INTERNATIONAL MOBILITY PROGRAMME
SRUK/CERU (SOCIETY OF SPANISH RESEARCHERS IN THE UNITED KINGDOM)
"ON THE MOVE"

Information about the procedure to participate

(Updated on 13rd September 2023)

Background

In March 2017, within a cooperation framework, an agreement between Crue Spanish Universities and the Society of Spanish Researchers in the United Kingdom (SRUK/CERU) was signed to carry out actions of common interest.

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

What the programme involves

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

Researchers from **Spanish universities** and **research institutes** with an academic affiliation[1], will carry out placements in the UK, particularly in research groups that have at least one SRUK member (regular or associate). In turn, SRUK members may do research placements in those Spanish universities that are partners of Crue and who wish to participate in the programme.

[1]: In the rest of the document, the terms "Spanish universities" or "university" will be used to refer to both Spanish universities and research institutes with academic affiliation.

This programme aims to:

1) Encourage contact between groups with similar objectives, promoting the multidisciplinarity and internationalization of research;
2) Encourage participation in European programs, which would help increase the return of funds to the national R & D system of both countries;
3) Facilitate the mobility of pre-doctoral researchers in Spain, with formative goals, and the contact between groups, which may foster future potential plans for a post-doctoral placement 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 UK national R & D system.

Target participants

The SRUK/CERU ¨**On the Move 2024**¨ programme is targeted to researchers who meet the following requirements:

a) pre-doctoral and post-doctoral researchers[2] without a permanent position carrying out their research at a Spanish university. For placements in the UK, priority will be given to pre-doctoral researchers.
b) pre-doctoral and post-doctoral researchers (including "research fellows") without a permanent position, carrying out their research at a UK university and who are members of SRUK (regulars or associates). For placements in Spain, priority will be given to post-doctoral researchers.

Amendment I: The researchers awarded in previous editions of the "On the Move" programme will be allowed to participate, although priority will be given to those not awarded on the three previous years.

[2]: We will consider "researcher" all staff doing research at a university or an academic affiliated centre with a contract, scholarship and/or registered in a doctorate plan.

Programme funding

The participating Spanish universities will finance the placements in their own research groups of researchers based in the United Kingdom and the outgoing placements of their researchers to hosting groups in the United Kingdom.

Each Spanish university will decide:

- the number of placements offered,
- if those are to move to the UK or to Spain. Reciprocity is recommended but not required.
- the length of the placements (3 months). Placements can be extended for a maximum of 6 months. The university may not fund the extra time, but it will reimburse the return trip within the limits of the established budget.

Total cost for a 3-month placement is estimated to be € 4,521 for placements in Spain and € 6,660 for placements in the UK (€ 6,820 in London). For longer placements, the budget should be adjusted accordingly.

Placements in the UK

Concept	3 months (90 days)
Maintenance (€ 50 per day + € 10 in London)	€ 5,500 (€ 5,600 in London)
Travelling to the UK	€ 600 (maximum)
Subtotal	€ 5,600 (€ 6,200 in London)
Management and evaluation costs (10%)	€ 560 (€ 620 in London)
Total	**€ 6660 - € 6820 in London**

Placements in Spain

Concept	3 months (90 days)
Maintenance (€ 35 per day)	€ 3,510
Travelling to Spain	€ 600 (maximum)
Subtotal	€ 4,110
Management and evaluation costs (10%)	€ 411
Total	**€ 4,521**

Length of the placements

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

* To date, the United Kingdom allows EU citizens visits for up to 6 months per year without a visa. Since this conditions may change without warning, it is strongly recommended that potential applicants revise updated information provided by the British government official web pages (see: "Visit as an academic"): https://www.gov.uk/standard-visitor

Award

- The awarded researchers will receive a daily allowance of 39 € for placements in Spain and 55 € for placements in the UK. An extra help of € 12 per day will be given for the placements in London.
- Up to 600 € will be provided when travelling from Spain to the UK and vice versa. This allowance could be spent in transport from origin or destiny town to the airport, in travel costs in various return trips, if required, as long as they occur during the funded period[3].
- The budget does not include the costs of visas, health surge, fees or consumables.

[3]: Several return trips between Spain and the UK will be considered in situations such as: long term University closure, split of a 6-month placement in two terms, or by exceptional reasons (e.g. family issues), provided they do not exceed the limit of 600€ and are within the agreed timeframe established in the call.

Participation procedure

1) Each **Spanish university** wishing to participate in the programme must:

   1.1. Contact SRUK on the e-mail OnTheMove@sruk.org.uk to express interest in participating in the programme and include the information requested in the following points. The person in charge of this task will work as a "contact person" at the university.

   1.2. State the number of grants it wants to bid (Spanish researchers going to the UK and vice versa).

   1.3. State if it offers specific "hosting groups"[4] at their University to host researchers based in the UK.

   1.4. Confirm they have allocated the corresponding budget to cover the costs of the programme according to the procedure of each university.

   1.5. Establish a committee formed by members of the university (at least one person) for the evaluation and selection of candidates, called "University Evaluation Committee". See number 4 in this section.

1.6. Disseminate the call among its researchers to participate in the placements or to offer Hosting Groups. SRUK will also proceed to disseminate the call in the same way.

[4]: The University will be able to offer all its research groups and/or affiliated centres, however, for a better attraction of interest, it is advised to suggest a list of hosting groups, or a link to the departments/centres interested in hosting researchers.

2) Research groups interested in hosting researchers - **"Hosting groups"** – must:

2.1 count with at least one member of SRUK in their team (according to the membership categories - in UK: Regular or Associate; in Spain: Friend)

2.2 complete the form "Hosting Group Form" to be found at the following link during the Phase 2 os the application procedure: https://sruk.org.uk/opportunities/on-the-move-fellowships-20243/.

2.3 Hosting groups in Spain can only register if their university is participating in the 2023 On the Move programme. They can check by contacting SRUK on the e-mail OnTheMove@sruk.org.uk.

3) **Researchers** interested in doing a placement must wait until the Phase 2 of the programme opens and will proceed as follows:

3.1 Participants of Spanish research institutions must check that their university is among the participating Universities on the "On the Move 2024" programme by checking the SRUK web page of this call on the link https://sruk.org.uk/opportunities/on-the-move-fellowships-2024/.

3.2 Complete the "**Applicant´s Form**" provided in the call. This form shall indicate:

- The details of the applicant - "Applicant's Data"
- The research group you are interested in - "Hosting Group". The hosting groups should be found and registered with SRUK by the applicant.

Researchers based in Spain; if you do not find a research centre in the UK that fits your needs, the applicant can suggest other research groups of their interest. They will contact the SRUK team managing the On the Move programme (OnTheMove@sruk.org.uk), which will assist in adding them to the programme.

Researchers, SRUK members based in the UK; if you do not find a research centre in Spain that meets your needs, the applicant will contact the contact person managing the "On The Move fellowships" at the Spanish university, who will help in finding it.

- Report justifying the placement - "Project Summary". The report should be structured into the following sections:

Relevance of the placement with the content and degree of development of the research carried out today:

A) Objectives of the project to be completed during the placement and impact of these objectives on the applicant's research career and current research (up to 600 words).

B) Work plan proposed for the placement with respect to the current state of the research project (up to 400 words).

Adequacy and quality destination centre:

C) Brief explanation of how the hosting group aligns with the applicant's current research project and the plan for the placement (up to 200 words).

D) List of 5 contributions (publications, patents and/or research projects) from the hosting group during the last five years.

E) Prior relationship or future expectations for the continuation of the collaboration between the applicant's home research group and the hosting group (joint publications, participation in collaborative projects) (up to 200 words).

3.3 The researcher applying for a placement will attach the following documents:

- Applicant Form
- Curriculum Vitae (up to 3 pages)
- Letter of support from the research supervisor. If the applicant does not have a supervisor, a letter from a senior researcher related to the project or from the Head of Department will be required.
- Acceptance letter from the hosting group, including the signatures of the principal investigator and the Head or secretary of the Department.
- Authorization of the home institution to the temporary transfer of the research activity.

3.4 The required documentation will be sent:

- For researchers in Spain: To the contact person provided at the university where they carry out their research activity.
- For SRUK researchers in the UK: to OnTheMove@sruk.org.uk.

4) **Receipt and evaluation of applications for researchers who want to do a placement.** The contact person at the University will forward the applications from Spanish candidates who want to do the placement in the UK and meet the requirements, to the "**Evaluation Committee**" composed by the SRUK Evaluation

Committee and the University Evaluation Committee, who shall evaluate the applications in parallel. The SRUK Department of International Collaborations will forward to the "Evaluation Committee" the applications from the UK candidates who want to do the placement in Spain and meet the requirements.

Amendment II: After the reception deadline, if the number of fellowships requested in a given university for one of the ways (Spain -> UK / UK -> Spain) is smaller than the number of fellowships offered for that way, applications do not need to be evaluated. However, they will still have to meet the content and form requirements.

Amendment III: After the evaluation process, if a given university does not have any request for placements in one of the ways, (e.g. UK -> Spain) and there is a waiting list for the opposite way (e.g. Spain -> UK), the university will be free to reallocate those fellowships among the applicants in the waiting list.

Amendment IV: If the evaluations by the University Evaluation Committee and the SRUK Evaluation Committee differ by more than 35%, applications will be reviewed by an external reviewer to be agreed between the University and SRUK.

Selection criteria

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

a) Applicant quality (CV and research experience, up to 45 out of 100). The CV will be evaluated according to the degree of experience of the applicant, depending on the career stage they are at, research transferable skills (Figure 1 and hyperlink with examples) and the support letter from a supervisor or a senior researcher to do the placement.

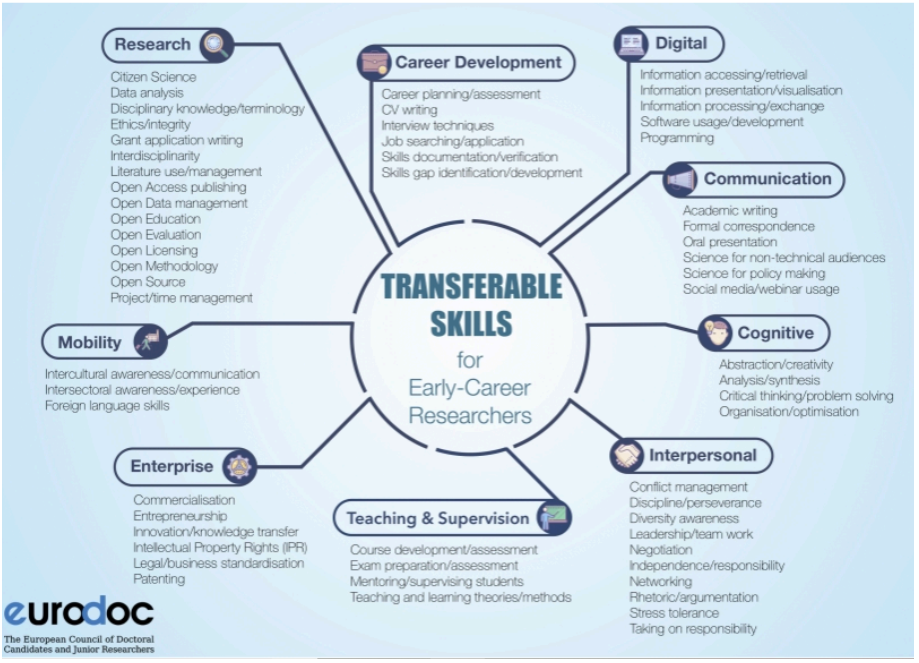


Figure 1: Examples of researcher's additional competencies.

b) Project Summary of the placement (a maximum of 55 points out of 100)

- Placement relationship with the content and the stage of development of the applicant's research (doctoral thesis / post-doctoral project).
- Impact of the placement on the subsequent research career.
- Adequacy and quality of the hosting group (for placements in the UK, research groups must contain at least one SRUK member who may be regular or associate).
- Potential of the placement as the beginning of a more stable collaboration between the home institution and the institution where the placement takes place.

reakdown of the marks for the selection process

CV • Research experience • Additional capabilities • Support letter	**TOTAL 45** 25 10 10
Research Report • Project Summary • Impact of the hosting group	**TOTAL 55** 40 15
Total	**Up to 100 points**

Decision criteria in case of tie: if two or more applicants achieve the same mark, the decision will be made by using the following criteria by the following priority order.

1.- Career stage of the researcher

- For grants Spain -> UK, pre-doctoral students will be awarded.
- For grants UK -> Spain, post-doctoral researchers will be awarded.

2.- Research area: the following will be the order of priorities:

Humanities (e.g. History, Philology) and Social Sciences (e.g. Education, Law, Psychology, Social Sciences, etc.) > Rest of areas.

3.- Additional competencies (Figure 1).

4.- The sex less awarded will be prioritized.

5.- If the tie persists according to all the above criteria; it will be decided randomly.

Deadlines

Phase 1. -Expressions of interest – Universities**:**

The deadline for submission of expressions of interest from **universities** n Spain who wish to participate in the programme by sending an email to OnTheMove@sruk.org.uk is 7 weeks since the launch of this call; from the **17th October 2023, to the 1st of December 2023**.

The Universities and the SRUK International Collaborations department must disseminate the call among their researchers/members in preparation for Phase 2.

Phase 2. -Applications – Participants/Applicants and Hosting Groups**:**

The researchers interested in the placements should fill in the "Applicant Form" expressing their interest in a research area or a hosting group, if they have identified one. Researchers based in the UK should send their application to SRUK and those based in Spain send it to the On the Move contact at their university.

Applications can be sent from the **1st of December 2023 to the 2th of February 2024**.

During this period the Universities and SRUK International Collaborations will receive applications from researchers, select those that meet all the requirements and send them to the Evaluation Committee as soon as the Applications period is over.

Hosting groups in the UK and Spain may in this phase express their interest in accepting researchers. These may be researchers already in contact with the hosting group and in the process of filling the Applicant Form, and therefore from institutions registered in Phase 1. If the hosting group had not already identified an applicant, SRUK/CERU will act as intermediary to identify a suitable candidate among the applicants.

Phase 3. -Evaluation:

The Evaluation Committee, formed by the SRUK Evaluation Committee and the University Evaluation Committee will review the applications from the 2rd **of February to the 1st of March 2024.**

The **results** will be announced at the latest on the 5th **of April 2024**.

The applicants will have a period of one calendar week to make allegations to the results.

The **final results** will be announced at the latest on the **5th of April 2024**.

Phase 4. -Placements:

The On the Move mobility placements awarded shall be done within one year from the month following the final resolution of the call: From the **1st of May 2024** to the **30th of April 2025**.

Results

The results issued by the Evaluation Committee will be sent by the Department of International Collaborations (international@sruk.org.uk) to the SRUK Board of Directors, to Crue and to the contact person at the participating universities. The results will be made public via the SRUK website for this call: https://sruk.org.uk/opportunities/on-the-move-fellowships-2024/.

Justification of compliance with the purpose of the grant

After the placement, the beneficiaries:

- Must provide to their University, within 30 days:
  1. Final Report of the placement (form defined by the home institution). The universities will provide the model of "Final Report" of their choice. An example of the "Final Report" form is available at the following link: https://sruk.org.uk/opportunities/on-the-move-fellowships-2023/.
  2. Post-placement certificate by the hosting group.
- Must refer to the "On the Move" mobility programme in any publication resulting from the placement.
- May be contacted by SRUK to provide an outreach summary about their research during the placement, that could be used for the promotion of the mobility programme, either from SRUK or Crue, or for a publication on the SRUK blog "1,2 3..Explore".
- Must complete a short survey based on their experience with the "On the Move" programme in order to improve future calls. The link will be provided once the placement is finished.

Payments scheme

1. The Spanish University will manage the payments according to their internal rules as follows:

    a) Help to those researchers chosen to receive the mobility placement to the UK.
    b) Help to those researchers chosen to receive the mobility placement to Spain.
    c) It will pay 10% of the total budget of each SRUK fellowship as management expenses concept.

2. Payment may be made to researchers in two blocks:

    a) 60% of the fellowship in advance.
    b) Remaining 40% upon completion of the placement.

3. The travel costs (up to the maximum of € 600) will be reimbursed by the Spanish Institution when the beneficiary presents proof of payment.

Resignation

Once the fellowships are awarded, those who wish to renounce to it should inform their Universities and SRUK at OnTheMove@sruk.org.uk during the calendar week following the announcement of the results, or as soon as possible thereafter, so that another candidate can take their place.

If the researcher cannot fulfil the agreed period of the placement (3 or 6 months) during the year of award, they will inform their university and SRUK as soon as possible.