



InnoNext Guide for Visiting Talents

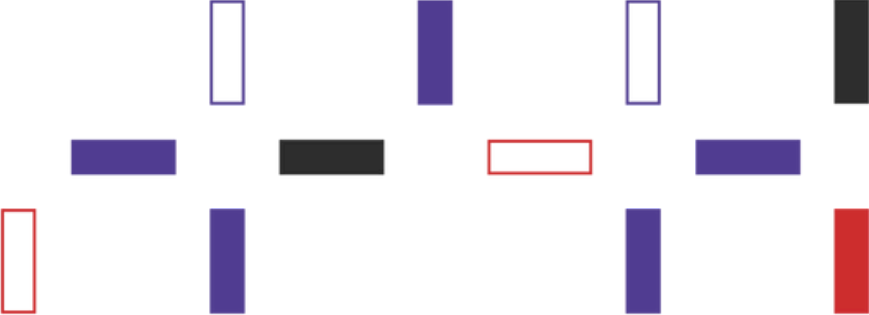
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Can I apply?

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Eligibility Criteria



You're eligible to become a **Vising Talents in InnoNext** if you are:

EIC talents

Pathfinder PdD/Postdoc

Transition PdD/Postdoc

MSCA talents

Postdoc Fellows

Doctoral Networks

COFUND

EIT talents

Label programs students/alumni

KIC educational participants

ERC talents

PhD/Postdoc researchers

RI talents

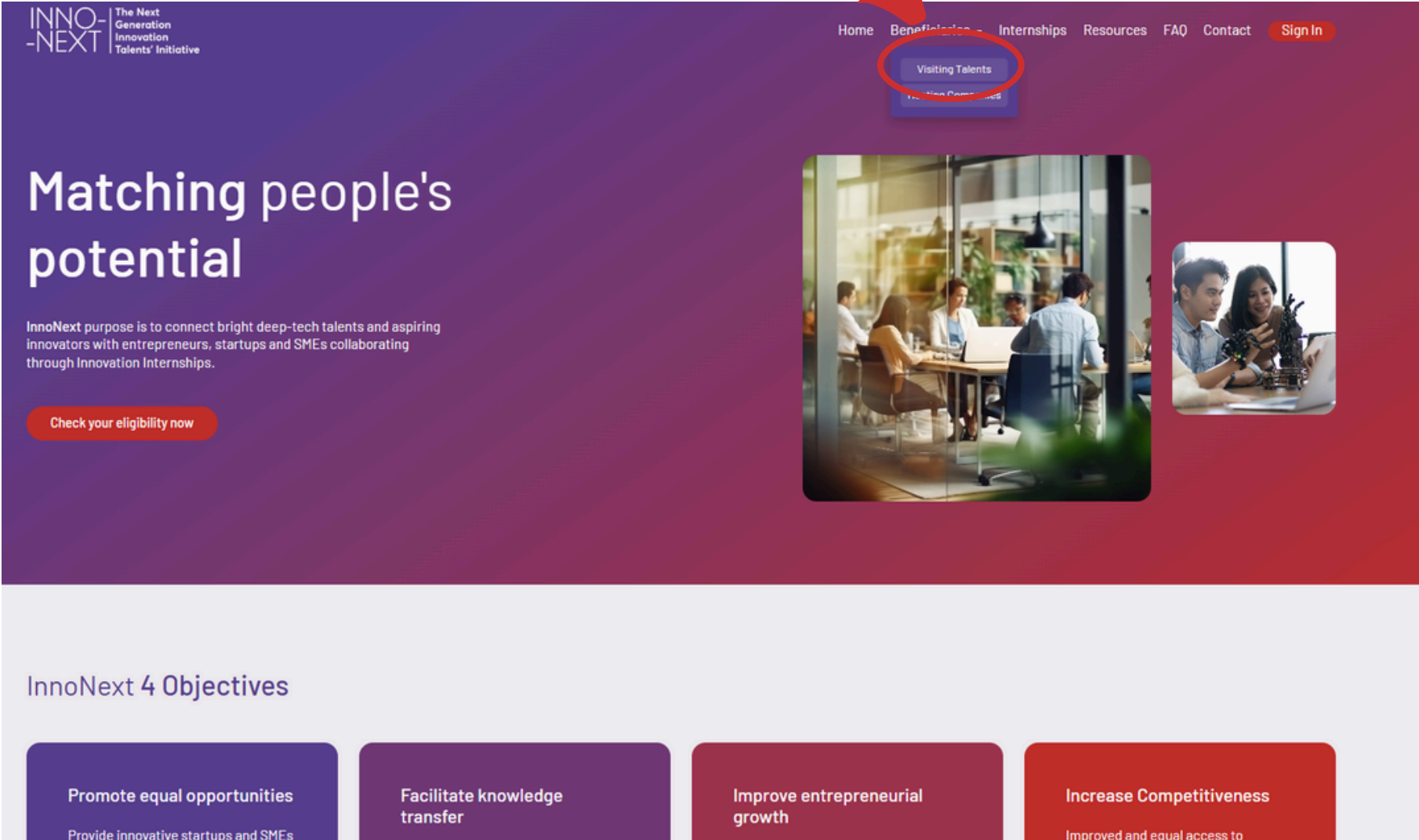
PhD/Postdoc researchers

How can I apply?

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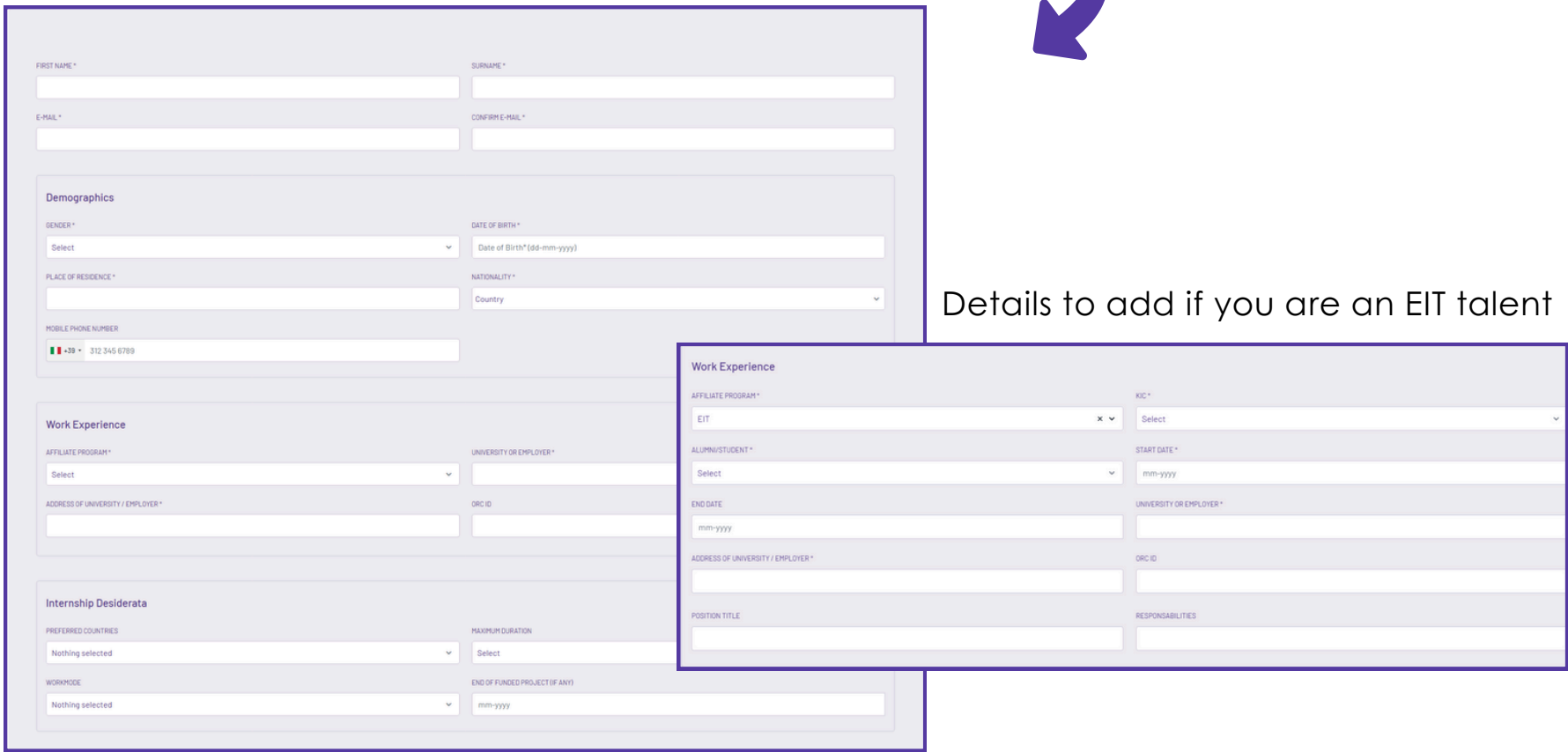
Registration - website

1. Enter the **Vitsiting Talent** section on www.innonext-project.eu and read more about the **Open Call**.



Registration - form

2. Fill in the form on the **Visiting Talent page** with some **personal information** and some **details about your affiliate programme** and **work/education experience**



The registration form is divided into several sections. The top section includes fields for First Name, Surname, E-mail, and Confirm E-mail. Below this is the Demographics section with fields for Gender, Date of Birth, Place of Residence, Nationality, and Mobile Phone Number. The Work Experience section includes fields for Affiliate Program, University or Employer, Address of University / Employer, ORCID ID, Start Date, End Date, Position Title, and Responsibilities. The Internship Desiderata section includes fields for Preferred Countries, Maximum Duration, Workmode, and End of Funded Project (if any).

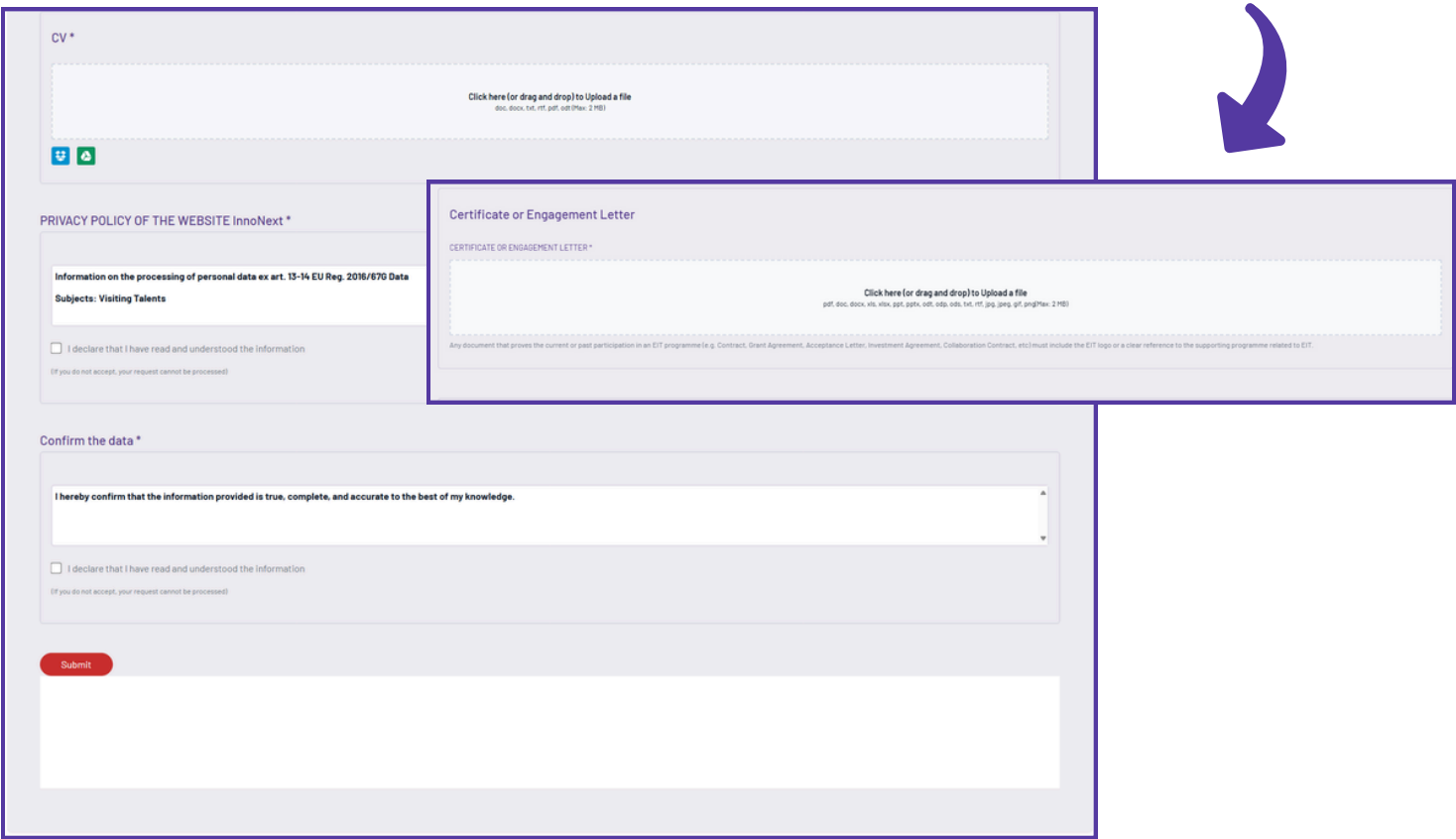
Details to add if you are an EIT talent

3. Add your **internship preferences** (countries, duration, workmode...)

! Please note: InnoNext **does not manage or provide support for visa or work permit** procedures.

4. Upload your **CV**, and if you are affiliated to **EIT** also a **Certificate or Engagemente letter***

*More details in the [dedicated section of this Guide](#)



The registration form for EIT talent includes a CV upload section, a Privacy Policy section, a Certificate or Engagement Letter upload section, and a Confirm the data section. The CV upload section has a button to click here for drag and drop to upload a file. The Certificate or Engagement Letter section has a button to click here for drag and drop to upload a file. The Confirm the data section includes a checkbox to declare that the information provided is true, complete, and accurate to the best of the user's knowledge.

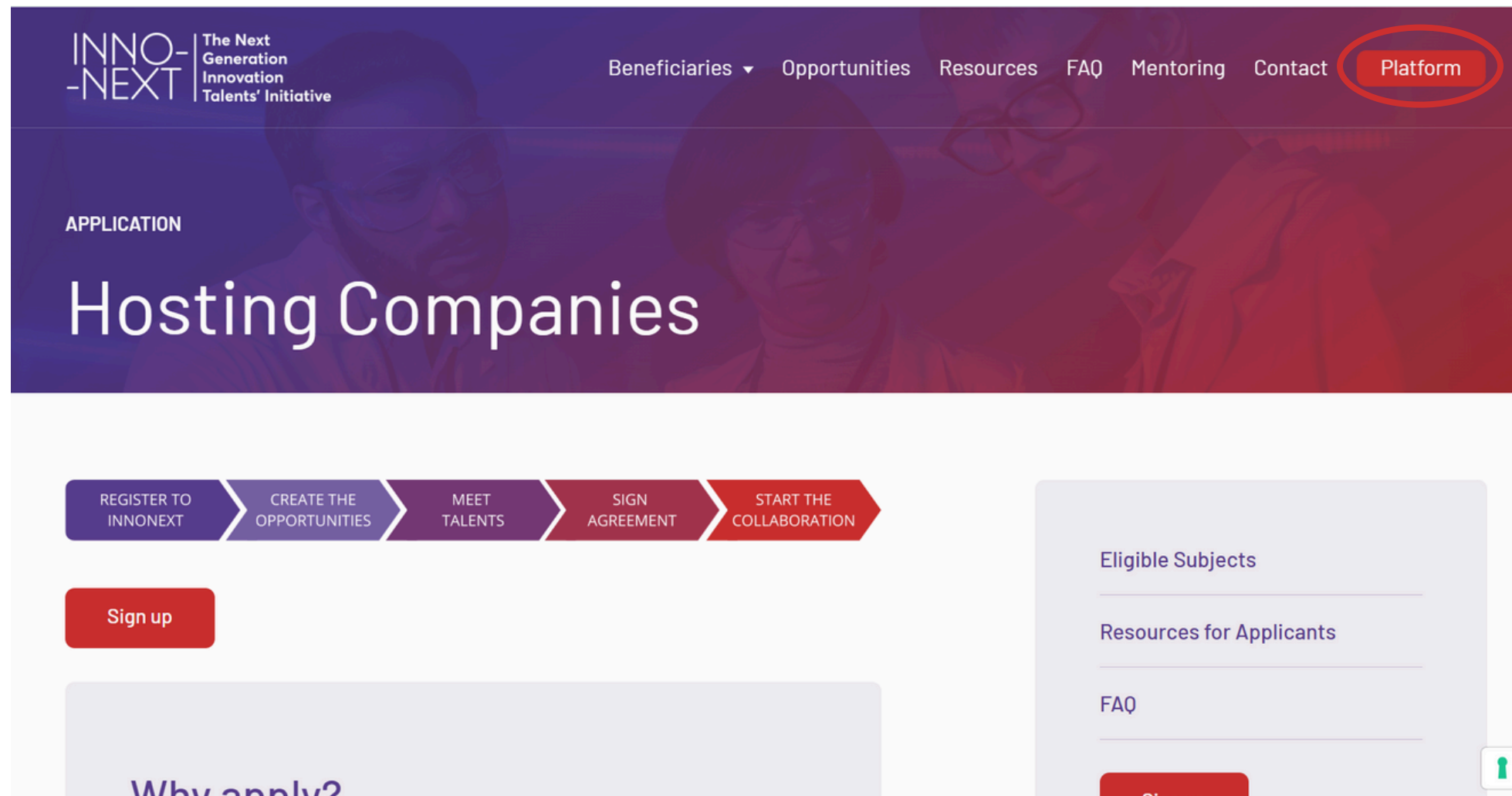
5. After registering you will receive an email with the instructions to **access the matchmaking platform**.

How can I find an Innovation Internship?

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Find an Innovation Internship - matchmaking platform

After filling the registration form you will **receive the instructions to access the matchmaking platform** for the first time and to set up your credentials.



The **matchmaking platform** is a separate system from the InnoNext website, you can access it via [this link](#) or by clicking on the “**platform**” button on the InnoNext website.

Find an Innovation Internship - opportunities

Explore the **Innovation Internship opportunities** posted by Hosting Companies in the matchmaking platform.

Look at the **AI suggested** vacancies in the Job Matching section.
Or look at **all the vacancies published** in the Vacancies section

The image shows a screenshot of the INNO-NEXT platform interface. On the left is a dark blue sidebar with navigation links: Dashboard, Profile, Vacancies (highlighted with a red circle), Applications, Job Matching (highlighted with a red circle), Calendar, and E-Mail. Two red arrows point from the text on the left to these two sections. The main content area is a light gray dashboard with three sections: 'Vacancies' (showing 2 vacancies published, with 'Prova 2' and 'Prova 1' listed), 'Job Matching' (showing 'No suggested v'), and 'Interviews' (showing 'No Interview'). On the right is a white form titled 'Indicate the internship offer'. It includes fields for location (Turin, Italy), field (Engineering), and type (On site). There is a 'Share' button and a 'Vacancies list' link. The form has sections for 'Company Description', 'Position', 'Requirements', and 'Other information', each with a text area and a description. An 'Apply' button is at the bottom.

When you find an interesting opportunity click the button **“Apply”** to apply to it.

How does the selection process work?

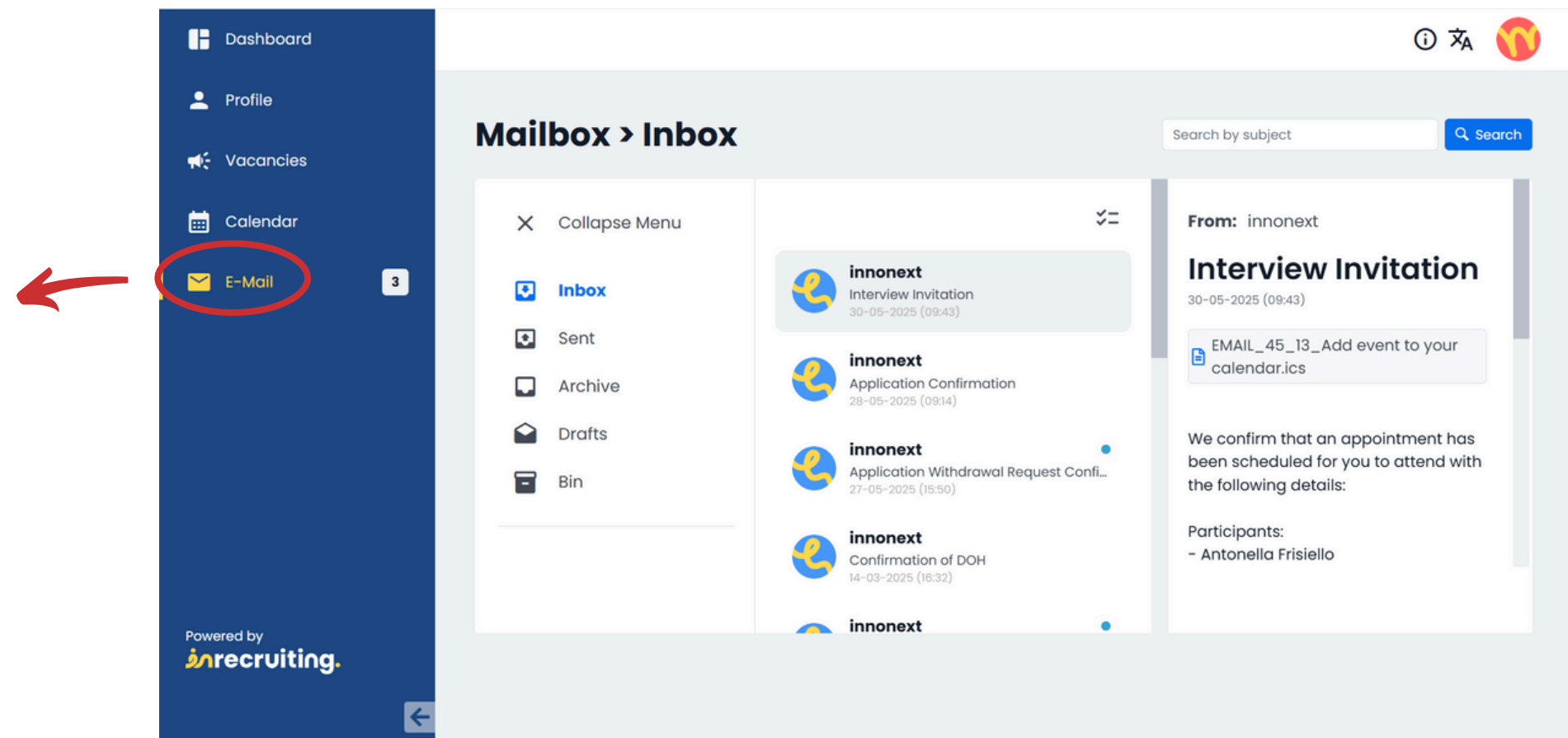
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The selection process: invitation

1. The **Hosting Company** look at the application and decide which **Talents** to **invite for an interview**.
2. The Company can **contact you directly on your email** or **through the platform** to arrange the interview.



! You might receive invitation through the platform, in this case **do not answer directly to the notification email**. Go to the **email section in the platform** and answer from there. Otherwise the Company will not receive your answer.



The selection process: interviews

3. During the **interview** you and the Company can **discuss and agree on the details of the internship** (i.e. period, starting date, work modality).

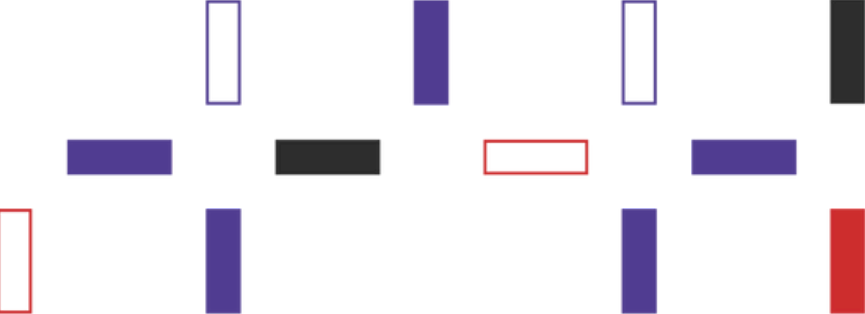


4. If you **accept the Innovation Internship offer** the Company must inform the InnoNext team by changing the application status. You will then receive by e-mail **all the documents and information to activate the internship.**

What to do when I accept an Innovation Internship?

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Internship Activation - additional details



After **accepting the offer** the Company will **change your application status** on the platform and at that point you will receive an email with the next steps to **verify your eligibility** and **activate the internship**.

1. Go to your profile in the matchmaking platform and complete the “post-match” section by:
- Signing and uploading the **Declaration of Honor (DOH)***
 - Filling the **Bank information** and the **personal documents** sections (if the financial support is applicable)

*Discover more about the DOH in the [dedicated section of this Guide](#)

The screenshot shows the InnoNext platform interface. On the left, a dark blue sidebar contains a menu with items: Dashboard, Profile (circled in red with a red arrow pointing to it), Vacancies, Applications, Job Matching, Calendar, and E-Mail. The main content area is light pink and shows sections for 'Vacancies' (with 2 vacancies listed) and 'Interviews' (with 2 interviews listed). Overlaid on the right are two detailed views of form sections. The top view is titled 'Declaration of Honor (DOH) (1)' and includes a note about uploading a DOH for each position, a file upload area with supported formats (pdf, doc, docx, xls, xlsx, ppt, pptx, odt, odp, ods, txt, rtf, jpg, jpeg, gif, png) and a maximum size of 2 MB, and a '+ Duplicate category' button. The bottom view is titled 'Bank details' and includes a note about financial support, followed by input fields for IBAN, Account holder, BIC/SWIFT, and Bank. Below this is the 'Personal documents' section, which includes input fields for ID Card details (ID Card number and ID Card expiring date) and Passport details (Passport number and Passport expiring date).

Internship Activation - signature

2. InnoNext will verify your eligibility and **check the validity** of the **Declaration of Honor** and of the **EIT Certificate**.

If **everything is correct** they send to the Company the Internship Agreement.

3. The **Company** will sign the **Innovation Internship Agreement*** (Annex 2 of Letter of Commitment) and send it to you so that **you will also sign it**.

The document must be **sent back to InnoNext** with both signatures

4. If applicable, you will receive the **Financial Agreement** to be signed and sent back.

5. After **verifying the signature of the Agreement** the InnoNext team will change your application status in HIRED and the **internship can start!**

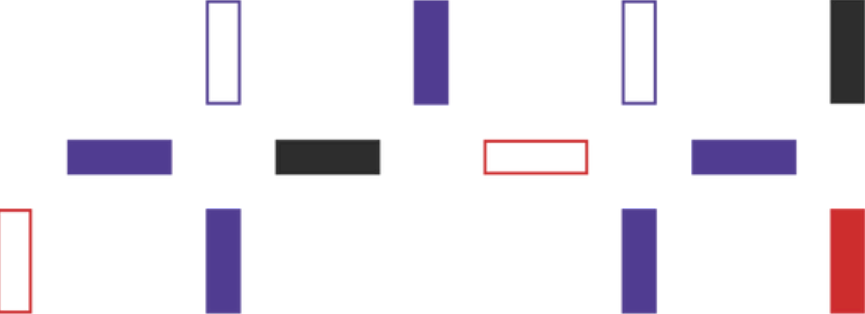
*More details in the [dedicated section of this Guide](#)



**Which types
of funding
can I get?**

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Financial support: types of funding



Funding varies by programme:

EIC Transition: Covered by the grant of the originating programme.

MSCA: Covered by the grant of the originating programme.

RI: Covered by the grant of the originating programme.

EIC Pathfinder: 2300€ gross/month

ERC: PhD students: 4300€ gross/month
Postdocs: 5300€ gross/month

EIT: 2000€ gross/month
+ 750 € one-time mobility allowance

Covered by InnoNext funding

Max 3 months
(until funds are exhausted)

From 3 to 6 months
(until funds are exhausted)

[Read more on EU Funding and Tenders Portal](#)

Financial support: conditions

In order to receive the fundings some actions are required:

- You must **add your bank information** and **personal documents** in the dedicated sections of your profile in the matchmaking platform.
- You must complete the **self-assessment form**, based on the European Entrecomp framework on entrepreneurial skills. It will be sent to you **before and after the internship**.
- You must fill the **InnoNext experience evaluation form**. That will be sent to you **before and after the internship**.
- You must fill the **monthly report** and send it to administrative@innonext-project.eu **by the end of each month** of the Internship.
- This include a **timesheet** where indicate the worked hours per month. Yuo will receive the template by email after the internship activation.
Note that the timesheet must be **signed by both you and the Company**.

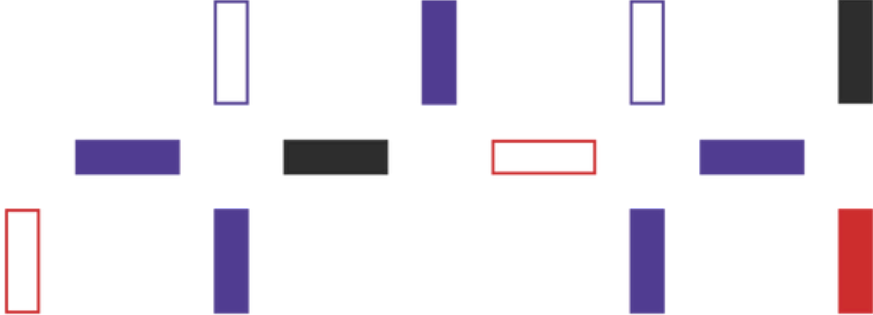
**Which documents
I must sign?**

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Documents - Certificate or Engagement Letter (EIT)

? Who	All the beneficiaries affiliated with EIT.
? What	It is a document that proves the current or past participation in an EIT programme (e.g. Contract, Grant Agreement, Acceptance Letter) and must include the EIT logo or a clear reference to the Educational programme related to EIT.
? How	It must be uploaded in the application form during the registration.
? Why	It is necessary to verify the eligibility of participants.

Documents - Declaration of Honour (DoH)



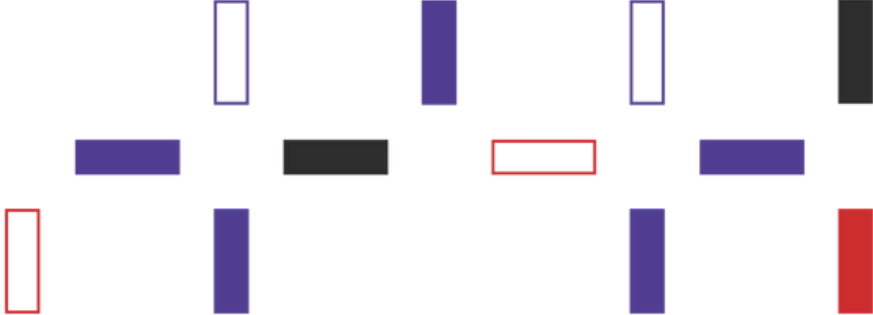
Who	EIC, ERC, MSCA, RI talents	EIT talents
What	<p>It declares that the talent:</p> <ul style="list-style-type: none">• is eligible for the InnoNext project• agree to the general requirements included in the InnoNext GA, as set by the European Union, for participation in the InnoNext initiative.• Is not receiving double remuneration for being involved both in a previous research initiative funded by the EU and for participating in the InnoNext initiative.• have informed and obtained the permission to participate from their PI/project coordinator/employer.	<p>It declares that the talent:</p> <ul style="list-style-type: none">• is eligible for the InnoNext project• agree to the general requirements included in the InnoNext GA, as set by the European Union, for participation in the InnoNext initiative.• is not receiving double financing for being involved both in a previous research initiative funded by the EU and for participating in the InnoNext initiative; or in the case of double financing, that it respects the conditions that allow for the coexistence of two financing
How	It must be uploaded in your profile in the InnoNext platform after accepting the company's offer: template here	It must be uploaded in your profile in the InnoNext platform after accepting the company's offer: template here

Documents - Innovation Internship Agreement

? Who	Talent and Company that are activating an Innovation Internship.
? What	<p>The Innovation Internship Agreement is included in the Letter of Commitment as Annex 2. It defines the agreements between the interested parties, including:</p> <ul style="list-style-type: none">• description of the internship,• duties to be performed• the duration• hours and working arrangements• protection of intellectual property• confidentiality. <p>It is a private document and, only if is necessary, according to mandatory rules of applicable law, the template can be amended accordingly.</p>
? How	It must be sent back to InnoNext with both signature, after accepting the internship offer. The Company will send it to you: template here

! Please note: InnoNext does **not manage** or provide support for **visa or work permit** procedures.

Documents - Financial Agreement



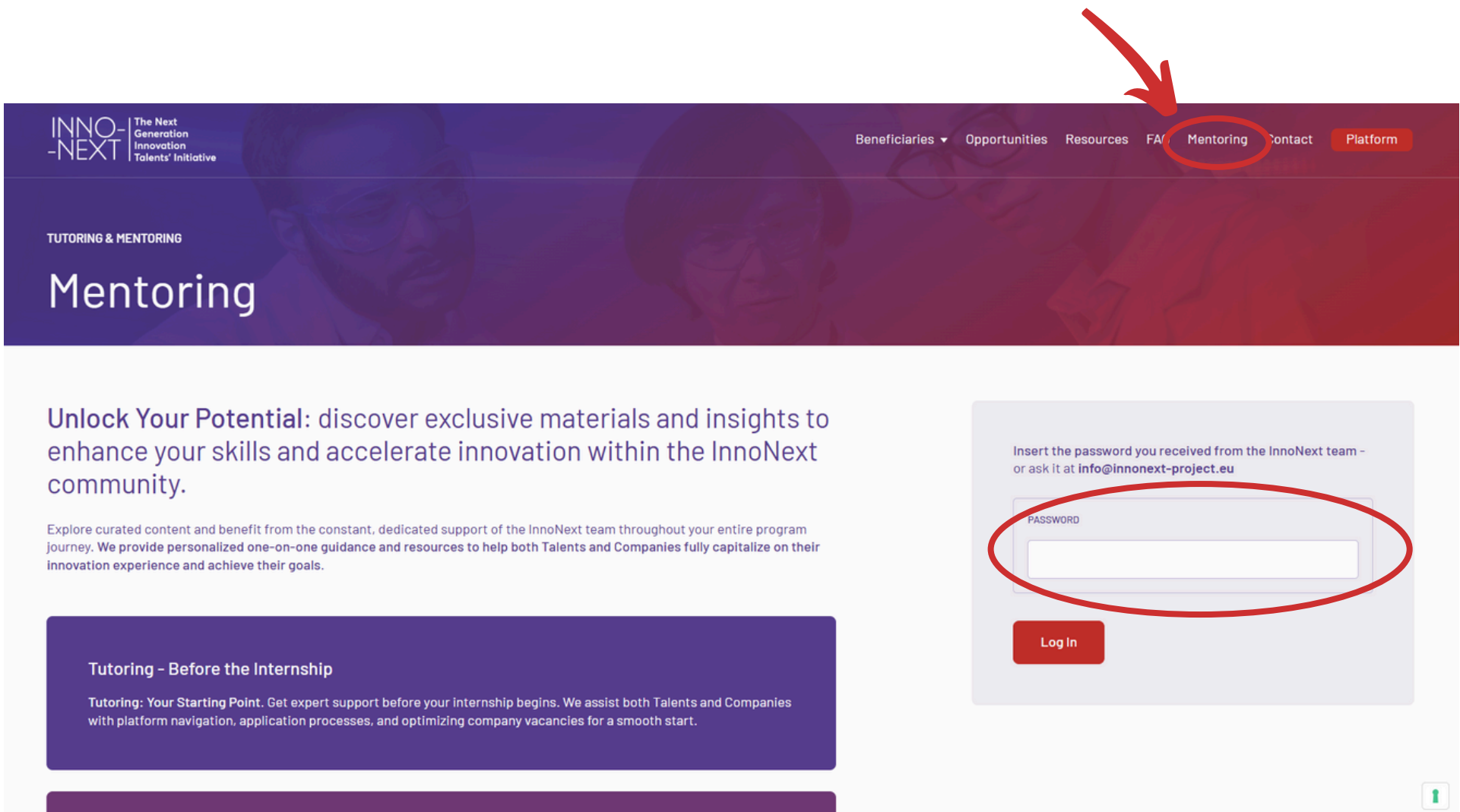
? Who	EIC Pathfinder, EIT, ERC Talents , eligible for Financial Support.
? What	<p>There are different versions of the Financial Agreement with specific details, according to the affiliate programme.</p> <p>These agreements include the following details:</p> <ul style="list-style-type: none">• Identification of the contracting parties• Selection procedure and eligibility criteria• Type of financial support (internship reimbursement or mobility allowance)• Conditions and deadlines for disbursement• An Annex “Declaration of Receipt of FSTP” that inform the FSTP beneficiary about the tax management of the grant received through InnoNext
? How	It must be signed and send back to InnoNext, after accepting the internship offer: template here

**How can I access
the mentorship
resources?**

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Mentorship resources

In the **Mentoring section** of the website you will find **recordings of workshop sessions** that have already taken place.



Once **registered** on **InnoNext** you will receive the password to enter the **mentoring page**.

By e-mail you will receive invitations for **future sessions** that you can participate in via **live streaming**; and if you can't follow them, you can always **watch them later in this section**.

Resources

You can find more information consulting:



FAQ

Dedicated section of **questions and answers**, covering every phase of the InnoNext journey and EU Partner Programmes specific requirements.

<https://www.innonext-project.eu/en/faq>



Resources

Templates of the **needed document**, to get prepared in any phase.

<https://www.innonext-project.eu/en/resources>



Contacts

For any other issue, please **contact** InnoNext at info@innonext-project.eu

European
Innovation
Council



www.innonext-project.eu

INNO- -NEXT

The Next Generation Innovation Talents' Initiative

FONDAZIONE
links
PASSION FOR INNOVATION

