A practical introduction for Postdoctoral fellowships
Agenda

• FWO: mission and key facts
• Postdoctoral fellowship: agreement and rules
• Postdoctoral fellowship: financial aspects
• Postdoctoral fellowship: job related aspects & travel
• “Out-of-Office”: holidays / illness / leaves
• Where to find more info
• Q&A
• Congrats!
  • 702 candidates applied, 201 postdoctoral fellowships awarded (29% success rate)
  • 94 candidates for renewal, 72 awarded
FWO: Mission and key facts

• Mission of the FWO
  • Funds *fundamental* and *strategic* basic scientific research (‘frontier research’)
  • Bottom-up funding in all disciplines
  • Strong selection based on scientific excellence and interuniversity competition
    • Flemish universities and, to a lesser extent, research institutes
  • Transparent and equal opportunities
FWO: Mission and key facts

- **Funding schemes of the FWO**
  - Funding for individual researchers
    - pre- and postdoctoral fellowships, bench fees and grants
  - Funding for research teams
    - research projects, Big Science, bilateral agreements, ...
  - Supporting mobility, international contacts and collaborations
    - travel grants, sabbatical leaves, scientific research communities, organisation of conferences in Belgium, international coordination actions, collaboration agreements, ...
- Attracting excellent researchers, active abroad, to Flanders
  - Odysseus, Pegasus
- Awarding scientific prizes
FWO: Mission and key facts

Evolution subsidies
FWO: Mission and key facts

- Label awarded in December 2010
- Implementation of Charter & Code
- Focus on transparent recruitment procedures and family/gender friendly measures
FWO: Mission and key facts

COMMUNICATION
FWO: Mission and key facts

• Website of the FWO: www.fwo.be
  • Information on strategy, regulations, scientific prizes, calls, ...
  • Free to download publications
• More information on FWO: http://www.geschiedenisfwo.be/
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Postdoctoral fellowship: agreement and rules

- Agreement between FWO and the postdoc fellow
  - Start Oct. 1, 2018
  - Duration 3 years
  - Yearly progress report & final report*
  - *Continuously and full-time!

- Roles
  - FWO: funding agency ("grant-providing body")
    - Social security managed by HR-Department FWO
  - University: hosting organisation
    - Disciplinary rules according to hosting university
    - In consensus with supervisor

* Exact modalities to be specified
Postdoctoral fellowship: agreement and rules

- General rules / specific rules

- Research Integrity (FWO policy):
  - Clause in call text, application and contract on commitment to RI
  - Profiles for (co)promoters and researchers
  - Articles in General Regulation and Regulation Pre- and Postdoc on procedure and sanctions in case of RI violation
  
  → Every applicant and beneficiary is expected to know the rules and what (s)he will be committed to.

- Ethical questionnaire (General regulations Art. 4)
  - You were sent an ethical questionnaire
  - Human and/or animal test subjects
  - Ethical clearance by research ethics committee (@host institution)
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Postdoctoral fellowship: financial aspects

• Wages at the level of doctor-assistant at a Flemish university (minimum € 4,053.81 gross)
  • plus
    – scientific seniority (based on proof of employment)
    – family situation accounted for

• Full social security (e.g. pension and health care)
  • You must join a health insurance (Ziekenfonds)
Postdoctoral fellowship: financial aspects

- **The year-end bonus** (halfway December)
  - based on the salary (53%*) of the current year and on the working period during the first nine months of that same year
- **The holiday allowance** (May)
  - based on your salary (92%*) of May of the current year and *the working period during the previous year*

*Mentioned % based on gross amount – incl payroll tax*
Postdoctoral fellowship: financial aspects

Bench fee

• For your independence & flexibility
• More info on FAQ webpages

• postdoc fellows: € 4,000 per year
  • Responsibility of postdoctoral fellow
  • May be cumulated with other working allowances
  • Credit balances may be used the next year

• Paid quarterly to university (credit line @university)
  • Based on expenditure declarations
  • Managed by financial antenna at your university (contacts: see FAQ)

• During suspension (pregnancy leave, parental leave,...)
  • Bench fee remains available, but no expenditures can be accounted for
Postdoctoral fellowship: financial aspects

Bench fee

• Eligible costs (research related):
  • Travel and accommodation costs for congresses and stays abroad
  • Goods of lasting value (equipment, computer, books, ...) 
  • Consumables (reagents, test animals & plants, chemicals...)
  • Operating expenditure (copies, data traffic...)
  • Publication costs

• The bench fee is NOT intended for:
  • Commuter traffic (e.g. a plane ticket to your home country)
  • Enrolment fees for domestic or foreign universities
  • Personal expenses of fellowship holder/supervisor
  • Overhead costs of university
  • Expenses already financed
  • Expenses of researchers other than the fellowship holder
Postdoctoral fellowship: financial aspects

Commuting costs reimbursed by FWO

- **Public transport costs**
  - in *Belgium* to go to and from work.
  - foreign residence: only costs from and to Belgian border
- Send copy/proof to FWO
- Details: FAQ webpages

- **Bicycle allowance**
  - 0.15 € / km
  - Details: FAQ webpages
  - Application forms on the FWO e-loket/portal.
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Postdoctoral fellow: job related aspects

A full-time job...
Cumulation: Allowed up to 20%
• No scientific or teaching assignments
• Research assignment must be carried out full-time
• Fellows have to apply, and ask for a recommendation form their rector, following the regulations from the university
• Allowed without administrative formalities
  • Travel grants (covering only travel and lodging)
• Form ‘Cumulatieaanvraag’ available on the FWO e-loket/portal
Postdoctoral fellow: job related aspects

Teaching

The workload shall not exceed 8 hours per week for the sum of:

• Supervision of exercises, practica, or seminars
  • Workload counts double (e.g. 1 hour seminar = 2 hour workload)
• Administrative/clinical tasks
• Teaching assignment
  • No more than 2 hours/week/year (1st term)
  • No more than 3 hours/week/year (2nd term)
Postdoctoral fellow: job related aspects

Can I accept a nomination as part-time professor during my fellowship?
Yes
• e.g. nomination as part-time Professor (ZAP) 10%
• Fellowship is reduced pro rata 90%
Postdoctoral fellow: job related aspects

- Reporting (to be specified)
  - Yearly progress report
  - Final report

- All publications and reprints of Postdoctoral fellows must mention their title of Postdoctoral Fellow of the Research Foundation – Flanders
  - incl. your project number
Postdoctoral fellow: travel

Travel: basic principles

- **All** trips for research purposes:
  - Notify FWO of every stay abroad  
    (online form: e-loket/portal FWO)
    - “melding buitenlands verblijf” / “Report stay abroad”
  - Travel insurance arranged by FWO
  - Always in consultation with your supervisor
  - Permission supervisor (sometimes rector) needed
Postdoctoral fellow: travel

Travel: how to finance

• Use bench fee:
  - Congresses and short stays (<4 weeks) (within Europe)

• Apply for a FWO travel grant. Apply **3 months** before departure:
  - congresses (outside Europe)
  - long stays (in/outside Europe) (5 weeks to 12 months)
Travel insurance

The FWO vouches for

• Insurance for occupational accidents abroad
• Travel insurance (AIG):
  • During professional trips abroad
    – + private trip following the professional trip (max. 14 days)
    – Co-traveling partner/children insured as well
    – Exclusively private trips are not insured
  • Detailed information on conditions and coverage:
    – Contact FWO HR services
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Out-of-office: holidays

• # vacation days ~ regulations of the host university.
• Take holidays in consultation with head of department or your supervisor,
  • *Host org. booking system*
• Inform FWO **once a year**
  • only the 20 ‘legal’ holidays
  • To cope with social security regulations
Out-of-office: Illness

• You *must* join a health insurance (Ziekenfonds)!

• *Hospitalization insurance possible via university*

• Every absence due to illness:
  • Notify FWO + substantiate (medical certificate)

• More than 30 calendar days
  • inform your health insurance.
  • You receive forms that will be (partially) filled in by the FWO.
  • As of the 31st calendar day:
    • suspension of FWO scholarship
    • Replacement income from your health insurance
  • inform FWO when you resume work
Out-of-office: work accident

- inform FWO immediately
- Forms available on the FWO website (*FAQ pages*)
- Insurance via FWO
- A work accident is:
  - an accident during the execution of one’s normal duties
  - an accident on the way to and from work
Out-of-office: other leave possibilities

• Maternity leave
• Time credit
• Parental leave
• Medical assistance leave
• Palliative care leave

• See FAQ & Regulations
Out-of-office: suspension/extension fellowship

• **Suspension** in case of pregnancy, long-term illness, parental leave, palliative leave, civil service, leave medical assistance

• Replacement income from RVA or health insurance

• **Extension** of the fellowship: duration of suspension (min. 14 days)
  • Extension of \( \geq 3 \) months (fulltime & continuous) : automatically extension  
    \( \geq 3 \) months: period with replacement income, hence \( \geq 4 \) months illness
  • Time credit and voluntary part-time employment: no extension!

• ! Bench fee remains available, but no expenditures can be accounted for

• More info: FAQ pages
Out-of-office: suspension/extension fellowship

Extension in case of a Foreign Research Fellowship:

- fellowship must have been ongoing for at least six months
- must be a remunerated full-time foreign research fellowship or grant at a non-Flemish university or a non-Flemish institution or a foreign company
- minimum 6 months/maximum two years
- extended by the period during which no payments were received from the FWO
- maximum of two years applies to the postdoc fellowship together with a possible sr. postdoc fellowship
Out-of-office: suspension/extension fellowship

Extension in case of a Foreign Research Fellowship:

- must submit a request for extension to the Secretary General of the FWO together with the form “aanvraag schorsing post-doc mandaat” (available on the FWO e-loket/portal)
- PF must have an appointment of at least 80%
- When the foreign research fellowship or grant is taken up for research within a research group or a research consortium for which direct or indirect funding is received from a Flemish financing channel, no extension of the postdoctoral fellowship can be granted.
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Where to find more info

• Website
  • http://www.fwo.be/nl/mandaten-financiering/postdoctorale-mandaten/

• E-loket / E-portal

• FAQ
  • http://www.fwo.be/nl/faq/postdoctorale-mandaten/
More info: FAQ

Postdoctoral fellowships

- Documents that have to be submitted during recruitment and commencement of employment
- Suspension and extension of the fellowship
- Changing personal data
- Resignation
- Salary
- Year-end bonus and holiday allowance
- Absences (due to illness or an accident)
- Commuter traffic in Belgium
- Holiday and leaves
- Bench fees for FWO fellows
More info: FWO E-portal (e-loket)
Welcome, Mr. TESTER TEST (5/16/1984) to the FWO e-desk.

Modify additional personal information

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Save Cancel
FWO ‘E-loket’ – e-portal
FWO E-loket

Welcome, Mr. TESTER TEST (5/16/1984) to the FWO e-desk.

List available documents (templates)

- Type of fellowship
  - SB Fellowship

List of documents:
- Discipline codes
- Application bicycle allowance (PDF)
- Limitations of duties
- Notification of assignments
- Application bicycle allowance (DOC)
- Attest buitenlandse diploma
- Report of a stay abroad
- Combination request

Download documents

Upload filled document

Type of fellowship: SB Fellowship

Type of document: Report of a stay abroad

Comments/message for the FWO employee:
To notify immediately (FWO HR):

PERSONAL INFO:
• New address, phone and bank account number
• Marriage: copy of the marriage certificate and information about husband’s/wife’s professional activity
• Legal cohabitation: declaration
• Divorce or end of legal cohabitation
• Birth children: birth certificate (child allowance via FWO)
  Must be uploaded to the FWO e-loket/portal

• Travelling for your scientific research
• Always - form ‘Melding buitenlands verblijf’ or ‘Report of stay abroad’
• More than 3 months - form ‘Cumulatie aanvraag’
  Forms available on the FWO e-loket/portal

• Pregnancy (medical certificate stating the expected date of birth)
• Suspension of the fellowship
• Each absence (illness, work accident, ...) -> medical certificate
  Notify FWO – see FAQ pages
Contact

Biological sciences:
T : +32-(0)2-550 15 82
E : bio@fwo.be

Humanities:
T : +32-(0)2-550 15 84
E : cult@fwo.be

Social sciences:
T : +32-(0)2-550 15 86
E : GM@fwo.be

Medical sciences:
T : +32-(0)2-550 15 90
E : med@fwo.be

Science and Technology:
T : +32-(0)2-550 15 88
E : WT@fwo.be

Interdisciplinary research:
T : +32-(0)2-550 15 13
E : interdisciplinair@fwo.be

International programmes:
T : +32-(0)2-550 15 92
E : interprog@fwo.be
• Research Grant
• From 2019 it will no longer be possible to apply for a Research Grant.
• In December 2018, a limited call will open for FWO-postdocs who started their fellowship on 1 October 2017 or on 1 October 2018.
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SAVE THE DATE

FWO KENNISMAKERS 2018
14 DECEMBER
Thank you for your attention