

# RESPIRE4 Research Fellowship Programme co-funded by ERS/EU under Horizon 2020

## ANNEX II:

### Respire4 Web Host Registry

### Host Application Process Overview & Instructions

### CONTEXT:

As part of the new [RESPIRE4](#) postdoctoral research fellowship programme, a brand new [RESPIRE4 Web Host Registry platform](#) has been launched with a list of pre-registered host centres, with the aim to:

- Facilitate applicants' search for suitable host centres; and
- Help ensure that selected fellows will enjoy suitable working conditions (e.g. employment contract) and working environment (e.g. supervision, facilities/infrastructure, career development) to undertake their research project in the respiratory field.

This process builds on the lessons learnt from the previous RESPIRE2 and RESPIRE3 Web Host Registries, but it has been further adapted to reflect the **specific requirements of the new RESPIRE4 programme, in line with EU co-funding under Horizon 2020.**

Potential fellowship applicants can freely propose new centres to be added to the platform. These centres will need to submit the [Host Application Online Form](#) and undergo, if needed, the scientific review. **Host centres from outside Europe can also potentially participate** via the RESPIRE4 Global Fellowships. Please find further information hereunder.

### WHERE CAN I FIND THE RESPIRE4 WEB HOST REGISTRY:

- The platform was launched in early February 2020 and is available at: [www.ersnet.org/respire](http://www.ersnet.org/respire).

### WHY PRE-REGISTER AS A RESPIRE4 POTENTIAL HOST?

- To feature your host centre on the RESPIRE4 Web Host Registry and to be potentially contacted by prospective applicants to develop a **joint application**.
- To participate in the RESPIRE4 programme, as only pre-registered centres can potentially host **Marie Skłodowska-Curie** RESPIRE4 fellowship recipients.

### TIMEFRAME:

- The call for Host applications was launched in November 2019 and will remain open the last call under RESPIRE4 closes, via an **open rolling call**.
- In principle, host centres should be pre-registered at least a few weeks before the deadline for a specific call of RESPIRE4. However, please contact the ERS Office ([fellowships@ersnet.org](mailto:fellowships@ersnet.org)) to discuss a timeline if needed.

### HOW DO I APPLY TO PRE-REGISTER AS A RESPIRE4 HOST?

- **Step 1:** Find out more about the RESPIRE4 programme (please consult the [RESPIRE4 Overview](#) under Annex I and/or the [RESPIRE4 Application Guidance](#) for a specific call).
- **Step 2:** Check whether you meet the administrative requirements of the scheme (see administrative checklist under section A of the [Host Application Online Form](#)).
- **Step 3:** Submit online the dedicated RESPIRE4 [Host Application Online Form](#), comprising of two mandatory parts, an administrative checklist ([section A](#)) and scientific overview ([section B](#)).
  - o Download and sign Section A, and then upload it online via [Section B](#) of the Host Application Online Form.
  - o Complete the scientific overview ([Section B](#) of the Host Application Online Form) directly online. This information needs to be provided in publishable format, as it will be used during the scientific review and to automatically generate up-to-date content for the RESPIRE4 Web Host Registry.
- **Step 4:** If the host centre complies with RESPIRE4's administrative commitments, it then undergoes a scientific review carried out by an ERS Fellowships & Awards Working Group panel, to guarantee the minimum quality for the programme.

This will focus on 1) Capacity to host international researchers (e.g. previous experience & track record, career development and training programmes, outreach, etc) and 2) level of scientific quality (e.g. state-of-the-art research infrastructure/facilities, publications/funding, secondment opportunities, innovation capacity). The review may require a few weeks and additional documents, although this step will not be needed for host centres already pre-registered for RESPIRE in the past (see below).

- **Step 5:** If accepted, the host centre will be automatically featured on the [RESPIRE4 Web Host Registry](#), on the basis of the information provided in the Host Application Online Form (section B). The host centre will receive a confirmation email; it will then need to keep ERS informed of any updates.

### WHAT IF I WAS ALREADY REGISTERED UNDER A PREVIOUS RESPIRE PROGRAMME ?

- Host centres already pre-registered under a previous RESPIRE programme will need to commit to the new, amended RESPIRE4 administrative criteria (section A) and to submit Section B in order to ensure that the information to be published on the new Web Host Registry is up-to-date. However, they **will benefit from a fast-track review procedure as they already underwent the scientific review in the past.**

### FURTHER POINTS TO NOTE

- It remains up to fellowship applicants to search, identify and get in touch with the most suitable host centre(s), to discuss a potential cooperation. The objective is to enable researchers to develop their own research project via a bottom-up approach, according to their research interest.
- Within the same host centre (legal entity), the application to be pre-registered on the Web Host Registry should be made at least **at the level of each department/institute**. Therefore, different labs/units should apply together as a department/institute.
- Kindly note that the contact persons indicated in section B of the Host Online Application Form are not necessarily the host supervisor for a specific applicant / research project. These contact persons are the **first port-of-call for candidates potentially interested** in collaborating with the host centre. The most suitable supervisor will then need to be identified within each host centre in line with the research project proposed by the potential candidate as well as availability; s/he will be the main person responsible for the fellowship at the host centre.
- The contact persons identified in section B of the Host Online Application Form agree to have their details (name & email address) published online on the Web Host Registry for the duration of the RESPIRE4 programme and to be contacted by potential applicants.
- For Global fellowships, **both hosts for the outgoing and return phases** need to apply and be listed on the RESPIRE4 Web Host Registry. Both host centres are highly advised to agree on the actual details of their cooperation (e.g. finances, logistics, research project) among themselves and with the applicant, before the candidate applies under a specific fellowship call.
- Not all pre-registered host centres will be necessarily assigned a RESPIRE4 fellow, as places are limited and selection will depend on the evaluation for each call based on scientific merit.
- The living, mobility – and if applicable – family allowances will be fully covered by ERS/EU funds, while host centres will also be provided with a management cost contribution. No other costs (e.g. overheads, bench fees, research costs, consumables) will be covered. Please also refer to Section A of the [Host Online Application Form](#) as well as the [RESPIRE4 Application Guidance](#) a specific call.
- The EU COFUND is a mono-beneficiary scheme and ERS is the only signatory of the EU RESPIRE4 Grant Agreement. ERS will sign a **Payment Agreement** with a host centre, if and when its candidate has been selected, in order to set out the payment schedule as well as roles and responsibilities.

### FURTHER INFORMATION:

For further information about the RESPIRE4 programme, please consult the Application Guidance and Frequently Asked Questions (FAQs) for a specific call on the [RESPIRE4](#) web page.

Further information about the host application process can be found on the [Host Application Online Form](#).

For any queries, please contact: [fellowships@ersnet.org](mailto:fellowships@ersnet.org)



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