



LINGUAE: FRONTSEM

'New Frontiers of Formal Semantics'

Advanced Grant Project, ERC, 2013-2018

PI: Philippe Schlenker

Instructions for members of the ERC Advanced Grant Project FRONTSEM

Last modified: March 13th, 2018

Expectations for all researchers

Researchers, whether junior or not, are expected to take an active part in seminars and formal and informal discussions. We strongly encourage anything that's conducive to intellectual exchanges within LINGUAE, Institut Jean-Nicod, DEC, and more broadly the Paris intellectual scene – including across disciplinary boundaries. Specifically, postdocs, graduate students and visitors are strongly encouraged to ask questions in seminars, to present their work in one forum or another, and to exchange ideas with researchers and students of all categories. Clarification questions are totally welcome, and **very** helpful, in all seminars and colloquia.

Before you arrive

You can contact Nathalie Evin, the administrative coordinator of Institut Jean-Nicod, who will put your name in the system so you can get a password: Evin Abitbol Nathalie

<nathalie.evin@ehess.fr>

You can then start applying for an ENS card before you arrive.

When you arrive

Among the things you should do when you arrive are:

- getting from IJN (Nathalie Evin, I believe: <nathalie.evin@ehess.fr>) the information package for new IJN members; the 2014 version can be found [here](#), and it also contains a [map](#).
- filling out the forms you'll be given so the lab knows who you are;
- getting on [DEC](#) and [IJN email lists](#) (read completely the documents!!); of broader relevance is

the [RISC list](#); if you wish to know what's going on in linguistics outside ENS, you might want to subscribe to [parislinguists](#).

—getting an ENS card (you must submit a form online, with supporting documents; it must be confirmed by Nathalie Evin (nathalie.evin@ehess.fr); please let us know if things don't happen quickly enough). Note that you need a special authorization to have off-hours access to the buildings (as I understand it, when your ENS card is renewed, the off-hours authorization is automatically renewed as well);

if you stay less than a month you can get a 'guest card'. Ask Nathalie Evin (nathalie.evin@ehess.fr) to get one.

—subscribing to the Google calendar on which we centralize information about events of the linguistics group: [DEC-Linguistics calendar](#)
(ask Philippe Schlenker if you want to be able to make changes to this calendar)

You might also be interested in the DEC Colloquium Calendar:

<https://www.google.com/calendar/embed?src=vc2pgvkpi6446nmu3h5fmf3o8o%40group.calendar.google.com&ctz=Europe/Paris>

Health Insurance

Assurance Maladie's website has an annuaire that lists every specialist doctor in the country with well-explained notes about AM's reimbursement as it applies to each doctor, and detailed information about the cost of each consultation and procedure.

<http://annuaire.sante.ameli.fr/nouvelle-recherche/professionnels-de-sante.html>

Building access

Your ENS card gives you access to the building in normal hours; for limited after hours access, you need to fill out a special form. As of January 2014, the form is [here](#) and should be given to Nathalie Evin (nathalie.evin@ehess.fr).

If you are at Pavillon and someone comes to visit, you can open the door for them from your phone with the keys: * followed by 5

Current instructions to get out of the building, including an emergency phone number if you are locked in (January 2014): It is possible to open the gate of 29bis from inside by pressing the button (just below the badge of the door reader, on the right). Emergency phone number: 01 44 32 31 16, or Interne emergency phone number: 01 44 32 37 77

Wifi access, ethernet access and printing

—Wifi guide at ENS: [\[2014 version\]](#)

- [Eduroam](#) is increasingly available at DEC. Advantages: (i) you won't have to enter your login and passwords every 3 hours; (ii) you'll have access to local networks when you visit other universities that have eduroam.
- Nathalie Evin has 'guest logins and passwords' that you can use at the beginning of your stay.
- Eduroam is a fairly good solution (it works at other universities as well, and you don't have to login again every 3 hours, as is the case with the ENS wifi).
- For ethernet access, you need to register your computer with CRI <cri@ens.fr>; my understanding is that ethernet access is also needed to print within Institut Jean-Nicod.

You can find some help with «Eduroam Configuration Assistant Tool»:

<https://cat.eduroam.org/?idp=274>

or:

http://entapps.ens.fr/joomla/doc/Centre_ressources_informatiques/fiches_procedures/Wifi_-_Eduroam.pdf

1. On windows

- 'Allplatforms'

Then 'MSWindow7'

2. On OS X

First, you have to remove it from your computer.

- 'PréférencesSystème'
- open 'Profils'
- 'Eduroam' then on 'suppression'

Now you can download and install it.

3. On Ipad/Iphone

First, you have to remove it.

- 'réglages'
- 'général'
- 'Eduroam' and then on suppression.

Now you can download and install it.

Intranet Institut Jean-Nicod

Left and bottom of the main page : "sign in"

identifiant : visiteur

mot de passe : lowendal

General obligations

- Members of the project are expected to attend the LANGUAGE Seminar, and to make efforts to interact with other groups by attending some other colloquia (for instance: the LSCP lab meeting if relevant; the DEC Colloquium on Tuesdays; or the IJN Colloquium on Fridays).
- I would recommend that project members have up-to-date homepages listing their various scientific contributions.
- The default is that project members should be present at DEC frequently, and should interact with other colleagues. If your work conditions are suboptimal and make your presence difficult, please let us know so we can try to fix it.

Communication

Please prefix any email title with: FRONTSEM
if it pertains to my grant (all discussions of expenses should follow this rule).

Timesheets

- All project members **MUST** fill out timesheets by the end of the month; failure to do so is **extraordinarily expensive** for the project (the ERC will NOT reimburse salaries if timesheets are not submitted within 8 days at the end of the month). Please talk to Philippe about this [as a last resort, a timesheet can be sent to CNRS by email; but then a hard copy is still need later – so it's best to submit hard copies in a timely fashion.

Important: for project members that are paid for less than 100% of their on the project, the percentage requirement is checked on an **annual** basis, and monthly variations are **expected** (in fact, entirely linear timesheets – with n% of your time devoted to the project each month – are likely to trigger an audit).

PhD students

They can use 1/6th of their time for other, e.g. teaching-related activities; if so, this should be reflected in their timesheets.

New system with timesheets starting January 2014 => TEMPO / AGATE

Everything is now handled online through Tempo. Information is copied below. **Importantly, if you are not paid 100% by the project, you will be asked to indicate which days correspond to your work on the project.** This can be checked later in the event that the ERC audits our project.

For vacation, go on **Agate**

<https://agate.cnrs.fr/>

-> click on: Dépôt

-> click on: type d'absence ; select **CA 20****

-> and then, choose your dates and click on: déposer

Brief explanations [1st attempt - January 2014]

<https://tempo.cnrs.fr>

-> click on: Calendrier

-> click on: [relevant month]

Select all the days for which you worked on the project, putting FRONTSEM under 'activité'. You can select all checked days at once using the bottom menu (circled in the Example below): select FRONTSEM and click on 'affecter les lignes sélectionnées'.

Add a 1- or 2-line description of work in 'Commentaire'

Save

Sign-and-submit [electronically] **once you are certain that the information is correct** (I believe changes cannot be made afterwards).

Example of how a screen could look like (with explanations)

Here I started by affecting all days to FRONTSEM, using the bottom menu. Then I made adjustments:

I changed January 2nd to a vacation, replacing 'FRONTSEM' with 'temps non travaillé'.

I changed January 31st to a day devoted to other projects, replacing 'FRONTSEM' with 'autre activité'.

If you are not at n% on the project, with $n < 100$, make sure that over the course of an entire year you get the right average. Variations from month to month are expected.

Note that you can fill out and save time sheets in advance, which might facilitate your task and that of the people you work with.

Long explanations:

In case of problems connecting, you may contact Julie.ZITTEL@dr2.cnrs.fr. The CNRS person in charge of our time sheets is Valentin.SAINT-LEGER@dr2.cnrs.fr

Step 1: [Accessing Tempo](#)

Step 2: [Using Tempo](#)

If you have a temporary contract ("CDD"), your pension contributions are managed by the IRCANTEC : www.ircantec.retraites.fr. The website allows you to obtain at any time a pension status report.

Canteen

–With an ENS card, you get access to the ENS Canteen at 45 rue d'Ulm. It tends to be rather crowded, but it is cheap and quality is decent.

–As a member of Institut Jean-Nicod paid by CNRS, you can have access to the Cantine du Ministère de la Recherche. You have to contact Nathalie Evin, evin@ehess.fr, she will do the request for a card.

French Classes

CNRS will pay for French classes for foreign workers employed by CNRS (which is the case for postdocs and presumably graduate students on our projects). Details are enclosed in the following message, but there are also language classes at ENS. Please contact Nathalie Evin for details:

Evin Abitbol Nathalie <nathalie.evin@ehess.fr>

Bonjour à tous,

Je viens de recevoir la réponse du service Formation que vous trouverez ci-dessous. Les nouvelles sont plutôt bonnes !

« Nous pouvons effectivement financer des cours de français langue étrangère pour les titulaires et les contractuels rémunérés par le CNRS. Pour ce type d'actions, nous ne demandons généralement pas de cofinancement aux laboratoires sauf si le coût est vraiment élevé.

Il est vrai que ces formations sont souvent assurées par l'Alliance Française qui propose des formules de cours moins onéreuses que d'autres organismes de formation mais il est tout de même possible de s'adresser à d'autres organismes si le besoin est spécifique.

Voici le lien vers le site de l'Alliance Française

<http://www.alliancefr.org/>

Il convient que les personnes intéressées se rapprochent de l'Alliance Française afin de faire une analyse de leur besoin et déterminer ensuite le type de formation et sa durée. L'inscription peut se faire en ligne.

Il leur appartient ensuite de compléter une demande d'inscription à une formation à retourner au SRH accompagnée d'un devis

http://www.dgdr.cnrs.fr/mpr/pratique/Ressources_humaines/Formation/Formation.htm

Leur demande sera étudiée et nous leur donnerons réponse dans les meilleurs délais. Si nous prenons en charge la formation, nous adresserons un bon de commande à l'organisme et nous recevrons ensuite directement la facture.

Pour 2013, il sera difficile de prendre en charge une éventuelle formation pour des raisons budgétaires, mais la demande pourra être faite pour 2014 ».

J'invite donc Natasha et les autres personnes concernées le cas échéant/ vos laboratoires à suivre les étapes décrites ci-dessus.

Bien cordialement,

Anna Sargsyan-Delaval

LSF Informants

–They CANNOT be paid on 'vacations', as before. They should be paid on 'CDDs' instead (unless we use P. Schlenker's Euryi grant rather than the ERC FRONTSEM grant).

–They should be told that they will have to sign timesheets on a monthly basis corresponding to their CDDs. **See the Note below.** This is important: if time sheets are not submitted in a timely fashion, ERC won't pay for the CDD.

Note: paying Sign Language informants

ERC time sheets are becoming more cumbersome to handle: they want to know exactly when in the month informants worked.

There are 2 solutions.

–On FRONTSEM:

If informants are paid at a certain percentage of a full salary (say 20%), one must keep track of the precise half-days they spent at ENS, multiplying hours of presence by the right number to take into account 'preparation' – in such a way that the total adds up to the right number of days (say 20% of a month if they are paid at 20%).

On the positive side, time sheets will be filled online (new system to be introduced soon); if you work with an informant, you'll have to help him/her fill out the form before the end of each month.

See above for the use of online time sheets. **Note that you can fill out and save time sheets in advance, which might facilitate your task and that of the people you work with.**

–On Euryi

If the first solution is too cumbersome, we could in some cases use what remains of my Euryi grant, which does not involve time sheets. There we can pay vacations, or have standard contracts for an entire month without time sheets.

Find financing

<https://www.ehess.fr/fr/trouver-financement>

Organizing events

Project members are encouraged to take initiatives to organize events (e.g. reading and discussion groups). Please keep in mind that room reservation is non-trivial at ENS and has to be taken care of in advance.

If you need help in organizing some events, let us know (e.g. we can pay for pizzas that you might order for lunch-time seminars – this just requires a bit of advance consultation).

Reserving rooms

The schedule of the IJN/LSCP room is available online [here](#). You can reserve through Nathalie Evin <nathalie.evin@ehess.fr> or Tassnim Mohsin-Lesgillons <tassnim.lesguillons@ens.fr>.

If you want to reserve another room, click [here](#). But you have to be registered on the Intranet-ENT of ENS (bottom of the [page](#)). Or you can ask directly [Clémentine Fourier](#).

Example:

1. Subject: date, d/m/y, room, time (start-end)

17/03/2016 - Dussane - 16h00/17h30

2. Text: title of the event ----- name of the person who will take care of the key how many people expected.

Introduction aux fondamentaux de la géographie ----- Pascale Nedelec
25 personnes max

3. Signature: Name + Lab

Missions

–Any trip outside Paris for professional reasons must be made with an ‘Ordre de Mission’ duly filled by Vincent Gaudefroy vincentg@ehess.fr, who needs to be asked in advance.

–All missions paid for by my ERC grant must include FRONTSEM on the 'ordre de mission'.

–Missions cannot be reimbursed on ERC funds to just ATTEND a conference: a program with the person's name must be included for a mission to be reimbursed. On the other hand, missions for purposes of collaboration can be reimbursed, as long as there is a clear email record of the collaboration and a link to the project should be traceable, e.g., by specifying FRONTSEM somewhere in the email.

(If you absolutely need to attend a conference without participating, this should be initially taken from my Euryi funds, and then from the lab funds indirectly obtained from my ERC project.)

From January 2018, each person who travels by plane, with FRONTSEM (members, students, visitors...), will have to provide Vincent boarding passes.

Mission outside of France: see [here](#)

Official affiliation [updated, June 1, 2015]

If you are paid by FRONTSEM, you are a member of Institut Jean-Nicod. A complete affiliation would read as follows :

Institut Jean-Nicod

CNRS, UMR 8129, ENS/EHESS

PSL Research University

F-75005 Paris, France.

If you are paid by SEMEXP, LSCP requests that you use the following affiliation:

Laboratoire de Sciences Cognitives et Psycholinguistique (ENS - EHESS - CNRS)

Département d'Etudes Cognitives, Ecole Normale Supérieure - PSL Research University

Acknowledging support

Papers coming out of research that benefited from my ERC grant should include something to

the effect that the work was partially supported by the ERC Advanced Grant FRONTSEM (P. Schlenker). In addition, DEC writes:

Our Institut d'Etude de la Cognition is supported financially by both the Labex IEC and the Idex PSL*. For the purposes of evaluation of the Labex and Idex, only those publications that mention them are taken into account. Consequently, **all publications** by members of DEC/IEC **must acknowledge** the following two grants: **ANR-10-LABX-0087 IEC** et **ANR-10-IDEX-0001-02 PSL***

I would suggest that you use the following acknowledgments:

The research leading to these results received funding from the European Research Council under the European Union's Seventh Framework Programme (FP/2007-2013) / ERC Grant Agreement N°324115—FRONTSEM (PI: Schlenker). Research was conducted at Institut d'Etudes Cognitives, Ecole Normale Supérieure - PSL Research University. Institut d'Etudes Cognitives is supported by grants ANR-10-LABX-0087 IEC et ANR-10-IDEX-0001-02 PSL*.

Open Access Publications: the ERC will ask that publications be made available open access, for instance by way of pre-prints on professional servers. If this is impossible, the ERC might ask for an explanation.

Invited researchers

- Unless there is a 'convention d'accueil', invited researchers are NOT covered in terms of insurance, and they have the status of 'tourists' period. It is thus crucial that they have their own, appropriate insurance, or that they buy one (which we can reimburse).
- The 'convention d'accueil' (i) takes about a day to be signed by CNRS; (ii) must be signed by the Préfecture, which takes 2 weeks.
- Guest researchers should have the equivalent of their own 'ordre de mission'.

A recent example of the 'practical details' part of an invitation message is included here:

On a practical level:

(a) Flights

We will reimburse (economy) flights for each of you. You may either buy the tickets and get reimbursed later, or select a particular flight and ask Radhia Achheb (in cc) to buy it for you through CNRS. (If you buy the flight yourselves, please include a cancellation insurance, as CNRS cannot reimburse anything unless the travel actually took place.)

(b) Hotel

We will reimburse up to 2 hotel nights [limit: 120 euros per person and per night, if the information I have is still accurate]. You should book the hotel yourselves, keep the receipts and get reimbursed later.

(c) Meals

We can also reimburse meals for March 10, 11, 12 [but I need to check the limit].

(d) Reimbursements

All reimbursements are processed by Radhia Achheb. When you have all your receipts, you should send the originals together with the attached form to

Radhia Achheb
LSCP
Pavillon Jardin
Ecole Normale Supérieure
29, rue d'Ulm
F-75005 Paris
France

It is safe to keep a copy of the receipts in case snail mail malfunctions. Please contact Radhia if you have any practical questions about reimbursements.

(e) Visa and insurance

Most academic visitors from the US come on a tourist's visa. But this means that **they do not get insurance from CNRS**. If this is the option you choose, please make sure that your insurance fully covers you on this trip. In order to be covered by CNRS, we need to go through a different procedure and a different visa, which involves quite a bit of paperwork; this is feasible - let us know whether we should go with that option.

CNRS reimbursement rules

I. Reimbursements for trips to France

a. Reimbursements in France for French citizens and foreigners working in France

- train tickets (2nd class, with limited exceptions) or flight ticket (economy); but it is also possible to book train/flight directly through the CNRS website
- 60 euros per hotel night with receipts (but it is also possible to book hotels directly through the CNRS website, in which case there is no such limit)
- 15.25 euros per meal (without receipts)

b. Reimbursements in France for foreign researchers working abroad

- train tickets (2nd class, with limited exceptions and if the arrival/departure train station is in France) or flight ticket (economy)
- 120 euros per hotel night with receipts (but it is also possible to book hotels directly through the CNRS website)
- 30.50 euros per meal with receipts OR 30.50 euros per day without receipts.

II. Reimbursements for trips to the US [for other countries: price hotel/meal change]

The rules are the same for French and foreign researchers

- train tickets (if relevant) or a round-trip flight (economy)
- 153 euros per hotel night with receipts
- 41 euros per meal without receipts

III. All reimbursements are processed by Vincent Gaudefroy

When you have all your receipts, you should send the originals together with the attached form to:

Vincent Gaudefroy
Institut Jean-Nicod
Pavillon Jardin
Ecole Normale Supérieure
29, rue d'Ulm
F-75005 Paris
France

Paying invited researchers

As I currently understand things (January 2014), there are two main ways we can pay/reimburse invited researchers:

1. Reimbursements only - no work visa

My project could pay for flights + cabs + insurance, it could reimburse reasonable lodging expenses, and it could give a per diem of 30 euros per day. Having the proper insurance would be crucial (and it would be reimbursed if you need a supplementary one).

2. Work contract - work visa required

Alternatively, my project could pay for a work contract. Flights would be reimbursed, but not lodging expenses, and there would be no per diem.

IMPORTANT: preparing the contract and visa requires MONTHS, and some non-trivial bureaucracy, so the process would have to be started as soon as possible.

Finding Philippe Schlenker's office (information for invited speakers)

Location: IJN - Pavillon Jardin, first floor; 29, rue d'Ulm

-Enter 29 rue d'Ulm [\[map\]](#)

-Cross the hall of 29 Rue d'Ulm and take a few steps down the stairs. Go outside, and « Pavillon Jardin » is right in front of you.

-P. Schlenker's office is on the top floor.