

GUIDE FOR APPLICANTS

MathInGreaterParis

H2020-MSCA-COFUND2020

This Guide explains the principles of “MathInGreaterParis Fellowship Programme”, cofounded by Marie Skłodowska-Curie Actions –H2020-MSCA-COFUND-2020, (hereafter quoted also as “MathInGreaterParis” or “MathInGP”).

This is a 3-year call for applications for 37 fellowships (2-years) in Mathematical Sciences and theoretical Computer Science in the “Greater Paris Region” (*Ile-de-France* in French), in France.

Second call timetable:

October 4 th , 2022	Opening of the second call (12/13 fellowships).
November 30 th , 2022	Deadline for submitting applications online.
End of January - Beginning of February 2023	Results of the second call are published.
Between September 1 st and November 1 st 2023	Beginning of the 2-year fellowships.

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Disclaimer: The Guide has no legal value in itself and thus does not supersede the Grant Agreement – 101034255- MathInGreaterParis H2020-MSCA-COFUND-2020 between the Research Executive Agency (REA) of the European Commission and the FONDATION SCIENCES MATHÉMATIQUES DE PARIS (FSMP).

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1 The Essentials

What is the MathInGreaterParis action?

The MathInGreaterParis Fellowship Programme, cofounded by Marie Skłodowska-Curie Actions – H2020-MSCA-COFUND-2020 offers 37 post-doctoral 2-year fellowships in the framework of the European Horizon 2020 programme “Marie Skłodowska-Curie Co-funding of Regional, National and International Programmes”. This offer is spread over 3 calls in 2021-22, 2022-23, 2023-24. Research projects will be hosted in one of the laboratories MathInGreaterParis network (FSMP, FMJH and Bézout) in the Paris Region area.

Who can apply?

There is no nationality or age criteria but the applicants must:

- **Mobility rule:** not have resided or carried out their main activity (work, studies, etc.) in France for more than 12 months in the three years immediately before the deadline of the co-funded programme’s call (for instance, for the second call the deadline is 30th of November 2022).
- **Experienced Researcher:** have a doctoral degree at the time of their enrolment.

Which research topics are supported?

All domains of research in pure mathematics, applied mathematics or theoretical computer science are eligible.

How does it work?

Candidates have to apply online within the specified deadlines by submitting the required documents. All eligible proposals will be evaluated in the selection. A final list of around 12-13 fellows will be established at the end of January/beginning of February. Fellowships are supposed to start between September, 1st and November, 1st.

What kind of contract will fellows have?

Selected fellows will get 4 500 euros per month as living allowance. To this amount corresponds a gross salary between 3000€ and 3200€, depending on the organization that employs the fellow. Therefore, they will be affiliated to the French Social Security during the stay, together with their potential family members.

Second Call: Timing and selection procedure.

October 4th, 2022: opening of the second call for 12-13 fellowships.

November 30th, 2022: deadline for submitting application. Candidates will have to provide documents, and fill specific information online. Recommendation letters will be submitted by the qualified professional via a direct link.

End of January/beginning of February 2023: Results, a list of around 12-13 selected fellows is established.

Between September 1st and November 1st, 2023: Two-year fellowships start.

Please be aware that fellowships can start later than November 1st, 2023 but cannot finish after October 31st, 2025. In other words, later starting dates are possible, but with the condition of agreeing on a duration of less than two years.

2 About MathInGreaterParis COFUND

2.1 General aspects

The **COFUND MathInGreaterParis** Fellowship Programme federates and leverages most actors of research in mathematics in the “Greater Paris Region” (*Ile-de-France* in French): Fondation Sciences Mathématiques de Paris (FSMP), Fondation Mathématique Jacques Hadamard (FMJH) and Fédération Bézout (Bézout).

The aim of the COFUND MathInGreaterParis is to put the know-how and efforts of its participants together and to reunite and renew the international postdoctoral programmes in Paris Region. The novelty of MathInGreaterParis training is that in addition to a well-established research-oriented training, an innovative training for becoming “ambassador of mathematics” will be provided.

Selected fellows will be invited to question themselves on the expectations of the extra-academic world, namely, companies, institutional partners, young people, general audience. We wish to train them on how to communicate with society. In addition, the “learning by doing approach” will be enforced in the program: fellows are expected to interact with their environment in order to adapt and learn. We wish to train them on communication with society.

2.2 Eligibility criteria

There is no nationality nor age criteria. However, in agreement with MSCA mobility standards, eligible candidates must fulfil the following criteria:

1. **Mobility Rule: Applicants must not have resided or carried out their main activity (work, studies, etc.) in France for more than 12 months in the three years immediately before the deadline of the co-funded programme's call.** Compulsory national service, short stays such as holidays and time spent as part of a procedure for obtaining refugee status under the Geneva Convention are not taken into account.
2. **Experienced Researcher (ER): Candidates must have a doctoral degree or an equivalent experience, at the time of their enrolment.** More precisely, at the date of their recruitment they must be in possession of a doctoral degree or have at least four years of full-time equivalent research experience. We specify that: “Full-time equivalent research experience” is measured from the date when the researcher obtained the degree entitling him/her to embark on a doctorate even if a doctorate was never started or envisaged.

Please note that candidates have to provide hard evidence that they fulfil the eligibility criteria: copies of previous employments, university grades, utility bills, entry/exit stamps in passport, etc.

MathInGreaterParis administrative team takes care of checking the authenticity of the documents and detecting frauds. They can issue warnings to the applicants before the closing date of the call, when the application is incomplete, or when documents provide insufficient information or cannot be clearly identified as official documents emanating from Higher Education establishments.

2.3 Working and employment conditions

Fellows will be employed under the French “Contrat de travail à durée déterminée”. This contract can be “post-doctoral” only if they are in possession of a doctoral degree. In the case of four years equivalent experience, other type of contracts can be proposed by the host institution.

Hence, they will benefit from:

- Social and medical security for the applicants and its accompanying family members (corresponding to the traditional MSCA Family allowance).
- Maternity/ paternity leaves (with potential contract extension on request), unemployment and retirement rights.

Fellows will receive a financial support for a period of 24 months:

- They will get 4 500 euros per month as living allowance. To this amount corresponds a gross salary between 3000€ and 3200€, depending on the organization that employs the fellow.
- They will get 150 euros per month as financial support for their 3-i secondment project. This amount, funded by the co-funding partners will be managed by the host organisation and personally appointed to the researcher.

Fellows have a contract with their host institution. As an employee of the university assigned to a research laboratory, they get access to the scientific library, to an office with a dedicated desk and a personal computer, and to a cafeteria. In addition, the laboratory and MathInGreaterParis programme give them financial resources for travel (research visits, secondments and participation to conferences/workshops) and for additional equipment if needed.

2.4 Training, supervision and career guidance: typical activities of fellows

The mandatory and optional (free of choice) activities that are part of MathInGreaterParis broadened support for training and career development of the fellows focus on the following three pillars:

Research, transferable skills & career development: Fellows will work in one of the laboratories of the programme network, with access to an extraordinary mathematical environment.

The following two network-wide events (total 6 days) are mandatory:

- **MathInGP Postdoctoral Research Symposium:** Each spring, laureates of the programme will take part in the 1- day Research Symposium. Permanent members of the host institutions, programme managers and all concerned researchers are invited to attend. The aim of this Symposium is twofold: laureates of the year present their academic career and their research and all MathInGreaterParis fellows communicate their achievements.
- **MathInGP Transferable skills and Career Workshops** is a 2-day annual meeting, whose main objective is to concentrate the training on transferable skills and career development (notably towards extra-academic sector). The event will be organized as a regular residential get-together with social events, to create a real network and community between fellows.

In addition, the fellows can freely choose Individual Research Training Modules (min 20 days mandatory) including digital training. Teaching is especially flagged but provided on optional basis.

2) 3-i secondments in research and/or teaching: Fellows will be supported with a specific secondment allowance 3 600 €/fellowship in order to organize their mandatory 3-i secondment. This means that fellows must spend minimum 10 days (in two years) in a professional immersion in:

- **an International secondment:** this means a in laboratory out of France
and/or
- **an Interdisciplinary secondment:** this means in a laboratory of a different discipline: biology, chemistry, medicine, etc...
and/or
- **an Inter-sectorial secondment:** this means in a non-academic sector: industry, private company, public non-academic institution, bank etc...

The choice of the type of secondment: **international, interdisciplinary, intersectoral** is completely up to the fellows in line with their research programmes and career plans.

3) Wider impact of research: “*How do we create awareness among today’s society?*” These trainings have a great focus on Math Ambassador and Learning by doing labelled activities. Fellows are requested to choose/propose min 1 activity / year / fellow in both of the groups below:

- **Competitivy** (enterprises, company creation, future needs of mathematics, etc.). A rich programme is proposed on extra-academic exposure/ awareness, career development, and entrepreneurship activities.
- **Outreach** (awareness, pedagogy, etc...). Activities proposed are linked to gender awareness, coaching for outreach activities and teaching for example.

Supervision: Each fellow will have a supervisor. The supervisor will be an experienced permanent member of one of the MathInGreaterParis laboratories, usually a member of the research group the postdoctoral fellow will join. The supervisor who might be assisted by the research team, supports the scientific development, advises and guides the fellow.

Two official meetings (generally at months 10 and 20) with the project coordinator, the training manager, the supervisor and the fellow will take place to discuss the whole advancement of the fellow projects, to identify any possible difficulties and to report on the compulsory activities of the programme.

MathInGreaterParis Administrative Team will organise a MathInGreaterParis web platform where fellows have to upload documents and supervisors can add information. In particular, the following reports will be required and verified by the MathInGreaterParis Board:

- a Personal Career Development Plan (PCDP). This PCDP will be discussed with the supervisor in the beginning of the fellowship, a first draft will be provided within 3 months from the start of the fellowship. It has to contain a detailed description of the 1st year mandatory and optional training activity and secondment(s) chosen by the fellows, and a broader plan for the 2nd year. The PCDP will be updated every 6 months.
- A mid-term and final report on research and dissemination-exploitation-outreach activities: workshops, seminars, research schools, communications, publications, popularisation activities, etc.. In particular, details on ethical issues will be given if necessary. The report will also detail the secondments carried out and spending of the 3- i-secondment allowance.

2.5 Fellows' obligations on open access and ethical issues

Following the Horizon 2020 rules fellows must guarantee open access to scientific publication and information on EU funding precisely:

Open access to scientific publications. The fellow must ensure open access (free of charge online access for any user) to all peer reviewed scientific publications relating to their results. In particular, they must as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications.

Information on EU funding. Any dissemination of results (in any form, including electronic) must display the EU emblem and include the following text: *"This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 101034255"*.

Researchers funded by the MathInGreaterParis Cofund programme are engaged to the **highest standards of research integrity** and must fulfil the **ethical procedure of H2020 as detailed in the ethical Questionnaire** (see Annex 1 for details). It takes into account the specificities of mathematics with interaction (including Biology), the intellectual properties and confidentiality rights.

The main points are:

- Funding will not be granted for activities carried out outside the EU if they are prohibited in all Member States.
- Funding will not be granted for activities that destroy human embryos (for example, for obtaining stem cells).
- The research project must have an exclusive focus on civil applications.

Regarding all other possible contract obligations or rights (such as pregnancy, childbirth, illness lasting more than a month, etc....) fellows have to follow the rules of their employer university. However, they have the obligation to keep informed the MathInGreaterParis Board.

3 How to apply

Before submitting, please check that you fulfil the eligibility criteria (see 2.2) and be aware that this program will support only projects that will be developed in a laboratory belonging to the MathInGreaterParis network. In case of any additional questions, applicants have the possibility to contact the helpdesk team by email (contact@mathingp.fr) or by phone in French and/or English (+33(0)1 44 27 68 03 (or 67 72)).

3.1 Selection: proposal submission

The selection is organised in one phase and all documents have to be uploaded via the dedicated webpage.

Before the deadline applicants must provide:

- 1) Motivation letter: the candidates are expected to explain how their project fits into the MathInGreaterParis network framework and in particular the impact of their project in a long-term career picture.
- 2) Curriculum vitae with complete track record, and with details proving they fulfil eligibility criteria 1) and 2).
- 3) List of publications.
- 4) Description of results and scientific project (max 6 pages).
- 5) Letter of recommendation by the PhD advisor¹ and/or one or two letters of recommendation thoroughly assessing the candidates' work, two or three letters in total. These letters will be submitted by the qualified professional via a direct link.
- 6) To be filled online:
 - a) Name of one or more laboratories in the MathInGreaterParis network in which they plan to work and at least one name per laboratory of a permanent researcher with whom they will be able to interact. Applicants are strongly advised to check the availability of researchers to supervise them in the period of their fellowship. One letter of recommendation may come from the researcher named in the application form.
 - b) Paragraph with the main ideas of their planned/wished (or even confirmed) secondment project (international, interdisciplinary or intersectoral) with details on the use of the financial support.
 - c) Declaration that they agree to participate in the compulsory activities described in Section 1.3.2.
 - d) Statement indicating that, if selected, they will be required to complete the ethics questionnaire and provide documentation proving their eligibility requirements.

If selected, applicants must provide:

- 7) The completed questionnaire on Ethical Issues. This questionnaire will be prepared according to the Charter of Fundamental Rights of the European Union and the relevant ethical rules of H2020 and will be available online.
- 8) Any document proving their identity and eligibility conditions: copy of diploma, visa, proof of residence, etc...

Please, be aware that, for selected fellows, personal data are collected and processed by the Research Executive Agency and/or the European Commission.

¹ or the equivalent research supervisor in case of a four years of full-time equivalent research experience.

4 Timetable and specific information for Call 2

4.1 Timetable

October 4 th , 2022	Opening of the second call (12/13 fellowships).
November 30 th , 2022	Deadline for submitting applications online.
End of January - Beginning of February 2023	Results of the second call are published.
Between September 1 st and November 1 st 2023	Beginning of the 2-years fellowships.

4.2 Composition of the committees

Board:

Ariela Briani, FSMP, MathInGreaterParis Project Coordinator.
 Isabelle Gallagher, FSMP director.
 Jean François Dat, FSMP deputy director.
 Pascal Massart, FMJH director.
 Matthieu Fradelizi, Labex and Fédération Bézout director.

Scientific Committee:

Frédéric Bourgeois, Université Paris-Saclay, France.
 Guillaume Chapuy, Université Paris Cité, France.
 Vincent Colin, Université de Nantes, France.
 Jean-François Dat, Sorbonne Université, France.
 Catherine Donati-Martin, Université Paris-Saclay, France.
 Hélène Esnault, Freie Universität Berlin, Germany.
 Isabelle Gallagher, École Normale Supérieure Paris and Université Paris Cité, France.
 Valentin Hernandez, Université Paris-Saclay, France.
 Benjamin Jourdain, École Nationale des Ponts et Chaussées, France.
 Yvan Martel, Université Versailles Saint-Quentin-en-Yvelines, France.
 Pascal Massart, Université Paris-Saclay, France.
 Gregory Miermont, École Normale Supérieure, Lyon.
 Dimitrov Mladen, Université de Lille, France.
 Sylvie Moniaux, Université Aix Marseille, France.
 Tristan Rivière, ETH Zurich, Switzerland.

Additional independent experts:

Karine Baur, University of Leeds, UK.
 Thomas Brihaye, Université de Mons, Belgium.
 Zoltan Buczolic, Loránd Eötvös University, Budapest, Hungary.
 Thierry Coquand, University of Gothenburg, Sweden.
 Victorita Dolean, Strathclyde University, Glasgow, UK.
 Alessandra Iozzi, ETH Zurich, Switzerland.
 Philippe Michel, EPFL Lausanne, Switzerland.

5 Selection procedure and evaluation criteria

5.1 Selection procedure

The selection procedure goes in five steps:

Step 1. Opening/Closing of the call. Information concerning the opening of the call will be provided through dedicated websites, newsletters, etc. Candidates fill the online application on the website and provide the required documents.

Step 2. Administrative checking and Reviewer assignment. The Administrative Team and the Board check the eligibility conditions. The applications are made available to the Scientific Committee who assigns 3 reviewers among the pool of independent experts, for every eligible candidate.

Step 3. Evaluation by reviewers. Reviewers evaluate their assigned applications via a web platform, following the evaluation grid. This evaluation is done independently and the reviewers are blind to each other's review. They score each proposal according to the different evaluation criteria and include some comments (strengths/weaknesses) on the whole application.

Step 4. Final selection. The Scientific Committee and 7 independent experts meet and based on the experts' evaluations a ranked list of selected fellows is established. A complementary list is also established in case of discontinuance. The committee will take particular care of the gender balance.

Step 5. Results are published, redress procedure. The results are published on MathInGreaterParis webpage, personal feedback is given by email upon request. Two members of the Scientific Committee check the Ethical Issues questionnaire the selected candidates have submitted and contact them for more precision and/or documents, if necessary.

Once they have received the feedback, if candidates feel that there has been a shortcoming in the way their proposal was evaluated, or if they believe that the results of the eligibility checks are incorrect, they have a 10 day period to ask for a redress procedure by contacting the Board by email at contact@mathingp.fr with copy at contact@fsmp.fr. In this email they have to clearly specify the point they would like to be addressed by the Redress Committee.

Please be aware that:

- Candidates may request an evaluation review if they consider that the evaluation procedure has not been correctly applied to their proposal.
- Only the procedural aspects of the evaluation may be subject of a request of an evaluation review, for example: manifest errors of assessment or factual errors (substantive inaccuracy of the facts).

The evaluation of the merits of a proposal shall not be the subject of an evaluation review.

The Redress Committee will examine the cases. Its conclusions are its sole responsibility and will be transmitted to the president of the Scientific Committee who will be responsible for the appeal and making decisions, after consulting with the Board in order to consider other possibilities and possibly propose alternative opportunities to the applicant.

5.2 Criteria for the selection of researchers

The main criteria for the selection are the quality of the candidate, the quality of the project and the potential in the career development, in particular with respect to the capability to communicate to the different target audiences.

Criteria and sub criteria are detailed in the table below, each item is graded from 0 to 5, evaluated with the following guideline:

0--The application fails to address the criterion or cannot be assessed due to missing or incomplete information.

- 1--Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.
 2-- Fair. The application broadly addresses the criterion, but there are significant weaknesses.
 3-- Good. The application addresses the criterion well, but a number of shortcomings are present.
 4--Very good. The application addresses the criterion very well, but a small number of shortcomings are present.
 5--Excellent. The application successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Criteria	Scoring (over 100)	Threshold	Sub-criteria	Priority (in case of ex-aequo)
Quality of the candidate	50	35	<ul style="list-style-type: none"> - Academic records - Scientific results as communications, publications, patents and development of inventions - Teaching, supervision, knowledge transfer and public activities - Mobility experiences 	1
Quality of the project	40	25	<ul style="list-style-type: none"> - Quality, originality, proactivity, innovative aspects and feasibility also in the context of the future research group - Interdisciplinary, intersectoral and international secondment planned 	2
Potential career development	10	0	<ul style="list-style-type: none"> - Career path vision of the candidate; impact of the project in a long- term career - Capability to communicate to the different target audiences 	3

To be more precise, the threshold will be applied on the average of the grades given by the three reviewers on each criterion and the values on the above table have to be considered over 100.

Therefore, will be not considered candidates that will scored:

- Less than 1,75 (over 5) as average of the three scores from reviewers on “Quality of the candidate”.
- Less than 1,25 (over 5) as average of the three scores from reviewers on “Quality of the project”.

Annex 1: Ethical Issues

Fellows funded by the MathInGreaterParis Cofund are engaged to the highest standards of research integrity, this means in particular that researchers will be advised, trained and engaged to:

- Present their research goals and intentions in an honest and transparent manner.
- Design their research carefully and conduct it in a reliable fashion, taking its impact on society into account.
- Use techniques and methodologies (including for data collection and management) that are appropriate for the field(s) concerned.
- Exercise due care for the subjects of research be they human beings, animals, the environment or cultural objects.
- Ensure objectivity, accuracy and impartiality when disseminating the results.
- Allow as much as possible access to research data they use and/or create, in order to enable research to be reproduced.
- Make the necessary references to their work and that of other researchers.
- Refrain from practicing any form of plagiarism, data falsification or fabrication.
- Avoid double funding, conflicts of interest and misrepresentation of credentials or other research misconduct.

Researchers funded by the MathInGreaterParis Cofund must fulfil the **ethical procedure of H2020 as detailed in the ethical questionnaire below.**

Ethical Issues Questionnaire

This questionnaire summarizes potential ethical issues that your research proposal could raise following the intentional, EU and French laws as specified in the Grant Agreement N°101034255–MathInGreaterParis H2020-MSCA-COFUND-2020 between the Research Executive Agency of the European Commission and the FONDATION SCIENCES MATHÉMATIQUES DE PARIS (FSMP).

Name of applicant:

Please answer all questions. If one of the issues applies to your proposal be aware that documents must be provided to confirm the possibility of funding your research. Moreover, in case the funding is confirmed you also have to account for your ethical considerations in the proposal and all along your fellowship programme. If you have any doubt do not hesitate to contact the MathInGreaterParis administrative team for further information.

1. HUMAN EMBRYOS/FOETUSES	Yes	No
Does your research involve Human Embryonic Stem Cells (hESCs)?	<input type="checkbox"/>	<input type="checkbox"/>
Does your research involve the use of human embryos?	<input type="checkbox"/>	<input type="checkbox"/>
Does your research involve the use of human foetal tissues / cells?	<input type="checkbox"/>	<input type="checkbox"/>

2. HUMANS	Yes	No
Does your research involve human participants?	<input type="checkbox"/>	<input type="checkbox"/>
Does your research involve physical interventions on the study participants?	<input type="checkbox"/>	<input type="checkbox"/>

3. HUMAN CELLS / TISSUES	Yes	No
Does your research involve human cells or tissues (other than from Human Embryos/foetuses, i.e. Section 1)?	<input type="checkbox"/>	<input type="checkbox"/>

4. PERSONAL DATA	Yes	No
Does your research involve personal data collection and/or processing?	<input type="checkbox"/>	<input type="checkbox"/>
Does your research involve further processing of previously collected personal data ('secondary use')?	<input type="checkbox"/>	<input type="checkbox"/>

5. ANIMALS	Yes	No
Does your research involve animals?	<input type="checkbox"/>	<input type="checkbox"/>

6. THIRD COUNTRIES	Yes	No
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	<input type="checkbox"/>	<input type="checkbox"/>
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you plan to import any material-including personal data- from non-EU countries into the EU?	<input type="checkbox"/>	<input type="checkbox"/>
Do you plan to export any material -including personal data- from EU to non-EU countries?	<input type="checkbox"/>	<input type="checkbox"/>
In case your research involves low and/or lower middle-income countries, are benefits-sharing measures foreseen?	<input type="checkbox"/>	<input type="checkbox"/>
Could the situation in the country put the individuals taking part in the research at risk?	<input type="checkbox"/>	<input type="checkbox"/>

7. ENVIRONMENT & HEALTH and SAFETY	Yes	No
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	<input type="checkbox"/>	<input type="checkbox"/>
Does your research deal with endangered fauna and/or flora and/or protected areas?	<input type="checkbox"/>	<input type="checkbox"/>
Does your research involve the use of elements that may cause harm to humans, including research staff?	<input type="checkbox"/>	<input type="checkbox"/>

8. DUAL USE	Yes	No
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorization is required?	<input type="checkbox"/>	<input type="checkbox"/>

9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS	Yes	No
Could your research raise concerns regarding the exclusive focus on civil applications?	<input type="checkbox"/>	<input type="checkbox"/>

10. MISUSE	Yes	No
Does your research have the potential for misuse of research results?	<input type="checkbox"/>	<input type="checkbox"/>

11. OTHER ETHICS ISSUES	Yes	No
Are there any other ethics issues that should be taken into consideration? Please specify:	<input type="checkbox"/>	<input type="checkbox"/>

By checking the box, I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents.

Signature of applicant: