# FellowQUTE program statute

**Preamble**

The goal of the fellowQUTE program is to create internationally competitive postdoctoral positions in the field of quantum technologies through the financial contribution of the National Center for Quantum Technologies (QUTE.sk) to the salary budget of the organization (partner of QUTE.sk) that employs the postdoctoral fellow (R2 or R3 researchers).

**Article I**
## General terms and conditions

1. The call opening is initiated by the Executive Committee of QUTE.sk. It is published on the QUTE.sk website, Euraxess portal and other relevant quantum technology websites.

2. The deadline for submission is at least six weeks after the call is open, typically at the end of September. The selection interview happens within three weeks after the submission deadline and decisions are made within one month after the submission deadline. The fellowship must start at latest four months after the application deadline.

3. All applicants at carrier phase R2 (Recognised Researcher), or R3 (Experienced Researcher) working in the area of quantum technologies and applying for a position at partner's organization of QUTE.sk are eligible.

4. The fellowship is provided for 12-36 months. The performance of the fellow is evaluated after the 10th month of the fellowship and the continuation after the 12th month is conditioned on the positive result of this interim evaluation.

5. The fellowship budget covers personal expenses of the fellow depending on his/her experience and will be specified in the call. The hosting organization provides necessary research costs (at least 200 eur/month).

6. The number of awarded fellowships is decided by the QUTE.sk Executive Committee.

**Article II**
# Submission

1. Applications are made by email to application@qute.sk with a subject fellowQUTE. The applicant has to ensure all the documents are sent prior to the submission deadline in one email. The documents submitted in the last email (before deadline) from the same applicant are considered.

2. Required documents:

   2.1 Application containing full name of the candidate, name of host organization, full name of researcher in charge (mentor), email of the mentor, name of the fellowship project proposal, contact details (email, address) and identifying the carrier phase (R2, or R3).

   2.2 Research proposal (at most 3 pages) containing formulation of research goals and objectives, timeplan and expected outcomes.

   2.3 Curriculum vitae including list of publications, patents, conference contributions, previous affiliations and research experience, personal scientometrics, pedagogical experiences, projects and applicant's role, three contacts we may ask the recommendation letters from.

   2.4. Statutory representative of the hosting organization submits the supporting letter prepared by the mentor (signed both by the mentor and the statutory representative) and describing how the proposal fits the existing research activities at the organization. This letter must be submitted directly to application@qute.sk from the official institutional email address of the statutory representative before the submission deadline.

3. Each partner can submit at most two applications in one call. In the case of more applications, only the last two applications (emails from statutory representatives) are considered.

4. Eligible mentors are R4 researchers at eligible hosting organizations leading relevant research projects.

**Article III**
# Evaluation process

1. The selection committee is appointed by the QUTE.sk Executive Committee and contains at least 5 members. Two members are proposed by the Executive Committee and the remaining members are proposed by QUTE.sk Scientific Advisory Board.

2. The proposed mentors in applications cannot be members of the selection committee.

3. In the first round the selection committee evaluates the applications. For each application, each member assigns points (0-5 points, 5 stands for excellent) in three categories quantifying: 1) the quality of the proposal, 2) the quality of the applicant and 3) the quality of the supporting letter. The maximum possible score from each member is 15 points. All applications obtaining on average more than 10 points are invited for an interview.

4. All applicants are informed at latest within 3 days after the submission deadline about the time of the interview. The selection committee decides first whether each interviewed applicant is considered for R2, or R3 funding and then decides on the order of successful applicants in the interview round. The decisions are made either by consensual agreement or by voting about the individual positions starting from the highest one.

5. All candidates and mentors are informed about the resulting order that is published on the QUTE.sk website.

6. Successful candidates (fellows) negotiate the starting date and contract details directly with the hosting organization.


## Article IV
# Implementation

1. The hosting organization informs the QUTE.sk administration about the negotiated starting date at least one month in advance. The contract must explicitly identify the fellowship project, identify the hosting organization as the workplace, and the duration of the fellowship conditioned on the interim evaluations.

2. QUTE.sk transfers the allocated budget for the calendar year before the contract starts, or in January if the project starts in January. The required budget for the following calendar years is transferred in January.

3. The applicant must have a 100% contract at the hosting organization and cannot have a work contract anywhere else. If this happens the costs are considered ineligible and must be returned to QUTE.sk.

4. If the organization terminates the contract with the fellow, or if the candidate takes unpaid leave, sabbatical, maternity or parental leave, the organization is obliged to immediately report this fact to the administration of QUTE.sk, which adjusts the organization's budget and reduces it by an aliquot part of the personal costs. The organization is obliged to return the funds to QUTE.sk within one month after such changes take place.

5. The project can be terminated by the hosting institution if the performance of the fellow is not considered sufficient. The hosting organization, or the QUTE.sk

Executive Committee can initiate interim evaluation by an independent reviewer approved by the Scientific Advisory Board.

6. The duration of the project is extended accordingly in case of maternity, or parental leave. In case of unpaid leave, the duration of the project is not extended.

7. The interim evaluation is based on the interim report of the applicant and the mentor who should explicitly recommend the continuation of the project implementation. The interim report contains a short description of the activities and outputs of the fellow during the first 10 months of the implementation. The interim report is submitted in the 11th month of the project by the statutory representative of the hosting organization via email to the administration of QUTE.sk. If the interim report is not submitted, the fellowship is terminated and all costs are ineligible.

8. Each fellow has a dedicated website on QUTE.sk containing basic information about the project, the fellow, and all his/her activities during the fellowship, especially the list of publications, conference contributions, educational and popularization activities, etc. The fellow is obliged to provide the necessary information in time and agrees with publication of the associated pdf files (of publications, presentations, etc) at this website. This website is meant to monitor the implementation of the project and will be used to evaluate and promote the fellowship.

9. Only activities explicitly acknowledging the fellowship "Fellowqute YYYY-XX" are considered as project activities.

10. After the end the fellowship is evaluated internally by the Executive Committee coordination with the Scientific Advisory Board. In case the fellowship is evaluated negatively, the mentor is not eligible to lead fellowships in the following three calls.

# Final remarks

This statute was approved by QUTE.sk Executive Committee on 12/08/2024 and is valid since its publication on the website of QUTE.sk.


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