



Talent Selection and Methodology Plan

Call: ERA Talents (HORIZON-WIDERA-2024-TALENTS-03)

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Executive Summary

This Talent Selection and Methodology Plan sets out how APRISE will identify, evaluate and appoint its talents for secondments and the joint training programme. It translates Task 1.6 of APRISE into a practical, step-by-step procedure that can be implemented in a consistent way across the consortium.

The Plan is built on three elements:

- a clear governance model with defined roles at project and institution level
- a common set of eligibility conditions and selection criteria that reflect the APRISE objectives
- a simple two step selection flow: an internal online form, followed by structured interviews supported by scoring templates

Primary selection activities take place at METU, AUA and WULS, which host larger pools of APRISE related staff. Selection committees at these universities are composed of the university lead, another academic from the same institution and five representatives from across the consortium, appointed by the Steering Committee. Other partners identify and propose talents internally and use the same framework for validation.

The Project Manager and the Gender Equality and Diversity Monitoring Officer (GEDMO) are actively involved, as required by the Grant Agreement. The process is designed to be transparent, well documented and proportionate to the size of the candidate pool, while allowing institutions to select staff who are best placed to benefit from and contribute to APRISE.

History of Changes

Version	Publication date	Prepared by	Changes
v.1	05/12/2025	Nice Erkan (METU)	First Version

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1. Purpose and Scope

The aim of this Plan is to make Task 1.6 “Selection of APRISE Talents” operational. It provides a common reference for all partners and explains:

- who can be considered for APRISE talent roles
- who is responsible for which decisions
- which selection criteria and tools are used
- how the flow from announcement to final appointment works
- how gender equality, diversity and data protection are taken into account

The Plan focuses on the first main selection round in the opening months of the project, which must deliver Milestone MS1 “Selection of talents”. The same methodology can be used for later rounds if additional talents need to be identified or if positions need to be replaced.

2. Guiding Principles

The selection approach follows a few simple principles.

First, internal and structured. APRISE works with staff and PhD students already linked to beneficiary institutions. The selection process is organised as internal opportunities with clear procedures and documentation.

Second, alignment with APRISE objectives. The criteria and tools are designed to identify people whose work, skills and development plans match the scientific, training and capacity building goals of APRISE, in particular in alternative proteins and related areas.

Third, consistency and proportionality. The same logic and core criteria are used at METU, AUA and WULS, with lighter adaptations for partners with very small pools of candidates. The process is structured, but not unnecessarily heavy.

Fourth, inclusiveness and fairness. Decisions are taken by committees, not by individuals, using shared templates. Gender equality and diversity are monitored throughout and form part of the discussion, in line with institutional Gender Equality Plans.

Fifth, compliance and traceability. All steps are documented to a level that can be presented to reviewers or auditors, and personal data are handled in line with institutional policies and the APRISE Data Management Plan.

3. Governance and responsibilities

3.1 Project level governance

Project Management Team (PMT) - Lead: METU

The PMT is responsible for the overall coordination of Task 1.6. Its main responsibilities are to:

- finalise and maintain this Plan and the associated templates
- plan the overall selection calendar and monitor progress
- provide clarification and support to partners and committees

- consolidate the results of all committees into a single overview
- prepare the result package for Steering Committee approval
- send official notifications to candidates after Steering Committee validation

Steering Committee (SC)

The SC provides strategic oversight and ensures coherence with the project. For talent selection the SC:

- approves this Plan and any necessary updates
- appoints the five cross consortium members for each selection committee at METU, AUA and WULS
- validates the final list of selected talents and substitutes
- agrees any reallocation of talent slots between partners if needed and justified

The Gender Equality and Diversity Monitoring Officer (GEDMO):

- reviews the wording of the announcements and online form for inclusive and neutral language
- monitors gender and diversity indicators at pre-screening and final decision stages
- advises committees and the SC if there are clear imbalances or concerns

Training Coordinator (TC) and Secondment Coordinator (SeC)

Once the talents have been selected, the TC and SeC use the final list to:

- plan the integration of talents into the APRISE training architecture
- align talents with specific secondment slots and time windows
- organise orientation sessions covering the European Charter for Researchers, the Code of Conduct and practical aspects of participation

3.2 Selection committees at METU, AUA and WULS

In line with Task 1.6.2, primary selection for APRISE talents is carried out at METU, AUA and WULS. Each of these universities establishes a Selection Committee with the same composition:

- the University Lead, who chairs the committee
- one additional academic from the same university chosen by the University Lead
- five representatives from across the consortium, chosen by the Steering Committee

These committees are responsible for:

- reviewing responses to the internal online form
- conducting interviews with shortlisted candidates
- applying the agreed criteria and scoring templates
- ranking candidates and identifying main talents and substitutes
- recording decisions and rationales in the minutes template

3.3 Other partners

Other partners may have a small number of talents, often already clearly involved in APRISE activities. For these institutions:

- a local contact person is designated to coordinate internal identification of talents
- the same online form and one page CV format are used to document nominations
- the relevant main committee reviews and endorses the nominations using the common criteria and templates

This approach ensures a single, coherent framework without placing unnecessary burden on partners with very few candidates.

4. Talent profiles and eligibility

4.1 Talent categories

APRISE works with three categories of talents.

Early Stage Researchers (ESR), typically PhD candidates or researchers at the early stages of their careers, working on research activities relevant to APRISE.

Experienced Researchers (ER), researchers with post graduate experience and a clear role in APRISE work packages such as method development, supervision or lead research tasks.

Administrative Talents (AT), professional staff supporting research and innovation activities in APRISE, such as project managers, communication and dissemination staff, technology transfer officers and policy or stakeholder engagement staff.

The number of talents in each category per institution is defined in the Description of the Action and the secondment plan.

4.2 General eligibility

Eligibility conditions are common across the consortium and reflect the internal nature of the opportunities.

To be eligible as an APRISE talent, a person must:

- have a formal legal link to one of the APRISE beneficiaries, through an employment contract, a funded PhD studentship or an equivalent formal arrangement, including cases where the studentship does not include a salary but represents a recognised status at the institution
- be part of the institution's staff or student body for the period relevant to the APRISE secondments and training
- be able to participate in APRISE activities in line with the institution's regulations on workload, mobility and training

4.3 Institution specific focus

Within these general conditions, each key university focuses its selection on the units and disciplines that are relevant to APRISE.

For METU, AUA and WULS, an annex (Annex I) to this Plan lists:

- the departments, institutes and laboratories where eligible staff and PhD students are based

- the types of scientific and technical background that are particularly relevant, such as protein science, alternative protein production, fermentation, techno functional properties, consumer behaviour and related fields
- the functional profiles that are in scope for Administrative Talents, such as APRISE project management, communication or policy work

Each of these universities uses this map to identify the internal audiences for the announcement and online form. This ensures that the selection focuses on staff and students whose work is closely aligned with APRISE.

For other partners, institution specific details are simpler. The local APRISE lead identifies the researchers and support staff who match the APRISE activities and meet the general eligibility condition, and these nominations are recorded through the same tools.

5. Selection criteria and assessment tools

5.1 Core criteria

The selection process uses a common set of criteria, in line with the Description of the Action. These criteria are applied both at the pre-screening stage and during interviews.

Academic and professional achievements: The relevance and quality of the candidate's scientific or professional background for their career stage, including experience in alternative proteins, food systems, sustainability, consumer science, policy or research support where applicable.

Relevance to APRISE and project topics: The match between the candidate's current work, skills and interests and the APRISE work packages and secondment topics.

Career development alignment: The extent to which participation in APRISE secondments and training will support the candidate's medium term career plans, either as a researcher or as R&I support staff.

Potential contribution to the host organization: The added value that the candidate is expected to bring to the host institution, for example in terms of methods, data, practice, or organisational know how.

Motivation and readiness: The candidate's interest in APRISE, understanding of the role of a talent and realistic readiness for mobility, including openness to an international and interdisciplinary environment.

Gender equality and diversity considerations: The contribution of the candidate to a balanced talent cohort in terms of gender and other diversity dimensions, especially where candidates are otherwise similar in merit.

The relative emphasis of these criteria can differ slightly by category. For ESRs, potential and learning objectives are particularly important. For ERs, contribution to APRISE work packages and mentoring capacity carry more weight. For ATs, the fit

between the candidate's role and the planned secondment and training pathway is central.

5.2 Assessment tools

To support committees in applying these criteria in a consistent and efficient way, the PMT prepares three standard tools.

- An online form (Annex III), which serves as the pre-screening instrument, capturing key information and a one page Europass-style CV.
- Interview scoring template (Annex IV), used during the interview to assess motivation, fit and readiness and to record an overall recommendation.
- An applicant information tracking sheet (Annex VI), where a simple record of candidates' details can be recorded.

Scores are recorded on a simple 1 to 5 scale. Qualitative comments and clear recommendations are considered as important as the numerical values.

6. Selection process and timeline

The selection process follows the structure in Task 1.6: announcement of talent positions, pre-screening based on predefined criteria, interviews, ranking and feedback, and orientation of selected talents.

6.1 Preparation

Before calls are announced, the PMT:

- confirms with each partner how many ESR, ER and AT positions will be activated in the first round
- finalises the online form, scoring templates and interview guide
- organises a short online briefing for committee members, covering the process, criteria, templates and data protection points

6.2 Announcement of talent positions

In line with Task 1.6.1, talent opportunities are announced internally at METU, AUA and WULS through channels such as:

- internal newsletters
- intranet and departmental mailing lists
- institutional web pages

A short item is also placed on the APRISE website and social media, informing the wider community that internal talent opportunities are open at participating institutions and directing potential candidates to their local contact points.

Each announcement includes:

- a brief description of APRISE and the role of talents
- a summary of the eligibility conditions for that institution
- the link to the internal online form
- the deadline for submission

Other partners use their internal communication channels to inform relevant staff and PhD students and to collect nominations through the same online form.

6.3 Pre-screening based on predefined criteria

Once the submission deadline passes, the PMT exports the responses from the online form and checks:

- that each candidate has indicated a valid legal link, in line with Section 4.2
- that they are based in a unit in the institution
- that a one page CV in the agreed format has been uploaded

Two members of the selection committee then review the form and CV for each candidate and complete the pre-screening scoring template, focusing on:

- academic and professional achievements
- relevance to APRISE topics
- career development alignment
- potential contribution to the host

On this basis, the committee confirms which candidates will be invited to interview. In cases where the number of candidates is small and all match the profiles well, all candidates can be invited.

6.4 Interviews

Shortlisted candidates are invited to a structured interview, usually online. The interview:

- follows a common guide, with questions on motivation, fit with APRISE and readiness for mobility
- lasts around 20 to 30 minutes
- is attended by at least the University Lead and one external committee member, and additional 5 members chosen by the SC

During the interview, committee members use the interview scoring template (Annex IV) to assess motivation, fit and readiness and to note any practical constraints that need to be considered in planning secondments and training.

For Experienced Researchers, where the candidate is already clearly linked to APRISE work and is the natural holder of the role, the committee may decide that a detailed interview is not necessary. In this case, the pre-screening information, CV and the knowledge of the candidate's existing role are used to complete the scoring template, and at least a short discussion is held to confirm the appointment.

6.5 Committee decisions and ranking

After interviews are completed, each selection committee meets to:

- review pre-screening and interview scores and comments
- discuss each candidate in light of APRISE objectives and the needs of the host institutions
- check the distribution of selected candidates in terms of gender and other diversity aspects, with input from the GEDMO where needed
- agree a ranked list of main talents and, wherever possible, substitutes

The University Lead summarises the decisions in the minutes template, noting:

- the members present
- the list of selected talents and substitutes, by category

- any particular considerations discussed, including gender and diversity aspects

These minutes, together with the completed scoring templates, are sent to the PMT.

6.6 Consolidation, approval and feedback

The PMT consolidates the outcomes from all institutions into one overview. This overview is shared with the GEDMO for a final check of gender and diversity indicators and then submitted to the Steering Committee.

The Steering Committee reviews the consolidated list, focusing on:

- overall alignment with the Description of the Action and secondment plan
- balance across partners and categories
- any open positions or issues flagged by committees

Once the Steering Committee approves the list, the PMT:

- sends formal selection emails to all main talents, explaining their role and the next steps
- informs substitutes of their status
- ensures that candidates who attended interviews can receive short, constructive feedback on request, as foreseen in the proposal

The TC and SeC then organise an orientation session for selected talents which covers:

- the European Charter for Researchers and Code of Conduct
- expectations regarding communication, reporting and behaviour
- the practical timeline for planning secondments and training

This session marks the transition from selection to implementation under WP1 and related work packages.

7. Gender equality and diversity

Gender equality and diversity are integrated into the selection process at three levels. In the preparation of announcements and forms, the GEDMO reviews language to avoid stereotypes and ensure that all eligible staff feel invited to express interest.

In the composition of committees, reasonable efforts are made to include members of different genders and from different institutions. Where this is not possible due to local constraints, this is recorded and taken into account during monitoring.

During decision making, committees look at gender and diversity data at pre-screening and final selection stages. When candidates are close in merit, committees may consider gender or other diversity aspects as a secondary factor, in line with institutional Gender Equality Plans and the APRISE approach to inclusiveness.

Aggregated and anonymised statistics on gender and country of talents are shared periodically with the Steering Committee and included in project reporting.

8. Documentation, ethics and data protection

The selection process requires the handling of personal data and evaluative information about individuals. To manage this responsibly:

- Each institution keeps a limited set of documents: the final internal announcement, the export of responses from the online form, completed scoring templates, and the final minutes of the committee meeting.
- Access to identifiable data is restricted to those who need it for their role in the process: selection committee members, the University Lead, the local HR or administration contact and the relevant PMT staff.
- Personal data are used only for purposes related to APRISE selection, appointment, training, secondment organisation and reporting to the funding authority.

Retention periods and anonymisation procedures follow the APRISE Data Management Plan and institutional regulations. For external reporting, only aggregated data are used.

9. Risk management

The main risks related to talent selection and their handling are:

- Limited number of candidates for some positions.

In these cases, committees document their assessment of the available candidate and, if necessary, keep positions open for a later round or propose an adjustment in the secondment plan to the Steering Committee.

- Imbalance in distribution between categories or partners.

The consolidated overview prepared by the PMT and reviewed by the Steering Committee allows early detection. If needed, the Steering Committee can adjust the number or timing of positions activated in later rounds.

- Gender or diversity imbalance.

The GEDMO monitors indicators and, together with the PMT and Steering Committee, can propose corrective actions such as targeted communication for future rounds.

- Withdrawals after selection.

Substitutes identified in the ranking are contacted in order. If no substitute is available, the institution can organise a small additional internal call using the same tools and criteria.

Any major change that affects commitments in the Grant Agreement is discussed in the Steering Committee and, if necessary, with the Project Officer.

Annex I: Criteria for Institutions

I.1. General APRISE eligibility (applies to all hosts)

For **all** APRISE Talent positions, candidates must:

- Have a valid **legal link** with the host institution for the entire duration of the Talent activities (e.g. enrolment as a PhD candidate or employment as academic/research/technical staff).
- Be **employed by** or **formally enrolled at** the host institution at the time of application and selection.
- Be working in a field directly relevant to the scientific and innovation objectives of APRISE, with a clear focus on protein-related research and its applications.
- Be able to participate in the full planned APRISE training and mobility activities as defined in the project work plan.

I.2. Middle East Technical University (METU)

Formal eligibility

Candidates must:

- Have a valid legal link to METU as a PhD or as academic/research/technical staff.
- Be based at METU for the full period of the APRISE Talent activities.

Academic and technical eligibility

For positions hosted at **METU Food Engineering**, candidates must:

- Hold a degree in Food Engineering or a closely related field (e.g. Food Science and Technology, Chemical Engineering, Biotechnology).
- Demonstrate experience or strong interest in at least one of the following areas, aligned with METU Food Engineering expertise:
 - food engineering and food process design
 - research methodologies and experimental design in food systems
 - innovative and alternative protein processing techniques
 - consumer science and sensory/consumer research related to protein-based foods

For positions hosted at **METU Business Administration**, candidates must:

- Hold a degree in Business Administration, Management, Economics or a related field.
- Work on or demonstrate strong interest in topics relevant to the management and valorisation of protein-related innovations, such as innovation management, entrepreneurship, technology transfer, market analysis or business modelling for food and bio-based sectors.

I.3. Warsaw University of Life Sciences (WULS)

Formal eligibility

Candidates must:

- Have a valid legal link to WULS as a PhD or as academic/research/technical staff.
- Be based at WULS for the full period of the APRISE Talent activities.

Academic and technical eligibility

Candidates must:

- Hold a degree in Food Science, Food Technology, Nutrition, Agricultural Engineering, or a closely related discipline.

- Demonstrate expertise or strong interest in at least one of the following areas, reflecting WULS competencies:
 - basic nutritional and chemical characterisation of alternative proteins
 - drying processes for protein-rich materials
 - non-thermal pretreatment technologies (pulsed light, pulsed electric field, ultrasound)
 - development and evaluation of novel protein-based foods and ingredients

Applicants should be actively engaged in research or innovation activities where alternative proteins and advanced processing are central components.

I.4. Agricultural University of Athens (AUA)

Formal eligibility

Candidates must:

- Have a valid legal link to AUA as a PhD or as academic/research/technical staff.
- Be based at AUA for the full period of the APRISE Talent activities.

Academic and technical eligibility

Candidates must:

- Hold a degree in Chemical Engineering, Food Engineering, Biotechnology, Bioprocess Engineering or a closely related field.
- Demonstrate expertise or strong interest in one or more of the following areas, in line with AUA's core strengths:
 - microbial-based proteins, lipids and polysaccharides
 - cultured proteins and fermentation-based production of alternative proteins
 - bioprocessing and biochemical engineering of protein production systems
 - protein extraction and downstream processing techniques
 - biowaste management, waste and biomass valorisation for protein and ingredient production

Applicants should be involved in research activities that connect fermentation, bioprocessing and valorisation of bio-based resources with the development of sustainable protein solutions.

Annex II: Model Call Text

Internal Call - APRISE Talent Position

Project: APRISE - Alternative Protein Research & Innovation Skills Enhancement

Grant: Horizon Europe ERA Talents - GA No. 101216976

Host: [Institution name, department, city, country]

Expected Start: [Month / Year]

About APRISE

APRISE is a Horizon Europe ERA Talents project that builds research and innovation capacity in alternative proteins and sustainable food systems through mobility and structured training.

Each partner institution appoints “APRISE Talents” who combine secondments at partner organisations with tailored training and career development.

Position Summary

[Institution name] seeks one APRISE Talent in the category [Early Stage Researcher / Experienced Researcher / Administrative Talent].

The selected talent will:

- undertake one or more secondments to APRISE partners
- participate in APRISE training activities (online and in person)
- contribute to APRISE tasks relevant to their profile (research or support)

The talent remains employed / enrolled at [Institution name]; no new contract is created.

Eligibility and Profile

This is an internal call open to candidates who:

- have a formal legal link to [Institution name] (employment contract, funded PhD studentship, research assistantship or equivalent) covering the APRISE period
- are based in one of the following APRISE related units:
 - [Dept / Institute / Lab 1]
 - [Dept / Institute / Lab 2]
 - [Project / R&I / Communication unit, if relevant]
- can obtain manager/supervisor endorsement for participation and mobility

Typical profiles by category:

ESR: PhD candidate / early career researcher in [e.g. food engineering, biotechnology, protein science, etc.] working on APRISE related topics.

ER: Researcher with several years of post graduate experience, contributing to APRISE scientific work.

AT: Professional staff supporting APRISE (project management, communication/DEC, innovation, policy, stakeholder engagement).

How to Apply

Submit the APRISE Internal Form by [DD Month YYYY]: [Insert link]

You will need to provide:

Form data: position, unit, category (ESR / ER / AT), confirmation of legal link and approximate availability.

- CV (max. 1 page) in Europass style (PDF).

- Short motivation statement (max. 1 page) explaining how your work relates to APRISE and how secondments and training support your development
- Supervisor endorsement (short email or note; can be uploaded or forwarded).

Selection Process

Selection is based on the APRISE Talent Selection Plan (D1.2) and Task 1.6.

Pre-screening: the APRISE Selection Committee at [Institution name] reviews forms and CVs using common criteria (background, relevance to APRISE, career alignment, potential contribution).

Interviews: shortlisted candidates are invited to a brief online interview focused on motivation, fit and readiness for mobility.

Decision: the committee ranks main and reserve talents; results are validated by the APRISE Steering Committee and communicated by the Project Management Team.

The process follows institutional HR rules and the principles of the European Charter for Researchers, the Code of Conduct and the Gender Equality Plan

Contact

APRISE University Lead - [Name]

[Position / Unit] - [Email]

General information about APRISE is available at: apriseproject.eu

Annex III: Application Form Questions

Section 1 - Basic information

Full name (Short answer - Required)

Email address (Short answer - Required)

Department / Unit / Laboratory (Dropdown with only eligible units (e.g. Food Eng, Protein Lab, Project Office, etc.) - Required)

Current status at the university (Multiple choice - Required)

- PhD student
- Postdoc / Researcher
- Academic staff (lecturer / professor)
- Technical / lab staff
- Administrative / project / R&I staff
- Other (please specify)

APRISE Talent category you are applying for: (Multiple choice - Required)

- Early Stage Researcher (ESR)
- Experienced Researcher (ER)
- Administrative Talent (AT)

Section 2 - Link to institution & supervisor

Type of legal link to [Institution]: (Multiple choice - Required)

- Employment contract (staff)
- Funded PhD studentship
- Research assistant contract
- Other (please specify)

If “Other”, please specify (Short answer - Shown only if “Other” selected - Required if shown)

Name and position of your direct supervisor / line manager: (Short answer - Required)

Supervisor / line manager email address: (Short answer - Required)

Section 3 - APRISE relevance & availability

Briefly describe your current work and how it relates to APRISE topics (max. 120 words) (Paragraph - Required)

Section 4 - Documents

Upload your CV (max. 1 page, Europass style, PDF) (File upload (PDF only, 1 file) - Required)

Section 5 - Consent

Confirmation and consent (Checkbox - Required)

Text:

I confirm that the information provided is accurate and I consent to its use for APRISE talent selection, planning of secondments and related reporting, in line with [Institution] data protection rules.

Annex IV: Evaluation Grid for Interviews

Candidate name:

Institution & Department / Unit:

Talent category: ESR ER AT

Committee member:

Date of interview:

A. Interview scoring by criterion

1. Motivation to join APRISE as a talent: *Interest in APRISE, understanding of the project, reasons for applying, commitment to using the opportunity.*

- Score (1 = Very weak - 5 = Excellent):
- Comment:.....

2. Fit with APRISE activities and planned role: *Match between the candidate's profile and APRISE work packages/secondments.*

- Score:.....
- Comment:.....

3. Readiness for mobility and collaboration: *Realistic attitude to secondments (timing, duration, working abroad), openness to international and interdisciplinary teamwork, manageability of constraints.*

- Score:
- Comment:.....

4. Communication skills and professional attitude: *Clarity of expression, ability to answer questions, professionalism, maturity relative to career stage.*

- Score:
- Comment:.....

B. Overall assessment

In this section, summarise your judgement **across all APRISE criteria**, including:

- academic / professional background and achievements
- relevance to APRISE topics and work packages
- alignment with career development
- potential contribution to host and home institution
- motivation to join APRISE as a talent
- readiness for mobility and collaboration
- communication / professional attitude
- any remarks on gender equality, diversity and team complementarity

Overall narrative assessment:

.....

C. Recommendation

- Recommend as **main talent**
- Recommend as **reserve talent**
- Not recommended**

Annex V: Talent Selection Decision Templates

Template A - Acceptance Letter (Main Talent)

Subject: APRISE - Confirmation of Selection as Talent [ESR / ER / AT]

Dear [Title + Surname],

On behalf of the APRISE consortium, I am pleased to inform you that you have been **selected as an APRISE Talent** in the category [**Early Stage Researcher / Experienced Researcher / Administrative Talent**] for [**Institution name**].

Your selection was based on the internal call and evaluation carried out by the APRISE Selection Committee at [Institution name], and subsequently approved by the APRISE Steering Committee. The committee particularly valued your [**brief, 1-2 points: e.g. expertise in X / alignment with APRISE WP Y / motivation and readiness for mobility**].

As an APRISE Talent, you are expected to:

- participate in one or more **secondments** to APRISE partner institutions, as foreseen in the project plan and in line with your institutional arrangements
- take part in the **APRISE training and career development activities** relevant to your profile
- contribute to knowledge exchange between [**Institution name**] and APRISE partners (e.g. through reports, presentations or internal seminars)

This appointment does **not** create a new employment contract and remains conditional on your continued legal link with [**Institution name**] and compliance with its internal rules.

The APRISE Training Coordinator and Secondment Coordinator will contact you in the coming weeks to:

- confirm your **indicative secondment host(s)** and timing
- discuss your **training pathway** within APRISE
- provide further information on reporting, practical arrangements and support

If your situation changes (e.g. contract status, availability for mobility), please inform both your local APRISE contact and the PMT as early as possible.

We thank you for your interest in APRISE and look forward to working with you in this role.

Kind regards,

Nice Erkan
APRISE Project Manager
Middle East Technical University
nice@metu.edu.tr

Template B - Activation Letter (Reserve Candidate → Main Talent)**Subject:** APRISE - Confirmation of Appointment as Talent [ESR / ER / AT]

Dear [Title + Surname],

Following the withdrawal of a previously selected candidate and based on the ranking established by the APRISE Selection Committee at **[Institution name]**, I am pleased to inform you that you are now **appointed as an APRISE Talent** in the category **[ESR / ER / AT]**.

Your profile was originally assessed as **reserve candidate** and has now been confirmed as **main talent** by the APRISE Steering Committee.

Your role and expectations as an APRISE Talent are the same as for other talents, namely:

- participation in **secondment(s)** to APRISE partner(s), according to the project plan and institutional rules
- engagement in **APRISE training activities** and career development actions
- contribution to knowledge exchange between **[Institution name]** and the wider APRISE consortium

This appointment does not create a new employment contract and is conditional on your continued legal link with **[Institution name]**.

The APRISE Training Coordinator and Secondment Coordinator will contact you to confirm details of the planned secondment(s) and training programme and to discuss timing, practicalities and any constraints you may have.

We appreciate your interest and patience throughout the process and look forward to your contribution to APRISE.

Kind regards,

Nice Erkan
APRISE Project Manager
Middle East Technical University
nice@metu.edu.tr

Template C - Rejection Letter (After Interview - Not Selected)

Subject: APRISE - Outcome of Talent Selection Process

Dear [Title + Surname],

Thank you for your interest in participating in APRISE and for the time you dedicated to the **[ESR / ER / AT]** talent selection process at **[Institution name]**.

After careful consideration of all eligible applications and interviews, the APRISE Selection Committee has decided **not to offer** you an APRISE Talent position in this round. The number of positions was limited and the committee had to prioritise candidates whose profiles most closely matched the available secondment options and the overall balance of the talent cohort.

This decision is **not a reflection of a lack of quality** in your profile or contribution to **[Institution name]**, and we encourage you to remain involved in APRISE activities at institutional level where relevant.

If you would like brief feedback on your application and interview, you may contact **[local APRISE contact / University Lead, email]** within **[e.g. four weeks]** of receiving this message.

We thank you again for your interest and engagement with APRISE.

Kind regards,

Nice Erkan
APRISE Project Manager
Middle East Technical University
nice@metu.edu.tr

Template D - Rejection Letter (Ineligible / Not Shortlisted for Interview)

Subject: APRISE - Outcome of Internal Call for Talents

Dear [Title + Surname],

Thank you for your interest in APRISE and for submitting an expression of interest for the **[ESR / ER / AT]** talent position at **[Institution name]**.

Following an initial review of all forms and CVs, your application was **not shortlisted for interview**. This was due to **[choose one or adapt: a mismatch with the specific eligibility or profile requirements for this position / the limited number of positions and the need to prioritise candidates more closely aligned with the planned secondments]**.

We appreciate the time and effort you invested in preparing your application. Where appropriate, you may remain involved in APRISE related activities at your unit, in agreement with your supervisor and local APRISE contact.

Thank you again for your interest in APRISE.

Kind regards,

Nice Erkan
APRISE Project Manager
Middle East Technical University
nice@metu.edu.tr

Annex VI: Sample Tracking Sheet of Applicants

Full Name	Institution	Department/Unit	Role / Status	Legal Link	Talent Category	Eligible?	Final Decision
<i>Jane Doe</i>	<i>METU</i>	<i>Department of Food Engineering</i>	<i>PhD Student</i>	<i>Funded PhD Studentship</i>	<i>ESR</i>	<i>Yes</i>	<i>Main Talent</i>
<i>John Smith</i>	<i>AUA</i>	<i>Research & Innovation Office</i>	<i>Project Manager</i>	<i>Employment Contract</i>	<i>AT</i>	<i>Yes</i>	<i>Reserve</i>
...