



# **B**ienvenue

Welcoming highly-talented international post-docs in Brittany

## **FELLOW'S HANDBOOK**

## Index

Administration of the fellowship	4
Your arrival in Brittany	7
Supervision	9
Training	11
Communication & Dissemination	13

Mentionned **templates are available** as .doc files on the shared folder at <https://stockage.bretagne.bzh/index.php/s/Dw5qc26NxaDTxGB>

## About the Région Bretagne



The **Région Bretagne** is the regional public body in Brittany. It has a long history in collaborating with universities and research institutions located in the Region, including your Host Institution. In France, research is mainly a state competence but local bodies are also invested in this policy as a way to foster territorial and economic development. Overall, the Région Bretagne is dedicating 30 millions euros to Higher Education and Research each year.

The Breton R&I ecosystem is mobilized to develop and disseminate knowledge that will help to deal with the new challenges and transitions Brittany is facing and has identified in its Smart Specialization Strategy. Excellence and internationalization of research is one of Brittany' strategy priorities, as researchers are nowadays in competition on the global scale. The BIENVENÛE programme, benefiting from the MSCA label, is a key instrument for this policy. It aims to push the regional ecosystem up to European standards and to act as a fundamental step in the long-standing and proactive policy of the Région Bretagne towards inclusion in the European Research Area.

More on [www.bretagne.bzh](http://www.bretagne.bzh)



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# **BIENVENUE !**

Dear Fellow,

We are glad to welcome you in Brittany as you join the BIENVENÜE Fellowship programme.

The BIENVENÜE Fellowship programme is part of the European framework Horizon 2020's Marie Skłodowska-Curie Actions through the COFUND scheme. BIENVENÜE fully integrates the MSCA principles and European standards of excellence. You are therefore a Marie Skłodowska-Curie Fellow and part of an European-wide network of excellent research and high-quality innovation.

As a BIENVENÜE Fellow, you will have numerous opportunities to make new connections with researchers from different backgrounds, policy-makers and economic actors. We hope you will make the most of it and are eager to assist you in developing any aspect of your research project. In particular, we may work together in the areas of open science and responsible research (dissemination and communication of your project).

In this Handbook, you will learn more about the programme. Your obligations as a Fellow are listed clearly so you know what we are expecting from you during the fellowship. You will also find the tools we may use to assist you in the development of your project and of your career.

The BIENVENÜE team

# Administration of the fellowship

The BIENVENÛE programme is a partnership between Région Bretagne and the 8 Host Institutions, and co-funded by the European Commission via the Marie Skłodowska-Curie Actions (COFUND scheme).

Each part of this partnership has rights and duties. Région Bretagne, as beneficiary, is contractually responsible to the European Institutions of the effective implementation of the BIENVENÛE project through the Grant

Agreement (available on the shared folder). Host Institutions are themselves contractually responsible to the Région Bretagne through a partnership agreement.

The table below details all obligations and key administrative aspects all along the fellowship for every involved actor. As European funding is involved, it calls for a particular level of justification.

<b>Before the start of the fellowship</b>	Fellow	<ul style="list-style-type: none"> <li>Accept the funding proposition within 15 days after notification</li> <li>Indicate a starting date for the fellowship to the BIENVENÛE team as soon as possible</li> </ul>
	Région	<ul style="list-style-type: none"> <li>Mailing of the Arrêté de Subvention (legal basis of the fellowship) to the Host Institution</li> <li>Ethical check after the acceptance by the BIENVENÛE ethical referees of the research project. Recommendations for its implementation may be given.</li> </ul>
<b>At the moment of signing the work contract and start of the fellowship</b>	Host Institution	<ul style="list-style-type: none"> <li>Specific indications have to be included in the work contract, as indicated in the Arrêté de Subvention</li> <li>Mandatory Contract Appendices: European Charter for Researchers, Code of Conduct for Recruitment of Researchers</li> </ul>
	Région	<ul style="list-style-type: none"> <li>Payment of the first half of the funding to the Host Institution after reception of the Fellow's work contract</li> <li>Report to the European Commission of the start of the fellowship and the fulfillment of the Researcher Declaration, in contact with the Fellow</li> </ul>
<b>Within two months after the start of the fellowship</b>	Fellow	<ul style="list-style-type: none"> <li>Mailing to the BIENVENÛE team the Supervision Plan, Career Development Plan, the Data Management Plan, Dissemination and Communication Plan – see templates in the shared folder</li> </ul>
<b>After one year of the fellowship</b>	Fellow	<ul style="list-style-type: none"> <li>Update of the Plans</li> <li>Elaboration of the Annual Progress Report 1 ; mailing to the BIENVENÛE team</li> </ul>
<b>At the end of the fellowship</b>	Fellow	<ul style="list-style-type: none"> <li>Meeting the supervisor; elaboration of the Annual Report 2 on the basis of the First Annual Report and the other plans ; mailing to the BIENVENÛE team</li> </ul>
<b>End of administrative process</b>	Host Institution	<ul style="list-style-type: none"> <li>Mailing to the Region of all supporting documents detailed on the Arrêté de Subvention attesting that the Fellow received all the funding he/she was entitled to</li> <li>Mailing to the Region of documents proving the implementation of the fellowship, including supporting documents of participation to the BIENVENÛE event and training programme;</li> <li>Keep all supporting documents relative to the fellowship and present them to the Région for audit purposes if required for 5 years following the end of the BIENVENÛE programme</li> </ul>
	Région	<ul style="list-style-type: none"> <li>Keep all supporting documents attesting the eligibility of the Fellow to the funding in case of an European check</li> <li>Payment of the balance after reception of all supporting documents</li> </ul>

Besides **your supervisors and your lab team**, you may be assisted by a **referent person in all BIENVENÛE-related aspects in your institution, such as:**

- Your arrival in Brittany
- Your career development and HR issues
- Outreach and Open science
- Intellectual Property
- Ethical issues

They can redirect you to the suitable people within your institution. On the programme level, they serve as a **relay between the Région and the Host Institutions**.

**At the Région level**, you will be in contact with the BIENVENÛE team and in particular with the Programme Manager Patricia GAUTIER. She will be your main contact throughout the fellowship. The BIENVENÛE team is also composed of the Head of the Research and Higher Education Office, the Officer in charge of Excellence and Internationalisation of Research and a Financial Manager.

To contact the BIENVENÛE team, write to [msca-bienvenue@bretagne.bzh](mailto:msca-bienvenue@bretagne.bzh)

You can also contact the Programme Manager by phone at (+33) 02.99.87.43.52.

Please note the Programme Manager is **Morgane ROGE** during Patricia's maternity leave (July 2023 – Spring 2024).

## REFERENTS BY HOSTING INSTITUTION

### INSTITUT AGRO RENNES-ANGERS

Fortuné DEMBI

[fortune.dembi@agrocampus-ouest.fr](mailto:fortune.dembi@agrocampus-ouest.fr)

Nathalie NAYL

[nathalie.nayl@agrocampus-ouest.fr](mailto:nathalie.nayl@agrocampus-ouest.fr)

### IMT ATLANTIQUE

Marine BOSSE

[marine.bosse@imt-atlantique.fr](mailto:marine.bosse@imt-atlantique.fr)

Béatrice DUMUR

[beatrice.dumur@imt-atlantique.fr](mailto:beatrice.dumur@imt-atlantique.fr)

### INRIA

Heidi VAN HERBRUGGEN

[heidi.van\\_herbruggen@inria.fr](mailto:heidi.van_herbruggen@inria.fr)

### UNIVERSITY OF RENNES

Elena SEIGNEUR

[elena.seigneur@univ-rennes.fr](mailto:elena.seigneur@univ-rennes.fr)

### UNIVERSITY RENNES 2

Xhensila LACHAMBRE

[xhensila.lachambre@univ-rennes2.fr](mailto:xhensila.lachambre@univ-rennes2.fr)

### UNIVERSITY OF SOUTHERN BRITTANY

Audrey MAFFESSOLI

[audrey.maffessoli@univ-ubs.fr](mailto:audrey.maffessoli@univ-ubs.fr)

Claire JURYSTA

[Claire.jurysta@univ-ubs.fr](mailto:Claire.jurysta@univ-ubs.fr)

### UNIVERSITY OF WESTERN BRITTANY

Elena FILY

[elena.fily@univ-brest.fr](mailto:elena.fily@univ-brest.fr)

Olivia LAHENS

[olivia.lahens@univ-brest.fr](mailto:olivia.lahens@univ-brest.fr)

### SORBONNE UNIVERSITY ROSCOFF MARINE STATION

Enric THOMAS

[enric.thomas@sorbonne-universite.fr](mailto:enric.thomas@sorbonne-universite.fr)



## FINANCIAL SCHEME

We recommend you to read the European Commission's [Information note for MSCA Fellows in a Cofunding of regional, national and international programme](#) that specifies the conditions of appointment and remuneration for MSCA COFUND fellowships.

### Breakdown of the budget per person-month of a BIENVENÜE fellowship

Cost categories	Total amount*
Living allowance	4 310€ (cash)
Mobility allowance	200 € (cash)
Family allowance	Variable according to French law, max. 2.29€ for 1 child, 114.99€ for 2 children, 293.40€ for 3 children
Research, travel and networking costs, training and indirect costs	830€ (cash and in kind)

\*Indicated amounts cover all costs related to the categories covered by the programme.

If at any moment, you have a question or a request, please contact your Host Institution BIENVENÜE's referent and the BIENVENÜE Team.

### ON THE LIVING ALLOWANCE

A living allowance of minimum 4 310€/month covers salary costs for the fellow. This amount includes all costs related to hiring a researcher by an Institution. It is funded by the EU and Région Bretagne (90%) and the Host Institution (10%).

The net income is estimated around 2 600€ per month, liable to income tax (3.1% - 5%).

The living allowance provided for each researcher also includes a full French social security coverage, including vacations, healthcare, unemployment and pensions rights. Your Host Institution, as employer, is the

most suitable to answer your questions on these matters.

### ON THE MOBILITY ALLOWANCE

The allowance, for a total amount of 4 800€ for 24 months, is a different part of the salary. This allowance is funded by the EU and Région Bretagne. It aims to cover costs related to your mobility and arrival in Brittany. There is no justification to provide on its use.

Depending on the Host Institution, it may be paid monthly (200€/month) or yearly.

### ON THE FAMILY ALLOWANCE

This allowance is based on the French *Supplément Familial de Traitement* (SFT) and can be awarded on demand to each fellow complying to the criteria, that is: working in a public institution and having at least one dependant child (less than 20 years old) at home. The amount is variable according to French law.

You can ask retroactively for this allowance to your Host Institution.

You may also receive family benefits from the *Caisse d'allocations familiales* (CAF).

### ON THE RESEARCH, TRAVEL, NETWORKING, TRAINING AND INDIRECT COSTS

This category includes very diverse types of costs: mobilities, research supplies and small equipment, services, training costs, indirect costs... Some of these costs are directly visible to the fellow (e.g. travel and publication expenses). Other costs are part of larger environment costs and essential to research conditions.

These costs are funded by the Host Institution and estimated to 830€ per month. There is no expenditure-by-expenditure reporting necessary.

# Your arrival in Brittany

Find below some tips to facilitate your arrival in France and your long-term integration in Brittany.

## EURAXESS SERVICES

[Euraxess France](#) assists foreign researchers in their administrative procedures, before and during their stay in France. You can register on the **Euraxess database** as soon as you know your place of residence in France through the Euraxess center closest to your place of residence.

In Brittany you will benefit from very favourable welcoming conditions thanks to the two Euraxess labelled “**International Mobility Centres**” (CMI). They may help you:

- to prepare your stay (entry, residence and work procedures: visas, work permits and residence permits)
- to settle in France (finding housing, health coverage / health care, a bank account, etc.),
- to deal with French administration (social security, family benefits, taxes, pension, etc.)
- to facilitate your integration (French language classes, cultural activities, sports, school for children, etc.)

### CMI Brest

<https://www.cmibrest.fr/en>  
[euraxess@cmibrest.fr](mailto:euraxess@cmibrest.fr) | +33 (0) 2 98 01 67 00

### CMI Rennes

<https://cmi.univ-rennes.fr/en>  
[cmi-euraxess@univ-rennes.fr](mailto:cmi-euraxess@univ-rennes.fr) | + 33 (0)2 23 23 75 46

## ORGANIZE YOUR STAY IN FRANCE

You will find below basic information to organize your arrival in Brittany. You are encouraged to also check the [European Commission website](#) that is detailing your rights concerning Employment, Social Affairs and Inclusion. It contains updated information and links to the relevant administration bodies.

CMIs can help you with these formalities.

## APPLY FOR A VISA

As a researcher, you will benefit from the “**Passeport talent**” long stay visa. It will allow you to stay for a maximum of four years commencing on the date of your arrival in France.

Find more information about this visa on [Campus France](#) and on the [related page of the official website](#).

→ [Start your visa application here](#)

You will have to join a hosting agreement to your request. This document will be provided by your Host Institution. Don't hesitate to make contact with the relevant BIENVENÛE referent.

If you already have a visa from a previous stay (such as a Schengen short stay visa), make sure it allows you to come and begin the work contract. It is not automatically valid for this new situation and such situation has resulted in 2022 in delays of project beginning.

## LIVING IN FRANCE

In France, it is sometimes difficult to find rental accommodation, especially in the big cities. It is recommended that you start looking, and even reserve on a temporary basis at least, before you arrive in France.

On [Campus France](#) you will find some tips about how it goes in France and how to proceed so you do not waste time.

Campus France also provides [guides about French culture and habits](#).

2021 and 2022 awardees have informed the BIENVENÜE team that while the CMI Rennes offer help in looking for accommodation, they have been lastly not responsive enough for some situations. Awardees have in this case also received help of their supervisor to find an accommodation.

## **SOCIAL SECURITY**

In France, it is mandatory to have a public or private health insurance covering all or part of your health expense. When you have a work contract, **you are automatically registered for Social Security**. Your employer pays your contributions for you.

On average, Social Security reimburses 70% of medical expenses. For better coverage, **you can take out complementary health insurance**, called a "*mutuelle*": it will entitle you to be reimbursed to up to 100% of your medical expenses.



# Supervision

The BIENVENÜE programme aims to provide appropriate and constant support for postdoctoral fellows. Several tools are at your disposal to help you develop your scientific and professional skills.

The **agreement on the supervisor and fellow responsibilities** specifies the fellow's and supervisor's initial expectations for the fellowship in different topics: research and training, career development, team integration, ethics and integrity, and dissemination, exploitation and communication. This should serve as a basis to engage a fruitful collaboration on a scientific level, but also guarantee you good working conditions and career development. This agreement is mandatory and should be signed by both you the Fellow and your supervisor(s).

The **Career Development Plan** (CDP) serves an analysis tool for assessing your career ambition and your current level. Beyond identifying your objectives, you will be asked to set up activities and milestones towards these objectives. A CDP template is provided by the BIENVENÜE team. The CDP should be updated yearly (Month 2, 12 and 24 of your project) and sent to the BIENVENÜE team. We will use it to provide you tailored advice or suggestion to help you reach your goals. For example, we can put you in relation with Breton entrepreneurs if you are indicating willing to develop your business strategy skills.

The **Annual Progress Report** summarises your activities during the year, which may for some already be contained in other required plans. It covers scientific results, training activities, integration in the lab, dissemination and outreach activities. It should be updated yearly (Month 12, 24 of your research project) and sent to the BIENVENÜE team. A template will be provided.

## OBLIGATIONS AS A FELLOW

- Signed agreement on the supervisor and fellow responsibilities
- Career Development Plan
- Annual Progress Report
- Regular meetings with your supervisor

**Regular meetings** with your supervisor are a basic tool to monitor your work progress and discuss new directions. Their regularity is decided by you and your supervisor.

In **case of secondment**, you remain under the responsibility of your supervisor. However, to facilitate your stay in the host institution on a day-to-day basis, you are strongly encouraged to identify a Scientific Referent. Meetings between the Scientific Referent, your supervisor and yourself should be organized to share information and develop cooperation.

In **case of major conflict** with your supervisor or your employer, you can ask for a mediation outside of your host institution with the academic mediator for the regional education authority. To do so, please contact the BIENVENÜE team.

### More information and tools:

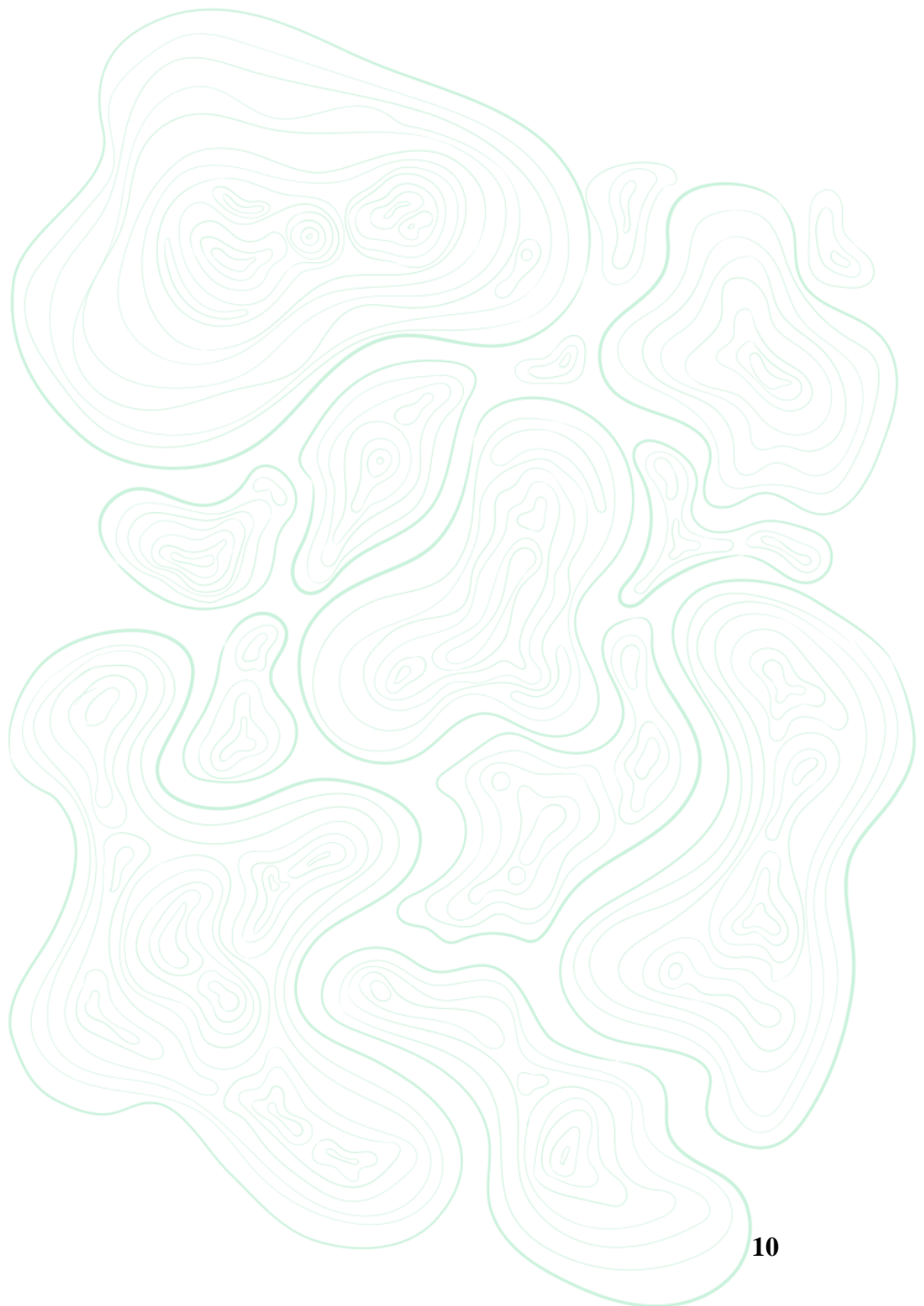
→ You can find free online workshops and quizzes to develop your career on [Euraxess](#)

→ Euraxess Center – Centre de Mobilité Internationale de Brest: part of the Center missions is career development and you can get support there. The Center also has a list of career related resources. [More info on its website](#)

## **Mentoring scheme**

In addition to your supervisor(s), you may benefit from the guidance of another scientist. This mentor can be from another laboratory, another discipline or even another institution of the BIENVENÜE host institutions. S/he can provide you with feedback on the progress of your research project or discuss your career and personal development.

This is not a mandatory part of the BIENVENÜE training programme. If you are interested in the mentoring scheme, contact the BIENVENÜE team.



# Training

The BIENVENÜE programme aims to prepare researchers for a wide variety of career paths by providing access to research-oriented as well as transferable skills training.

As BIENVENÜE Fellow, you have access to training options **within your lab, your Host Institution but also within the whole BIENVENÜE consortium**. You and your supervisor(s) are the best advisers to select the most suitable training.

## OBLIGATIONS AS A FELLOW

- 6 days during the fellowship of research oriented training
- 6 days during the fellowship of transferable skills training
- Participation to the *European Responsible Research and Innovation Event* organized within the BIENVENÜE Programme (previsonal date: Spring 2024 in Rennes)

## RESEARCH ORIENTED TRAINING

It can be theoretical knowledge, analysis abilities and/or practical skills in your area.

You have access to training and summer courses organised by your Host Institution. However, given the high degree of expected specificity in research-oriented training at the post-doctoral level, you are also invited to examine and to choose among different training schemes offered within your own scientific domain across European academic institutions.

**At the end of the fellowship, you should justify of at least 6 days of research-oriented training.**

In addition, you will also be invited to follow the three dedicated training sessions organized within the scope of the BIENVENÜE programme on:

→ ***'European Research area: from the free circulation of goods to the free circulation of knowledge'*** (½ day) in order to develop a broad understanding of the research environment in all its richness; this will be followed by a session to invite you to register as European experts on the Horizon Europe portal, explain the benefits of being an expert and provide you with support for the technical aspects.

→ ***'How to write a winning ERC proposal'*** (½ day) this session will be followed by individual interviews. Fellows who show themselves to be highly motivated to build a proper ERC breakthrough research project in order to remain in their Host Institution in the longterm will have the opportunity to be supported during the development of their project. You will also benefit from the coaching of the Regional European Project Platform to push your project to the expected disruptive standards of the ERC and be advised throughout its writing.

→ ***'Integrating the French Research System'*** (½ day): this session organised jointly with the HR Offices of the Host Institution will present administrative specificities and calendars of the hiring procedure as permanent staff in different French research organisations and universities in order to facilitate your understanding of French administration.

## TRANSFERABLE SKILLS TRAINING

Transferable skills are important to strengthen your career as a recognized researcher (project management, leadership, team-work, teaching...), to maximise the impact of your research (communication, entrepreneurship, intellectual property...) and overall, enhance your employability in the long run.

Like the research-oriented training, **you are deciding which courses you will follow according to your career plan**. You are highly encouraged to indicate to the BIENVENÜE team the areas you wish to train further, to be informed of related opportunities. The Career and Development Plan is an important tool to do so.

More possibilities beyond BIENVENÜE:

→ You also have access to formations by [URFIST regarding Scientific and Technical Information](#). Please note that most of their courses are in French.

→ [Euraxess Center – Centre de Mobilité Internationale de Brest](#) is the French node of the European pilot project on Researcher Career Development driven by EURAXESS and thus regularly organises activities on Transferable Skills

**At the end of the fellowship, you should justify of at least 6 days of transferable skills training.**

## FRENCH LANGUAGE COURSES

'French as a Foreign Language' programmes (i.e. small-group French language tutoring) are available in each Host Institution – from basic to high level – and are open to BIENVENÜE fellows.

As a non French-speaking Fellow, **you are invited to attend these courses**, as they would be highly beneficial for your long-term integration.

## THE “EUROPEAN RESPONSIBLE RESEARCH AND INNOVATION” EVENT (ERRIE)

This two-day event is designed to provide insight into the **ethical, societal and applied aspects of science** and present the good research practices. Beyond the offered training, the event is also an opportunity for BIENVENÜE Fellows to network.

The following topics will be covered:

- 'Open science, Open data and Open to the world'
- Research ethics and integrity
- Innovation and Intellectual property
- Gender consideration in science

It will be a great place for interdisciplinary discussions between fellows, supervisors and invited speakers and to develop an inclusive community of scholars. In addition, local innovators and entrepreneurs from the private sector will be invited to open discussions on 'expertise' aspects and to build collaborations for intersectoral secondments. A “speed-dating” session will be organised, followed by drinks and buffet to maximise exchanges among people and reinforce networking.

You can find a recording of the 2022 edition on the [BIENVENÜE website](#).

**This event is mandatory for fellows. Their supervisors are also invited to participate.**

# Communication & Dissemination

The knowledge you will generate as a BIENVENUE fellow should be communicated and disseminated broadly, to maximize the impact of your research project activities and your results.

Dissemination of your research project is a legal obligation as a MSCA Fellow: it is the exploitation of your results and its valorisation to any potential user: the scientific community, stakeholders, industry, policy makers...

Communication, also part of your obligations as a MSCA Fellow, is a step beyond dissemination as you have to promote not only your results, but also your project – and the BIENVENUE programme – in general.

## OBLIGATIONS AS A FELLOW

- Dissemination and Communication Plan
- Data Management Plan
- Contribution to at least one communication event per year (towards the non-specialized public)
- Acknowledgement of EU funding
- Publications through green open access
- Attendance to scientific conferences

You must **acknowledge that you received EU funding** in any communication and dissemination activity you undertake. The following mention should be included, as well as the [European flag](#) when possible:

“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 899546”.

## AS A FELLOW

You have to produce a **Dissemination and Communication Plan (DCP)** within the first two months of your fellowship. You will identify, based on your application, your goals for disseminating the results of your project, key target audiences, relevant channels, and a provisional schedule for these activities. This plan must be updated yearly. A template will be provided.

You are not alone in developing such activities: You may also rely on advice from your hosting institution (central or lab-based scientific communication officer). The Communication Service from your Host Institution may provide you with dedicated support, help you to identify key messages for society, advise you on best practices and the best channels, facilitate your insertion in existing events and make special contacts with journalists.

During your fellowship, you will have to **contribute to at least one event per year targeting the general public**. It can take multiple forms:

- Promotion science and its impact on society at local events
- Production of science communication through different media
- Promotion of scientific careers to the young audience

Find listed below various existing events that you may participate to.

→ **To promote science and its impact on society**

Yearly events such as “[Fête de la science](#)”, “[Pint of Science](#)”, several [TEDx events](#), the local “[Falling Walls Labs](#)” and “Researcher Night”.

→ **To produce science communication**

Interviews with local newspapers (the daily Breton press : [Ouest France](#) and [Le Télégramme](#))

Write articles in popular magazines likes [Sciences Ouest](#) or [Science & Vie](#), in “[The Conversation](#)”

Contribute to media (blogs, videos, radio...) aiming to popularise science, including the BIENVENÜE website.

Apply to the “Fellow of the week” on the MCSA Facebook page

→ **To promote scientific careers to the young audience**

Give talks in classrooms: as part of English classes in high school; or as part of science classes.

Participate in the “Immersion Sciences” initiative : a yearly event created by REGION BRETAGNE.

Participate in the University open days organised every year.

Promote the place and the recognition of women in science during organised events for the ‘[women and girls in science day](#)’ (every 11th February), or by targeting the female audience at school events

You also have to provide and update yearly a **Data Management Plan**. This plan describes the data management life cycle for the data to be collected, processed and/or generated during your fellowship. A template will be provided and the training programme schedules a seminar on Open Science. See more on the relevant page of the [Horizon 2020 Funding Guide](#)

You have to make your publications available through **Green Open Access**. This is an **obligation shared by all European-funded projects**. Green open access, or self-archiving, means “*that a published article or the final peer-reviewed manuscript is archived*

*(deposited) in an online repository before, alongside or after its publication.”* (definition by the H2020 Funding Guide) See more on the [relevant page of the H2020 Funding Guide](#)

You can also make your publications available through the [BIENVENÜE Zenodo repository](#).

These two actions are part of the Open access and Open Data European-wide policy, in which Brittany is one of the pioneering regions. This policy should help to 1) build on previous research results, 2) encourage collaboration and avoid duplication of effort, 3) speed up innovation and 4) involve citizens and society. Moreover, the European Commission considers illogical to pay to access or use public-funded information.

Please not that such policy doesn’t mean you have to put all your data out there right away. It is rather be “open as possible, and as closed as necessary”, following the [FAIR principles](#).

Finally, you have to **attend scientific conferences** during your fellowship to disseminate your results to the scientific community. Again, you are the best judge to decide which conferences are the best suited to your research project.

## ON THE PROGRAMME LEVEL

The BIENVENÜE team is eager to communicate around your research project and your results: the DCP will serve as a basis to include you in programme-wide activities. The BIENVENÜE website will be regularly enriched with news from the fellows, and coordinated by the BIENVENÜE team.

As one aim of the BIENVENÜE programme is to push R&I forward in Brittany and accompany its development, you should not hesitate to **contact the BIENVENÜE team**. We look forward to helping you contact relevant actors and to finding ways to make the most of your research project.



The following tools are established on the programme level:

→ **Networking events:** The ERRIE – “European Responsible Research and Innovation Event” will be an important event for you to meet the other fellows and the non-academic community. The BIENVENÜE team will also review your research project and suggest you to participate in specific events or networks. Should you want to target a special community or actor during your fellowship, please contact the BIENVENÜE team.

### ON INTELLECTUAL PROPERTY RIGHTS

As you are working on your research project, IP issues may arise. Your research is property of your employing organisation by law (= your Hosting Institution), through your work contract.

If your results are to be patented, you will receive help to put the appropriate IPR strategy in place and investigate licensing opportunities. Your Host Institution may have its own internal Technology Transfer, Innovation and Partnerships Department to accompany you along your project. You also may benefit from the help of SATT Ouest Valorisation, the regional technology transfer office.

More on SATT Ouest Valorisation on <https://www.ouest-valorisation.fr/>

→ **Establishment of a Pool of Experts:** as scientific expert of an area, you may be interested in informing public policy strategy or act as a consultant for a private company or an NGO. By participating to this pool, you may gain local and international recognition, enlarge your network and your career prospects in and beyond academia.

→ **Integrated programme strategy at the European level:** the BIENVENÜE team will multiply the programme outputs and impact by targeting publication in magazines such as [Research\\*eu](#), and by taking part in activities offered by the [Horizon Results Booster](#).