



# InnoNext Guide for Visiting Talents



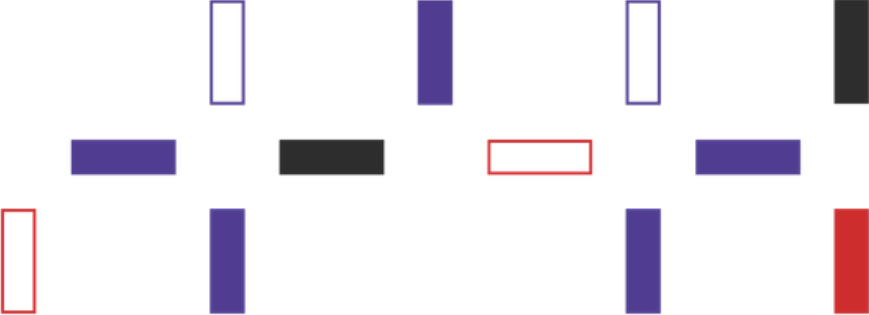
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**Can I apply?**

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# Eligibility Criteria



You're eligible to become a **Visiting Talents in InnoNext** if you **are** or **have been**:

## 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

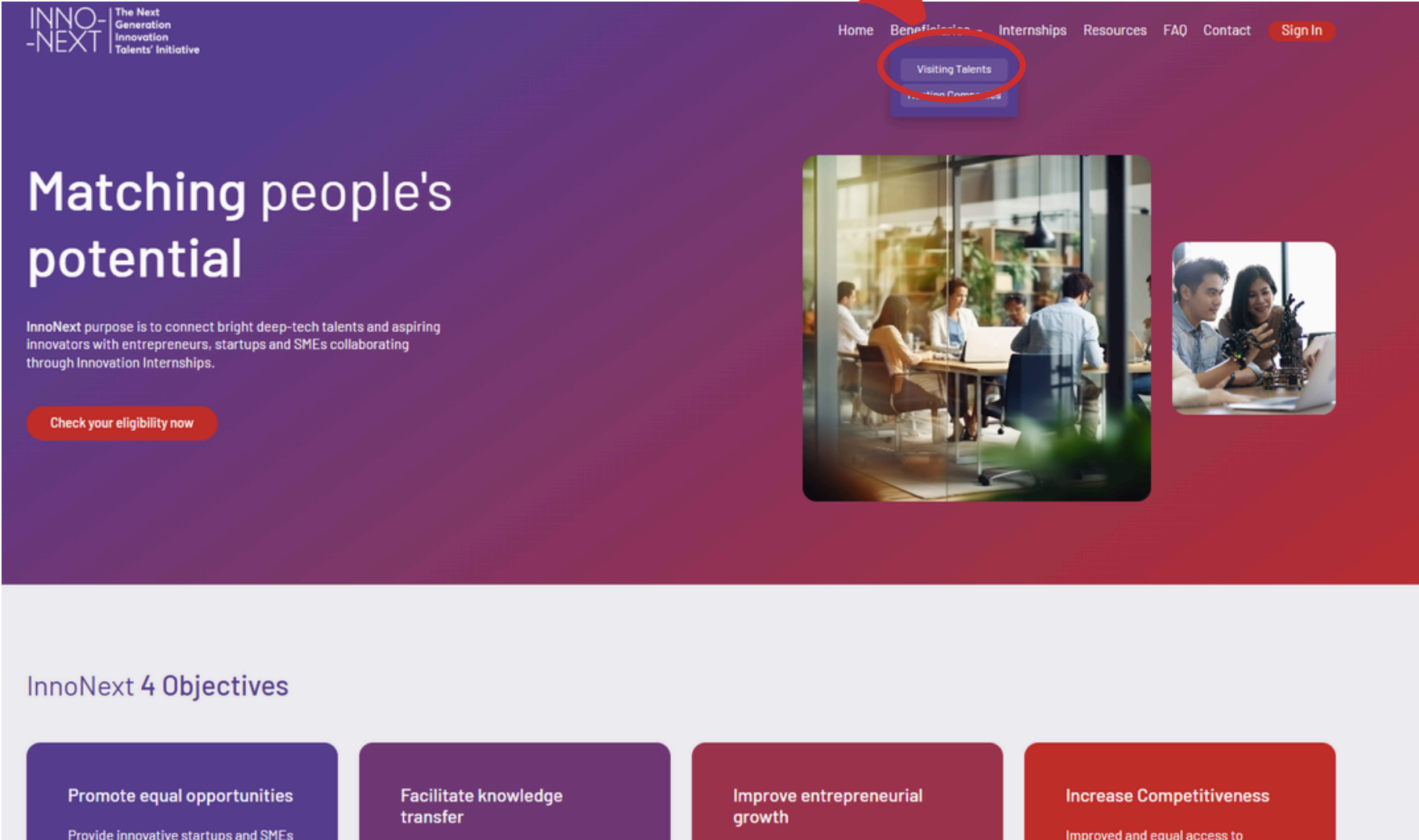
**PhD/Postdoc** researchers

**How can I apply?**

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# Registration - website

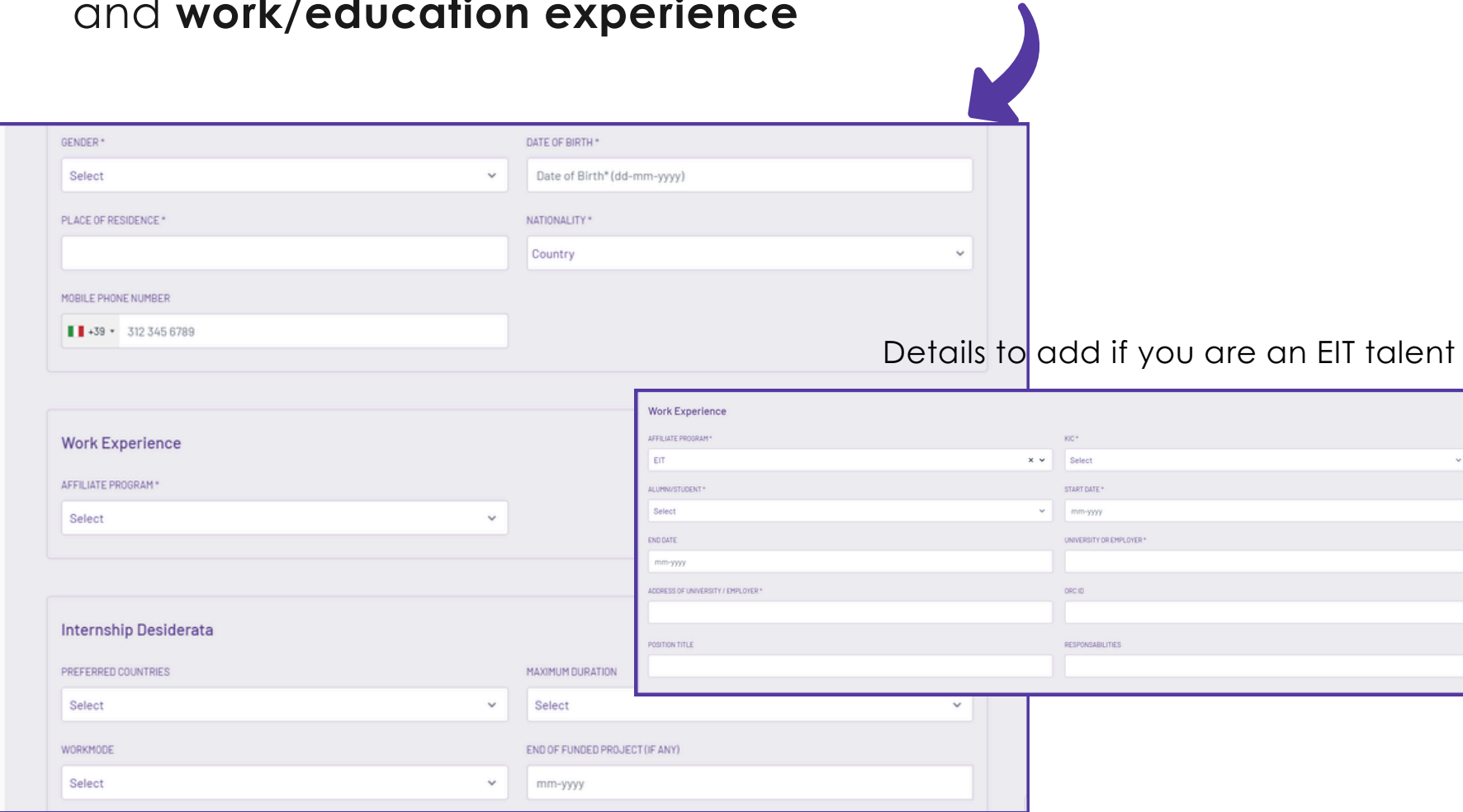
1. Enter the **Visiting Talent** section on [www.innonext-project.eu](http://www.innonext-project.eu) and read more about the **Open Call**.





# 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**



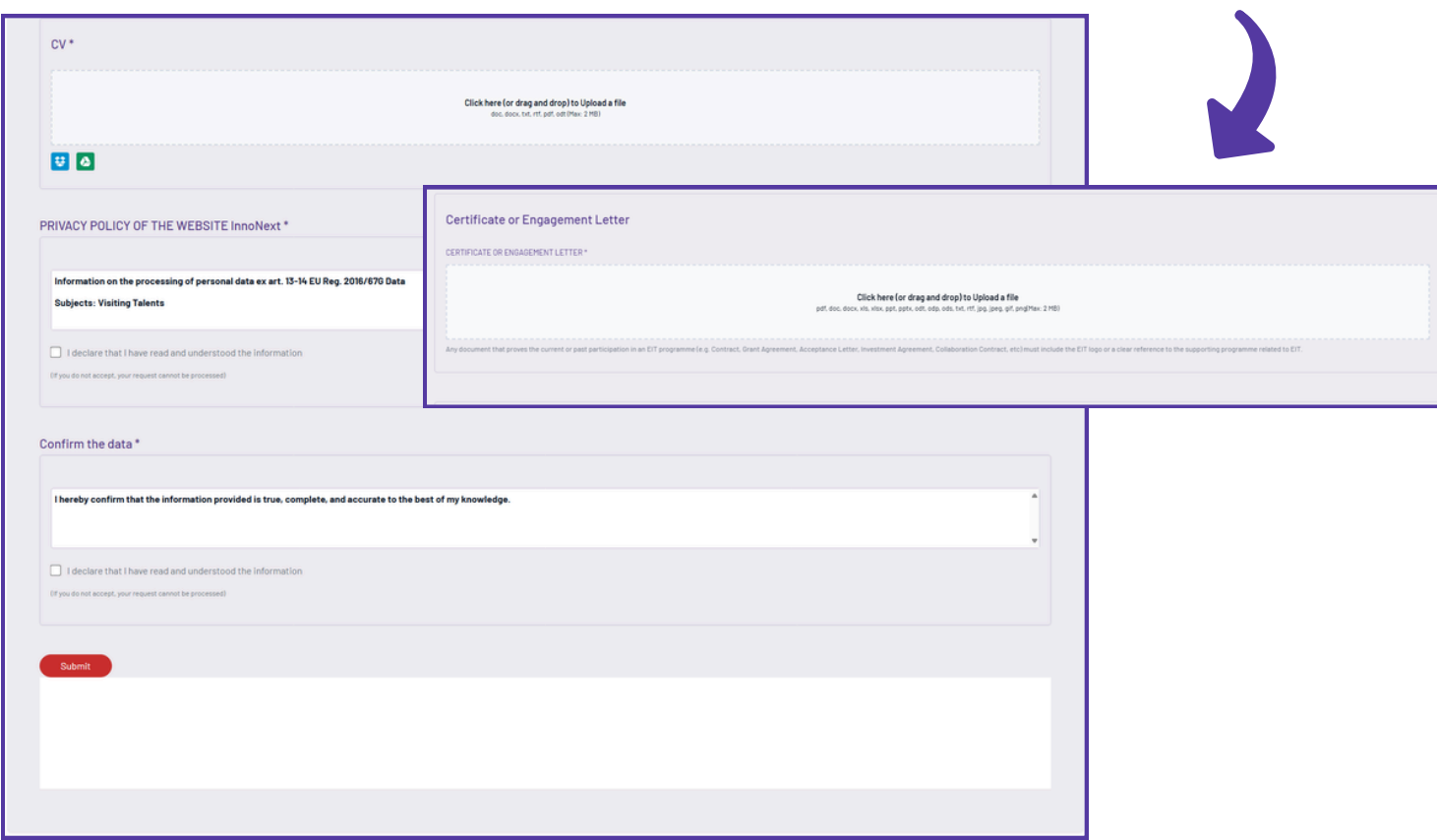
The screenshot shows the registration form with several sections highlighted by a purple box and an arrow. The sections include: Gender, Date of Birth, Place of Residence, Nationality, Mobile Phone Number, Work Experience (with a sub-section for details to add if you are an EIT talent), and Internship Desiderata. The Work Experience section includes fields for Affiliate Program, Start Date, End Date, University or Employer, Position Title, and Responsibilities.

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 screenshot shows the registration form with a purple box and an arrow pointing to the CV and Certificate or Engagemente letter upload section. The section includes a 'CV' upload area and a 'Certificate or Engagemente Letter' upload area. Below these are sections for 'Privacy Policy of the Website InnoNext' and 'Confirm the data'.

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

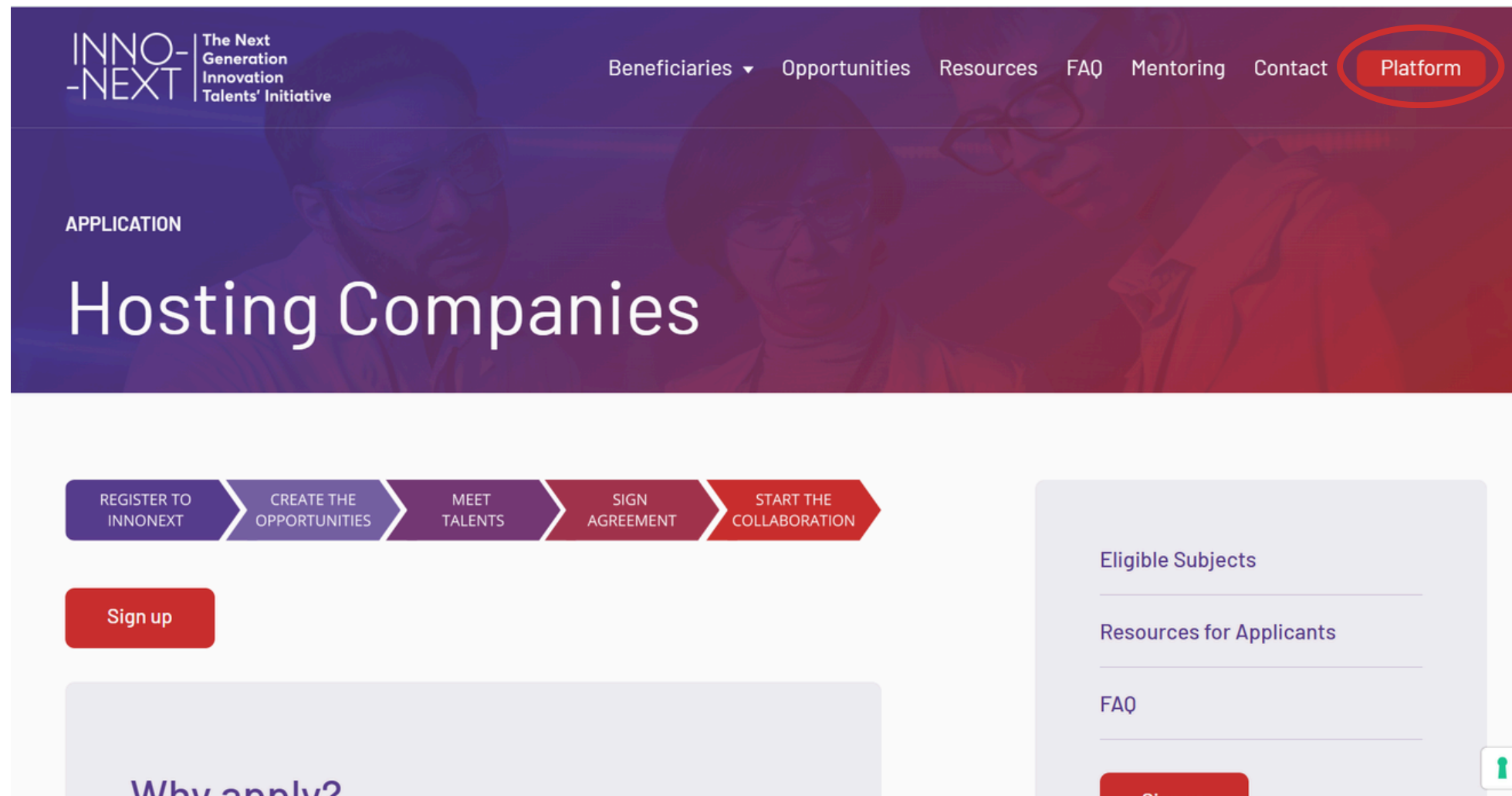
# How can I find an Innovation Internship?

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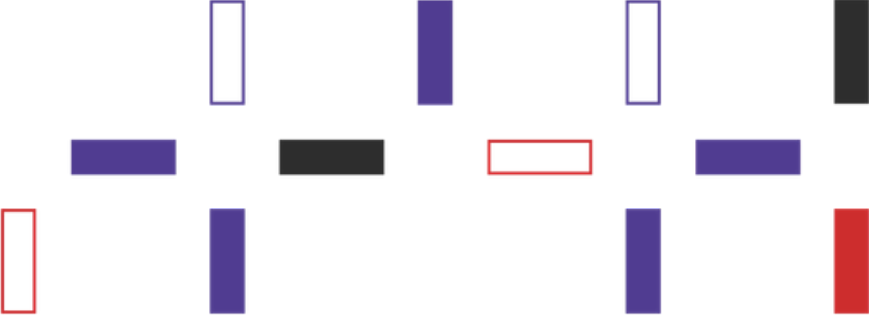
# Find an Innovation Internship - matchmaking platform

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 screenshot displays 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 area shows a 'Dashboard' with three panels: 'Vacancies' (listing 'Prova 2' and 'Prova 1' in Turin, Italy), 'Job Matching' (showing 'No suggested v'), and 'Interviews' (showing 'No Interview'). A bottom bar indicates 'Powered by anrecruiting.'. On the right, a modal form titled 'Indicate the internship offer' is shown, containing fields for location (Turin, Italy), field (Engineering), and type (On site), along with sections for Company Description, Position, Requirements, and Other information, and an 'Apply' button.

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

**How does  
the selection  
process work?**

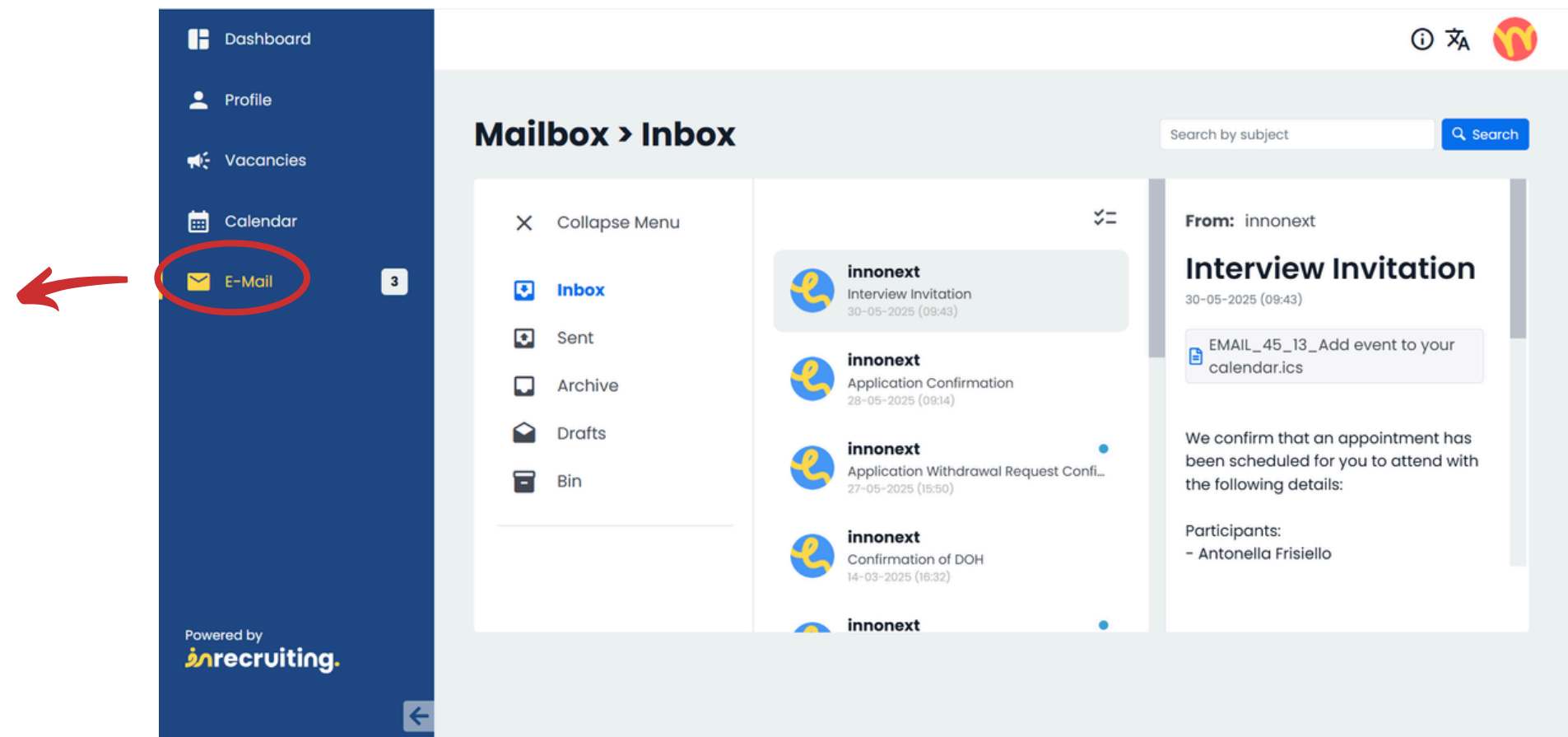
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# The selection process: invitation

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](#)

**Dashboard**

- Profile
- Vacancies
- Vacancies
- Applications
- Job Matching
- Calendar
- E-Mail

**Declaration of Honor (DOH) (1)**

Kindly remember that a different DOH must be uploaded for each internship position, and please do not delete the old versions.

Declaration of Honor (DoH)

Click here (or drag and drop) to **Upload a file**  
pdf, doc, docx, xls, xlsx, ppt, pptx, odt, odp, ods, txt, rtf, jpg, jpeg, gif, png (Max: 2 MB)

+ Duplicate category

**Bank details**

To be completed only for those who will receive financial support (EIT, ERC and EIC Pathfinder talents, please check the funding conditions in the FAQ on the InnoNext website). This section must be completed after acceptance of the proposal.

IBAN:

Account holder:

BIC/SWIFT:

Bank:

**Personal documents**

To be completed only for those who will receive financial support (EIT, ERC and EIC Pathfinder talents, please check the funding conditions in the FAQ on the InnoNext website). This section must be completed after acceptance of the proposal.

**ID Card details**

ID Card number:

ID Card expiring date:

**Passport details**

Passport number:

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](#)

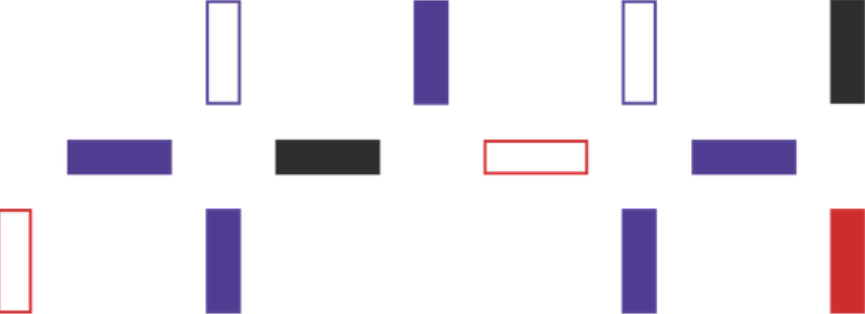




**Which types  
of funding  
can I get?**

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# Financial support: types of funding



## Funding varies by programme:

**EIC Transition:** if active, covered by the grant of the originating programme.  
If you do not hold an active grant, you won't receive a reimbursement.

**MSCA:** if active, covered by the grant of the originating programme.  
If you do not hold an active grant, you won't receive a reimbursement.

**RI:** if active, covered by the grant of the originating programme.  
If you do not hold an active grant, you won't receive a reimbursement.

**EIC Pathfinder:** mobility allowance= 2300€ gross/month if the internship location is > 150km place of work / residence

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

**EIT:** 2000€ gross/month

Covered by InnoNext funding

Max 3 months  
(until funds are exhausted)

3 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:

- **EIT Talent:** you will have to **register within the EIT Health platform** and provide all the required details.
- **EIC, ERC, MSCA, RI Talents:** You must **add your bank information** and **personal documents** in the dedicated sections of your profile in the InnoNext matchmaking platform.
- **ALL:** 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**.
- **ALL:** You must fill the **InnoNext experience evaluation form**. That will be sent to you **before and after the internship**.
- **EIC, ERC, MSCA, RI Talents:** You must fill the **monthly report** and send it to [administrative@innonext-project.eu](mailto:administrative@innonext-project.eu) **by the end of each month** of the Internship.

This include a **timesheet** where indicate the worked hours per month. You 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?**

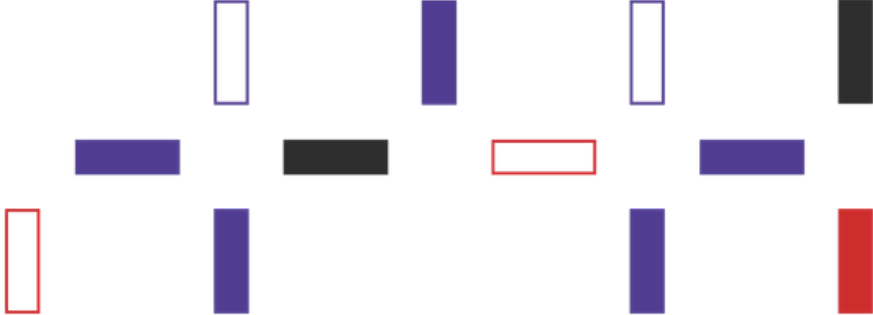
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# Documents - Certificate or Engagement Letter (EIT)

|        |                                                                                                                                                                                                                                               |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ? Who  | All the beneficiaries affiliated with EIT.                                                                                                                                                                                                    |
| ? What | It is a document that <b>proves the current or past participation in an EIT programme</b> (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 <b>uploaded</b> in the application form during the registration.                                                                                                                                                                   |
| ? Why  | It is necessary to verify the eligibility of participants.                                                                                                                                                                                    |



# Documents - Declaration of Honour (DoH)



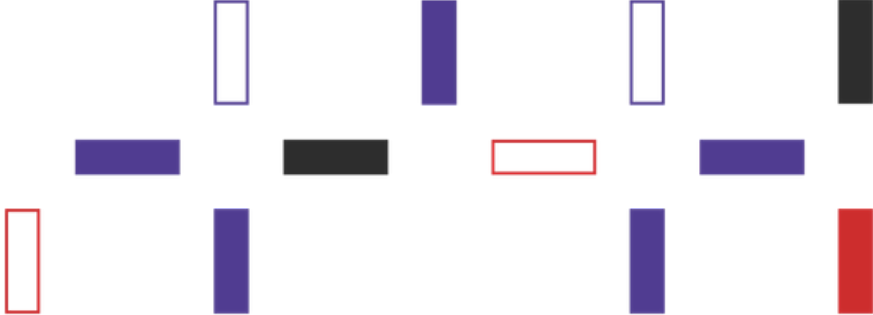
| Who  | EIC, ERC, MSCA, RI talents                                                                                                                                                                                                                                                                         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

# Documents - Innovation Internship Agreement

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

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

# Documents - Financial Agreement



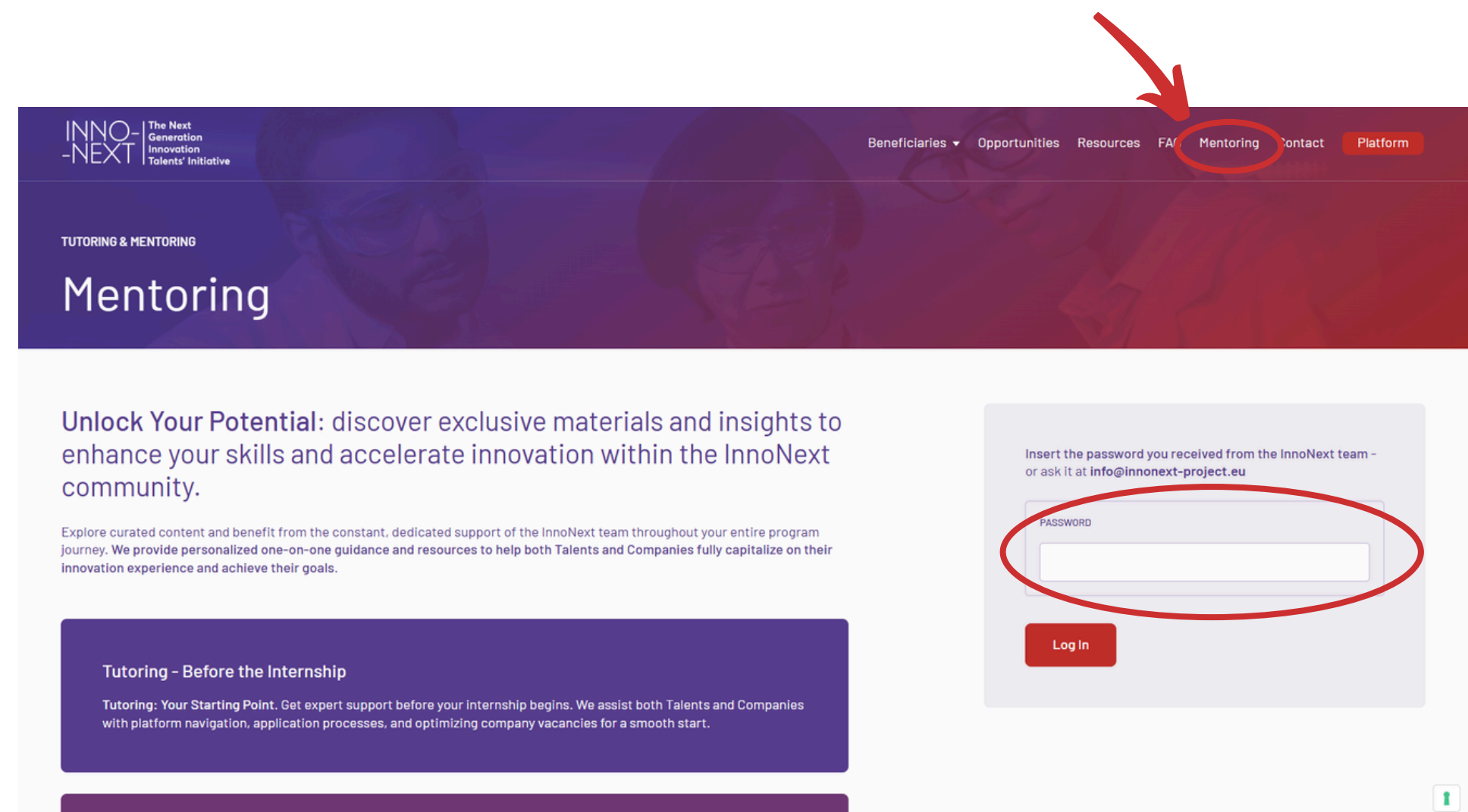
|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>? Who</b>  | <b>EIC Pathfinder, ERC Talents</b> , eligible for Financial Support.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>? What</b> | <p>There are <b>different versions</b> 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"><li>• <b>Identification of the contracting parties</b></li><li>• <b>Selection procedure and eligibility criteria</b></li><li>• <b>Type of financial support</b> (internship reimbursement or mobility allowance)</li><li>• <b>Conditions and deadlines for disbursement</b></li><li>• An Annex “<b>Declaration of Receipt of FSTP</b>” that inform the FSTP beneficiary <b>about the tax management of the grant received through InnoNext</b></li></ul> |
| <b>? How</b>  | It must be signed and <b>sent back</b> to InnoNext, after accepting the internship offer: <a href="#">template here</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**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](mailto:info@innonext-project.eu)



European  
Innovation  
Council



[www.innonext-project.eu](http://www.innonext-project.eu)

# INNO- -NEXT

## The Next Generation Innovation Talents' Initiative

FONDAZIONE  
**links**  
PASSION FOR INNOVATION

