

# The Guide for Korea Research Fellowship (KRF) Program

2018. 1.



Ministry of Science and ICT



National Research  
Foundation of Korea

# Korea Research Fellowship (KRF)

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## I . Program Overview

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### 1. Outline

Korea Research Fellowship (KRF) invites outstanding postdoctoral researchers in order to achieve an excellent performance in their early stages of their professional careers. The program provides high-potential young & overseas researchers with a chance to carry out creative and emerging fields of projects, and supports them to grow as research leaders of tomorrow.

### 2. Goals

- ◆ To develop global research leaders and strengthen Korea-friendly networks worldwide.
- ◆ To create the open research environment by conducting collaborative research and opinion exchanges with researchers in Korea.
- ◆ To impact the development of society and benefit the wellbeing of humanity through R&D activities

### 3. Eligibility of Candidates

- ◆ Post-doc researchers who have received their doctoral degree within the past five years (foreign nationals or Korean nationals residing overseas)

**(Type 1)** Foreign national or \*Korean national post-doc researchers currently residing overseas that have received their doctoral degree within the past five years **(as of December 31st, 2017)**

\*Korean nationals - limited to those who are residing overseas and have earned their doctoral degrees abroad.

**(Type 2)** Foreign national post-doc researchers currently residing in Korea that have received their doctoral degree within the past five years **(as of December 31st, 2017)**

**\* Please note that KRF candidates need to have obtained their physical doctoral degree certificate or diploma within the past five years as of December 31st, 2017. As a rule, provisional certificates are not accepted. Proof of work as a postdoctoral fellow without submitting the copy of actual degree certificate is not accepted.**

\*Type 1 (Inviting post-doc researchers from overseas) or Type 2 (foreign national post-doc researchers residing in Korea) depending on the KRF candidates' residency status and his/her current affiliate location (Overseas or Korea) as of the official announcement date of 1st round KRF 2018, January 29<sup>th</sup>, 2018.

#### **4. Host institutions**

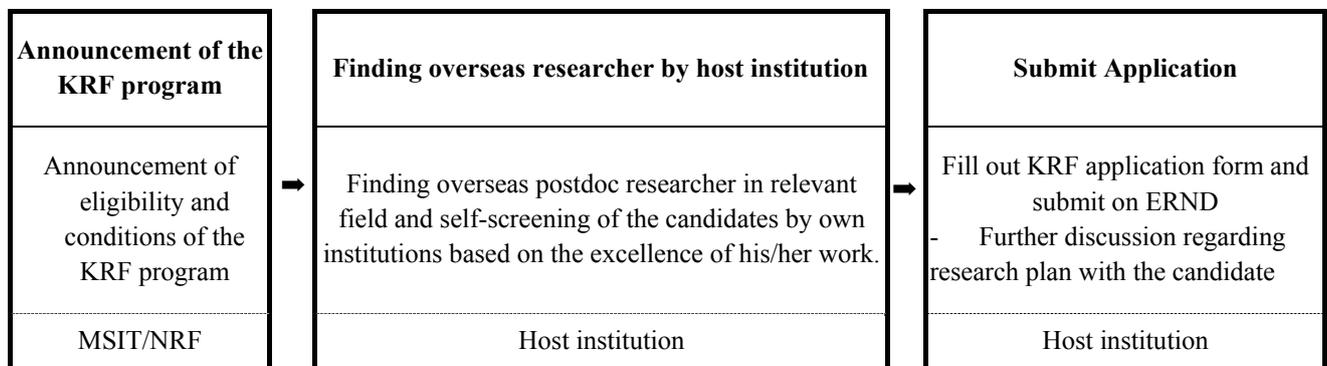
- ◆ Government-supported research institutes, national and public research institutes, universities and university-affiliated research institutes, and corporate research institutes\* (affiliated research institutes registered with the Korea Industrial Technology Association)

\*Corporate research institutes are those established as SMEs and venture businesses under Article 14 (1) of the Basic Research Promotion and Technology Development Support Act and Article 16 (1) of the Enforcement Decree of the same Act

#### **5. Hosting overseas postdoc researchers (candidates)**

- ◆ **Host institutions discover their KRF candidates and apply for a KRF program**
  - Host institutions are required to verify the necessity of hosting overseas postdoc researchers, the capabilities of the candidates, and the likelihood of their further development.
  - Host institutions are encouraged to offer their own long-term plans to attract a number of overseas researchers, such as growth and settlement support programs and employment or arrangements for another program after the completion of the KRF program.
  - The host institutions have an obligation to designate each assigned staff for overseas postdoc researchers to support them to adjust in Korean society during the KRF tenure.

#### **<Procedures>**



- ◆ **Applying KRF program with individual overseas postdoc researchers and**

### **prospective host institutions**

- Submitted introduction applications from postdoc researchers residing overseas (who have not secured the host institutions in Korea) that want to join the program are introduced to the to the prospective host researchers in Korea

-Host institutions (host researchers) and their potentially interested KRF candidates will discuss the conditions, verify the necessity of hosting the candidates and core capacities, potential development of candidates, and submit the KRF application by the closing date.

※ “Support for Utilization and Growth of Overseas Post-doc Researcher” and others chapters in the KRF application are identical regarding in that “host institutions discover their KRF candidates directly”

- ◆ **Host researchers who have experience or plan of using their research achievements to support/co-work with small-middle sized enterprise are preferred.**

### **6. Period and level of support**

- ◆ **Period: Up to five years**

- An annual-basis agreement renewed by the results of the annual evaluation, etc.

\* Less than a 3- year research period will not be acceptable.

- ◆ **Level of Funding: Up to KRW 70 million per annum or Around KRW 40 million per annum (See below)**

- **(Type 1) Supporting personnel costs and living expense, etc. for settlement in order to invite outstanding postdoc researchers currently residing overseas into Korea (Maximum 70 million / year)**

-**(Type 2) Supporting personnel costs for overseas postdoc researchers who are currently residing in Korea in order to improve their research competency and their long term settlement in Korea (Around 40 million / year)**

#### **<Level of Funding>**

Type	Personnel costs	Living expenses	Others	Subsidies for Host institutions
[Type 1] Inviting researchers residing overseas (Overseas=> Korea)	Up to KRW 50 million (To be set based on the criteria of each host institution)	Up to KRW 12 million (for rent)	Up to KRW 5 million (injury/disease insurance premiums, Relocation expenses,etc.)	KRW 5 million (fixed amount) (for the assigned staff, etc.)

[Type 2] Long-Term Residency in Korea (Korea=>Korea)	Average KRW 40 million (matching funds by Host is mandatory)	Not applicable
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\*Personnel costs are based on the criteria of each host institution; living expenses and other expenses are based on actual expenses incurred.

\*Research costs for KRF fellows need to be funded from the matching funds of the host.

\*Type 2: Personnel costs of KRF fellows, 20% or more needs to be set by the matching funds from host institutions (including host researcher's projects) (Please take extra caution that the matching funds shall be more than 20% of personnel costs of the KRF fellow, not the total amount of KRF funds for Personnel costs)

\*Korean language education fees shall be the amount paid for the improvement of the Fellow's Korean language ability such as payment for a Korean language course and the Korean language proficiency certification test (under "Others").

\* Expenses for domestic travel and for attending academic conferences or seminars within Korea shall be the actual amount paid in close relation to the performance of the KRF Program projects by participants (under "Others")

**□ Personnel costs: Up to KRW 50 million per annum (actual expense) or around KRW 40 million per annum (actual expense)**

- To be set\* based on the criteria of each host institution, and including the four major insurances (individual and institutional contributions), income tax, severance pay, and other statutory contributions.

\* To be set consistent with the level of personnel costs for Korean and overseas researchers with similar experience, as well as the career, remunerations, capabilities, and necessity of attracting relevant overseas post-doc researchers. (The appropriateness of research expenses is included in the evaluation criteria and may be adjusted to an appropriate level at the stage of selection evaluation.)

\* Type 2: Matching funds for personnel costs (20% or more) by host (including PI's projects) are mandatory

**② Living expenses: Up to KRW 12 million per annum (actual expense)**

\*Type 2: Not applicable

- Housing allowance such as residence, for the KRF fellow.
  - ※ Up to KRW 1 million per month including income tax and so on incurred from housing allowance
  - ※ The utility fee is not SUPPORTED by KRF funds

③ **Others (injury/disease insurance, relocation expenses, etc.):**

**Up to KRW 5 million per annum (actual expense) \*Type 2: Not applicable**

- **Injury/disease compensation insurance:** Host institutions may purchase appropriate plans for the KRF fellow from private insurance companies.
- **Airfare:** Actual expenses of one-way airfare (one-time, economy class) for the KRF fellow to arrive in South Korea will be reimbursed upon the proof of payment
- **Moving expense:** To be paid for actual expenses upon the proof of payment within the scope of the following criteria

Area	Amount(unit: thousand won)
Japan, China, Taiwan	Up to 500
Southeast Asia	Up to 600
India, West Asia, Middle East	Up to 800
North America (west), Australia, Europe, Russia	Up to 1,100
North America (middle and east)	Up to 1,300
Central & South America, Africa	Up to 1,600

※ Airfare and Moving expense will be paid after 6 months of conducting KRF program or paid after the result of the first-year evaluation

- **Korean language education fees:** the amount paid for the improvement of the Fellow's Korean language ability such as payment for a Korean language course and the Korean language proficiency certification test.

- **Expenses for domestic travel and for attending academic conferences or seminars(within Korea) :** the actual amount paid in **close** relation to the performance of the KRF projects by **KRF** participants

④ **Subsidies for each host institution: KRW 5 million (flat amount)**

**\*Type 2: Not applicable**

- **Allowances for the assigned staff:** At least **KRW 200,000** monthly
- **Expenses for host institutional support:** program management subsidies

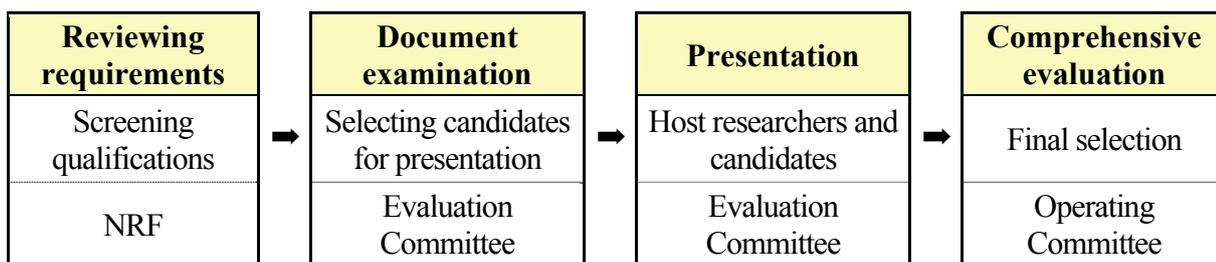
⑤ **Research costs (direct cost): non-funded by KRF**

- **Research costs (direct cost)** for KRF fellows are funded from **matching funds of the host institutions or the host researcher's projects**

※ Plans for supporting research expenses should be included when submitting project plans

**7. Selection Evaluation procedures**

◆ Procedures



- **Reviewing requirements:** Review the qualifications and submitted documents of overseas post-doc researchers(candidates) and host institutions

- **Document examination and presentation:** The Evaluation Committee for each area intensively assesses candidates' research capabilities (potential), their willingness to participate in the fellowship, and the host institutions' plans (long-term vision) to utilize and support KRF fellows.

- **Presentation is for host researchers (applicants) and candidates:** The quality of each research achievement of candidates is more important compared to the number of research achievement (paper, patent etc.)

- **Comprehensive evaluation:** Final selection of successful KRF fellows

◆ **Criteria for Evaluation**

	Research plans	The capacity, ability, potential of candidates			The support and utilization of candidates		
	Research plans and Necessity of support	Research achievement	capacity, potential	The role of candidates in the lab	Plans for supporting growth (settlement)	Infrastructure of Host institutions	Total
Rate	20	10	20	15	20	15	100

※ **Major preferences**

- Applicants who have experience or plan of using their research achievements to support/co-work with small-middle sized enterprise are preferred.

- Projects(such as IoT Platform, New Biologics, Advanced Materials, Disaster Safety) which meet the 「2018 National R&D investment plans & standards (March, 2017)」
- Candidates (with doctorate degree awarded) from science & technology advanced countries (USA, EU, etc.)

### **8. Procedures of Korea Research Fellowship(KRF) program**

Classification	Procedures	Details
Announcement	KRF Program announcement	<ul style="list-style-type: none"> <li>- Program announcement</li> <li>- Program Information Session</li> <li>- Introduction for overseas postdoc candidates to prospective host institutions. * In case overseas postdoc candidates have not secured host institutions.</li> </ul>



Project evaluation (3 steps)	Examining requirements	<ul style="list-style-type: none"> <li>- Examining qualifications and submitted documents of post-doc researchers and Host institutions</li> </ul>
	Screening by the Evaluation Committee	<ul style="list-style-type: none"> <li>- Document examination: Selection Evaluation Committee for each area</li> <li>- Presentation: Selection Evaluation Committee for each area               <ul style="list-style-type: none"> <li>· <b>Examining presentation by host researchers and KRF candidates</b></li> </ul> </li> </ul>
	Comprehensive evaluation	<ul style="list-style-type: none"> <li>- KRF Operating Committee</li> </ul>



Notice of selection	Notifying selection results	<ul style="list-style-type: none"> <li>- Notifying the Host institutions of the selection results</li> </ul>
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Discussing invitation requirements (within 7 days)	Submitting discussion results	<ul style="list-style-type: none"><li>- Discussion of invitation requirements between Host institutions and KRF fellows</li><li>- (including salary and dates for entry and research initiation)</li><li>- Submitting discussion results (Host institutions→ NRF)</li><li>※ <b>Within 7 days from the date selection results are notified</b></li></ul>
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Signing of contract and entry into South Korea	<ul style="list-style-type: none"><li>- Signing of contract</li><li>- Submitting plans for agreement</li></ul>	<ul style="list-style-type: none"><li>- Signing of contract between Host institutions and KRF fellows and entry into South Korea</li><li>- Submitting plans for agreement (Host institutions→ NRF)</li></ul>
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Conducting research (within 3 months)	Conducting research	<ul style="list-style-type: none"><li>- Conducting research</li><li>※ <b>Research to be initiated within 3 months from the date of the selection results are notified</b></li></ul>
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Program management and evaluation	Annual evaluation; program outcomes management; identifying measures for improvement	<ul style="list-style-type: none"><li>- Conducting annual evaluation and implementing follow-up measures based on the evaluation results</li><li>- Managing program outcomes and supporting post-doc researchers</li></ul>
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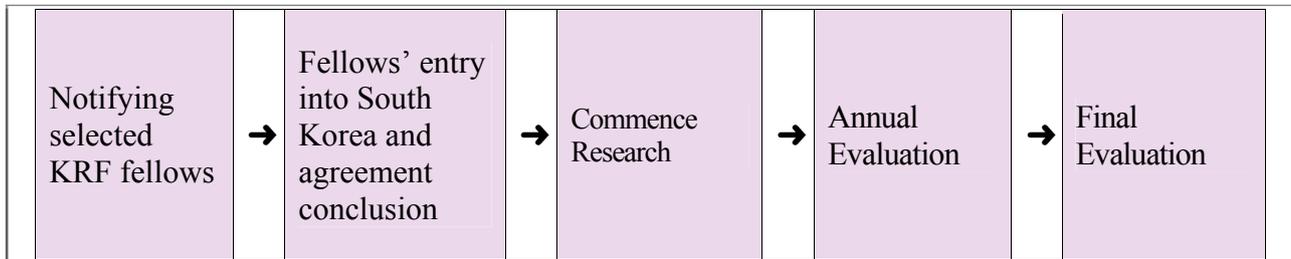
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## II. Program Management

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### 1. Procedures



### 2. Major details

•**Notification of selection results and discussion of invitation requirements:**

Within 7 days from the date selection results are notified, host institutions shall submit the results of the final discussion to NRF regarding invitation conditions between the host institutions and fellows (Host institutions →NRF)

•**Submission of the agreement Report and concluding agreement:**

Contract between fellows and host institutions following the fellows' entry into South Korea, and conclude agreement with NRF.

※ Agreement Report- the contract between the fellows and host institutions, and the fellows' certificates of entry (passports, etc.) must be attached at the time the agreement with NRF is concluded.

•**KRF funds and commencement of fellowship:**

Following the conclusion of the agreement, KRF funds will be deposited into host institutions' account, and the fellowship will start accordingly

※ Entry into South Korea and the initiation of fellowship must be commenced **with in 3 months from the date selection results are notified** (Delay of initiation research over 3 months will lead to the withdraw of the fellowship.).

•**Conducting fellowship and managing & executing research expenses:**

Fellowship will be conducted in accordance with program guidelines and research plans.

※ Should any important changes in the plans occur, they must be reported to the NRF for approval.

•**Annual evaluation:**

Fellows' research outcomes and sincerity and host institutions' support will be evaluated (Any unsatisfactory results of the annual evaluation will lead to the suspension of support, and the agreement for the following year will not be renewed.).

**•Adjustment of research expenses:**

The records of research expenditures used shall be reported to NRF and adjust costs within 3 months after the KRF agreement ends.

**•Reporting and evaluation outcomes:**

Host institutions and fellows will submit outcome reports within one month after the KRF agreement ends, and NRF will evaluate the outcomes.

**3. Roles and responsibilities of each party**

Each party is obligated to observe the following **roles** and **responsibilities**.

Classification	Roles and responsibilities
Host institutions	<ul style="list-style-type: none"> <li>Supervise overall affairs, including support for and achievements of fellows.</li> <li>-Designate assigned staff in order to support settlement of fellows (e.g. entry into Korea, residence, education, living conditions, etc.)</li> <li>-Retrieve and return KRF funds in the case of fellowship renunciation or agreement cancellation.</li> <li>- Obligated to manage appropriately the fund provided under the fellowship, taking strict care to avoid improper use or expenditure.</li> <li>•Find and invite overseas postdoc fellows with outstanding capabilities, enhance their capacities, and support them by hiring as full- time employees, etc.</li> <li>•Secure matching fund in order to support fellows' research expenses (Direct research expenses).</li> </ul>
Host Researchers	<ul style="list-style-type: none"> <li>•Manage the diligence, attendance, working attitude, progress, and achievements of fellows.</li> <li>•Manage research costs, and overall research performance.</li> <li>•Support joint research systems with Korean researchers and enhance their capabilities.</li> </ul>
Managing Organization ( NRF)	<ul style="list-style-type: none"> <li>• Examine and manage fellowship progress, PR activities and support fellowship policy.</li> <li>-Conduct annual and final evaluations and follow-up management of fellows and their achievements.</li> </ul>

**4. Management, etc. of KRF fellows**

**•Work conditions:**

Fellows are required to engage in full-time research at host institutions during KRF tenure.

**•Lecture and research performance:**

Upon obtaining approval from the head of the competent host institutions and host researchers, fellows may undertake university lectures (up to 2 subjects) or in another R&D project related to the research project under the KRF program (Up to 30 % of participation rate).

**• Paid leave:**

Up to 20 days per year (Based on the fellowship period set under the agreement)

※ The number of days for paid leave only includes business days (excluding national holidays and host institutions' holidays), and if the number of days used as paid leave exceeds the allowable number, personnel costs corresponding to the amount exceeded, calculated on a daily basis, must be returned.

※ If the fellowship is withdrawn during the period of the fellowship tenure, the number of days for paid leave will be recalculated based on the actual period of the fellowship.

※ Further details shall be determined by the employment agreement that is made between host institutions and KRF fellows to the extent prescribed by these guidelines

**•Overseas business trips:**

Up to 20 days per year (base on the fellowship period set under the agreement)

- If the accumulated number of days spent for overseas business trips exceeds 20 days per year, or if the number of days for one business trip exceeds 10 days, a plan for business trips must be approved first by the head of the host institutions, which in turn shall submit the details of approval and the plan for the business trip to the NRF.

-A report on each business trip must be submitted to the head of the host institutions upon the end of the overseas business trip (within 7 days from the trip's end).

※ The duration of any overseas business trip that is not recognized as an official business trip will be deducted from the number of days for paid leave: If the duration exceeds the maximum number of days for paid leave, personnel costs corresponding to the excess will be retrieved.

※ Further details shall be determined by the employment agreement that is made between the host institutions and KRF fellows to the extent prescribed by these guidelines

**• Research Performance:**

No gap should be created in research performance: should any gap in research performance be created for one month or longer, the fellowship will be withdrawn and KRF funds must be retrieved.

※ A maximum of 3 months are allowed in unavoidable cases such as sick leave or maternity leave, after official approval from NRF. Maternity leave researchers are entitled to 90 days paid leave in accordance

to the employment policy set by Ministry of Employment and Labor

## **5. Matters to be observed for the KRF program**

•The fellowship may be withdrawn, or requested the reimbursement of money already paid if it judges any of the following circumstances to pertain:

- Where it is deemed to have caused an obvious disadvantage to national interest.
- Where any inconvenience is caused to the fellowship's progress, or where any grave setbacks are caused intentionally.
- Where any false information is submitted in the application forms, fellowship plans, etc.
- Where it is deemed difficult to achieve the originally anticipated research outcomes due to any delay in research performance by the host institutions or fellows, or where it is deemed such institutions or fellows do not have the ability to complete planned research.
- Where any host institutions or fellows cease performing the project.
- Where any fellows have caused, or is likely to cause, a gap in research performance from one month or longer, except for unavoidable circumstances such as sick leave or maternity leave.

- When the fellowship is withdrawn, the host institution is obligated to retrieve KRF funds.
  - ※ When the fellowship is withdrawn due to any grounds attributable to host institutions or fellows, all or some of the KRF funds that was already paid must be retrieved, and sanctions can be implemented where necessary.

## **6. Follow-up management of research outcomes**

•All tangible and intangible rights obtained from the program, such as intellectual property rights, are owned by their respective host institutions, subject to the institution's regulations or mutual agreement.

•Any publication of research outcomes must indicate the following acknowledgement.

- ※ Korean: 이 논문은 0000년도 정부(과학기술정보통신부)의 재원으로 한국연구재단의 지원을 받아 수행된 해외우수신진연구자지원사업(KRF, Korea Research Fellowship)의 연구임(No. 한국연구재단에서 부여한 과제 관리번호)
- ※ English: This work was supported by Korea Research Fellowship Program through the National Research Foundation of Korea (NRF) funded by the Ministry of Science and ICT (grant number).

### III. Application

#### 1. How to apply

Host researchers file an online application via the NRF website ([ernd.nrf.re.kr](http://ernd.nrf.re.kr)).

☞ 【Program classification】 Educational human resources training program (H1) - International researcher exchange (H1D3) - Korea Research Fellowship (H1D3A1) - Korea Research Fellowship (H1D3A1A01)



#### 2. Required documents

Mandatory	Optional (to be submitted if applicable)
<ul style="list-style-type: none"> <li>- KRF application</li> <li>- Resume of candidate</li> <li>- Latest degree certificate , proof of career (employment)</li> <li>- Letter of reference for candidate                             <ul style="list-style-type: none"> <li>- Host institutions' s confirmation to provide support for candidate</li> </ul> </li> <li>- Agreement to personal information utilization</li> <li>- Pledge Agreement of Executing Contract of Integrity \</li> </ul>	<ul style="list-style-type: none"> <li>- Other certificates (language-related certificates, report cards, etc.)</li> <li>- Evidential document for corporate research institute</li> </ul>

### **3. Qualifications**

Classification	Qualifications
Host institutions	<p>Government-supported research institutes, national and public research institutes, universities and university-affiliated research institutes, corporate research institutes* (affiliated research institutes registered with the Korea Industrial Technology Association)</p> <p>* Corporate research institutes are those established as SMEs and venture businesses under Article 14 (1) of the Basic Research Promotion and Technology Development Support Act and Article 16 (1) of the Enforcement Decree of the same Act</p>
Host researchers (KRF Applicant)	<p>Full-time employees of the respective host institutions who have the rank of at least assistant professor, senior researcher, or chair of a research institute (corporate research institute) and satisfy the following requirements:            individuals who have guaranteed employment for the program's duration (five years) and are able to concentrate on performing the relevant project</p> <p>※ This KRF program will be excluded from the projects subject to the restrictions (the number of R&amp;D projects that can be simultaneously conducted by a researcher shall not exceed five, among which the number of R&amp;D projects that can be simultaneously conducted as a principal investigator shall not exceed three) referred to in Article 32 of the Regulations on Management, etc. of National Research and Development Projects.</p>
Overseas post-doc researchers (KRF Candidates)	<ul style="list-style-type: none"> <li>• Foreign-national researchers who have obtained their doctoral degree within the past five years</li> <li>• Korean researchers residing overseas who have obtained their doctoral degree within the past five years (doctoral degree from an overseas university)</li> </ul>

### **4. Contact Information**

#### **NRF Academic Infrastructure Support Team**

Mr. Lee, Jin Hoo

☎ 042-869-6377/ [jinh@nrf.re.kr](mailto:jinh@nrf.re.kr)

Ms. Kim, Jee Soo **(For English)**

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## **5. Schedule for the 1st round of KRF, 2018**

Schedule	Details
Jan. 29th (Mon.), 2018	Announcement of the 1st-round KRF program of 2018
Feb. 26th (Mon.), 2018	Applications closed (18:00, Korea time)
Feb. 27th (Tues.), 2018	Approval from host institutions on ERND closed (18:00, Korea time)
Mar.~ Apr., 2018	Selection evaluation (document, presentation)
Early Apr. , 2018	Final selection

※ This guideline has been translated from original Korean documents with regards to Korean research. Therefore, this translation has focused on providing the main contents and points to overseas post-doc researchers for better understanding and subject to change without prior notice. The actual details will follow the “Guidelines for the Management of the Korea Research Fellowship (KRF) Program” and “KRF agreement.”

