

Explanation personnel appointments from project number 18500



Versiedatum: 08.02.2022

NB 1

A TTW-project can only start if all the required conditions prior to start have been met or if NWO domain Applied and Engineering Sciences (NWO domain AES) has given written permission to start the project. If this condition is not met and an institution decides to appoint staff (or incur other costs) this is at the risk of the knowledge institution (see also general Terms and Conditions on www.nwo.nl/ttw).

NB 2

If there are any questions or ambiguities about personnel, please contact the Program Officer or the Personnel Administration of NWO domain AES, telephone 030 - 6001 292 / 276

1. Selection and appointment

The current arrangements for personnel appointments have the following principles and conditions.

1.1 Rates

- The current scheme has fixed rates for the financing of temporary staff positions:
 - PhD
 - Postdoc
 - Other scientific personnel (OSP, including added researcher, drs., ir., A(N)IOS)
 - Non-scientific personnel (NSP), including technical assistant)
- For each job a predetermined fixed rate per year of appointment.
- NWO domain AES uses the rates as set out in the NWO/VSNU scheme, without final payment. The rates applicable at the time of remuneration will be maintained throughout the duration of the AES project. The rates are re-established annually by NWO and VSNU. This takes into account the expected development in staff rates over several years.
- The rates include a premium for employer expenses related to sickness and incapacity for work.
- This premium is intended for the adequate implementation of the sickness absence and incapacity arrangements by the knowledge institution. The costs of extending the appointment in the event of illness, pregnancy or incapacity for work of persons appointed to a project funded by NWO domain AES are for account by the knowledge institution. The person in question will remain attached to the AES project during the extension.

1.2 Selection and appointment

- The knowledge institution should start recruiting staff as soon as possible after the project has been honoured.
- The knowledge institution is responsible for selecting suitable candidates who are appointed on a project funded by NWO domain AES.
- Persons appointed to a project funded by NWO domain AES will be employed by the knowledge institution on a temporary basis. The role of employer always rests with the knowledge institution.
- It is difficult to find a suitable technical assistant with sufficient expertise on a temporary basis. In this case, the NWO domain AES can make an exception and a technical assistant with an existing employment can be appointed to the project. In this case too, the standard rates for a technical assistant apply.
- It is possible to appoint a OSP member with a 'project-based appointment' to the research institution at the standard WP rates temporarily charged to an AES project. The OSP'er in question may not be registered as a (co)applicant with NWO.
- For each appointed person, data should be entered in ISAAC in order to submit the details of the personnel appointment of a project employee to NWO. In the ISAAC manual you will find an explanation of the steps to be followed.
- Only after receipt of the data and processing by NWO personnel costs can be declared. Declarations must be made according to the monthly amounts of the applicable tariff list (NWO/VSNU). The tariff lists are on the website of NWO domain AES (www.nwo.nl/ttw).

2. Advertisements for recruitment candidates

NWO domain AES should be listed as NWO domain Applied and Engineering Sciences. The logo of NWO domain AES should also preferably be included in the advertisement. Logos can be downloaded from the NWO domain website AES (www.nwo.nl/ttw).

Advertising on the website of NWO domain AES is possible. Send your ad text to ttw@nwo.nl.

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