

Máxima **butterfly.**

Guide for Applicants Call 2022

Call opens: 1st December 2022

Call closes: 1st February 2023

Please read this document carefully before submitting your application. Applications that are incomplete or do not fulfill the criteria listed in these guidelines will be excluded.

Important dates

Process steps	Date
Application open	1 st December 2022 – 31 st January 2023 23:59 CET
1 Eligibility Check	Feb 1 st – Feb 15 th 2023
2 Assessment process 1	Feb 16 th – March 2 nd 2023
3 One-way video interviews	March 10 th – March 24 th
4 Assessment process 2	March 27 th – April 10 th
5 Interviews	April 17 th – May 1 st
6 Final assessment and results	May 1 st – May 15 th
7 Contracts	May 16 th – September 2023
Start of PhD projects	June 2023 – October 2023

1. Butterfly Program Description

Every year, around 600 children in the Netherlands get cancer and one in four to five children dies from this illness. More than ten years ago, a group of parents and healthcare professionals in the Netherlands started working towards one national children's cancer center that could accelerate advances in treatment by centralizing all patient care and research in one building. Those efforts led to the creation of the Princess Máxima Center for pediatric oncology: a unique center that brings together all the highly complex care and research for children with cancer in the Netherlands. This concentration and integration of specialized pediatric oncology reflects our mission: 'To provide a cure for every child with cancer while maintaining an optimal quality of life'. Only with innovative research we will be able to improve survival and quality of life for children with cancer. Our research covers the entire spectrum: from fundamental research to expose genetic and molecular characteristics of tumor cells to clinical trials to test improved treatment options. And from translational experiments to develop personalized therapy to psychosocial studies that monitor the wellbeing of the whole family. Collaborations within our center, between researchers and clinicians, but also partnerships with other institutes, nationally and internationally, are crucial to reach our goals. To contribute to this effort, the MAXIMA-BUTTERFLY program will train the next generation of multi-disciplinary scientists in the field of pediatric oncology. For a successful implementation and to achieve a radical change in the society, the work needs to be translated to the academic community, the industry, health policy makers, regulatory authorities, insurance companies, doctors, patients, patients advocates, and the general public. In this program, 28 Doctoral Applicants will work at the Princess Máxima Centre in the field of pediatric oncology.

2. Eligibility Criteria

The Máxima-Butterfly program is open to excellent students and researchers of any nationality, gender or discipline, who are early in their career and are interested in pediatric cancer.

Applicants must fulfill ALL the following minimum eligibility criteria (depending on the project some additional requirements might apply):

1. Must not have been awarded a doctoral degree yet.
2. MSCA Mobility rule: At the time of the deadline for submission of applications (Feb 1st, 2023), researchers must not have resided or carried out their main activity (work, studies, etc.) in the Netherlands for more than 12 months in the three years immediately prior to the reference date. Compulsory national service and/or short stays such as holidays are not considered.
3. Minimum level of studies: At the time of the deadline for submission of applications all applicants must be in possession of a European Master's degree* or equivalent (or submit a statement that they will receive their degree within eight months after the deadline for submission). Educational background should preferably be in life sciences, such as in the cell, molecular, medical or computational biology area, genetics, genomics, medicine or technical medicine (for imaging), immunology, pharmaceutical sciences, psychology or have a clinical background or combinations thereof.
4. English proficiency: Applicants should be excellent in English. You don't need to submit a certificate.
5. Availability: Applicants must be available at the preferred start date indicated by their chosen supervisor for a minimum period of 48 months. Applicants should be available to start the PhD position at the latest on October 1st 2023.
6. The applicant has submitted a complete application with all required information and documents attached via the Máxima-Butterfly website (www.maximabutterfly.com).

* A Master's degree from one of the countries that is member of the European Higher Education Area (ehea.info) or a degree that is equivalent to a Master's degree within this system (if coming from outside the EHEA region).

3. General conditions: salary, etc.

The selected applicants will be offered a full-time PhD position at the Princess Máxima Center, initially for one year. Upon successful evaluation of the first year, the contract will be extended for three more years (total: 4 years). Your gross salary will be in line with the collective labour agreement for hospitals in the Netherlands (CAO Ziekenhuizen). The full-time gross monthly salary ranges from € 3043 to start with in the first year, to € 3468 after 3 years.

The exact net salary will depend on your eligibility to receive a 30% tax benefit. The 30% tax benefit cannot be guaranteed. The HR department will request this tax reduction for you, after which the tax office will make a decision. Without the 30% tax benefit, the minimum net salary is approximately € 2332 per month.

The salary is supplemented by a guaranteed end-of-year bonus of 8.3% and a holiday allowance of 8% of your yearly salary. We offer a pension scheme, collective insurance schemes, parental leave, travel allowance (home to work and for work purposes), and a flexible system of benefits (multiple choice model).

The mobility allowance is already included in the PhD's living allowance (salary). There is an internal individual training budget to attend external courses, conferences or workshops. Travel to the Partner Organisation and visa costs are financed by the project.

The consortium commits itself to adhere to the principles of the 'Code of Conduct for the recruitment of researchers (2005) as stipulated by the European Union and the NVU Recruitment Code.

Researchers will be selected following an open, transparent, merit-based, impartial and equitable selection procedure. The presented PhD employment contracts are in line with the MSCA guidelines. In the Collective Labour Agreements of Dutch Hospitals (CAO-Ziekenhuizen) rules and regulations on e.g. parental leave are stated.

4. Application Process

Applicants can only apply for a position using the 'apply now' button on the maximabutterfly.com website.

- **Applications received by other means (e-mail or similar) will not be accepted.**
- You are allowed to apply for **up to three projects**. If you apply for more than 3 projects, only the last three submitted projects will be considered.
- You need to **submit only 1 application for 1-3 projects**. Please find the different projects on the website under 'vacancies'. Please note that your application is assessed for each project.
- **You must submit your application before the call deadline (Jan 31st, 2023).**
- **You must submit all mandatory documents (see the list below). If you fail to submit one or more mandatory documents, your application will be automatically rejected.** Please note that we will NOT be sending out reminders for any missing documents, once you have submitted your application. It is your own responsibility that all mandatory documents are included in your application.
- You are encouraged to start working on your application well before the deadline and allow enough time to compile the necessary information and supporting documents. Deadline will NOT be extended.
- The Butterfly program is committed to *Open, Transparent and Merit-based Recruitment* therefore positions will be awarded to the most talented students based purely on merit and capacities.
- Step 1 and 2 of the recruitment process are 'anonymous'. To guarantee that all applications are kept anonymous you need to use the templates provided and follow the information below.

List of mandatory documents / information that you **MUST** submit in one application:

1. **Curriculum Vitae / Resume** You **MUST** use the template provided. As it is important and required by the EU that all applications will be reviewed anonymously, please don't add any personal information (e.g. no picture, no names, no gender, no country of residence etc). Don't mention publications on your CV. A list of publications can be submitted separately (see below), which may be used later in the selection process. Save the document as: "CV 'your name'".
2. **Motivation letter in English (max 2 pages)**
 - Make sure not to add any personal details such as your name. Don't sign the letter with your signature/name.
 - Address the letter to the Selection Committee
 - Describe your current scientific interest and why you are interested in the Máxima Butterfly program and in a particular position/project
 - Summarize relevant skills, experiences, knowledge and personal behaviors you have that fit the role
3. **Scanned copy of your official academic transcripts (both Bachelor's and Master's)**
 - Academic records not written in English should be accompanied by a translation into English. If you have not yet been awarded your Master's degree, please upload a statement/ provisional degree or document from your institution indicating that you will receive your master at the latest October 2023)
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4. Names, e-mail addresses and phone number of at least two referees

- University lecturers or scientist who are familiar with your academic work and who can judge your potential as a doctoral researcher.
- You don't need to submit a reference letter. If we contact your referees, we will only do so at the last stage of the recruitment process (after the interview step).

List of optional additional documents you MAY submit:

5. English Proficiency Certificate
6. If applicable: List of publications

5. Selection and evaluation process

Step 1: Eligibility Check

- the Eligibility Committee (EC), consisting of national and international group leaders of the Máxima Butterfly program will assess if the applications meet the eligibility conditions. **All applicants will be informed about the results of the eligibility check.** Ineligible applications will be excluded for further evaluation or asked to revise their application within a week.
- The Eligibility Committee will send your application anonymously to the different Selection Committees (SC).

Step 2: Assessment process 1

- Applicants successfully passing the eligibility check will be assessed by the assigned Selection Committee against the Evaluation Criteria specified in Table 1.1a.
- Where Applicants have selected more than one project, the application will proceed simultaneously in each of the selection processes.
- Each application will be assessed by the selected Selection Committee, following the evaluation guidelines provided to them.
- Up to 10 applicants per PhD position will be shortlisted for an one-way video interview. As you can choose up to 3 positions, it is possible that you are invited for multiple PhD positions. You will only need to submit 1 one-way video interview.
- **All applicants will receive email notification of the evaluation results at this stage and whether they are invited or not for the one-way interviews.**

Step 3: One-way video interviews

- Applicants that are invited for the one-way video presentation will receive detailed information about the video presentations in a personal e-mail.

Step 4: Assessment 2

- The interview committees will assess the one way recorded video presentations, following criteria listed in Table 1.1a.
- **All applicants who have sent in their video presentations will receive email notification of the evaluation results at this stage and whether or not they are selected for the next step in the recruitment process: the online interviews. Up to 3-5 applicants per PhD position will be selected for these interviews.**

Step 5: Interviews

- Successful applicants will be invited for online interviews with the interview committee. It is possible that you are invited for more than one interview if you are successfully evaluated for multiple PhD positions.
- Applicants that are invited for interviews will receive detailed information about the interviews in a personal e-mail.
- All applicants selected for the online interviews will receive email notification of the evaluation results of the interviews and whether or not they are selected for the PhD position.

Step 6: Final assessment

- The top ranked short list applicants for each position are discussed within the SC, taking into account applicants per position and the overall distribution of applicants. The final short list consists of the most suitable applicants for each available position as well as 1-2 back up applicants (if available).
- Successful Applicants will have 7 days after notification of the outcome **to accept the conditional offer**. In the event of an Applicant rejecting an offer, the position will be offered to the next Applicant on the reserve list.
- **Applicants will be informed on the results at this stage by email notification.**

Table 1.1a Evaluation criteria for each committee and each step of the recruitment process					
Who	Step**		Evaluation Criteria	Score range*	Evaluated
EC	eligibility Criteria	1	MSCA criteria on mobility	yes/no	By the EC members once
		2	CV, motivation letter, proof of English proficiency, copy of master's degree and contact information of two professional references, complete and received before the deadline		
		3	Conflicts of interests		
		4	Candidate has a European or equivalent master's degree or will obtain this in the coming eight months		
SC	eligible applications	1	Satisfactory qualifications (scientific background and grades, university, research experience, international experience)	1-5	Scored by two SC members; average calculated by EC
		2	Relevance of the scientific background of the applicants to the position	1-5	
		3	Motivation letter tailored to the DC position and the BUTTERFLY program	1-5	
		4	Creativeness and out of the box thinking	1-5	
		5	English proficiency (e.g. TOEFL test)	1-5	
		6	Publications, mobility, prizes, awards, outstanding results	1-5	
IC	one-way video presentations	1	Motivation for the BUTTERFLY program and PhD position	1-5	Video and interview scored by all IC members, average calculated by IC and submitted to MC
		2	Fluency in English	1-5	
		3	Creativeness and out of the box thinking	1-5	
		4	Knowledge of the scientific field	1-5	
	online interviews	1	Knowledge of the scientific field	1-5	
		2	Interest in the BUTTERFLY program	1-5	
		3	Communication skills (e.g. presentation and persuasiveness)	1-5	
		4	Motivation and enthusiasm	1-5	
		5	Professional references (ability to work independently, quality of previous work, scientific curiosity, soft skills)	1-5	
<p>* 1=Poor, the criteria under evaluation are not addressed; 2=Fair, a few criteria are addressed, but not all and many improvements are possible; 3=Good, the criteria under evaluation are addressed, although improvements are possible; 4 = very good, all criteria are addressed, a few improvements are possible; 5=Excellent, all relevant aspects of the criteria under evaluation are successfully addressed. ** In case of a tie, the applicants will be re-evaluated by members from the SC or IC.</p>					

6. Redress Procedure

The redress procedure allows ineligible/not selected applicants to request a review if they believe that the results of the eligibility checks are incorrect and/or feel that there has been a shortcoming in the way their application was evaluated at the assessment and/or interview stages.

Ineligible applicants can initiate a redress procedure at different steps of the evaluation of their applications:

Step 1 - After the eligibility check is completed:

Applicants who do not meet all the eligibility criteria will have their application rejected and will be immediately informed of this decision by email. They have **7 days** to initiate the redress procedure.

Step 2 - After the assessment of eligible applications is completed:

All applicants will receive email notification of the evaluation results at this stage. Not selected applicants will have **7 days** to initiate a redress procedure.

Step 3 – After the assessment of the one-way video interviews is completed:

All applicants will receive an e-mail notification of the evaluation results, along with marks and comments from the selection committees. Not selected applicants will have **7 days** to initiate a redress procedure.

Step 4 - After the interviews are completed:

All interviewed applicants will receive an email notification of the final results, along with the marks and comments from the selection committees. Not selected applicants will have **7 days** to initiate a redress procedure.

How to initiate a redress procedure?

Ineligible applicants must complete the [request for redress form](#) and clearly describe the reasons why they are requesting a redress.

If a **redress is related to the eligibility check** (step 1), Applicants should explicitly refer to one or more eligibility criteria. Redresses that don't clearly refer to the criteria cannot be considered.

If a **redress is related to the assessment of eligible applications (step 2-3) or the interviews (step 4)** only the evaluation criteria will be reconsidered. The redress should explicitly refer to the criteria concerned (see section 5). Only if there is a clear evidence of a factual shortcoming in the application evaluation, the application will be re-assessed. This means for example, that a problem relating to one evaluation criterion will not lead to a re-assessment if an application has failed anyway on other criteria.

Ineligible applicants must submit their request for redress **within 7 days** after the email notification is sent to them. The request for redress must be:

- Related to one of the 4 stages of the evaluation of their applications
- Completed using the request for redress form
- Submitted personally by the applicant within 7 days after the email notification is sent,
- Sent by email to butterfly@prinsesmaximacentrum.nl with the following subject: 'Request for redress'

7. Support with applications

The Máxima Butterfly project managers provide support through email from Monday to Friday. All queries and questions regarding the application process should be sent **at least 3 days before the application deadline**.

Use the following e-mail address: butterfly@prinsesmaximacentrum.nl

8. Admissions

- Successful applicants will be enrolled as PhD student at the Princess Máxima Center.
- At admissions phase, successful applicants must be able to provide the originals of all academic documents along with the corresponding official translation to English or the hosting country official language (if required).
- **Selected applicants will be required to submit an original academic certificate issued by their home institution(s)**
- To be admitted to one of the Utrecht University Graduate School of Life Sciences PhD programmes, prospective candidates must apply for and obtain a PhD position within this graduate school. To qualify for a PhD position, prospective candidates have to meet stringent academic requirements, possess a solid background in the theory and methods of this field, hold a recognised Master's degree (or equivalent) and demonstrate a good knowledge of English. The rules and regulations for admission to the doctoral programme of Utrecht University are described in Doctoral Degree Regulations Utrecht University (pdf).
- <https://www.uu.nl/en/organisation/phd-programmes/practical-matters/regulations-and-forms/arrangements-before-starting-a-phd-programme>