USE OF POSITION CATEGORIES IN PROJECT PROPOSALS – GUIDELINES FOR PROJECT LEADERS

When applying for positions in upcoming project proposals, please consider new national and UiB guidelines from 2018 regarding use of PhDs, Postdocs and temporary vs permanently-employed Researcher positions.

BIO's recommendation on use of the position categories

1. PhD - Prioritized use in externally funded projects.
- Basic routines remains unchanged; externally funded PhDs are 3 yrs.
- The department can decide to add a 4th year for teaching and other duty work to externally funded PhD positions. This will depend on the candidates' qualifications and be decided by the HoD in the employment process.

2. Postdoc - To be used when a more experienced researcher is needed for the project and a clear perspective is foreseen for permanent employment of the Postdoc's field of competence
Main rule:
- Employment period must be **at least 3 years**, and all candidates must have sufficient time (at least 1 mo/yr of employment) for qualifying activities *(i.e.: teaching; training in transferable skills; co-supervision of PhD and Master students; contribution to proposal writing and management of externally funded projects; assistance with organization of conferences, seminars and other events, etc).*
- For Postdocs funded by NFR, up to 10% of the position funding can be used for qualifying activities.
- If granted, Project leaders (together with the HoD and the Postdoc) will have to prepare a career development plan for the project Postdoc, shortly after commencement of the candidate's employment.
To be considered for your proposal:
- For NFR projects, apply for (at least) 36 months position, including at least 3 months of qualification time within your proposal.
- Remember to outline a career development plan. Refer to this plan and the portion of the budget allocated to qualifying activities in the appropriate part of your proposal:
  - In the project description:
    - Provide information such as: "To ensure that the Postdoc candidate will successfully complete the Postdoc program within this project, a career development plan which includes supervision framework and qualifying activities such as ….. will be prepared at the start of the employment period"
  - In the online e-application form under the budget:
    - Provide information such as: "XX person months employment for a Postdoc, of which Y person months are dedicated to qualifying activities as outlined in the project description."

3. Researcher - To be used when a more experienced researcher is needed for the project and the budget does not allow for a 3-year Postdoc position. This category may also be used by permanently-employed researchers that seek funding to cover their own positions and Young Research Talent applicants.

Note that researcher positions exceeding **2 years** must be permanent. Researcher positions with a duration of up to 2 years may be temporary but the department must be able to provide justified grounds for why this is needed and the request will be pending prior approval from HR in each case.

If you are planning an employment as part of an application or if you are in doubt about any of the HR guidelines above, please contact your head of administration in due time to consider any potential consequences.