SMASH

machine learning for science and humanities   postdoctoral program

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REPUBLIC OF SLOVENIA
MINISTRY OF THE ENVIRONMENT,
CLIMATE AND ENERGY
SLOVENIAN ENVIRONMENT AGENCY

I FEEL SLOVENIA

Co-funded by
the European Union

Main SMASH documents

➢ Personal Career Development Plan

➢ Financial Plan

➢ Report on Career Development Plan

➢ Request for minor modifications to the Financial Plan

➢ SMASH Proportionate Ethical Review Form

➢ Data Management Plan

➢ The report on researcher's activities (Ministry of Higher Education, Science and Innovation)

Available in the Repository for documents: https://smash.ung.si/projects/.

Personal Career Development Plan (PCDP)

Information about :

- the conferences/workshops from your research field which you would like to attend (with possibly active participation and paper presentation)

- soft- skill trainings, courses that you are interested in (some possibilities are stated in the PCDP)

- anticipated outreach activities

- detailed plan for secondments (Secondment institution , secondary supervisor, duration)

- possible interest in teaching opportunities

➢ Signed PCDP must be uploaded to SMASH Repository and sent to smash@ung.si.

➢ Approved at Supervisory board meetings (twice a month)

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Financial Plan (FP)

Three categories:

1. **Research costs**

Hardware resources (laptop, mouse, pen etc.), software licences, Open Access publications. conference registration fees, consumables for research, etc.

2. Travel allowance

Work related travel costs to conferences, meetings, other events (daily subsistence allowance, local travel costs, ...) and travel to secondments. TRAVEL ORDER

➢ All travel orders and research costs can be signed only on the basis of approved PCDP and Financial Plan.

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Financial Plan (FP)

3. Secondment subsitence (up to 4.800€)

Covers extra costs of secondments in places with a high cost of living. Among Associated Partners there are institutions located in cities with some of the highest costs of living in the world.

Secondment calculation is done in the phase of approving Financial Plan by EB (duration of the secondment specified n the PCDP & FP.

The calculation of secondment is based on :

- the estimated living costs of the country/town of secondment in comparison to Slovenia/Ljubljana (Numbeo. Com)

- the duration of secondment and the country's costs of living.

If the the costs for reasonable accommodation significantly exceed secondment subsistance fellows can ask for extra funds for accommodation from travel allowance.

Secondment is not a travel visit.

Fellows sign additional contracts for Secondments .

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PCDP and Financial Plan (FP)

➤ Signed PCDP & FP must be uploaded to SMASH Repository and sent to smash@ung.si.

➤ Approved at Supervisory board meetings (twice a month)

➤ Possible modifications for request for urgent minor changes of FP can be made at any time (up to the 10 % of your total research & travel budget, form for the changes is available in the Repository, subject to approval of SMASH Executive Board)

➤ Reports on PCDP and FP every 6 months

➤ Report to Ministry twice a year March 15th and September 15th

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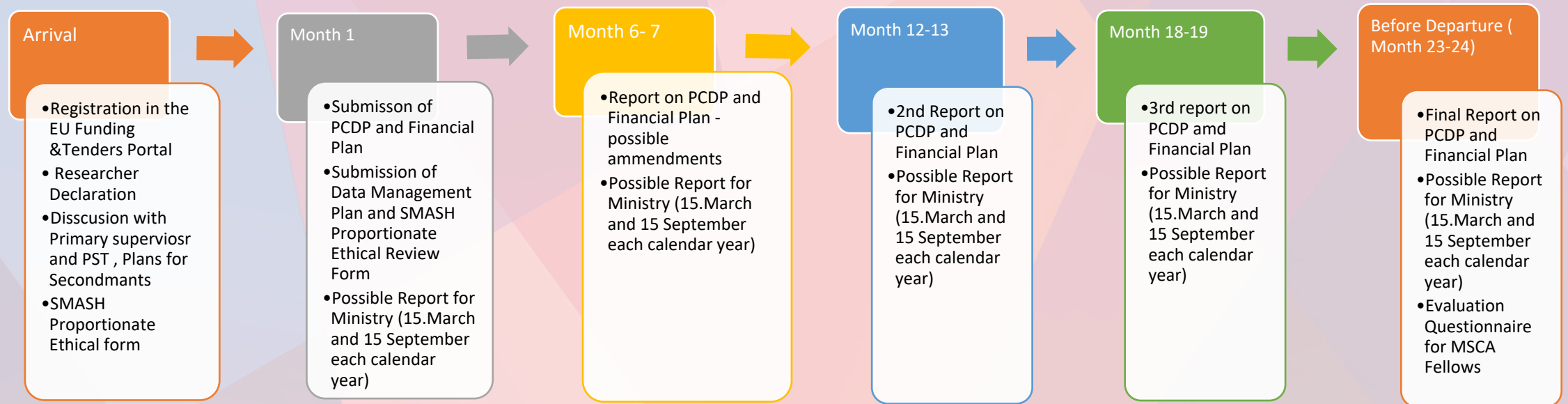machine learning for science and humanities   postdoctoral program

SMASH Proportionate Ethical Review Form

➢ Complete the SMASH Proportionate Ethical Review Form with their Personal Supervisor Team **within the first month of their starting date**

➢ If you have questions that you could not resolve with your supervisors or IT services:

• attend Q&A Sessions (SMASH EB will send you the link and dates for Q&A sessions)

• send questions via email: **smash_ethics@ung.si** to EEDI Advisor prior to submitting the Form in Review (you can submit the draft version of the Form, **but make it clear that you are sending the draft without the signatures)**

➢ After submitting the signed SMASH Proportionate Ethical Review Form, the formal procedure of ethics clearance begins, therefore you cannot explain and send via email possible questions of the EEDI. In that case the procedure continues with the resubmission of the amended Form.

➢ After getting the ethical clearance, you can contact the EEDI Advisor, whenever you have ethical issues and questions and she will discuss it with you.

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Reporting to SMASH-Timeline

Arrival

- Registration in the EU Funding &Tenders Portal
- Researcher Declaration
- Disscusion with Primary superviosr and PST , Plans for Secondmants
- SMASH Proportionate Ethical form

Month 1

- Submisson of PCDP and Financial Plan
- Submission of Data Management Plan and SMASH Proportionate Ethical Review Form
- Possible Report for Ministry (15.March and 15 September each calendar year)

Month 6- 7

- Report on PCDP and Financial Plan - possible ammendments
- Possible Report for Ministry (15.March and 15 September each calendar year)

Month 12-13

- 2nd Report on PCDP and Financial Plan
- Possible Report for Ministry (15.March and 15 September each calendar year)

Month 18-19

- 3rd report on PCDP amd Financial Plan
- Possible Report for Ministry (15.March and 15 September each calendar year)

Before Departure (Month 23-24)

- Final Report on PCDP and Financial Plan
- Possible Report for Ministry (15.March and 15 September each calendar year)
- Evaluation Questionnaire for MSCA Fellows

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Reports on PCDP and FP

- Template is available in the repository (write about your achievements attach the pictures of your conference presentation, publications, etc.)

- Short Financial Report of costs during the reporting period (part of the report template)

- For UNG Fellows: Andreja Oblak will collect the receipts and give them to you prior to report deadline, so that you can include the costs in the report)

- For the Fellows in the Host Institutions: please contact your department secretary

Category of costs as defined in FP (Research costs, Travel allowance/ secondment subsistence)	Item/Travel/service Copy only relevant items for the reporting period from the approved FP	Spent in the Reporting Period List only the amounts spent in the Reporting Period	Indicate the initial amount anticipated in the approved FP	Indicate from wh item/travel /serv approved FP the difference, betw anticipated and s amount is deduc
Total Spent in the Reporting Period				

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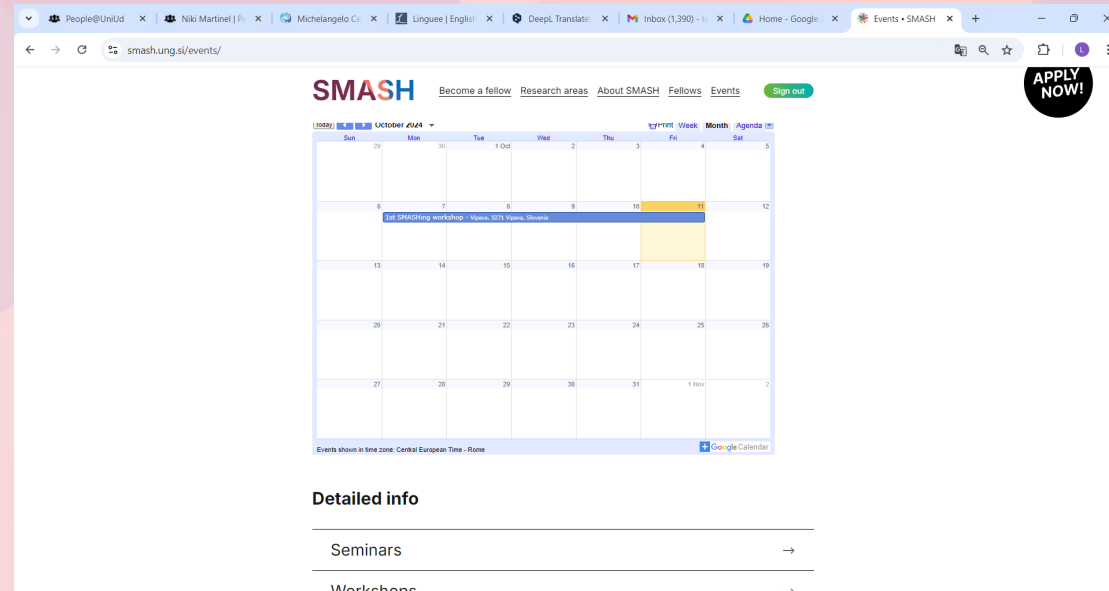machine learning for science and humanities   postdoctoral program

Dissemination of the Results

❖ Be active in Science Communication!

❖ Send all related info via email to: smash@ung.si

❖ Use SMASH ppt presentation templates

In every publication and in other project results you should add the acknowledgment sentence and project logos.

➤ New Guide for Fellows is comming UP- Please Read it!

➤ Confidentiality officer contact will be available shortly

➤ SMASH Calendar avaliable on the SMASH web side

Selection of the Fellow Representative

Function:

❖ Presence at EB meetings once a month or upon agreement (Mondays at 11:00 AM)

❖ The voice of Fellows,

❖ Organistaion social events for the Fellows

❖ Appointment duration – one year and can be renewed

Communication chanel

How to communicate most efficiently?

❖ WhatsApp group?

❖ Suggestions

Questions for SMASH EB?

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