

Early Stage Researcher Internships



The Early Stage Researchers (ESR) Internships program aims to offer a unique opportunity to researchers to gain a significant range of experiences and valuable new skills by a stay in the GEOLAB facilities during their experiment programs (Transnational Access Projects (TA)). These internships will also provide unique networking opportunities and broaden the number of ESRs who can participate in GEOLAB activities and learn from the experience within the community and will provide a better understanding of the ins and outs of the GEOLAB installations throughout Europe.

According to the European Commission (EC), *“Early Stage Researches (ESRs) are considered individuals in the first four years (full-time equivalent research experience) of their research careers and have not been awarded a doctoral degree. Full-time equivalent research experience is measured from the date when the researcher obtained the degree entitling him or her to embark on a doctorate, (either in the country in which the degree was obtained or in the country in which the researcher is recruited) even if a doctorate was never started or envisaged. Part-time research experience will be counted pro-rata.”*

The applicants can choose the facility where they are interested to stay during the internship program. GEOLAB will provide information relative to the experiments that are planned to be performed in the different facilities. A calendar with the dates during which the tests are scheduled to take place will also be included on the GEOLAB website.

This process will be open during the GEOLAB project duration.

What Early Stage Researchers Internship offers:

- 1- Maximum of 15 people will be selected to participate in the ESR Internships program during all the project. Until the end of 2022, a maximum of 8 people will be selected. The rest will be selected in the following years.
- 2- Maximum duration of the stay is 2 weeks.
- 3- Funding for Travel and Subsistence (T&S) is paid for by the GEOLAB project (see more details in the following sections).
- 4- Some of the facilities also offer the opportunity to carry out the internship program during the periods between the TA projects.

The researchers who are interested in taking part in the internship program should fill up the “Application form” that will be hosted on the GEOLAB website.

After receiving the applications, a panel from the GEOLAB consortium will choose the applicants that will join the program, according to the selection criteria above. The selection panel will meet every month to evaluate the candidates.



Selection criteria for Early Stage Researchers Internships and conditions

The following bullets describe the selection criteria for internship:

- 1- ESR definition is described in the previous chapter. Only the person who meets these requirements will be able to participate in the internship program.
- 2- Background in geotechnical design, analysis, maintenance or operation of critical infrastructure is required.
- 3- Female candidates are strongly encouraged to apply (it is envisioned to have 50% female participation).
- 4- Eligible participant must come from an institution located within the European community (Horizon 2020) and the following associated states (Albania, Bosnia & Herzegovina, Faroe Island, Iceland, Israel, Moldova, Montenegro, Norway, Serbia, Switzerland, Turkey, Ukraine, United Kingdom).
- 5- Table 1 shows the criteria and point threshold that will be used to make the selection of candidates, according to the information given in the "Application form".

Table 1- Selection criteria and threshold

Criteria	Points (min. – max)
Gender-Female	0-1
Aim of the stay	0-5
Curriculum	0-4
TOTAL	0-10

General conditions for Early Stage Researchers Internships

The following bullets describe the conditions for internship:

- 1- The applicants can apply for more than one facility/project, but they would be accepted just for one. The applicants can only be selected for one stay during the whole duration of the GEOLAB project.
- 2- Selected applicants must submit a report outlining the most important aspects of the stay, according to the description given at Appendix 1 of this document, no later than 1 month after the stay.
- 3- The following general guidelines and conditions are applicable for reimbursement of T&S cost:
 - a. International travel will be reimbursed from the home organization to the location of the infrastructure, including return travel.
 - b. The daily subsistence, limited to the cost of accommodation, meals and local travel, will be reimbursed after the stay.
 - c. "GEOLAB T&S declaration form" must be sent, no later than 2 weeks after return to the home organization, to CEDEX (msruiz@cedex.es) to get the reimbursement. All tickets need to be registered in this form. This document will be sent to the selected applicants before their stay.
 - d. Reduction of carbon footprint is encouraged for all travel arrangements:
 - i. Public transport is preferred over taxis
 - ii. Air travel is only permitted when a connection by train is not available within a reasonable time frame. In this instance, air travel is permitted when the total travel time by train (including local travel and boarding) is more than twice the total travel time by air (including local travel and boarding).
 - e. Air travel in economy class; hotel accommodation in the medium range (3-4 star).
 - f. All arrangements concerning the travelling tickets will be made by CEDEX with the previous contact to the selected applicants.
The procedure will be:
 - Selected applicants for the internship will be contacted by email by CEDEX.
 - CEDEX and selected applicants will agree on the most suitable dates for the stay.
 - CEDEX will supply the travel tickets and the hotel



- The cost for lunch and dinners will be initially paid by the selected applicants, and reimbursement after the stay according to the maximum amount fares included in Table 1 and after the process described in paragraph c).
- g. Claimed costs that are not backed by tickets are not eligible.
- h. Claims will be reimbursed in Euro (€) or the local currency of the partner.

Table 1 shows the maximum amounts reimbursable by the GEOLAB project for subsistence in each facility location.

Table 1.- Maximum amount reimbursable by GEOLAB project for the Internship program

Facility	Country/City	Lunch	Dinner
Large-scale triaxial (UM)	Slovenia/ Ljubjana	25	25
Pile Foundation Test Pit (TUDa)	Germany/Darmstadt	30	60
Beam and drum centrifuge (ETHZ)	Switzerland/Zurich	30	50
Geotest site (NGI)	Norway	30	60
GeoCentrifuge (Deltares)	The Netherlands/Delft	30	40
GeoModel container (Deltares)	The Netherlands/Delft	30	40
Schofield center (UCAM)	UK/Cambridge	40	60
Liquefaction tank (TU Delft)	The Netherlands/Delft	30	40
Geotechnical Centrifuge (TU Delft)	The Netherlands/Delft	30	40
CEDEX Track Box (CEDEX)	Spain/Madrid	25	25
Geotechnical Centrifuge (Uni Eiffel)	France/Nantes	30	50
Maximum reimbursed by GEOLAB			



Appendix 1: Summary of Rules and Conditions for Early Stage Researcher Internships

The following is a summary of the rules, conditions and eligibility governing access to the Infrastructures participating in GEOLAB. GEOLAB is a starting community of Research Infrastructures for environmental and geotechnical research funded by the Horizon 2020 Research and Innovation programme. Infrastructure, in the sense used in this document, is a facility or set of facilities at one of the participating members of the GEOLAB network, in which experimental environmental and geotechnical research can be performed.

PLEASE NOTE: This summary is a digest written by GEOLAB based on the Grant Agreement with the Commission, identifying the information that is most relevant to potential Users of the Infrastructures. In case of any conflicting articles with the Grant Agreement with the Commission, the latter will prevail.

1. The Infrastructure has agreed to provide eligible researchers ("Users") access to its large installations.
2. Access to the installations is provided free of charge to the Users and includes all infrastructural, logistical, technical and scientific support (including training) that is normally provided to external Users of the installations. The test setup will remain the property of the provider, unless otherwise agreed upon.
3. Travel and subsistence expenses for all Users, regardless of their nationality, will be reimbursed according to "General conditions for Early Stage Researchers Internship" paragraph.
4. The Infrastructure shall, on a royalty-free basis, grant to Users non-exclusive licences and user rights concerning Foreground Information to the extent necessary for the execution of their own research and development work. Foreground Information means all information generated by the Infrastructure, or a third party working for it, during the performance of the project.

Newly developed knowledge from the Project shall be owned by the party carrying out the work leading to such Results. If any Results are created jointly by at least two parties and it is not possible to distinguish between the contribution of each of the parties, such work will be jointly owned by the contributing parties. The same shall apply if, in the course of carrying out work on the project, an invention is made having two or more parties contributing to it, and it is not possible to separate the individual contributions. Joint ownership is governed by Grant Agreement Article 26.2 with the following addition: each of the joint owners shall be entitled to use their jointly owned Results for non-commercial research and educational activities on a royalty-free basis, and without requiring the prior consent of the other joint owner(s).

5. The Users shall observe data management and storage plan, as defined in D10.1 and D10.4 of GEOLAB. Conformity to the prescribed standards ensures consistency across the different projects and facilitates the access of the data by other users outside the User.

Users must provide a written report, conforming to the rules specified by the Commission, at the end of their visit (4-page summary report and description of highlights of project results). The last payment of travel and subsistence costs will only be completed after receipt of this report.

Users must acknowledge in their publications that their work was financially supported by the European Union's Horizon 2020 Research and Innovation Programme.

6. At the end of their occupancy of the Infrastructure, all Users shall sign a record of presence at the Infrastructure, providing their: name, surname, title, gender, date of birth, nationality, email address, Organization name, person's role in the organization, country and type of organization(Industry/ SME/



Academia/ CI manager/ Other) and the duration of access to the Infrastructure. The Duration of Access Form template is provided for.

7. Users shall abide by the normal working practices, working hours, and health and safety regulations of the Infrastructure while present at the site.
8. The Infrastructure shall incur no liability in respect of any claim that may arise from the use of its Infrastructure under this contract. The presence of Users in the Infrastructure occurs at their own risk. Neither the personnel of the Infrastructure nor the Infrastructure itself accept liability for the damage or loss of any instruments, apparatus, and test equipment of the Users whether or not such damage or loss was caused directly or indirectly by their negligence. Each visiting user will ensure he/she has appropriate insurance, including personal health, accident cover and personal liability.



Appendix 2: Access Agreement for Early Stage Researcher Internships

Dear <Mr. / Mrs ...,>

I hereby inform you that < name selected applicant>, has been awarded Access to visit the < name of the facility>, as part of the H2020 funded project "GEOLAB, Science for enhancing Europe's Critical Infrastructure". This Access Agreement arranges all rights and obligation between the party using the facility and the party providing access to the following facility:

<name of the facility> owned by <name organisation> located in <postal address of the facility>, <country> hereinafter referred to as "the Facility".

The undersigned:

<name selected applicant>, having its registered office in <city>, <registered office address>, duly represented by <name>, <position> hereinafter referred to as "the Facility User",

and

<name access provider>, having its registered office in <city>, <registered office address>, duly represented by <name>, <position> hereinafter referred to as "the Access Provider",

Agree hereto as follows:

1. The following documents shall be deemed to form an integral part of this Agreement between the Facility User and the Access Provider:

- a) The H2020 Annotated Model Grant Agreement, version 5.2, 26 June 2019
- b) The Summary of Rules and Conditions for Transnational Access, attached as Annex 1
- c) The Proposal issued by the Facility User, attached as Annex 2

To the extent that there is a conflict between these documents, the prevailing order will be: a) over b) over c).

3. Access period

The Access to the Facility is granted to the Facility User for <xx days> to be implemented in the period between <date> and <date>.

4. Use and protection of Personal data

The Facility User agrees to the following:

- a) During the project, personal data is collected and stored to organize and monitor the project and to analyse the realization of specific project targets, for example gender balance.



- b) Some of the project activities (e.g. training, workshops, experiments, etc.) will be visually recorded (photo, video) for communication and educational purposes.
- c) Personal data and visuals will be shared among the consortium partners. Anonymized personal data may be published.
- d) Personal data protection (including opt in/out) will be governed by GEOLAB's deliverable D20.01 POPD Requirements No.1, available upon request.

5. Health, Safety and Environment

The Facility User agrees to the following:

- a) To abide to Health and Safety rules of Facility Providers
- b) At the start of the access period, Access Users will participate in a safety meeting to learn all relevant rules and procedures, including mandatory use of personal protection materials (if required)
- c) To abide to the environmental and waste disposal regulations commonly used at the Facility Provider.

6. Confidentiality

Irrespective of GEOLAB's aim to publish results open access, the Facility User and the Facility Provider agrees that all information exchanged or obtained during the Access is considered to be confidential until formal publication, and there therefore requires:

- a) To observe strict confidentiality with respect to all non-public or unpublished information that is acquired within the Access.
- b) Not to make any improper use of the information provided in confidentiality and/or non-public information and not to use this information in one's own interest or that of a third party.
- c) To exercise the greatest possible care with respect to the confidentiality of information gained during the Access but outside of the User Project
- d) To acquire a written agreement from the other Party prior to publishing information that is acquired within the Access. Such an agreement can also be concluded at the beginning of the Access for certain types of information to enable social media posts or similar instantaneous forms of publishing information.

7. By my signature, I certify that the information provided are complete and true. I confirm that I have read and fully understood this agreement and that I will comply with the rules and obligations of GEOLAB.



As agreed,

On behalf of <name Access Provider>

<name, position>

<city, date>

(signature)

On behalf of <internship selected>

<name, position>

<city, date>

(signature)

