



## **CfACTs Fellowships**

**Centre for Applied Creative Technologies**

**Guide for Applicants – Recruitment Call 2 – 2023**

**Call 2 Opens: 22 December 2022**

**Call 2 Close: 30 April 2023**

**Application Deadline - 30th April 2023 23:59hrs GMT**



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## Advisory Note to Applicants:

Please read this document carefully before submitting an application to CfACTs.

### **CfACTs Call 2 Important Dates:**

**Call 2 opens: 22 December 2022**

**Application deadline: 30th April 2023 23:59hrs GMT**

**Peer Review: May 2023**

**Interviews: \*June 2023 (interview date to be confirmed)**

**Fellowships start date expected: \*August 2023 at Bournemouth University**

\*Please note these dates are indicative and subject to change.

**CfACTs Completed Application Submission Only: [hrvacancies@bournemouth.ac.uk](mailto:hrvacancies@bournemouth.ac.uk)**

### **CfACTs - Postal Address for Applications Only:**

FMC HR Advisor, Human Resources & Organisational Development, Bournemouth University, 6<sup>th</sup> Floor, Melbury House, 1-3 Oxford Road, Bournemouth, Dorset, BH8 8ES

### **CfACTs Centre Details:**

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CfACTs Project Manager (PM) Dr Mike Board. Email: [boardm@bournemouth.ac.uk](mailto:boardm@bournemouth.ac.uk)

CfACTs Website: [www.bournemouth.ac.uk/cfacts-research](http://www.bournemouth.ac.uk/cfacts-research)

CfACTs Enquiries. Please e-mail: [cfacts-enquiries@bournemouth.ac.uk](mailto:cfacts-enquiries@bournemouth.ac.uk)

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See <https://euraxess.ec.europa.eu/> and <https://cordis.europa.eu/project/id/900025>

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# 1. Introduction to CfACTs

Bournemouth University (BU) hosts the Centre for Applied Creative Technologies (CfACTs), a Marie Skłodowska-Curie Actions (MSCA) COFUND research training centre for six experienced researchers (CfACTs ERs); providing international mobility and cross-sectoral experience through a well-aligned training and research programme. CfACTs operates from 1 Oct 2020 to 30 Sep 2025.

The CfACTs ERs will be recruited in two cohorts during the period 2020 to 2023. CfACTs ERs will be full-time academic employees of BU and embark on a two-year programme of world leading digital creative technology research and training, provided by CfACTs and its industry Partner Organisations (POs).

Each CfACTs ER will have an opportunity to be seconded into one or more POs for the majority of their two-year programme, with full academic support, to gain cross-sectoral experience. The CfACTs ERs will research and develop new applied digital creative techniques, collaboratively with industry POs; and apply them cross-sectorally for various applications including but not limited to, computer animation, visual effects (VFX), computer vision, visualisation, healthcare, retail and assistive technology.

Typically, each CfACTs ER fellowship (24 months) consists of three phases: an initial phase (2 months) at BU to receive induction training on the programme; a research and innovation phase (normally 20 months) in a non-academic PO (with long-term secondment up to 20 months) to conduct research in collaboration with industrial partners and receive training for cross-sector research / transferable skills; a final return phase of up to 2 months to conclude the research at BU.

The BU academic expertise underpinning CfACTs is sourced from BU's world-class National Centre for Computer Animation (NCCA) and as required, other BU centres of research excellence, including: Centre for Games and Music Research; the Orthopaedic Research Institute; the Centre for Archaeology and Anthropology, and the Institute of Medical Imaging and Visualisation.

## 1.1 MSCA COFUND Aims and Objectives

**Aim:** MSCA COFUND provides experienced researchers with the opportunity for international mobility and cross-sectoral experience through a well-aligned training and research programme.

One of the best ways to improve European future productivity and enrich our society's education is through exchange and support programmes for best experiences, achievements and training.

CfACTs Objectives:

1. The goal of CfACTs is to produce world leading Research and Development (R&D) on novel digital creative applied techniques in cross-sectoral collaboration with industry partner organisations.
2. The CfACTs training programme will focus on the skills required for ERs to develop their research careers; with particular emphasis on the different approaches and challenges of academia and the digital technology industry R&D sector.
3. The CfACTs project will generate improvements in productivity for a variety of industries.

CfACTs will adhere to the COFUND principle of “individual-driven mobility”. CfACTs ERs will have the freedom to propose their research project within the wide interdisciplinary research areas and prompt collaboration with their supervisors and the POs (placement organisation). Projects proposing fundamental or applied research will be eligible, and inter-or multi-disciplinary proposals supported by cross-sector activities are strongly encouraged.

## 1.2 CfACTs Partner Organisations

BU has an established track record of long-term, collaborative R&D partnerships with world-leading companies, including large global corporations and UK/EU SMEs. These collaborations result in high quality research publications and impactful industry R&D outputs including patents and ground-breaking digital technology products.

The CfACTs POs provide UK based secondments of up to 20 months duration, where the CfACTs ERs research and develop new applied digital creative techniques and apply them cross-sectorally for various applications including but not limited to: computer animation; visual effects (VFX); computer vision; visualisation; healthcare; retail and assistive technology. CfACTs arranges the placement agreement for each ER secondment and coordinates the training programme.

Each CfACTs PO provides, a research theme/s that an applicant may choose to write a detailed research proposal for their application to the CfACTs. Projects proposing fundamental or applied research will be eligible, and inter- and/or multi-disciplinary proposals are strongly encouraged. Please see the CfACTs website for specific PO research themes : [www.bournemouth.ac.uk/cfacts-research](http://www.bournemouth.ac.uk/cfacts-research)

The applicant can suggest a secondment plan and identify a range of potential UK industrial companies (which may include a CfACTs PO), in their research proposal. The secondment should significantly add to the impact of the fellowship. Short visits to other international research centres will be encouraged provided they fit with the developmental needs of the ER and/or research project.

### 1.2.1 CfACTs POs participating in Call 2:



Framestore is a world leading visual effects company, producing award winning content within the domains of feature film, long form, commercial and interactive entertainment.

Framestore’s Rendering Team develops and supports the software used for rendering production quality visual effects and includes: our in-house renderer ‘Freak’, state-of-the-art shader libraries, and artist focused rendering tools that are used globally across all of Framestore’s film projects.

Framestore has identified two opportunities for practical, production focused innovative research that can both extend the domain of knowledge and directly impact the quality and efficiency of the imagery they create. By allowing researchers to leverage Framestore’s cutting edge workflows and technologies, and use of production level datasets, we can inspire, accelerate and focus innovation that can be applied within the production context.



Recognized as a global leader in interactive and digital entertainment, Sony Interactive Entertainment\* (SIE) is responsible for the PlayStation® brand and family of products and services. PlayStation has delivered innovation to the market since the launch of the original PlayStation in Japan in 1994.

The PlayStation family of products and services include PlayStation®5, PlayStation®4, and PlayStation®VR systems, PlayStation™Store, PlayStation®Plus, PlayStation™Now, and acclaimed PlayStation software titles from PlayStation Studios.

SIE R&D are technical experts on topics relating to any of the PlayStation platforms. They group is unique in that they report directly to both SCEE Central as well as the Tokyo-based SCEI R&D Organisation that designs PlayStation hardware.

SIE are seeking a postdoctoral researcher to join our team in exploring the emotional connection between virtual avatars and game players. As technology continues to advance, the use of virtual avatars in various industries such as gaming, virtual reality, and even customer service is becoming more prevalent. However, we believe the next step in the evolution of virtual avatars is to give them emotional and personality characteristics that make them truly lifelike.

### 1.3 Supervision of CfACTs ER.

Each CfACTs ER is jointly supervised by a BU senior academic and an industry expert from the PO where the ER is in placement. The supervisory team provides personalised support to the CfACTs ER; they will support the ER to draft a Personalised Career Development Plan (PCDP) in the first three months of employment. The supervisory team oversees the completion of researcher training, the R&D project, and the applied research outputs including publications and technology demos.

The BU academic expertise underpinning CfACTs is sourced from BU’s internationally excellent National Research Centre for Computer Animation (NRCCA) and as required, other BU centres of research excellence, including: Creative Technology (Games and Music), the Orthopaedic Research Institute, Centre for Archaeology and Anthropology, and the Institute of Medical Imaging and Visualisation.

Industrial supervisors are experienced R&D practitioners and full-time employees at POs; some will have completed doctorates and publish in high quality peer reviewed conferences.

The ER is strongly encouraged to prepare their application with their potential academic supervisor. They can name an academic supervisor in their application, this will be accommodated if possible. Supervisors will be assigned to the ER subject to availability and workload of the supervisors. That means in some cases, though unlikely, the named supervisor may not be assigned to the fellow and an alternative supervisor will be offered.

A number of potential supervisors are as below (subject to final approval when sign the contract):

Prof Jian Chang	National Centre for Computer Animation
Professor Jian Jun Zhang	National Centre for Computer Animation
Dr Richard Southern	National Centre for Computer Animation
Prof Lihua You	National Centre for Computer Animation
Dr Xiaosong Yang	National Centre for Computer Animation
Dr Christos Gatzidis	Department for Creative Technology
Prof Wen Tang	Centre for Games and Music Research

Dr Tom Wainwright	The Orthopaedic Research Institute
Professor Kate Welham	Centre for Archaeology and Anthropology
Dr James Franklin	Institute of Medical Imaging & Visualisation

Their contact details are available at <https://staffprofiles.bournemouth.ac.uk/>

The applicant is recommended to contact [cfacts-enquiries@bournemouth.ac.uk](mailto:cfacts-enquiries@bournemouth.ac.uk) to get help with identifying a BU academic supervisor.

### 1.3.1 Academic Supervisor requirements

Academic supervisors must be full-time employees at BU at the time of the call deadline. They must demonstrate high quality supervision of research projects and capacity for coordinating quality training. They must be an:

- Active researcher in the past three years (co-authored peer-reviewed research publications and work as principal investigator or local coordinator of an externally funded research project);
- Experienced Doctoral first supervisor with at least one student who has been awarded a Doctoral degree.

## 2. CfACTs Fellowships

CfACTs will recruit six funded ERs and embed them in UK creative technology companies for up to two years, to deliver multi-disciplinary research focused on industrial applications related to three BU Strategic Investment Areas: Animation, Simulation and Visualisation; Medical Science and Assistive Technology.

Secondment to a PO is expected to be a fundamental component of the CfACTs programme; requiring at least 12 months' secondment (normally 20 months) during a 24-month ER fellowship. However, under relevant circumstances such as a reasonable adjustment for a disability or justification of research content (e.g. a blue-sky research which may be out of PO's expertise to supervise), and approval by the CfACTs PC, applications will be accepted and welcomed for CfACTs ER fellowships located solely at BU.

Two cohorts of three fellows will be recruited: Cohort 1- starting employment 2021 and Cohort 2 - starting employment 2023. Each cohort will receive researcher training from BU, and industrial experience with CfACTs POs based in the UK. The CfACTs fellows will be jointly supervised by BU senior academics and industry experts from the CfACTs PO.

### 2.1 Employment Terms

**See Section 2.2 for specific details on the eligibility criteria.**

The role of the CfACTs ERs is to conduct open research on a broad range of multidisciplinary cross sector research incorporating but not limited to: Digital content and software for applied computer animation and immersive technology; Medical simulation / visualisation; Assistive technologies; Emotional computing; Artificial Intelligence (AI); Human Computer Interaction (HCI) and others.

CfACTs fellows are full-time academic employees of BU on a two-year fixed term contract. The BU employment contract and CfACTs programme is designed to meet the policies of the EU Human

Resources Strategy for Researchers, improving the working conditions and career development for research staff and the UK Concordat to Support the Career Development of Researchers.

The CfACTs ER will receive salary payments of ~£50,000 p.a. in British pounds, before any liable deduction of tax and social security contribution.

#### 2.1.1 Visa to work in the UK

On receipt of a job offer of a CfACTs Fellowship by BU, for the successful applicant must gain a visa to work in the UK; for example a UK Global talent Visa <https://www.gov.uk/global-talent-researcher-academic/academic-or-researcher>

BU will provide necessary support for visa application by the ER.

#### 2.1.2 CfACTs ER Conduct whilst on placement with PO

A CfACTs ER must work in accordance with the policies and procedures of the CfACTs PO whilst on placement with the company. Misconduct by the CfACTs ER during placement will be investigated by BU and the ER will be subject to the disciplinary procedures of BU.

#### 2.1.3 Intellectual Property

Intellectual property rights (IPR) issues will be managed by BU following MSCA guidelines. An IP agreement will be in place before the secondment of the ER to a PO company, which could constitute part of the ER fellowship agreement and the BU/PO agreement. Such IP agreement is mandatory and must be signed when the fellow starts their employment with BU.

#### 2.1.4 Training

Training and Knowledge Transfer (KT) is a key objective of the CfACTs programme and will enable excellent science and new research capacity. All ERs will be expected to participate in CfACTs training events and cohort activities. The academic and industrial supervisory team will ensure the ERs fulfil their Personalised Career Development Plan (PCDP) including the completion of the training required as identified in the PCDP.

The goal of the PCDP will include but not limited to the following aspects:

- (1) provide the mobility, training and knowledge exchange opportunities for the fellow to develop the important skills and knowledge required to become future leaders in creative technology R&D;
- (2) cross-sectoral experience for the ERs to develop their industrial awareness and transferable skills to solve immediate industry challenges;
- (3) lead on and conduct multi-disciplinary research to broaden research capacity and create research networks that will provide opportunities for successful research bids.

### 2.3 Eligibility of Applicants

1. The applicant can be of any nationality.

2. At the close of Call 2 (30 April 2023), the applicant must meet the requirements of an MSCA 'experienced researcher': he/she is

- in possession of a doctoral degree,
- or with at least four years of full-time equivalent research experience (measured from the date when a 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).



3. The applicant must move or have moved from any country to the UK. Specifically: The researcher cannot have resided or carried out his/her main activity (work, studies, etc.) in the UK for more than 12 months in the three years immediately before the call deadline (30 April 2023).

## 2.4 Equality, Diversity and Inclusion

BU values diversity and is committed to ensuring that it treats all individuals fairly and with dignity and respect; the opportunities BU provides are open to all; BU aims to provide a safe, supportive and welcoming environment; and no person experiences more or less favourable treatment on the grounds of a protected characteristic. If requested, reasonable adjustments will be made during the application process and throughout the duration of an ER's fellowship with BU.

BU is strongly committed to eliminating unlawful discrimination in any form under the UK Equality Act (2010). BU aims to create a work and study environment for students, staff and visitors to BU where different values and beliefs can be freely expressed and openly discussed and will do what it can to encourage open and respectful debate around equality and diversity issues.

BU will not tolerate unfair or unlawful treatment on grounds of the following characteristics: gender, age, civil status, family status, disability, race, religion and belief, or political belief. Support will be provided, where required, to promote equal opportunities.

BU provides support measures and reasonable adjustments to ensure the inclusive access in the application, interview and employment process. A candidate can apply by post where online applications are not possible.

### 2.4.1 Gender Equality



BU is an active member of the Athena SWAN charter scheme to support equal opportunities for women. BU has the institutional bronze SWAN award. Though it is changing slowly, only 21% of the workforce in computer animation is female. CfACTs will enable female researchers to carry out their ER fellowship with additional support as required i.e.

provision of maternity leave, child care facilities and family-friendly working environments / flexible hours. The project will support female ERs to become a member of Animated Women UK to promote gender balance in the industry.

### 2.4.2 Researchers at Risk

The MSCA enables displaced researchers moving to Europe to continue their careers through the provision of funding and support. As a MSCA programme, CfACTs will support applications from researchers who are at risk/who are displaced by conflict, or whose situation makes it difficult for them to pursue their research careers. Support will be provided on a case-by-case basis, both during the application process and during the fellowship programme.

Available support may include:

- Application submission by post where online application requirements may discriminate against the researcher's circumstances.
- Application of the eligibility criteria appropriately to ensure researchers who have suspended their activities whilst seeking refugee status are not disadvantaged.
- For applicants who applied for or who are applying for refugee status in UK, the time spent in that process will not count as time resident in UK.

Contact the Programme Manager ([CFACTS-enquiries@bournemouth.ac.uk](mailto:CFACTS-enquiries@bournemouth.ac.uk)) for further information.

### 3. CfACTs ER Recruitment Process

#### 3.1 Key Dates for recruitment Call 2

**Application Process Opens: 22 December 2022**

**Application deadline: 30th April 2023 23:59hrs GMT**

**Review of Applications: May 2023**

**Interviews: \*June 2023 (interview date to be confirmed)**

**Fellowships start date expected: \*August 2023 at Bournemouth University**

\*Please note these dates are indicative and subject to change.

#### 3.2 Advertising the CfACTs recruitment calls

CfACTs recruitment calls will be advertised via the EURAXESS website, and academic job websites including: jobs.ac.uk and globalacademyjobs.com

The CfACTs ER posts will be advertised on the BU website jobs page which has international reach.

Social media tools, including Twitter, Facebook, LinkedIn, will be used to disseminate recruitment calls to the broadest audience possible.

#### 3.3 The Application Process

All applications must use the standard template provided; see Appendix 1. Applications using other formats or incomplete applications will not be evaluated. Applicants can contact the CfACTs PM, to obtain guidance during the application stage.

**Call 2 Application Deadline - 30th April 2023 23:59hrs GMT**

CfACTs strongly recommends all applicants to submit at least 24 hours ahead of the call deadline. The time stamp is based on when the application is received by the CfACTs (NOT when it was sent).

Applicants can submit multiple versions of their applications and only the latest one received before the deadline will be processed for review. Other earlier copies will be discarded.

Any submission received after the deadline will not be processed.

**Completed CfACTs Applications shall be e-mailed to: [hvacancies@bournemouth.ac.uk](mailto:hvacancies@bournemouth.ac.uk)**

An applicant may apply by post where an e-mail application submission is not possible. T

**Postal Address for Applications Only:** FMC HR Advisor, Human Resources & Organisational Development, Bournemouth University, 6<sup>th</sup> Floor, Melbury House, 1-3 Oxford Road, Bournemouth, Dorset, BH8 8ES

Eligibility of proposal: All applications must be based on “individual-driven mobility”, which means that the applicant is able to freely choose a research topic and the appropriate host organisation and supervisor fitting their individual needs.

The applicant is welcome contact the CfACTs [cfacts-enquiries@bournemouth.ac.uk](mailto:cfacts-enquiries@bournemouth.ac.uk) to get support during the proposal preparation stage.

Additional requirements:

- All applications must be in English and contain all requested documentation.
- All applications must use templates provided in the Appendix 1.
- A completed application consists of the following:

The BU Application Form;

Part A – Administrative information;

Part B1 – Research proposal (max. 10 pages);

Part B2 – Applicant CV (max. 5 pages);

Part C – Ethics issues - Applicants will have to provide additional information on how they intend to address the potential ethics issues as required by the Horizon 2020 Guidance on Ethics Self-Assessment;

Part D (Optional) – Signed support letters from the applicants PhD academic supervisors;

Part E Data Consent Form (GDPR);

Part F Criminal Records Declaration;

Part G Equality and Diversity Form.

- If submitted via email, all the files should be submitted in pdf format as attachments.
- Incomplete submission will not be processed.

Any content that exceed the page limit when page limit is specified in the template will be discarded and the reviewers will not review the part exceed the page limit.

### 3.4 Writing the Research Proposal

After an applicant has confirmed their eligibility to apply for a CfACTs ER fellowship and identified their research interests, they should write a detailed research proposal. It is encouraged that the research proposal will demonstrate multidisciplinary research and cross-sector activities.

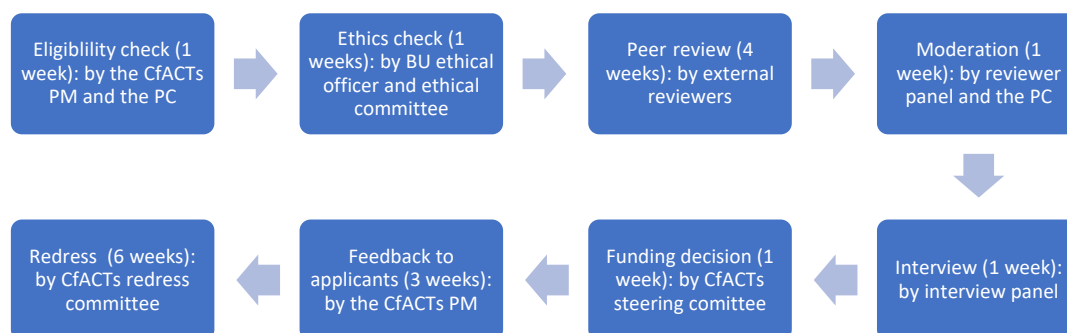
Ethical issues: The proposals must adhere to the ethical standards applicable to MSCA and BU's guidance (see templates for details). Horizon 2020 Guidance on how to complete your ethics self-assessment will be recommended to use.

Applicants can contact the CfACTs PM, and or the CfACTs PC and obtain guidance during the proposal preparation stage. The researcher is encouraged to work closely with their potential supervisors in preparing the proposal.

### 3.5 Selection Process

All applications are assessed under the same selection process and criteria; applications and the selection process is by single blind peer review. All the application data are confidential will not be released to any third party. Only the project coordinator, project manager, administration staff, related panel members, and assigned reviewers have access to the application data.

Figure 1. The Selection Process



The selection for interview process comprises the following stages:

1. Eligibility check – this will check the completeness and correctness of the submission, the mobility rules, and the ER criteria. Applications passing the eligibility check will be processed to the next phase of evaluation. The PM and the PC will lead the eligibility check. For applications that are not eligible, an email notification will be provided.
2. Ethics check – the CfACTs PM and BU’s Research Governance Adviser will check the application and identify any potential ethical issues and if there are appropriate measures in place in the research proposal to resolve the ethical concerns and issues. If high concerns and high risks are identified in the proposal, the BU Research Ethics Committee will review and approve the proposal. If the related ethical issues are not addressed properly, the application will be rejected by the Committee at this stage and invited to resubmit for the next call to include proper ethical issue descriptions and resolution. A written feedback will be provided.
3. External peer-review panel: Each proposal will be sent out to at least four peer-reviewers from other countries for independent review. Reviewers will be trained in the reviewing criteria and process before the reviewing is conducted. A review template with objective criteria and a scoring sheet will be provided for use. A minimum of three reviews are required for each proposal.

The evaluation criteria are based on the following scheme. Three categories of a proposal (i.e. excellence, impact, and implementation) will be evaluated. Each proposal will receive a maximum score of five for each category from each reviewer. A weighted total score will be calculated based on the scores of the three individual criteria and converted into a percentage of the total score. There will be no individual criterion threshold, but an overall threshold for the total score of 70% will be required to progress to interview stage. Proposals with scores below this will not be interviewed and will be rejected with feedback in writing.

The scores indicate the following with respect to the criterion under examination:

- 0 – Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
- 1 – Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.
- 2 – Fair. Proposal broadly addresses the criterion, but there are significant weaknesses.
- 3 – Good. Proposal addresses the criterion well, but a number of shortcomings are present.

4 – Very Good. Proposal addresses the criterion very well, but a small number of shortcomings are present.

5 – Excellent. Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Table 2 Priority and weighting of application score

Excellence	Impact	Implementation
50%	30%	20%
Priority 1	Priority 2	Priority 3
Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects	Enhancing the future career prospects of the researcher after the ER fellowship	Coherence and effectiveness of the work plan, including the appropriateness of the allocation of tasks and resources
Quality and appropriateness of the training and of the two-way transfer of knowledge between the researcher and the host	Quality of the proposed measures to exploit and disseminate the project results	Appropriateness of the management structure and procedures, including risk management
Quality of the supervision and of the integration in the team/institution	Quality of the proposed measures to communicate the project activities to different target audiences	Appropriateness of the institutional environment (infrastructure)
Potential of the researcher to reach or re-enforce professional maturity/independence during the ER fellowship	Quality of industrial implementation and placement of cross-sectoral experiences	

A weighted total score will be calculated based on the scores of the three individual criteria and converted into a percentage of the total score. There will be no individual criterion threshold, but an overall threshold for the total score of 70% will be required to progress to interview stage. Proposals with scores below this will not be interviewed and will be rejected with feedback in writing.

For example, if a proposal scored 4/5 for excellence and 3.5/5 for impact and 3.1/5 for implementation, the score will be calculated as:  $4/5 * 50\% + 3.5/5 * 30\% + 3.1/5 * 20\% = 73.4\%$ . In the case that two proposals share the same total score, the one with higher score in a subcategory with high priority will be ranked higher than the other.

Selection panels will hold a calibration session before scoring begins to ensure common understanding of the criteria and scores.

4. Review moderation session and establish ranking: A consensus meeting will be called via video conference. This meeting will be chaired by the CfACTs PC; or a suitably qualified and trained BU

academic, approved by the CfACTs PC, who should receive training on the evaluation process and be familiar with the evaluation criteria. The purpose of this meeting is to form discussions among the reviewers and reach an agreement of the final score for each applicant. The Chair will only regulate the session and provide guidance and not contribute to such discussion. Each reviewer will verify their score and provide justification. In the case a final score cannot be agreed by the review panel, if the difference of total score among all scores is less than 10%, an average score will be provided as a final score, otherwise the proposal and the reviewing comments will be sent out to another independent evaluator from other country to provide the final score.

### 3.4 Interview Panels

The scores for eligible applications will be collated and the applications with the highest score (e.g. top 9 for each call which will recruit 3 ERs) and pass the selection criteria (at least 70% score) will be invited to attend an interview. The interview panel will include four members, the CfACTs PC or an assigned representative of the PC, one internal expert, independent evaluators from other countries, with no conflict of interest, and a BU HR representative. The diversity of the interview panel will be considered. As a minimum, the interview panel will be gender balanced. Unconscious bias training will be provided for the interview panel and the BU HR representative will ensure a fair process is followed. The interview will be conducted via video conference. The interview panel will score the performance of, and provide their recommendation for, each candidate.

Both written proposal score and interview score (70:30) will be used for the final score. For example, if a proposal scored 80% in review and the interview score is 60%, the final total score is  $80\% * 70\% + 60\% * 30\% = 74\%$ .

Funding decision: A CfACTs steering committee will meet to discuss the final funding decision based on the review score and interview panel's recommendation. The committee will include the CfACTs PC, two BU academic representatives, two PO representatives, and two independent evaluators from other countries, with no conflict of interest and a BU HR officer to ensure BU policy compliance. The

CfACTs PC will chair the session discussion and only vote when there is no agreement reached.

### 3.5 Feedback to Applicants

Applicants will receive the decision on their application and feedback from reviewers in writing. The CfACTs PM will provide this information.

### 3.6 Appeal and Redress

Redress committee: Applicants will be able to make an appeal to address any perceived misconduct or wrong handling of applications during the selection process. The gender balanced redress committee will include an independent evaluator from other countries, a BU HR officer and Academic Quality advisor, who will provide an independent investigation of the matter, where the CfACTs PC and the PM will provide details of the case. The redress committee will provide a report for the investigation. If any misconduct is recognised which has led to a biased decision or process non-conformance, all such applications will go through the evaluation process again.

Applicants may contest the procedural aspects of the evaluation (not the scientific or technical judgement of the evaluators) and file an evaluation review request.

Any information or document not present in the submitted proposal will not be taken into account in appeal and redress.

### 3.7 Information on Data Usage

By submitting the proposal, the applicant assigns the right for CfACTs and BU to use and store their personal data and research proposal:

- For the purposes of reviewing and evaluating the research proposal by assigned international peer-reviewers, Bournemouth University and CfACTs administration team, related panels, and representatives from partner organisations to determine eligibility and funding decisions related to the CfACTs programme.
- For reporting to the EU Commission, partner organisations, or other governmental agencies to carry out legal obligations outlined in the CfACTs Grant Agreement, HR contracts and/or grant terms and conditions stipulated by the funding body. Specifically, personal data reported in the EU Portal, the CfACTs website, annual and governance reports, project updates, and financial reports.
- For data processing required to complete or verify payroll, expenses, stipends and funding allocations or to report information necessary to submit applications for new or continued funding.
- For communications regarding CfACTs research or other related activity, including cohort events and outreach activities, scheduling of all meetings and reviews, communications with partner organisations and their representatives as it relates to the research programme or employment opportunities for research team members.

## Appendix 1: Application Forms (Template)