





Exchange programme for postdoctoral fellows IAS Warwick and IAS Luxembourg

"PEP": Postdoctoral Exchange Programme

Call description and guidelines for candidates

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Timeline 2025 Call:

Call opening	Submission deadline	Selection Committee Meeting	Communication of call results	Earliest project start date
01 Oct 2025	15 Dec 2025 27 March 2026 (indicative)		April 2026	01 June 2026

Description and application guidelines

The "PEP" Exchange Postdoctoral Fellows Programme between the **Institute of Advanced Study** (IAS) at the **University of Warwick (UW)** and the **Institute for Advanced Studies** (IAS) at the **University of Luxembourg (UL)** is an academic exchange initiative designed to foster collaboration between these two institutions. It aims to establish long-term research collaborations between academic staff through international mobility, interdisciplinary research, and intellectual exchange by postdoctoral researchers.

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1. Description of the PEP call

1.1 Purpose and Goals

- Fostering International Collaboration: The programme provides opportunities for postdoctoral researchers to work in an international and interdisciplinary environment, allowing them to collaborate with scholars from different academic disciplines and institutions and by doing so establishing connections between permanent academic staff at both institutions.
- Interdisciplinary Research: The IAS at UW and UL are both known for encouraging interdisciplinary research. Postdoctoral fellows are expected to engage in projects that span multiple academic fields.
- Career Development: Participation in the programme will help postdoctoral fellows expand their academic networks, gain exposure to new research environments, and develop skills that enhance their academic careers.

1.2 Structure of the Programme

- Number of fellowships: 3 fellowships will be awarded per annum by each institution.
- **Fellowship Duration**: Postdoctoral fellows must spend <u>6 months</u> at the host institution. The visit can take place over 6 consecutive months, or it can be split in two periods of 3 months each within one calendar year.
- Research Focus: Fellows are expected to engage in research activities that are aligned with
 the expertise of the host institution and their own scholarly interests. Fellows are also expected
 to demonstrate the added value of their visit to the host institution in terms of complementarity
 of skills, techniques, methods or approaches to a specified research domain. Both UW and
 UL offer a wide range of research fields, from humanities and social sciences to STEM fields.
- **Mentorship and Support**: Each fellow will join a mentor at the host institution who provides guidance and helps to integrate them into the academic community.

1.3 Call timeline

The key milestones of the PEP call are the following:

- → Call opening: 01 OCT 2025 @ 9am CET.
- → Proposal submission deadline: 15 DEC 2025 @ 2pm CET.
- → Eligibility check: Mid-January 2026.
- → Evaluations submission deadline: 20 MAR 2026 @ 2pm CET.
- → Selection Committee meeting: 27 MAR 2026 (indicative).
- → Notification to candidates: Mid-April 2026 (indicative).
- → Earliest start date: 01 June 2026.
- → Latest start date: **31 May 2027**. After this date, the funding will be cancelled.

1.4 Eligibility and Selection

• Eligibility:

- Applicants can be of any nationality but must have the necessary visa and any other regulatory approvals required before the visit starts.
- o Applicants must be Early-career researchers from either UW or UL, having successfully defended their doctoral thesis ≤ 7 years prior to 1 January of the year of the call. The reference date used for calculation of the eligibility period should be the date of the successful defence/viva of the first PhD (or equivalent doctoral degree).
- Early-career researchers are individuals in the transitional phase between completion of their PhD and securing a permanent academic or equivalent senior professional position. At UL, this includes Postdoctoral Researchers, Research Scientists I and II, and Research & Development Specialists. Professors are excluded from this category.
- Applicants need to be affiliated with their respective Faculties or Interdisciplinary Centres, or other appropriate departments.
- Applicants must be in possession of a valid employment contract from their respective university for the entire duration of the visit.
- Applicants must demonstrate a record of excellence, interdisciplinarity and depth of scholarship in either research, teaching, art, policy-making, or innovative industrial development.
- o Applicants must be fluent in English.
- **Selection Criteria**: Fellows will be selected based on the quality of their research proposals, their academic achievements, impact on the career development of the fellow and the potential for fruitful collaboration between the two institutions beyond the duration of the visit. See section 4.

2. Application

2.1 Candidate to a PEP fellowship

The candidates for PEP funding should:

- Comply with the eligibility requirements (section 1.4) and interact with researchers from both universities Warwick (UW) and Luxembourg (UL).
- Have a supporting recommendation from an established academic at UW or UL who supports
 the application as Hosting-PI and agrees to mentor the incoming fellow during their visit.
- Promote their research to a wider audience by delivering at least one event aimed at the general public at UW or UL during their stay.
- Ensure the scientific quality of the research and the project contribution to joint objective of the the IAS Luxembourg and IAS Warwick:

- o to leverage bold and interdisciplinary research at the very forefront of science,
- o to represent values of excellence, interdisciplinarity and internationality,
- to build bridges between the research community, international visitors, and the general public,
- to contribute to the attraction and retention of international talent.

Candidates and their supporting UL/UW academic are responsible for designing, managing, and carrying out the day-to-day activities during the visit, while upholding the highest standards of ethical research and integrity. They must also comply with the codes of conduct and relevant policies of both universities.

The UL/UW academic supporting the candidate (Hosting-PI) will assist in the preparation and submission of the proposal, facilitate interdisciplinary collaboration and coordination between UL/UW researchers and entities, and support communication, reporting, and interaction with UL/UW administrative and governance structures.

2.2 Specificities of a PEP visit

The fellow must have an employment contract with UW or UL and must continue to be employed by UL/UW for the duration of the PEP fellowship. If the employment contract ends for any reason before the end of the PEP fellowship, the fellowship will be terminated and any planned visits will be cancelled.

At UL: A hosting agreement must be put in place with the fellow. The Hosting-PI (with the support of their 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 funding will include daily living, accommodation allowances and a research budget for the period of the stay.

The **maximum** allowance is fixed at 60€ per day plus the reimbursement of the housing accommodation and, conference and travel expenses. See section 2.5 for more details.

At UW: A secondment agreement must be agreed and signed by both UW & UL prior to the visit and the fellow will be formally appointed as a Visiting Research Fellow (VRF) at Warwick. Appointed fellows will and will be required to comply with the terms and conditions of both the secondment agreement and the VRF. The approval of any visitors will be subject to compliance with all necessary <u>research governance regulations</u> at UW including any necessary visas, Export control & ATAS and ethical approval.

Fellows will receive accommodation in the IAS residences, a maximum of £55 per day to support living costs as well as travel expenses for the journey to UW and the return trip to UL and £3.400 covering research and conference costs. See section 2.5 for more details.

Duration and budget ceiling

Stays must last **6 months** (either as one stay of 6 months or 2 stays of 3 months). No extension of the PEP fellowship is permitted and any extension after the agreed stay of the fellow must be negotiated by the Hosting-PI and all costs and accommodation covered by other means. Once awarded, funding remains available for a period of 12 months to allow sufficient time for the organisation of the fellowship.

For this call, successful applicants must start their secondment between 1 June 2026 and 31 May 2027. If the secondement does not start during this period, the grant will be terminated and the visit will no longer be possible.

The IAS-funding granted to a PEP fellow is limited to a maximum of 20.000 € for candidates coming from UW and 13.300 £ (GBP) for candidates coming from UL. The project budget can cover expert fees, travel costs, documentation and other costs such as catering or accommodation allowance (only for UW candidates who will stay in Luxembourg). See eligible costs in the table in section 2.5 for more details on research costs.

2.3 Intellectual Property Rights (IPR) and acknowledgement

It is the responsibility of the Hosting and Employing academic to put in place any additional agreements needed to protect any intellectual property generated or used during the visit. The Hosting & Employing academic will be required to confirm whether such an agreement is needed and funding will not be released until any necessary agreements are in place.

2.4 Ethics, Open science and Gender Equity

All apllicants must complete the ethical approval checklist in the application form. No research or visit will take place without the necessary ethical approvals being in place & funding will not be released until any necessary ethical approval from the local ethics committee at the hosting institution is provided.

For UL visits:

UL promotes the responsible conduct of research as described in the 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 applicant 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 (<u>AEEC webpage</u>) 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 (<u>DPO</u>) provides advice
 and guidance on data protection to university staff and is the contact person for the National
 Commission for Data Protection (CNPD).

For UW visits:

Research projects that involve human participants, their data or tissue, or animals **will** require appropriate ethical review. Research involving secondary analysis of publicly available data e.g. systematic reviews does **not** require ethics review, but secondary analysis of other data that are not publicly available does. Please note, data taken from social media, does **not** count as publicly available.

Ethics approval does not need to be applied for until funding has been awarded but **must** be obtained **before** projects can begin. Further information about ethics and other approvals, and how to apply for these is available on the <u>Research & Impact Services</u> webpages (Warwick). Please note that it is the researcher's responsibility to ensure the ethics application is submitted and approved before the project begins.

Warwick researchers are advised to complete a Research Integrity online training module: www.warwick.ac.uk/ritraining.

Open Science

UL & UW encourage 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, all participants are encouraged to disseminate broadly the project results through high quality, scholarly publications with an immediate access to the final peer-reviewed content or through the use of open access preprint repositories.

Gender equity

UL & UW seek to promote an inclusive, collegiate and dynamic research environment where all researchers can be themselves and thrive to produce the best quality research. Each university will ensure that its selection committees reflect these commitments.

2.5 Benefits for PEP fellows

- Access to Resources: Fellows have access to the academic resources, libraries, labs and other research facilities at both Warwick and Luxembourg during their stay.
- **Cultural Exchange**: Living and working in a different academic and cultural environment provides valuable cross-cultural experiences and broadens the fellows' perspectives.
- Career Development: Pump priming research for future funding applications.
- **Funding and Support**: The fellowship covers allocation, travel expenses and accommodation to support the researcher's stay.

	IAS Warwick (for candidates coming from Luxembourg)	IAS Luxembourg (for candidates coming from Warwick)
Per diem	55£/day	60€/day

Accommodation	Provided by the host institution at no cost for the fellow.	1.000€/month	
Travel and conference fees	3.400£	4.000€	
Total for 6 months	13.300£	20.000€	

• Eligible Costs: The funding of a PEP project is 20.000 € (applicants for a fellowship at the University of Luxembourg) or 13.300 £ (applicants for a fellowship at the University of Warwick) for a stay of 6 months. Requested costs must be essential for the visit travels and implementation. The below table provides a summary of eligible costs:

PEP costs	Eligibility	Applicability
Personnel costs (HR)	NO	
Invited experts	YES	Fees for invited experts.
Equipment	NO	
Travel costs	YES	Travel for the fellow.
Other costs	YES	Conference attendance and research related travel during the visit.
Consumables	NO	Supplies and consumables will be provided by the hosting group.

Finding Accommodation (for candidates coming from Warwick): We recommend that you contact the Student Department (SEVE – Service des Études et de la Vie Étudiante) as soon as you receive a response to your application. The University of Luxembourg offers student housing at various locations. However, due to high demand, the SEVE cannot guarantee accommodation for all students. We strongly encourage you to explore alternative housing options in case your application for university residence is not successful. Links: https://www.uni.lu/life-en/accommodation/offer/#no-guaranteed-accommodation.

2.6 Expected Outcomes

 Joint Publications: Research carried out during the visit should result in joint UL/UW peer reviewed publications and these publications must acknowledge the PEP funding with the following statement:

"Author X acknowledges financial support from the Institute for Advanced Studies of the University of Luxembourg and the Institute of Advanced Study at the University of Warwick through a Postdoctoral Exchange Programme Fellowship (Year)".

- Long-term Partnerships: The programme will contribute to the development of long-term
 academic partnerships between Warwick and Luxembourg, with potential for future
 collaborations on grants, projects, and conferences. The fellowships should strengthen
 connections between the hosting academic & the employing academic as well as between the
 fellow and their host.
- Fellowship/Funding Applications: Research carried out on the PEP fellowship should focus
 on gaining preliminary data to strengthen future funding applications. Joint funding
 applications by the the hosting academic & the employing academic or applications for
 research fellowships by the postdoctoral researcher are equally acceptable outcomes and it
 is expected that the fellows will be supported to develop and submit any fellowship applications
 resulting from this programme.

3. Practical Application to the PEP call

3.1 Key rules

- Proposals must be written in English. Refer to the application templates for further instructions.
- Please use Arial, font 11, single space and 1.5 cm top/bottom/left/right margins to complete the application form.
- All proposals for the call have to be sent by email and must include a recommendation letter from the UL/UW Hosting-PI.
- No modification after the deadline will be accepted. Incomplete proposals and those received after the deadline will not be processed.

3.2 Tasks prior to submission

- 1. Identification of a hosting academic at UL or UW who will support and process the application of the PEP fellow.
- **2.** List of potential Hosting-PI **at UL** can be found here: https://www.uni.lu/research-en/doctoral-education/supervisors/.
- 3. List of potential Hosting-PI at UW can be found here: https://warwick.ac.uk/fac/.
- **4. For UL candidates only**. Ask the Research Facilitator or Hosting-PI to submit the electronic Project Announcement Sheet (e-PAS) using the programme "IAS" then subprogramme "PEP". The IAS-Luxembourg requests the e-PAS to confirm that the application has been approved by all necessary authorities in your Faculty or Interdisciplinary Centre.

3.3 Application Process

Applicants should apply via the IAS at their current employing organisation, not the organisation they intend to visit.

3.3.1. University of Luxembourg applicants (currently serving as fellows at the University of Warwick)

The application process itself consists of 3 main steps.

Step 1: Complete the application form.

- Download the application form (see Documents University of Luxembourg I Uni.lu)
- Standardize the file name: IAS-PEP-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.

Step 2 (for UL only): An electronic Project Announcement Sheet (e-PAS) must be submitted to the UL e-PAS system by the Hosting-PI or the appropriate Research Facilitator, indicating the "PEP" subprogramme, before the full submission of the application.

Step 3: The candidate submits the full application by sending the following documents to the email address ias@uni.lu:

- Application Form (mandatory template available on the IAS webpage (see <u>Documents University</u> of Luxembourg I Uni.lu).
- Support letter from signed by the Hosting-PI supporting the candidate and the project application (max 1 page, free template; font Arial, size 11, single line spacing, 1.5 cm top/bottom/left/right margins).
- Copy of the PhD degree (or a certificate confirming that the candidate has successfully defended his/her doctoral thesis at the call deadline, see eligibility criteria). If the candidate's certificate is not in English, it must be translated in English.
- Confirmation that the applicant's employment contract covers the fellowship period.

3.3.2. University of Warwick applicants (currently serving as fellows at the University of Luxembourg)

Website: https://warwick.ac.uk/fac/cross_fac/ias/funding/iasvf/uluwpep.

The application process will be laid out on the IAS PEP webpage (link above). As part of the Warwick application process, we will be asking prospective applicants to:

- Complete the application form for the PEP Scheme (this will on the PEP webpage link above).
- Provide a support letter from the hosting PI detailing that they support the candidate and the project application.
- Get the application form signed off by the hosting Head of Department, the hosting PI, and the
 hosting Departmental Administrator to confirm that the candidate's employment status makes
 them eligible.
- Submit the application on PEP webpage (link above) and complete the equal oppounding
 questionnaire.

No budget file is requested for a PEP project. But a brief description of a provisional budget breakdown (concerning travels, conferences, etc.) must be provided in the application document.

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.
- **PEP fellow**: Researcher 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.

<u>The application form is identical for UL and UW candidates.</u> Proposals must be written in English with a fixed number of words or 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: 02 June 2026), duration (6 months or 2x3 months), Budget (maximum 20 k€ or 13.3 k£).

Hosting-Principal Investigator (Hosting-PI)

Please complete the requested information regarding the Hosting-PI.

2. Visit Description

2.1 Abstract (max. 150 words)

- Describe the main idea of your project in a scientifically oriented summary.
- The abstract should be concise, clear, informative, and self-contained.
- The abstract should make clear why the work is so important, risky, and interdisciplinary.

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

In this section:

- Explain why the PEP 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/UW.
- 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 PEP 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

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

Centre, or different Entities of UL/UW and reinforce the international visibility of UL/UW.

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/UW Faculties and Interdisciplinary Centres.
- Provide a brief description including concrete details on how the visit will benefit UL/UW, e.g. through lectures, scientific exchanges, conferences open to the general public etc.
- Explain how the interactions with the fellow will possibly generate white or opinion papers of high impact on the international research community.

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

- Contribution to advancement of knowledge and UL's research community. Describe how the PEP 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/UW,
 - (2) the advancement of the state of the art,
 - (3) the development of the scientific community, and the UL/UW 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/UW.
- Exploitation and dissemination of research results. Please explain the measures that will ensure exploitation of the results after the visit.

5. Description of the PEP consortium (max. 1 page)

- Describe the **PEP hosting team** (composed of the Hosting-PI, other researchers 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.
- **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.

6. Project references (max. 1 page)

List references used in the application.

7. 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 UL or UW). Explain how you are
going to 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.

8. Curriculum vitae of the Hosting-PI (max. 1 page)

• Please include a CV of the Hosting-PI including the titles of the 2 most impactful research projects as leader and if available a link to a professional website or similar.

9. CV of the PEP fellow (max. 5 pages)

• Curriculum vitae of the PEP fellow following the provided template.

4. Selection process of PEP projects

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

- 1. **Administrative eligibility check** will be performed by the IAS support team.
- 2. **Peer reviews** Eligible proposals will be reviewed by a panel consisting of one member from the UL IAS Evaluation Committee and one representative from the UW IAS, either the Director or a nominated delegate.

The Evaluation Committee of the UL IAS is composed of six UL internal researchers. Further details on the role of the members can be found on the IAS Governance webpage (https://www.uni.lu/research-en/ias/governance/).

For each proposal, the following documents will be shared with the evaluators: project application file and support letter from the Hosting-PI. The reviewers will use the scoring and criteria from the table below to evaluate each proposal.

Each of the criteria will be evaluated on a 5-point rating scale for the written document:

Scoring	Meaning	Assessment of the application
1	Very poor	The research is neither robust nor innovative, and the scientific or technical approach is fundamentally flawed. The proposal largely reiterates existing work without offering meaningful advancements. As such, it does not merit further pursuit.
2	Poor	The research is solid and contributes to new knowledge, making it worthy of support. However, it lacks a compelling level of innovation or excitement and is therefore a lower priority compared to proposals in the higher scoring categories.
3	Fair	The research demonstrates national-level competitiveness and shows strong potential to contribute significantly at the international level.

4	Very good	The work is anticipated to yield significant impact, demonstrating leadership at the national level, though it falls short of being internationally exceptional.
5	Excellent	The research is ambitious and cutting-edge, and is highly likely to exert a significant and lasting influence on the international scientific landscape.

The selection criteria are:

- a. Academic excellence (20 points)
 - i. Competence of the PEP fellow and Hosting-PI
 - ii. Strength of the consortium
 - iii. Description of the visit
 - iv. Impact of career development of the fellow
- 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/UW's research community well described (5 points)

There is no oral presentation.

- 3. **Ranking based on written assessments** Applications will be initially ranked based on the written assessments provided by the reviewers (using the points from the table).
- 4. Selection Committee Meeting The UL Evaluation Committee, the Head of the UL IAS, the Director of the UW IAS, and both observers (main contacts) meet to discuss the rankings based on the written evaluations and determine the final selection for funding. For UL only, the Head of the IAS and the Vice-Rector for Research (VRR) then submit the selected projects to the Rector for the final funding decision.
- 5. The final decision is **communicated to the candidates** by the Head of IAS.

5. Project duration extension request

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

6. Final report

One final project report, up to 3 months after the end of the project, will be requested.

Templates can be found on the IAS website: <u>Documents - University of Luxembourg I Uni.lu</u> under "Reporting".