

SyMeCo

Online

Application System

Guide

Call 2

Table of Contents

1	Introduction	3
2	Overview of the online application system.....	5

1 INTRODUCTION

SyMeCo is a Marie Skłodowska-Curie COFUND postdoctoral fellowship programme coordinated by [Lero, the Science Foundation Ireland Research Centre for Software](#). The programme is a cutting-edge initiative co-funded by the European Commission under the prestigious [Horizon Europe Marie Skłodowska-Curie programme](#) and by [Science Foundation Ireland](#).

The **SyMeCo fellows** will be recruited through **internationally advertised calls for proposals**. The first call for proposals opened on the **19th of March 2024**, and the **application deadline is the 19th of June 2023**. The evaluation and selection process will include an international peer review and an interview stage.

The second call important dates are shown below.

Call 2 Important Dates

Opening: 19th of March 2024

Deadline: 19th of June 2024 @ 23:59 (GMT)

International Peer Review*: July – August 2024

Interviews*: August – September 2024

Funding Decision*: September 2024

** Please note these dates are indicative and subject to change. Check the [SyMeCo website](#) for updates.*

It is strongly recommended that you register interest by emailing symeco@lero.ie and start preparing your application as early as possible. Please carefully read this guide, the Guide for Applicants, the Terms & Conditions, application templates and all documentation available [here](#). If you have any queries, please [contact SyMeCo](#) for support.

Before submitting an application, **you must contact an eligible supervisor to discuss your proposal and gain support for your application**. Only applications which received support from an eligible SyMeCo supervisor will be considered. The list of eligible SyMeCo supervisors is available [here](#). Figure 1.1 shows the steps and how to apply for a SyMeCo fellowship.

You can only submit **1 application per call**.

All applications and application documentation must be submitted via the Ex Ordo online application system before the call deadline. The online application system, accessed from the [SyMeCo website](#), will be live for 12 weeks and will close on the call deadline, **19th of June 2023, 23:59 (GMT)**.

Only applications using the templates provided and supported by eligible SyMeCo supervisors will be evaluated.

By submitting an application, you declare that the information supplied is correct. SyMeCo reserves the right to withdraw any fellowship awarded, or if the employment has commenced, the host institution reserves the right to terminate such employment should any of the information provided in the application be found to be false or misleading.

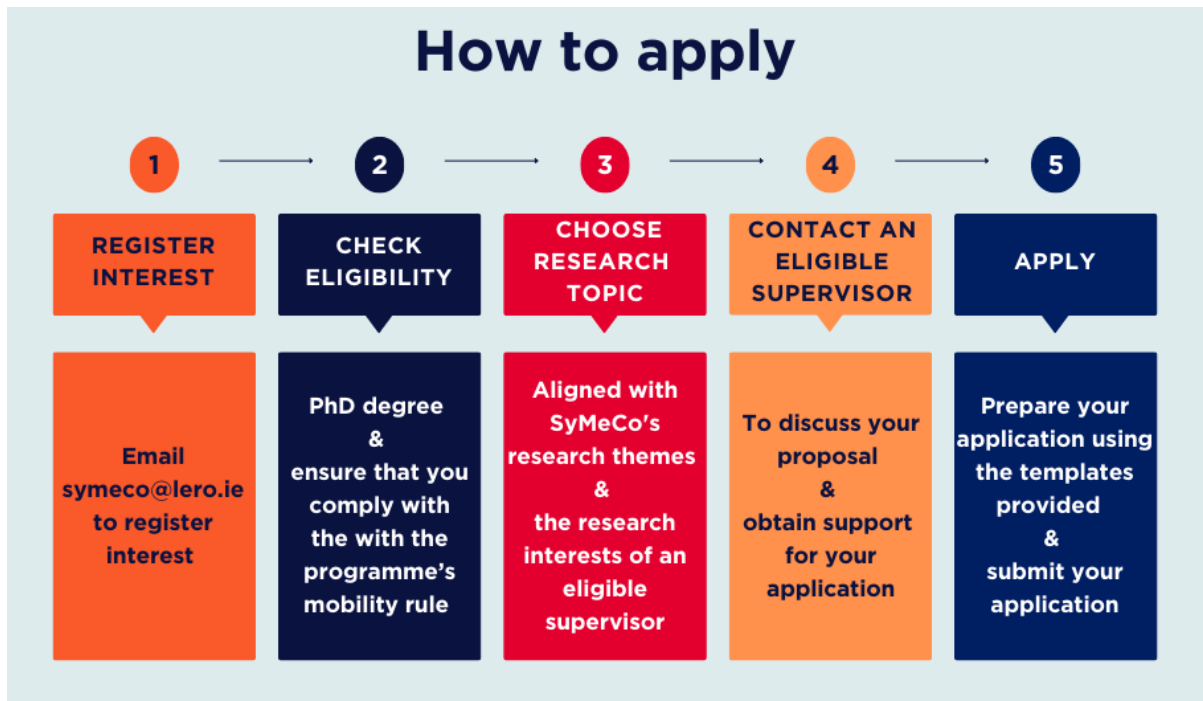


Figure 1:1 Infographic showing how to apply for a SyMeCo fellowship

Researchers at risk

SyMeCo will support applications from those displaced by conflict or whose situation makes it difficult to pursue research careers.

Applicants who are at risk/displaced by conflict and might require alternative submission arrangements are encouraged to discuss the support available to them with SyMeCo. **In certain circumstances, applications submitted in hard copy may be accepted. However, alternative arrangements must be agreed upon with SyMeCo before the call deadline.**

Tailored advice, guidance and support will be provided on a case-by-case basis.

Please [contact SyMeCo](#) to discuss alternative submission arrangements or any additional support you might require.

2 OVERVIEW OF THE ONLINE APPLICATION SYSTEM

Candidates must submit the application and all application documentation via the Ex Ordo online application system used by SyMeCo. The **online application system** is accessed from the [SyMeCo website](#).

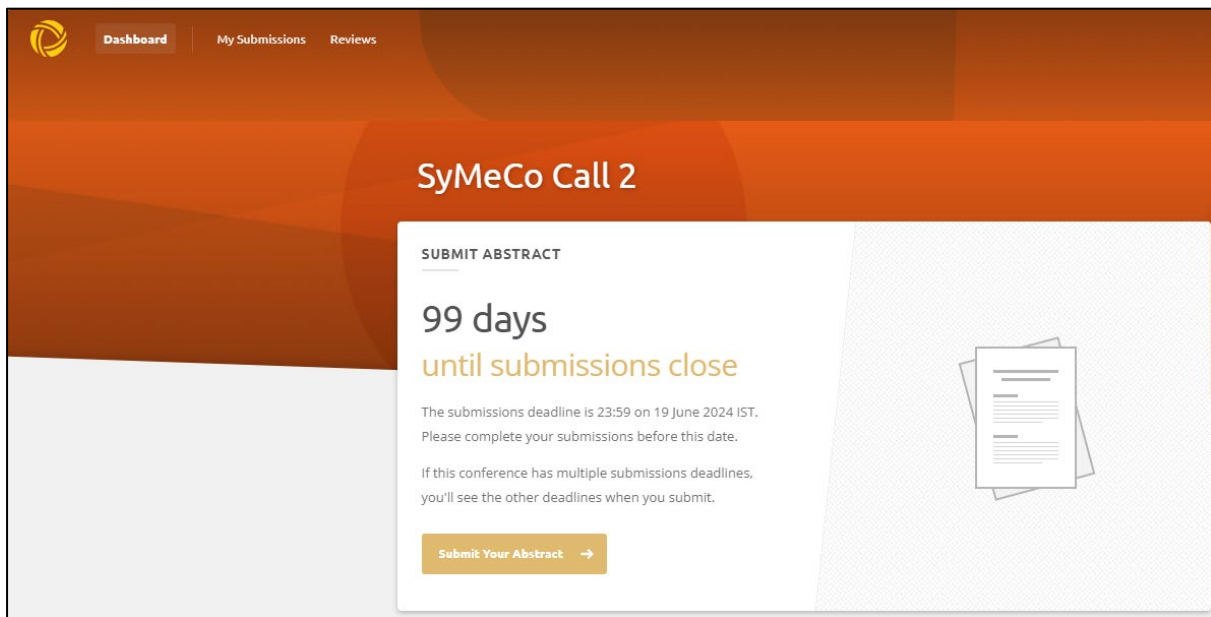
The Ex Ordo online application system typically handles conference papers peer review. Therefore, where the system refers to:

- “Author/Authors”, please consider this to mean you, the applicant;
- “Conference Dates”, please consider this to mean the call 1 start date and deadline.

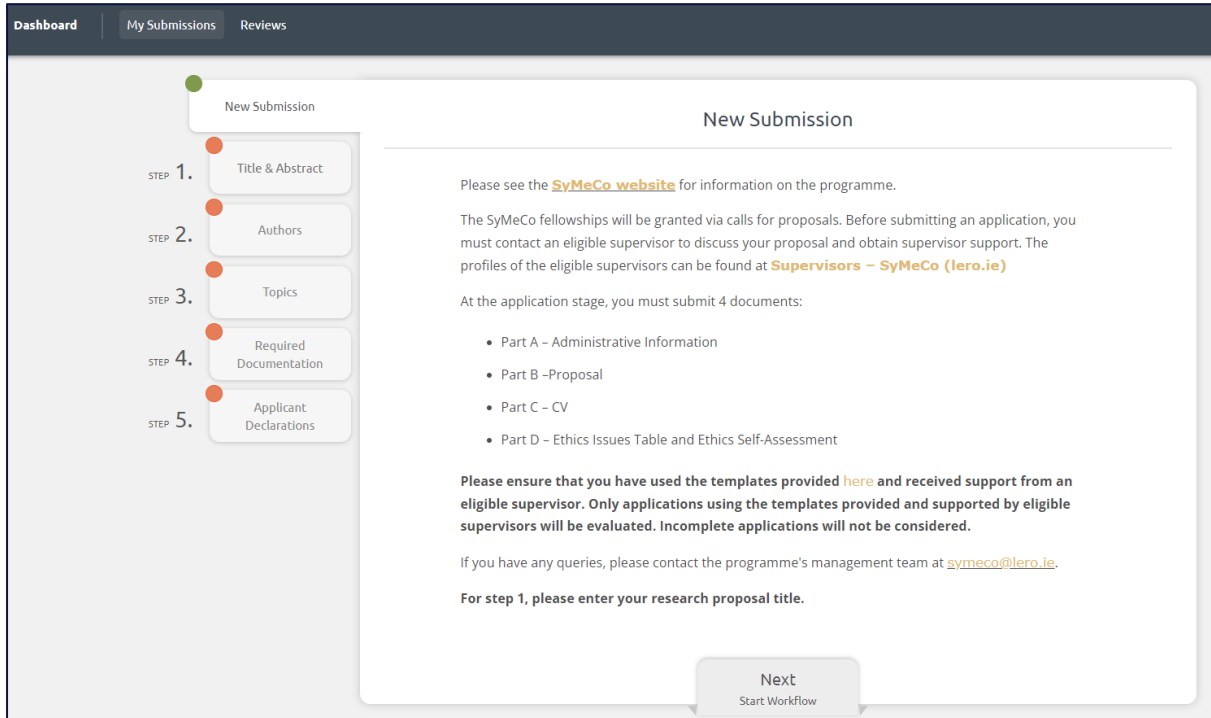
You will be first asked to create an account entering your email address, first and last names and a password.

The screenshot shows the SyMeCo Call 2 login and registration interface. The page has an orange header with the SyMeCo logo and the text 'symecocal2'. Below the header, the title 'SyMeCo Call 2' is displayed. The main content area is divided into two columns by a vertical dashed line. The left column is titled 'NEW TO EX ORDO?' and contains four input fields: 'Email Address' (with the example 'albert.einstein@example.com'), 'First Name' (with 'Albert'), 'Last Name' (with 'Einstein'), and 'Password' (with a masked password). Below these fields is a 'Create Account →' button. The right column is titled 'LOGGED IN PREVIOUSLY?' and contains two input fields: 'Email Address' (with 'marie.curie@example.com') and 'Password' (with a masked password). Below these fields is a 'Login →' button and a link for 'Forgot your password?'. The Ex Ordo logo is visible in the bottom right corner of the page.

To begin editing your application, click on the “Sybmit Your Abstract Now” button or “My Submissions” tab.



Click on Step 1 “Title & Abstract”.



Enter the title of your proposal and the abstract, then click “Done – Go To The Next Step”.

The screenshot shows a web interface for submitting a proposal. At the top, there is a navigation bar with a logo and three tabs: "Dashboard", "My Submissions", and "Reviews". The "My Submissions" tab is active. On the left side, there is a vertical sidebar with a progress indicator. The progress indicator shows a green dot for "New Submission" and red dots for steps 1 through 5. The steps are: STEP 1. Title & Abstract, STEP 2. Authors, STEP 3. Topics, STEP 4. Required Documentation, and STEP 5. Applicant Declarations. The main content area is titled "Title & Abstract" and contains two input fields. The first field is labeled "Title" and is empty. The second field is labeled "Abstract" and contains a rich text editor with a toolbar showing bold (B), italic (I), underline (U), bulleted list, numbered list, subscript (x₂), and a symbol (Ω). Below the input fields, there is a button labeled "Done" with the text "Go To The Next Step" underneath it.

Enter your personal details and the name of the eligible SyMeCo supervisor who agreed to support your application.

The screenshot shows a web interface for adding authors. On the left is a vertical sidebar with five steps: 'New Submission', 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Topics', 'STEP 4. Required Documentation', and 'STEP 5. Applicant Declarations'. The 'Authors' step is highlighted with a red dot. The main content area is titled 'Authors' and contains the instruction: 'Please nominate all the authors that contributed to this submission below.' Below this is a form for one author. The author's name 'J. Doe' and email 'j.doe@gmail.com' are pre-filled. To the right of the email is a button labeled 'I'm not an Author'. Below the pre-filled information are three input fields: 'Title', 'Affiliation', and 'Country'.

This screenshot shows a form for entering personal details. It includes four sections, each with a label, a description, and an input field: 'Nationality *' (Please state your nationality.), 'Gender *' (Please enter your gender), 'Phone Number *' (Please provide a phone number with the country code), and 'SyMeCo Supervisor *' (Please provide the name of the SyMeCo supervisor who has agreed to support your application.). At the bottom of the form is a 'Done' button. Below the form, a note states: 'Only 1 author may be listed on a submission. Remove an author to substitute a replacement.' At the very bottom of the page is another 'Done' button with the text 'Go To The Next Step' underneath it.

Then click “Done – Go To The Next Step”.

Select the closest research theme (s) to the topic of your proposal, then click “Done – Go To The Next Step”.

The screenshot displays a web application interface for selecting research themes. On the left, a vertical sidebar contains a progress indicator with five steps: 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Topics', 'STEP 4. Required Documentation', and 'STEP 5. Applicant Declarations'. The 'STEP 3. Topics' step is currently active, indicated by a red dot. Above the sidebar are buttons for 'My Submissions', 'New Submission', and 'Test proposal title'. The main content area is titled 'Topics' and contains the instruction 'Please choose your topics from the list below.' Below this is a box labeled 'RESEARCH THEMES' with a counter '3 Topics'. The list includes three items: 'Systems', 'Methods', and 'Context', each with an unchecked checkbox. A grey box below the list contains the text: 'If none of the topics suit, choose the nearest applicable topic or contact the chair for further advice.' At the bottom center of the main area is a button labeled 'Done' with the text 'Go To The Next Step' below it.

Upload the required application documentation (in .pdf format), then click “Done – Go To The Next Step”.

The screenshot shows a web interface for submitting a proposal. On the left is a vertical sidebar with a progress indicator and five steps: 'My Submissions', 'New Submission', 'Test proposal title', 'Title & Abstract', 'Authors', 'Topics', 'Required Documentation', and 'Applicant Declarations'. The 'Required Documentation' step is currently active. The main content area is titled 'Required Documentation' and contains two sections: 'Part A - Administrative Information *' and 'Part B - Proposal *'. Each section lists instructions and provides a file upload area with a paperclip icon and the text 'Click or drop to upload a file.'.

Required Documentation

Part A - Administrative Information *

- You must use the template provided at: [Call For Proposals – SyMeCo \(lero.ie\)](#)
- Please upload your completed Part A - Administrative Information document in .pdf format.

Part B - Proposal *

- You must use the template provided at: [Call For Proposals – SyMeCo \(lero.ie\)](#)
- You must discuss your proposal with the prospective SyMeCo supervisor you wish to work with and receive their support before submitting an application.
- Please upload your completed Part B - Proposal document in .pdf format.

This screenshot shows the continuation of the 'Required Documentation' page. It features two more sections: 'Part C - CV *' and 'Part D - Ethics Issues and Ethics Self-Assessment *'. Each section includes instructions and a file upload area. At the bottom of the page, there is a button labeled 'Done' with the text 'Go To The Next Step' below it.

Part C - CV *

- You must use the template provided at: [Call For Proposals – SyMeCo \(lero.ie\)](#)
- Please upload your completed Part C - CV document in .pdf format.

Part D - Ethics Issues and Ethics Self-Assessment *

- You must use the template provided at: [Call For Proposals – SyMeCo \(lero.ie\)](#)
- Please upload your completed Part D- Ethics Issues and Ethics Self-Assessment document in .pdf format.

Done
Go To The Next Step

Enter or confirm the required details, then click “Done – Save Submission” to submit your application.

The screenshot shows a web interface for the 'Applicant Declarations' step. On the left is a vertical navigation menu with buttons for 'My Submissions', 'New Submission', 'Test proposal title', 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Topics', 'STEP 4. Required Documentation', and 'STEP 5. Applicant Declarations'. The main content area is titled 'Applicant Declarations' and contains the following sections:

- Supervisor support ***: A checked checkbox with the text 'My application has received support from a SyMeCo supervisor.'
- Did you indicate one (or more) ethical issues associated with your proposed research? ***: A dropdown menu with the text 'Select an Option'.
- Please provide details of your proficiency in English ***: A text input field with the example '(e.g. working proficiency, fluent, etc.)'.

The screenshot shows the 'Terms and Conditions' and 'GDPR' sections of the application process. The main content area is titled 'Terms and Conditions *' and contains the following sections:

- Terms and Conditions ***: A text input field with the text 'Please read the SyMeCo programme's Terms and Conditions available at:' and a link 'Call For Proposals - SyMeCo (lero.ie)'.
- GDPR ***: A checked checkbox with the text 'I confirm that I have read and accept the SyMeCo programme Terms and Conditions.'
- GDPR ***: A text input field with the text 'Please read the SyMeCo general data protection statement available at:' and a link 'Call For Proposals - SyMeCo (lero.ie)'.
- GDPR ***: A checked checkbox with the text 'I confirm that I have read the SyMeCo general data protection statement and consent that SyMeCo stores and processes my data accordingly.'

At the bottom of the form is a button labeled 'Done' with the text 'Save Submission' below it.

Note: Your application and documentation can be modified up to the call deadline.

If you have any queries at any stage during the application process, please [contact SyMeCo](#) for support.