

Sample - SAFE Application Form

FOR REFERENCE ONLY, DO NOT COMPLETE

1. Details of the host institution

1.1. Full name of the host institution (in English language)*			
1.2. Full name of the host institution (in original language)*			
1.3. Legal form*			
1.4. European Commission Participant Identification Code (PIC) of the institution available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ONLY If Yes:			
A.1.5. PIC*			
ONLY If not available:			
B.1.5. Please enter another official identification number*			
B.1.5.1. Please specify the corresponding register*			
1.6. Country of the host institution*			
1.7. City*			
1.8. Postal code*			
1.9. Street address*			
1.10. Website*			

1.11. Head of the host institution	
The legally authorised person, who approves the nomination of the candidate.	
Title	
Family name*	
First name(s)*	
Position*	
Institutional e-mail address*	
Institutional phone number*	

1.12. Responsible contact person at host institution	
This person must be employed by the host institution and will be the main contact person for the SAFE project team for any questions during the selection process.	
Title	
Family name*	
First name(s)*	
Position*	
Institutional e-mail address*	
Institutional phone number*	

2. Researcher's details

<input type="checkbox"/>	<p>Upload: Data processing consent form signed by the researcher* (Please use the form that you will find on this website)</p> <p>Before giving any personal details regarding the researcher, please submit the data processing consent form signed by the researcher. Without this signed form the application cannot be considered.</p>
--------------------------	---

Researcher's personal details	
2.1. Title	
2.2. Family name*	
2.3. First name(s)*	
2.4. Date of birth*	
2.5. Place of birth*	
2.6. Country of birth*	
2.7. Gender*	
2.8. Nationality*	
Hint: Please note that researchers holding EU citizenship, including dual citizenship, are not eligible for a SAFE fellowship.	
2.9. Additional nationality, if applicable	
2.10. Marital status*	
2.11. Number of children*	
2.12. Email address*	

<input type="checkbox"/>	<p>Upload: Please submit the copy of a valid identity document of the researcher and, if applicable, each accompanying family member (spouse/registered partner and/or children)*</p> <p>Hint: Multiple identity documents must be submitted as a single PDF document.</p>
--------------------------	--

Current residence and status				
2.13. Is the researcher currently outside or inside the EU?*	<input type="checkbox"/>	The researcher is currently outside the EU (Track 1)	<input type="checkbox"/>	The researcher is currently in the EU (Track 2)
ONLY if outside the EU (Track 1)				
A.2.14. Country of current residence*				
A.2.15. City*				
A.2.16. Street address*				
A.2.17. Is the person currently living in the home country or a third country?*	<input type="checkbox"/>	Home country	<input type="checkbox"/>	Third country
ONLY if third country:				
A.2.18. Since when has the researcher been in the third country?*				
A.2.19. What is the researcher's current temporary residence status in the third country?*				
A.2.20. Until when is the current residence status valid?*				
<input type="checkbox"/>	Upload: Copy of the researcher's current visa/residence permit in the third country*			



ONLY if in the EU (Track 2)	
B.2.14. EU Member State of current residence*	
B.2.15. City*	
B.2.16. Street address*	
B.2.17. Since when has the researcher been residing in the EU?*	
B.2.18. What is the researcher's current temporary residence status in the EU?*	<input type="checkbox"/> International protection status
	<input type="checkbox"/> Residence for study purposes
	<input type="checkbox"/> Residence for research purposes
	<input type="checkbox"/> Residence for work purposes
	<input type="checkbox"/> Residence for family reunification purposes
	<input type="checkbox"/> Other
B.2.19. Until when is the current residence status valid?*	
<input type="checkbox"/> Upload: Copy of the researcher's current visa/residence permit in the EU*	

3. Fellowship application

3.1. Monthly units of proposed funding* (12 up to 24 months)	
3.2. From ... (exact date)*	
3.3. to ... (exact date)*	
3.4. Is the candidate-researcher currently receiving funding in Europe from other organisations or has he/she applied for such other funding?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
ONLY if Yes:	
3.4.1. Which organisation?*	
3.4.2. Status*: <input type="checkbox"/> applied <input type="checkbox"/> granted	
3.4.3. From ... (exact date)*	
3.4.4. to ... (exact date)*	
3.5. Are there further applications for funding?	
3.6. Is the researcher currently employed at the applicant host institution or at another institution?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
ONLY if Yes:	
3.6.1. Name of the institution/employer*	
3.6.2. Researcher's current position*	
3.6.3. Start date of employment*	
3.6.4. End date of employment	
3.7. If relevant, please provide further details on the researcher's current funding or employment	



4. Excellence

Please provide information on the selection criterion "Excellence".

Academic profile			
<input type="checkbox"/>	Upload: Researcher's letter of motivation*		
<input type="checkbox"/>	Upload: Researcher's Curriculum vitae*		
<input type="checkbox"/>	Upload: List of publications Hint: Mandatory for postdoctoral fellowship applications.		
<input type="checkbox"/>	Upload: Selection of up to 3 most important publications Hint: Please submit a list of up to three key publications, along with a brief explanation from the candidate-researcher on why they were selected (max. 1 page). Do not include the actual publications. Mandatory for postdoctoral fellowship applications.		
4.1. Type of Master's degree*			
4.2. Subject group of Master's degree*		<input type="checkbox"/>	A. Language and Cultural Studies
		<input type="checkbox"/>	B. Law, Economics and Social Sciences
		<input type="checkbox"/>	C. Mathematics and Natural Sciences
		<input type="checkbox"/>	D. Human Medicine
		<input type="checkbox"/>	E. Veterinary Medicine, Agricultural, Forest and Nutritional Sciences, Ecology
		<input type="checkbox"/>	F. Engineering
		<input type="checkbox"/>	G. Art, Music and Sport
4.3. Please specify the subject*			
4.4. Institution of Master's degree*			
4.5. Country of Master's degree*			
4.6. Final grade of Master's degree*			
4.7. Highest grade achievable at the institution of Master's degree*			
<input type="checkbox"/>	Upload: Master's degree certificate*		
<input type="checkbox"/>	Upload: Complete Transcript of Records of Master's degree*		
4.8. Is the application for a SAFE doctoral/PhD or a postdoctoral fellowship?		<input type="checkbox"/>	Doctoral/PhD
		<input type="checkbox"/>	Postdoctoral
ONLY if doctoral/PhD fellowship:			
A.4.9. Beginning date of the (incomplete) doctoral/PhD project*			
A.4.10. Institution of the (incomplete) doctoral/PhD project*			
A.4.11. Country of the (incomplete) doctoral/PhD project*			
<input type="checkbox"/>	Upload: Proof of having started a doctoral project* Hint: Please provide proof of the researcher's current enrolment as a doctoral student. Alternatively, documents like an admission letter to the doctoral programme, a confirmation letter from previous or prospective academic supervisor, or similar official evidence may also be accepted.		
<input type="checkbox"/>	Upload: Short outline on the topic and status quo of the doctoral/PhD project*		
ONLY if postdoctoral fellowship:			
B.4.9. Date of doctoral degree*			
B.4.10. Institution of doctoral degree*			
B.4.11. Country of doctoral degree*			
B.4.12. Please specify the number of years of full-time (or equivalent in part-			

time) research experience the researcher has, from the date of the award of the doctoral degree*	
<input type="checkbox"/> Upload: Doctoral degree or temporary certificate of completion*	
<input type="checkbox"/> Upload: Transcript of records of doctoral degree, if applicable	
<input type="checkbox"/> Upload: Short summary of doctoral/PhD research project*	

5. Implementation

Please provide information on the “Implementation” selection criterion.

5.1. Academic supervisor/mentor at the host institution	
Title	
Family name*	
First name(s)*	
Position*	
Institute/Department*	
Address at the host institution*	
Institutional e-mail address*	
Institutional phone number*	
<input type="checkbox"/> Upload: Academic supervisor/mentor statement*	

Research project	
5.2. Subject group of the proposed research*	<input type="checkbox"/> A. Language and Cultural Studies
	<input type="checkbox"/> B. Law, Economics and Social Sciences
	<input type="checkbox"/> C. Mathematics and Natural Sciences
	<input checked="" type="checkbox"/> D. Human Medicine
	<input type="checkbox"/> E. Veterinary Medicine, Agricultural, Forest and Nutritional Sciences, Ecology
	<input type="checkbox"/> F. Engineering
	<input type="checkbox"/> G. Art, Music and Sport
	5.3. Please specify the field of research area*
5.4. Second subject group of the proposed research, if applicable	
5.5. Please specify the second field research area*	
5.6. Further clarification on the research area, if necessary	
5.7. Title of the research project*	
5.8. Brief outline of research project*	
5.9. Keywords of the research project* (max. 5 keywords)	
<input type="checkbox"/> Upload: Full research proposal*	
<input type="checkbox"/> Upload: Time plan of the proposed research*	
<input type="checkbox"/> Upload: Signed hosting plan*	

6. Ethics

6.1. Contact person for ethics	
Title	
Family name*	
First name(s)*	
Position*	
Institute/Department*	
Address at the host institution*	
Institutional e-mail address*	
Institutional phone number*	

Ethics self-assessment				
6.2. Does the proposed project deal with any ethically relevant issues?*	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
ONLY if yes: 6.2.1. Please select the relevant ethical issue(s):*	<input type="checkbox"/>	Human embryonic stem cells and human embryos		
	<input type="checkbox"/>	Humans		
	<input type="checkbox"/>	Human cells or tissues		
	<input type="checkbox"/>	Personal data		
	<input checked="" type="checkbox"/>	Animals		
	<input checked="" type="checkbox"/>	Non-EU countries		
	<input type="checkbox"/>	Environment		
	<input type="checkbox"/>	Health and safety		
	<input type="checkbox"/>	Artificial intelligence		
	<input type="checkbox"/>	Potential misuse of results		
	<input checked="" type="checkbox"/>	Other ethics issues		
<input type="checkbox"/>	Upload: Ethics self-assessment form*			
<input type="checkbox"/>	ONLY if “ethically relevant issues” yes: Upload: Additional statement relating to any identified ethical issues*			

7. Impact

Please provide information on the “Impact” selection criterion.

<input type="checkbox"/>	Upload: Risk description form*
<input type="checkbox"/>	Upload: Supporting evidence of the researcher’s risk situation, if available Hint: In case of multiple documents, please submit them as a single PDF file.

8. Additional information

8.1. Any comments/information that may be relevant to the application (e.g. additional details about the candidate-researcher that should be considered in the evaluation, any illnesses, disabilities, and/or impediments that have had a negative impact on the	
---	--

academic achievements, and/or pertinent information about the host institution, etc.).

- Upload:** Additional documents
Hint: Please use this section to submit any additional documents relevant to the application. In case of multiple documents, please combine them into a single PDF file. You may upload up to 2 PDF files.

9. Declarations by the applicant host institution

The institution confirms

- That the candidate-researcher meets the SAFE project eligibility criteria requirements as set out in the Terms of Reference for Applicants on the SAFE website*
- That the candidate-researcher has the language skills required to successfully conduct his/her research activities at the host institution*
- That it has interviewed the researcher, either online or in person*
- That it has verified that the candidate-researcher does not hold an EU citizenship (e.g. in the case of dual citizenship). If the host institution becomes aware of such a case, it will immediately inform the SAFE team*
- That all information and documents submitted by the researcher, including transcripts and degree certificates (either original documents, certified copies, or alternative verifiable documents), have been thoroughly reviewed by the institution to the best of its knowledge and judgement and are deemed sufficient for the researcher to carry out his/her project*
- That all documents required for travel to the host country in the EU (such as valid passports of the researcher and any accompanying family members, or, if not available, alternative travel documents) are available and have been verified by the host institution, or that assistance will be provided to the researcher to obtain valid documents in time for the proposed start date of the fellowship. Alternatively, the host institution confirms, to the best of its knowledge, that the researcher's residence status in the EU permits him/her to conduct the proposed research project at the institution at the proposed time in compliance with the European Union's and national residence legislation*
- That it is unaware that the candidate is currently in the refugee process*
- That it is unaware of any factors that would speak against awarding the fellowship, such as issues concerning the researcher's personal integrity, potential conflicts with legally binding principles of scientific ethics, the Rules of Good Academic Practice, or risks related to arms-relevant technological transfers as defined by legal regulations. Should any such information come to light during the selection process or if legal action arises regarding a breach of the Rules of Good Scientific Practice, the institution will immediately notify the SAFE project team.*

Additionally, the host institution commits to the following in case of a SAFE fellowship award:

- Assisting the researcher in obtaining the necessary visas, residence permits, and any required documentation for his/her research stay. The institution will offer comprehensive support in all practical matters related to the researcher's travel to, and stay in, the host country. If necessary, the institution will act as an intermediary between the researcher and the relevant authorities*
- Signing an employment contract with the researcher with full social security coverage and providing the necessary resources and facilities (such as a laboratory, workplace, or equivalent) for the successful execution of the project. Furthermore, the institution commits to paying the researcher according to the salary scale applicable to the

	SAFE project (see the project's website) and it also agrees to offer the candidate any required information and assistance to ensure full compliance with relevant labor laws*
<input type="checkbox"/>	Following the open science approach as stipulated by the European Commission and applying a respective data management plan as referred to in the Horizon Europe Programme Guide*
<input type="checkbox"/>	Complying with EU and project-specific visibility and communication guidelines, as further detailed in the fellowship agreement*
<input type="checkbox"/>	Allocating part of the institutional contribution for research training and networking to ensure the participation of the researcher and/or representatives of the host institution in events organised within the framework of the SAFE project*

REFERENCE SAMPLE,
DO NOT COMPLETE