



INSTITUTE FOR ADVANCED STUDIES (IAS)

IAS-Luxembourg

Funding Instrument 2025 DISTINGUISHED

Call description and guidelines for candidates

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Call templates: [Documents - University of Luxembourg | Uni.lu](#)

Call information: [Funding instruments - University of Luxembourg | Uni.lu](#)

Online submission tool (ePAS): <https://research.uni.lux>

Timeline 2025 Call:

Publication of call	Institutional validation deadline	Submission deadline	Selection Committee Meeting	Communication of call results	Earliest project start date
01 April 2025	06 June 2025 @EOB	13 June 2025 @2pm CET	19 Sept 2025	Early-Oct 2025	01 Jan 2026

History of changes:

04-April-2025	Rev2: Update of the contractual part.
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Description and application guidelines

The Institute for Advanced Studies – IAS Luxembourg provides funding opportunities with the aim to enable bold and interdisciplinary research at the very forefront of science. Through the DISTINGUISHED instrument, UL wishes to attract distinguished international personalities including researchers, policy makers, as well as representatives of the arts, business, government, or industry. DISTINGUISHED has the ambition to enable research groups at the University of Luxembourg to engage in interdisciplinary and intersectoral research in *avant-garde* ways and beyond the frontiers of knowledge.

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For any information request, one email address: ias@uni.lu.

1. Description of the DISTINGUISHED call

1.1 Introduction

The main objective of the DISTINGUISHED instrument is to enable and encourage research groups of the University of Luxembourg to engage with distinguished international scientists, but also policy makers, and representatives of the arts, the government, or the industry.

DISTINGUISHED fellows will strengthen UL's activities and reinforce the development of new ideas in research and innovation, teaching approaches and for addressing global challenges, thereby enriching Luxembourg's academic and intellectual environment.

To ensure that a wide cross-section of the University community and Luxembourg society benefits from the impact of the visit, IAS DISTINGUISHED Visiting Fellows will take part in activities such as: (i) interdisciplinary research, including the preparation of research projects and proposals with members of UL (ii) training events targeted at early career scholars, (iii) public events to engage society, together with the UL community and other IAS visiting fellows, (iv) and, where appropriate, teaching activities.

The DISTINGUISHED call is open to all disciplines and sectors and is driven by interdisciplinarity and excellence. Applications must be supported by an academic member of UL. Candidates to the DISTINGUISHED funding instrument will be assessed by the Evaluation Committee of the IAS ([Governance - University of Luxembourg | Uni.lu](#)).

Funding can be requested for visits of **a minimum of 2 weeks and a maximum of 3 months**. Funding is granted on a competitive basis and once awarded, it remains valid for a period of 12 months, from 1 January to 31 December of a calendar year to facilitate the organization of the stay (see section 4, DISTINGUISHED selection). After this period, the grant will be lost. Budget is not transferrable from one calendar year to another.

DISTINGUISHED fellows automatically become "Visiting Fellows of the IAS Luxembourg" for the duration of their stay. After their stay, they automatically join the IAS Luxembourg Alumni Group and will be invited to participate in IAS events and activities.

1.2 Eligibility for participation

DISTINGUISHED projects are led by two or three Principal Investigators (PIs) of the UL, from different disciplines, who equally contribute to the overall interdisciplinary objective of the project. Therefore, the DISTINGUISHED project will consist of one Hosting-PI and 1 or 2 PIs.

The following researchers are eligible PIs within the DISTINGUISHED instrument of the IAS:

- Full, Associate or Assistant Professors of the UL as Hosting-PI or PI.
- Permanent Research Scientists of the UL holding a full ADR as PI.

UL professors supporting a DISTINGUISHED application are referred to as Hosting-PI. Candidates must demonstrate a record of excellence, interdisciplinarity and depth of scholarship in either science, teaching, art, policy-making, or innovative industrial development. Eminent public thinkers, philosophers and intellectuals will add to the diversity of the IAS community and to the multidimensional nature of the overall objectives of IAS-Luxembourg.

1.3 Exclusion period

DISTINGUISHED fellows who have benefited from a stay at the IAS-Luxembourg may re-apply to the DISTINGUISHED call after a waiting period of **2 years (from the last day of their previous stay)**. The waiting period ends on the day of the opening of the DISTINGUISHED call of that year.

To foster a diverse renewal of personalities and disciplines in the IAS community, eligible UL researchers who have recommended a successful DISTINGUISHED fellow are excluded from supporting a candidate for the next DISTINGUISHED call depending on the duration of the fellow's stay:

- For stays of **1 month or more**: exclusion within the year of the fellow's visit.
- For stays **up to 1 month**: no exclusion.

2. Application

2.1 Candidate to a DISTINGUISHED visit

The candidates for DISTINGUISHED funding should:

- comply with the DISTINGUISHED eligibility requirements (section 1.2) and interact with researchers from at least 2 different disciplines.
- request recommendation from a UL professor who supports the application as Hosting-PI.
- give at least one conference addressed to the general public in Luxembourg.
- ensure the scientific quality of the research and the project contribution to the four missions of the IAS-Luxembourg:
 - to leverage bold and interdisciplinary research at the very forefront of science,
 - to represent UL's values of excellence, interdisciplinarity and internationality,
 - to build bridges between the UL community, international visitors, and the general public,
 - to contribute to the attraction and retention of international talent.

Candidates and supporting UL professor are equally responsible for the design, management, and execution of day-to-day activities during the visit, while adhering to high standards of ethical principles and research integrity, as well as the University's code of conduct.

The UL professor supporting the candidate (Hosting-PI), supports the candidate in the writing and submission of the proposal, facilitating interdisciplinary interactions and coordination between UL entities and between UL scientists, reporting, and exchange with UL administration and governance. The Hosting-PI is the single point of contact with the IAS-Luxembourg and the Research Support Department.

The Hosting-PI may also support an application by the DISTINGUISHED fellow to the BRAINSTORM instrument.

2.2 Specificities of a DISTINGUISHED visit

Types of contracts

DISTINGUISHED admits two types of fellows: Academic and Non-Academic.

1. For Academic fellows:

Depending on the fellow, **two cases** can be considered:

- A. The fellow has a working contract with his/her home institution and will remain under this contract for the duration of the DISTINGUISHED stay:

A hosting agreement must be put in place with the fellow, his/her home institution and the University. The Hosting-PI with the support of a Research Facilitator or Administrative Assistant should complete the “Incoming visit request form” and send it to the e-mail address: external.staff@uni.lu.

The IAS DISTINGUISHED funding is intended to cover the travel expenses, accommodation, accommodation insurance for the period of the stay and monthly allowance for day to day expenses.

In particular, for fellows with working contract with a third institution, the monthly allowance is fixed at 60€ per day. The reimbursement of the housing accommodation is set to a maximum of 2500€ per month.

For insurance and travel expenses, please refer to UL’s current financial and travel guidelines in effect at the time of the individual’s visit.

- B. The fellow has no active work contract during their DISTINGUISHED stay (e.g. leave of absence from their home institution without pay):

The DISTINGUISHED funding will ensure that the researcher will receive a consideration equivalent to a standard salary of a researcher with an equivalent track record employed by the University of Luxembourg.

The fellow and the University will sign a service contract with the support of a Research Facilitator or Administrative Assistant. The procedure in place at the legal office for the establishment of a service contract with a natural person should apply. The consideration is fixed by the hourly rates specified in section 3.5.

For fellows under case B, the **maximum monthly** consideration gross is set at 13 000€ per month.

The amount stated in the contract should cover only the fees that will be paid directly to the fellow.

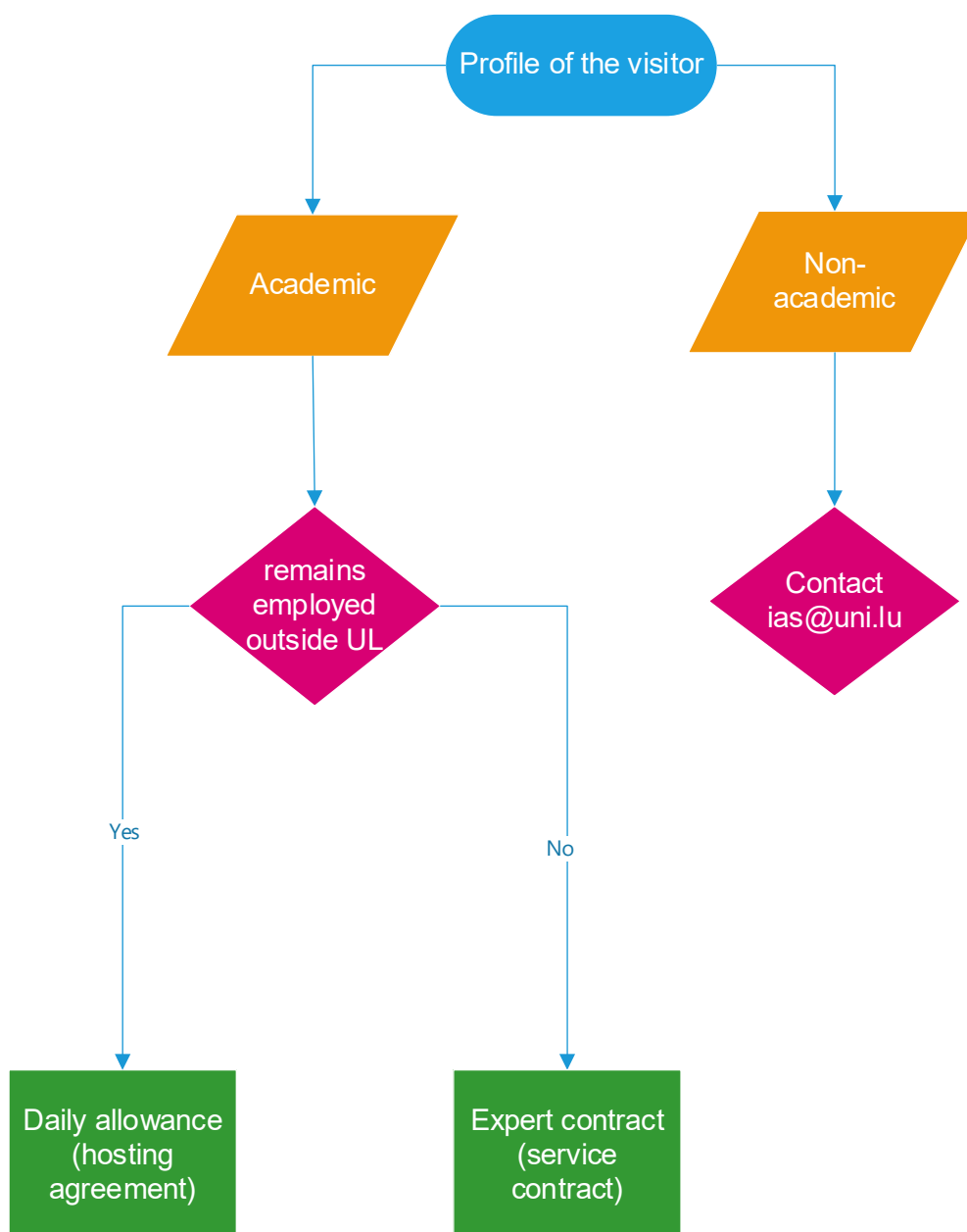
The remaining budget (see the budget table in Section 2.5 for eligible costs) will be managed by the University in accordance with the project's needs.

In both cases, the Human Resources and Legal office are the point of contact for any question relating to the contracts for the Distinguished fellow and validation of the retained solution.

2. For Non-Academic fellows:

For non-academic fellows, various profiles of fellows are expected; therefore, remuneration and contractualization will be determined on a case-by-case basis. Please contact the IAS support team at ias@uni.lu who will be able to discuss each case with the Hosting-PI and the internal stakeholders and make a remuneration proposal.

Please check the diagram below to select the most appropriate type of contract for the visiting fellow:



Duration and budget ceiling

Stays must last from **2 weeks to a maximum of 3 months**. Any extension after the agreed stay of the fellow must be fully covered by the Faculties or ICs. Once awarded, funding remains available

for a period of 12 months to allow sufficient time for the organisation of the visit. The stay must take place **between 1 January and 31 December of the calendar year following the successful DISTINGUISHED application.**

Budget is not transferrable to the next calendar year after the event has taken place. All invoices for DISTINGUISHED expenses must be submitted to SFC by the annual closing date communicated by SFC.

A DISTINGUISHED project budget covers fellow salary costs and expert fees, travel costs, documentation and other costs such as event catering or accommodation allowance. Research expenses generated by the DISTINGUISHED fellow during his/her stay at UL are not covered by this call (see table in Section 2.5) and must be funded by other funding sources.

The IAS-funding granted to a DISTINGUISHED fellow is limited to a maximum of **50 000 €**.

Concerted use of the IAS funding instruments

A Hosting-PI may only support one proposal per DISTINGUISHED call. Proposals for Distinguished fellows, which have been submitted in previous DISTINGUISHED calls and not selected for funding, cannot be resubmitted in subsequent calls, unless resubmission is explicitly encouraged in the decision letter, or the purpose of the visit has been substantially changed so that it can be considered as a new proposal.

Follow-up visits to scale up the results of the initial research ideas are possible to ensure a long-term beneficial impact of a DISTINGUISHED fellow on the IAS-Luxembourg, as well as the ability of UL's scientific community to secure high profile grants and attract talent.

Successful DISTINGUISHED fellows, supported by the Hosting-PI, may apply for the BRAINSTORM instrument. The BRAINSTORM instrument provides funding for the organization of small group brainstorming international meetings (see Description and guidelines of the BRAINSTORM funding instrument [Documents - University of Luxembourg | Uni.lu](#)).

2.3 Intellectual Property Rights (IPR) and acknowledgement

IPR

As a reminder, for employees of the UL, the Intellectual Property Rights (**IPR**) fall under the UL policy in force for the valorisation of research results such as stated in the University law the working contract and all internal applicables rules..

The contracts signed by the University, the DISTINGUISHED fellow and, where applicable, their home institution, shall define the ownership allocation of any intellectual property rights in connection with the activities of the fellow during their stay.

Result valorisation

The valorisation process allows the University of Luxembourg to protect, valorise and transform foundational research results into products, processes, services or, innovative and economically viable forms of technology duly protected by intellectual property rights. According to the national law, all researchers who decide to valorise an innovative result, resulting from their scientific work, must declare this to their employer. The **PaKTT Office** at UL provides support and guidance for researchers who aim to valorise their results. Further questions regarding IPR issues, shall be

raised to the attention of the PaKTT Office (paktto@uni.lu) or support structures/officers at the concerned entity of the University.

Funding acknowledgement statement

Publications and any other communication material generated by the DISTINGUISHED funding instrument must acknowledge the financial support of the IAS in the following form: *“Author X acknowledges financial support from the Institute for Advanced Studies of the University of Luxembourg through a Distinguished Grant (DISTINGUISHED-Year)”*.

2.4 Ethics, Open science and Gender Equity

Code of conduct, ethics and personal data

UL promotes the responsible conduct of research as described in the **University of Luxembourg - Code of Conduct**, also respects fundamental ethical principles as listed in the Charter of Fundamental Rights of the European Union. Any research involving the participation of human subjects, animals or the use of biological materials or personal data, or which may represent a risk for the environment or for society, is considered as having an ethical component. Ethical components must be specifically addressed in the proposal, by fulfilling the **ethics principles** in force at UL. The following panels and contact points might be of relevance:

- The PI must consult the **Ethics Review Panel** of the University of Luxembourg ([ERP webpage](#)) regarding the general ethical aspects of their projects before beginning their research. The Ethics Review Panel may not intervene after the start of a research project phase that raises ethical questions. The ERP may not approve a research project on an ad hoc basis. If the project takes place in a clinical context in Luxembourg and/or involves patients, additional approval may be required from the **Comité National d’Éthique de Recherche** (CNER) and/or the **Commission Nationale de la Protection des Données** (CNPD [Commission nationale pour la protection des données - Luxembourg \(public.lu\)](#)).
- In case the proposal involves animals, the **Animal Experimentation Ethics Committee** of the University of Luxembourg ([AEEC webpage](#)) shall be consulted. This committee examines and delivers an opinion on projects that use animals for scientific purposes.
- For projects handling personal data, the **Data Protection Officer** at Uni.lu ([DPO](#)) provides advice and guidance on data protection to university staff and is the contact person for the National Commission for Data Protection (CNPD).

Open Science

UL encourages the dissemination of research results towards the scientific community and the wider public, as well as their protection and economic exploitation, along the general principle “as open as possible - as closed as necessary”. To maximize the impact of research outputs on science and society, the visiting fellow and Hosting-PI are encouraged to disseminate broadly the DISTINGUISHED project results through high quality, scholarly publications with an immediate access to the final peer-reviewed contents. Article processing charges (APC) for full open access publications or similar fees are eligible for funding through the DISTINGUISHED instrument. In line with the San Francisco Declaration on Research Assessment (DORA), the UL recognizes the value of all types of research outputs and encourages notably DISTINGUISHED candidates to deposit research data according to the FAIR principles on field-specific or generic repositories.

Gender equity

UL wishes to promote gender equity in research and academic careers. Within this general principle, the University will ensure that the Evaluation Committee of the IAS maintains its own gender balance, receives relevant gender-awareness training material and includes the University Gender delegate ([Gender Equality Officer \(uni.lu\)](mailto:Gender.Equality.Officer@uni.lu)) as an observer in the selection process.

2.5 Eligible Costs

The maximum funding of a DISTINGUISHED project is **50 000 €** for a maximum stay duration of 3 months. Requested costs must be essential for the visit implementation and are detailed in the Project Budget Form (Excel table). The below table provides a summary of eligible costs, while detailed information relevant for the budget establishment are covered in section 3.5.

#	DISTINGUISHED costs	Eligibility	Applicability
A	Personnel costs	NO	
B	Third party collaborator, experts	YES	Distinguished fellow fees (see section 3.5). Invited experts, expert speakers' fees (other than the distinguished fellow).
C	Equipment	NO	
D	Travel costs	YES	Travel for the distinguished fellow; consult the UL financial guidelines*
E	Documentation	YES	Books, journals, subscription to electronic journals or data bases.
F	Other costs	YES	Catering, logistics, room rental. Open Access publications, patents filing costs. Advertising, conference, organisation and registration, publications.
G	Operating expenses	NO	

*see Intranet: [ULI](#) > [The University](#) > [SFC](#) > [Policies and Procedures](#)

Visiting fellows must be fully covered by Social Security (health and accident insurance) and civil liability; for fellows who do not have this, UL recommends that they take out a SIP insurance (see <https://www.sip.ch/>).

2.6 External contribution to DISTINGUISHED projects.

Affiliated Professors

Affiliated Professors of the University of Luxembourg cannot be considered as DISTINGUISHED fellows; however, as Hosting-PIs, they can propose DISTINGUISHED fellows, and the proposal must be handled by a UL professor.

Other contributions

The combination of a DISTINGUISHED project with other IAS funding instruments is possible with AUDACITY and BRAINSTORM. Research expenses generated by the DISTINGUISHED fellow during his/her stay at UL are not covered by this call (see table in Section 2.5) and must be funded by other funding sources.

Exchanges with members of the IAS network UBIAS (<http://www.ubias.net/network-participants>) are welcome.

3. Practical Application to the DISTINGUISHED call

3.1 Key rules

- Proposals must be written in English. Refer to the application templates for further instructions.
- The Project Application Form must be accompanied by a Project Budget Form, both forms must be submitted together by email.
- Please use Arial, font 11, single space and 1.5 cm top/bottom/left/right margins to fill in the application form.
- Proposal and budget file for the DISTINGUISHED call must be sent by email to ias@uni.lu and must include a recommendation letter from the UL Hosting-PI.
- No modification after the deadline will be accepted. Incomplete proposals and those received after the deadline will not be processed. Major budgetary errors may result in the rejection of the proposal. Do not hesitate to interact with the IAS support team in case of doubt.

3.2 Tasks prior to submission

1. Identification of a Hosting-PI at UL who will support and process the application of the DISTINGUISHED fellow.
2. The Hosting-PI should contact the HR partner of the relevant Faculty or Interdisciplinary Centre for details on travel and accommodation conditions prior to submission.
3. Submit the electronic Project Announcement Sheet (e-PAS)
 - The IAS requests the e-PAS to confirm that your DISTINGUISHED application has been approved by all necessary authorities in your faculty or Interdisciplinary Centre.
 - Go to the online submission tool <https://research.uni.lu> and create a new electronic Project Announcement Sheet. For further information, please consult the instructions online.

3.3 Application Process

The application process itself consists of **5 main steps**.

Step 1: Complete the application form.

- Download the application form and the budget template (see [Documents - University of Luxembourg | Uni.lu](#))
- Standardize the file name:
"IAS-DISTINGUISHED-2025_ProjectACRONYME_Pi LastName_Pi FirstName".
- In the application form, fill in the requested information (please read section 3.4 carefully).

Transform the completed form into a PDF-file.

- Fill in the budget template provided on [Documents - University of Luxembourg | Uni.lu](#) (read section 3.5 carefully).

Step 2: Institutional validation (mandatory for all proposals)

- One week before the call deadline, you must send your proposal and budget to the IAS support team using the email address: ias@uni.lu for institutional validation.
- The IAS support team will check for completeness and conformity with eligibility requirements (budget, PIs, etc.). The support team will not comment on the scientific content of the project.
- Without institutional validation, the final application will be rejected.
- Once you have received the feedback from the IAS support team, you can make necessary corrections, if any.

Step 3: Complete the general project information via the online submission platform.

- Via the online submission platform, please check and edit the general project information, project description and abstract in e-PAS.
- The e-PAS is not mandatory before institutional validation, but must be validated before final submission.

Step 4: Invite your research facilitator/coordinator for proposal validation.

- Invite your research facilitator / coordinator to validate your proposal and budget. They can provide detailed advice and support. Please, ask for their internal deadline.

Step 5: Send the budget information together with the project proposal by email to the IAS team.

Please make sure that all items on the DISTINGUISHED checklist are checked. No submission is possible before the checklist is completed.

3.4 Application Form

The IAS applies the following definition of:

- **Interdisciplinary research:** A mode of research by teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or area of research practice¹.
- **Distinguished fellow:** Researcher or a thinker developing concepts and conducting activities at the forefront of science that go beyond the current boundaries of knowledge, based on an idea which is unique and outstanding and showing a willingness to take bold risks; a trendsetter in science, philosophy, politics, and innovative industry.

¹ Facilitating Interdisciplinary Research, Committee on Facilitating Interdisciplinary Research, National Academy of Sciences, National Academy of Engineering, Institute of Medicine, 2005

Proposals must be written in English with a fixed number of pages as detailed in sections below. Font Arial, size 11, single line spacing and 1.5 cm top/bottom/left/right margins must be used through the entire document. Proposals that do not follow his instructions will be rejected.

Modifications after the deadline are not accepted. Incomplete proposals and those received after the deadline will not be processed.

1. General project information

- ACRONYM of the project, name of applicant, project title, starting date (earliest possible starting date: 01 January 2026), duration (in weeks), Budget (maximum 50 k€).

Hosting-Principal Investigator (Hosting-PI)

- Please complete the requested information regarding the Hosting-PI and the other PIs (maximum 3 PIs from different disciplines including the Hosting-PI).

2. Visit Description

2.1 Abstract (max. 0.5 page)

- Describe the main idea of your project in a scientifically oriented summary.
- The abstract should be concise, clear, informative, and self-contained.
- As reviewers may be biased for or against a project after reading the abstract, make clear why the work is so important, risky, and interdisciplinary.
- Please use a “lay writing style” that targets at a general interdisciplinary audience.

2.2 Profile of the DISTINGUISHED fellow (max. 1 page)

- Please provide information regarding the DISTINGUISHED fellow, a detailed report illustrating the interdisciplinarity and/or excellence of the research conducted along his/her career, how the DISTINGUISHED fellow will contribute to complementing an UL interdisciplinary consortium aiming at a cutting-edge project idea or opinion publication that will set new scientific trends for future research.

2.3 Description and objectives of the visit (max. 1 page)

In this section:

- Explain why the DISTINGUISHED visit is key to reach an interdisciplinary approach, i.e., the cutting-edge and bold approach and the added value the fellow will bring to UL.
- Explain how the project targets the generation of new knowledge and reaches an interdisciplinary/intersectoral nature.
- Describe the potential use of the results by other disciplines.

Please note, that “Interdisciplinarity” and “Excellence” are essential criteria for the proposal evaluation. A DISTINGUISHED visit shall aim at strengthening interactions and collaboration between PIs of different disciplines, or Departments in a Faculty, or different research groups in an Interdisciplinary Centre, or different Entities of UL and reinforce the international visibility of UL.

3. Visit plan (max. 1 page)

The visit plan should:

- Describe the dates of stay, work planned, the interactions of the fellow with scientists across UL Faculties and Interdisciplinary Centres.
- Provide a brief description including concrete details on how the visit will benefit UL as a whole through lectures, scientific exchanges, conferences open to the general public.
- Explain how the interactions with the fellow will possibly generate white or opinion papers of high impact on the international research community, will support applications to an AUDACITY call, or high-profile grant applications.

4. Describe the interdisciplinarity (max. 0.5 page)

- Justify the degree of interdisciplinarity of the proposed project proposal.
- Explain how various disciplines will work together cohesively to achieve the project's objectives.
- Address how challenges of integration, such as differences in terminology, methodologies, or priorities, will be managed.
- Outline any tools, processes, or structures (e.g., shared meetings, interdisciplinary teams) that will facilitate effective collaboration.

5. Project outcomes and follow-ups (max. 1 page)

- **Contribution to advancement of knowledge and UL's research community.** Describe how the DISTINGUISHED fellow will contribute to knowledge production, career training and doctoral education and how the results will be exploited and disseminated within the research community. That is, how the project outcomes contribute to:
 - (1) the promotion of interdisciplinarity across UL,
 - (2) the advancement of the state of the art,
 - (3) the development of the scientific community, and the UL and its entities in terms of capacities, competencies, visibility, and attractiveness.
- Describe how the visit will contribute to knowledge generation and society. Describe what efforts (publications and other activities) are foreseen to increase public awareness, well-being, and understanding of the research field.
- **Future research plans.** Indicate how the visit will impact future research and what plans exist (depending on the results) to apply for projects outside UL.
- **Exploitation and dissemination of research results.** Please explain the measures that will ensure exploitation of the results after the visit.
- The Hosting-PI should contact the Communication Department of the University of Luxembourg to advertise events involving the DISTINGUISHED fellow and to receive support for the dissemination of your research results. For this purpose, you can contact the Communication Department.

6. Description of the DISTINGUISHED consortium incl. gender balance (max. 0.5 page)

- Describe the **DISTINGUISHED hosting team** (composed of the Hosting-PI, other PIs involved and their teams) in terms of how they complement each other to reach a bold and cutting-edge idea.
- Address potential issues related to Intellectual property rights and confidentiality, especially when generating and sharing results.

- Describe how gender balance is considered in the project proposal and by what means.
- **National and international collaboration.** Describe potential national and international interest in the future project and its results, including the potential for future collaboration, joint publications of high impact.

7. References (max. 0.5 page)

- List all references mentioned in the application.

8. Legal and ethical requirements (max. 0.5 page)

- Describe all potential issues regarding data protection, intellectual property rights and ethical issues for the whole project (not only for activities carried out in Luxembourg). Explain how you will address these, e.g., anonymous data processing, consent forms, contracts with companies involved and specify any already existing permission and/or authorisation for the proposed work. Please consult the University of Luxembourg's Policy on Ethics in Research and international codes of conduct.

9. Curriculum vitae of the PIs

- For each of the PIs, please include a CV (maximum 1 page) including the titles of the 2 most impactful research projects as leader and if available a link to a professional website or similar.

10. CV of the DISTINGUISHED fellow (max. 4 pages)

- Curriculum vitae of the DISTINGUISHED fellow (3 pages + 1 page for references) including ORSID ID.

3.5 Budget template (see the Excel budget table)

This template will help you to get familiar with the required information.

- All amounts are to be entered in Euros (€) without cents.
- Budget is not transferrable from one calendar year to the next.
- For all expenses, the procedures and limits in force at the time the expenses occur will apply. Please consult the latest financial guidelines in the Intranet.
- Major budget errors may lead to rejection of the proposal.
- Research expenses generated by the DISTINGUISHED fellow during his/her stay at UL are not covered by this call (see table in Section 2.5) and must be funded by other funding sources.
- **DO NOT FORGET TO FILL IN THE BUDGET BREAKDOWN FOR ALL PI (only OPEX for Distinguished) (third tab of the excel file)**

Budget categories:

Category A: Staff contribution to the DISTINGUISHED project not eligible for financial support

- The DISTINGUISHED instrument does not provide financial support for the hiring of new staff.

Category B: DISTINGUISHED fellow and third-party collaborators or experts

- Name the DISTINGUISHED fellow to be financed by the project.
- Please refer to section 2.2 to select the right type of contract following the profile of the DISTINGUISHED fellow.
- For academic fellows without a working contract, please use the **hourly full costs** (right column) below to calculate the salary costs. Monthly salary cannot exceed 13 000€ per month.

Profile of the fellow <u>with equivalent track record as:</u>	Hourly rate (in €) - index 944,43	Hourly full costs (in €) - index 944,43
Full Professor	80,58	92,86
Associated Professor	68,58	79,86
Assistant Professor	62,98	73,41
Research Scientists (with full ADR)	56,71	66,18

- For academic fellows with a working contract, please use the daily allowance (60€/day) multiplied by the number of days of the stay. Housing rental costs will only be reimbursed based on actual costs (i.e., invoice of hotel/rental apartment).
- For non-academic fellows, please contact the IAS team (see section 2.2).
- Remunerated third party collaborators providing services to the project (invited speakers, experts – other than the DISTINGUISHED fellow) are eligible.
- For individuals: Expenses will be reimbursed upon submission of an expense declaration (DFI). No service contract or supplier creation is required. Reimbursement will be based on a speaker's **hourly rate of 128€ per hour**, with a **maximum of 4 hours per workshop day**.
- For companies (with a VAT number): Fees will be reimbursed through an invoice. A purchase order, supplier creation, and service contract are required.
- Subcontracting work is not eligible.

Category C: Durable equipment

Not eligible for DISTINGUISHED funding.

Category D: Travel in Luxembourg and journeys abroad

Travel costs for international distinguished fellows relating to DISTINGUISHED projects are eligible for funding.

- Each trip on behalf of the University must be undertaken in the most cost-effective way.
- To assist travel experts in Luxembourg, Procurement has partnered with a curated group of trusted local hotels, offering exclusive corporate rates and exceptional service. Be sure to take advantage of these preferred rates: [Hotel Program](#).

- For eligible costs and applicable rates, consult the UL financial guidelines.

Category E: Documentation

- Communications, purchase of books or journals are eligible for funding.

Category F: Other costs

- Costs for open access publishing, article processing charges (APC) for full open access publications or similar fees.
- Costs for translating and editing, patent filing, workshops, seminars, and conferences (including registration or organisation costs, room rental, catering, taxi) or advertising.

Category G: Operating expenses

Not eligible for DISTINGUISHED funding.

Category R: Additional income to cover project costs at the charge of the Faculty or I/C

Not applicable.

4. Selection process of DISTINGUISHED projects

The evaluation and selection process of the DISTINGUISHED project proposals consists of several steps:

1. An administrative eligibility check will be performed by the IAS.
2. The IAS Evaluation Committee ([Governance - University of Luxembourg I Uni.lu](https://www.uni.lu/governance)) ranks the proposals based on the written proposals. Each of the criteria will be evaluated on a 5-point rating scale for the written document:

Score 5	Work is audacious and at the forefront of knowledge and will most likely have an important and substantial impact on science internationally.
Score 4	Work is expected to make a significant contribution ; nationally at the forefront of research.
Score 3	Work is competitive at the national level and will probably make a valuable contribution in the international field.
Score 2	Work that is solid but not exciting , will add to our understanding and is in principle worthy of support. It is considered of less priority than work in the above categories.
Score 1	Work that is neither solid nor exciting, flawed in the scientific and or technical approach, repetitions of other work, etc. Work not worthy of pursuing.

The selection criteria are:

- a. Academic excellence (15 points)
 - i. Competence of the DISTINGUISHED fellow and PIs
 - ii. Strength of the consortium
 - iii. Description of the visit
- b. Audacious character of the project idea (15 points)
 - i. Novelty
 - ii. Originality
 - iii. Risky

- c. Interdisciplinarity of the project consortium (10 points)
 - i. Project's ability to encourage interdisciplinary working
 - ii. Interdisciplinarity of the project consortium internally and/or externally
- d. Contribution to advancement of knowledge and UL's research community well described (5 points)

The resulting project weights will be the basis for the final discussion of the members of the IAS Evaluation Committee and the ranking proposed to the Head of IAS.

3. The Head of IAS and the VRR submit the selected projects to the Rector for final funding decision.

4. The final decision is communicated to the candidates by the Head of IAS.

The Evaluation Committee of the IAS is composed of UL-internal experts. Further details on the organisational features of the IAS Luxembourg and the role of the members can be found in the IAS Organisation and Governance ([Governance - University of Luxembourg | Uni.lu](#)).

5. Project duration extension request

An extension of the project is not allowed on the IAS budget. If the DISTINGUISHED fellow wishes to stay longer at UL, the cost must be covered either by the Faculty or the IC of the Hosting-PI.

6. Budget change request

Any request for a budget update must be submitted to the IAS. To request a budget change, the request document (available on the IAS website [Documents - University of Luxembourg | Uni.lu](#)) must be completed with detailed information and sent to ias@uni.lu, as well as a written confirmation (email) from the financial controller that the additional budget is available and can be transferred to the project. No budget extension on the IAS budget will be granted. If additional costs are incurred, they must be charged to the Hosting-PI's department.

The application will then be validated by the Head of the IAS. All requests in BERF must be accompanied by this signed endorsement (document to be attached to the request).

7. Final report

One final project report, up to 3 months after the end of the project, will be requested. An automatic message will be sent from the ePAS platform with the requested date.

Templates can be found on the IAS website: [Documents - University of Luxembourg | Uni.lu](#) under "Reporting".