

Terms and conditions

This document has been formulated by the CLS INFRA consortium according to the relevant provisions of the project Grant Agreement No. 101004984¹. In case the terms of this document are in conflict with the terms of the Grant Agreement, the terms of the latter shall prevail.

BACKGROUND

CLS INFRA aims to build a shared resource focused on high-quality data, tools and services to undertake literary studies in the digital age. The project has been granted funding from the European Commission in the framework of Horizon 2020 and officially kicked off in March 2021 and will end its operations in February 2025. One of the main activities of the project is to deliver a pan-European fellowship programme. Applicants will have the opportunity to obtain physical access to the CLS infrastructure providers through competitive calls in the context of the provision of transnational access (TNA) to research infrastructures.

CALLS

At least 6 calls for CLS INFRA fellowship grants will be launched twice a year during the project period amounting to an estimated overall number of 36 grants. This number is planned on an average stay of 4 to 12 weeks in the chosen infrastructure. Nevertheless, shorter residencies will be taken into account. According to the number of weeks left for each infrastructure provider, the number of grants could be higher. Grant and availabilities will be advertised on the CLS INFRA communication channels and disseminated by project partners to relevant networks and communities.

ELIGIBILITY

Applicants should satisfy the following conditions in order to be eligible for a CLS fellowship grant:

- a) Applicants must work in an EU member state or in a Horizon 2020 associated country²; applicants working in non-associated third countries are also invited to apply, however, according to the Horizon 2020 rules of participation for transnational access activities, may ONLY have access for up to 20 % of the total number of units of access³ provided. In certain circumstances, the host institutions might be unable to provide the necessary documents for applying for a student visa, where

¹ <https://cordis.europa.eu/project/id/101004984>

² https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

³ In CLS INFRA, the unit of access is 1 week.

required. In this case we strongly recommend to contact the host institutions well in advance before submitting your application. Following the European Commission's decision to suspend the cooperation with Russian entities in research, science and innovation⁴, applicants working in Russian organisations are not eligible until further notice.

- b) Applicants must work or study in a country other than the country where the infrastructure is located (e.g. researcher working in Spain cannot select Madrid as a potential destination);
- c) The subject of the research proposal is related to the field of literary studies and/or computational literary studies;
- d) Only applicants that are allowed to disseminate the results they have generated under the action may benefit from the access, unless the users are working for Small and medium-sized enterprises (SMEs)⁵.
- e) Even though priority will be given to new applicants, researchers that previously received a fellowship grant can submit a new application if the applicant's research project could benefit from another visit. However, the overall time spent in one or more research infrastructures should not be more than 3 months during the course of the project. Furthermore, a second application can be submitted only after previous visit effectively took place.
- f) Teams of researchers (users) led by a 'user group leader' (as identified in the art. 16 of the Horizon 2020 model Grant Agreement⁶) can also apply. Due to possible difficulties in hosting and support more than one researcher per call, it is suggested to contact the hosting institution prior to the submission.

In case where there is any doubt as whether an application is eligible or not, or whether exceptional circumstances that are not covered by this document exist, please contact the helpdesk before submitting the application.

APPLICATION PROCESS

Information on the upcoming calls and the detailed procedure to apply will be published on the www.clsinfra.io website. Only applications received before the deadline of the call will be taken into account by the selection panel, unless a technical issue that prevented the applicant from submitting the application on time could be demonstrated.

⁴ https://ec.europa.eu/commission/presscorner/detail/en/IP_22_1544

⁵ Definition of SMEs according to the European Union https://ec.europa.eu/growth/smes/sme-definition_en

⁶ https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf, p. 163

A complete application is composed of the following parts:

- A completed application form (to be found online on the CLS INFRA website)
- A max. 2 pages CV
- A detailed description of the research project related to Computational Literary Studies, as well as an explanation of why a visit to the chosen infrastructure(s) is particularly relevant for the project. Proposals shall have a maximum length of 1,200 words upon submission (the word count limit includes title, main text, tables, figures, and bibliography).

Applications should be sent in English unless stated otherwise in the call.

Each applicant can indicate one or more than one infrastructure which he/she would like to visit. Nevertheless, the fit between the research project and the chosen infrastructure will be accurately evaluated by the selection panel. It is highly recommended to contact the chosen infrastructure(s) before submitting the application.

SELECTION PROCEDURE

Applications will be reviewed by a combined selection panel of no less than 5 members of the Project Management Board (composed of renowned experts in the field inside the project consortium) and the External Advisory Board (composed of international experts in the field outside of the project) of CLS INFRA. The selection panel will assess all proposals received and recommend a short-list of applicants that should benefit from access. The selection panel will base its selection on scientific merit as well as the potential impact on the applicant's research environment. The criteria leading the decisions of the selection panel are the following:

- quality of the fit between the proposal and the proposed host;
- quality of the research/teaching idea;
- quality of the implementation plan;
- impact on the applicant's research, their home institution or community.

Furthermore, the selection panel will pay particular attention to the motivation of the applicants and their previous efforts to gain proficiency in the field.

According to the Grant agreement provisions, priority should be given to applicants:

- that have not previously used the installation (e.g. visited the infrastructure) and
- working in countries where no equivalent research infrastructure exists

In case where applicants would receive the same weighted score, scholars from regions and communities with lesser training and education opportunities will be given preference.

The selection panel should rank the applications and choose one of the following categories:

- the proposal shall get access
- the proposal shall get access only if available
- the proposal shall not get access

The outcome of the review will be communicated likely within 4 to 6 weeks from the submission. In case of rejection, a feedback will be sent to the applicant. When possible, the applicant may implement the suggestions given by the selection panel to resubmit an application for future calls.

All institutions offering TNA within CLS INFRA have equal opportunities policies in place that will guide the TNA selection process as well. The CLS INFRA consortium is committed to policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief or sexual orientation.

The CLS INFRA consortium will take all measures to prevent any situation where the impartial and objective implementation of the TNA fellowships is compromised for reasons involving economic interest, political or national, affinity, family or emotional ties or any other shared interest ('conflict of interests'). Any potential panel members who feel they have a conflict of interest will be asked to recuse themselves from the selection process.

OBLIGATIONS OF THE HOSTING INSTITUTIONS

The access provider (the CLS INFRA partner who is providing access to the research infrastructure) should provide free-of-charge access to research infrastructure or installations. This access must include the logistical, technological and scientific support and the specific training that is usually provided to external researchers using the infrastructure.

Fellows will be integrated into the local infrastructure unit and assigned a local mentor for their project, who will work with them to identify the precise resources, people, outputs and services appropriate to support their project. Fellows will be assisted in all aspects of settling into life and work at the host infrastructure. This will include, on arrival, assistance in obtaining necessary credentials and access to the IT network (including an email address) and library services.

OBLIGATIONS OF THE GRANT HOLDER

The fellowship shall take place no later than 12 months (6 months for the last call) after the funding decision is communicated to the applicant, unless the fellowship implementation is

prevented by force majeure (e.g. travel bans and restrictions caused by COVID-19) or if the host institution is unable to host the fellow within that timeframe.

Fellows shall abide by the normal working practices, working hours and safety regulations of the infrastructure while present on the site.

Before accessing the infrastructure, fellows may (at the discretion of the access provider) be requested to sign a contract with the access provider outlining access terms to the infrastructure, agreement to be bound by the provisions of the Grant Agreement, liabilities of the access provider and the user towards each other, rights with regards to Foreground (information and results generated under CLS INFRA) and Background (information held prior to CLS INFRA) and consequences of a breach of these obligations by the user.

At the end of the visit, each Fellow must write an activity report outlining the outcomes of the visit. The report must be sent no later than 45 days after the end of the visit. The payment of any remaining instalment is subject to the submission of the activity report. Opportunities to disseminate and communicate the research carried out on the project website, social media, and other related repositories will be available to successful applicants. These can be used in the activity reports.

The participation to pre or post-visit surveys and interviews is optional although highly appreciated.

Should the visit lead to any dissemination activity, appropriate visibility to EU funding must be ensured by:

- (where possible) displaying the EU emblem;
- Include the following text: “CLS INFRA has received funding from the European Union’s Horizon 2020 research and innovation programme under Grant Agreement No. 101004984”

When displayed together with another logo, the EU emblem must have appropriate prominence.

OPEN SCIENCE

The results of any research and development conducted during TNA Fellowships should be made available under **open access licences** in order to reach and impact a much larger community, and many more institutions and countries. Fellows are required to promptly communicate to their host institutions any type of publication (article in journal, publication in conference proceeding/workshop, book/monograph, chapters in book, thesis/dissertation, by providing the DOI, Digital Object Identifier, and the publication references) that is a result derived from the support received under the grant.

FINANCIAL CONDITIONS

The CLS INFRA fellowship grants will cover travel and subsistence costs.

Travel costs will include costs incurred to reach and leave the hosting institution (economy airplane or train tickets). Subsistence costs will cover accommodation and meals on the basis of a per diem. Each research infrastructure may have a different procedure for reimbursements, therefore, please do not hesitate to contact the research infrastructures before submitting the application for further information. As explained above, reimbursement claims may be subject to the submission of certain reports following completion of the access.

HELPDESK

For general questions concerning the fellowship programme, please send an email to Marco Raciti (marco.raciti@dariah.eu).

In case of questions directly related the hosting institutions (reimbursement details, research projects etc.) please send an email to the appropriate contact point as indicated in the research institutions description page hereafter:
<https://clsinfratna.sciencescall.org/resource/page/id/3>.

COVID-19

The added-value of trans-national access activities is to give scholars the opportunity to visit infrastructures and acquire knowledge and experience that might not be available in their own countries. This is the reason why we would like to make sure that fellowships are carried out on-site and not from remote. However, we closely monitor the current situation concerning COVID-19 and possible travel restrictions or travel bans. In case that a fellowship is disrupted due to COVID-19 issues, we will do our best to postpone the visit. In case Fellows are unable to find another date for their visit, in exceptional cases, we might offer online support during their fellowship term.