

FCT

Fundação para a Ciência e a Tecnologia
MINISTÉRIO DA CIÊNCIA, TECNOLOGIA E ENSINO SUPERIOR

Fundação para a Ciência e a Tecnologia

WELCOME II (Portugal)

Promoting the Return of Researchers to the European Research Area

Guide for Applicants

December 2010



Glossary

The Coordinator of the Programme is the Fundação para a Ciência e a Tecnologia (FCT). The coordinator is the sole contractor with the Research Executive Agency (REA), regarding the Welcome II proposal, and will be in charge of the implementation of the Programme. The EC contribution will be managed, together with the national funding, by the Foundation.

“Member States” (MS): Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

“Associated Countries” (AC) in FP7: Albania, Bosnia-Herzegovina, Croatia, FYROM, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey.

“Third Countries” are neither EU Member-States nor Countries Associated to FP7.

“European Research Area” (ERA) comprises Member States and Associated Countries to Framework Programme 7, as follows:

“Re-integration” Mobility of researchers of all MS/AC nationalities living in any Third Country for at least the last 3 years due to join Portuguese institutions.

“Grant Agreement” The re-integration of researchers in the host institutions will be regulated by a grant agreement that will be signed between the Foundation and the contractor (host). The grant agreement will be signed between FCT and the contractor according to the commitments made by FCT within this Programme, namely the employment contract that the institution is bound to sign with the beneficiary.

“Contractor” The Portuguese R&D Institutions that will employ the beneficiary for the duration of the project. Some institutions may not be legally able to sign employment contracts; this is frequently the case of Universities’ small research units; in this case, the employment contract will be signed between the University (as the contractor institution) and the fellow and the contract must refer the name of the research unit where the work will be performed.

“Beneficiary” is the successful researcher applicant to the Programme that will be employed by the contractor/host institution for the duration of the project or the contractor/host institution itself. The researcher will be known as a “Marie Curie Fellow”.

Introduction

The Welcome II Programme is co-funded by the FCT and the Marie Curie Action Cofund, under the People Programme of the European Commission's 7th Research Framework Programme: http://cordis.europa.eu/fp7/people/life-long-training_en.html#cofund

FCT is responsible for the implementation of the Welcome II Programme.

Proposals are submitted directly to FCT.

In order to prepare your proposal, the following documents should be considered:

- The Guide for Applicants
- The Evaluator's Guide,
- The Ethics Guide,
- The IPR provisions,
- The list of Frequently Asked Questions (FAQs).

FCT will provide assistance to candidates, either individual applicants or Portuguese host institutions, by setting-up a Helpdesk.

Given the wide international feature of the Programme, FCT has invited Portuguese host institutions to appoint their own contact persons for this Programme, intended to be privileged contacts regarding scientific queries and support to the submission of joint proposals.

I - Objectives and scope of the Programme

The Programme targets European researchers holding a PhD, residing and carrying out research outside the European Research Area (ERA), to join institutions in Portugal.

Under the Programme, the Foundation intends to fund the mobility of PhD researchers that left Europe/ERA to a Third Country, where they are residing for at least the last three years, to reintegrate in Europe, by joining Portuguese institutions and, in view of their career development, sign 3-year employment contracts with their respective hosts.

In order to define the eligibility of candidates, the concepts of "European Research Area" and "Third Countries" must be taken into account.

Examples of Eligible Researchers:

A French PhD residing in Morocco, an Israeli PhD residing in the USA, a Portuguese PhD residing in Brazil, a Swiss PhD residing in Japan.

Applicants to the Programme

Number of applications

Be aware that the researcher can only submit one proposal (with one single host). Host institutions can submit different applications for an equal number of fellows.

An application regards the submission of a joint project of one individual researcher in liaison with a host institution.

The individual researcher of any MS/AC nationality that carries out research in a Third Country for the last 3 years, having one of the two following levels of research experience:

Fellow A - Candidates holding a PhD at the deadline for the submission of proposals.

Fellow B - Post-Docs with 5 or more years of experience after obtaining their PhD, at the deadline for submission of proposals.

Special Clause:

In case the candidate is already in Europe, his/her return in Europe should have occurred in the previous 6 months, with respect to the deadline for submission of proposals, subsequent to his/her 3-year stay in a Third Country. Exceptionally, for the Call launched on December 15, 2010, the previous period of 6 months is extended to 9 months.

Host Institutions

Research performing institutions located in Portugal are eligible for the Programme: Associate Laboratories, FCT funded R&D Units (evaluated with Good, Very Good or Excellent), Portuguese Universities, State Laboratories, private non-profit research institutions or companies, including SMEs with research capacity.

Institutions that are not included in the database of the FCT, namely SMEs with research capacity, are requested to contact FCT by e-mail: welcome2@fct.mctes.pt, in order to obtain their respective credentials to apply.

Information regarding host institutions evaluated by FCT is available at <http://alfa.fct.mctes.pt/welcome2>

The list of Contact Persons appointed by the institutions are available at the following link: <http://alfa.fct.mctes.pt/welcome2/institutionalcontacts>

Since the Programme targets the career development of researchers, we emphasize that projects must respect the incoming researcher's choice.

Language of the Programme

The language of the Programme is English and applications must be written in English.

Areas of research covered by the Programme

The Programme covers all fields of science and technology: exact, natural and health sciences, engineering, social sciences and humanities.

Budget

The total budget of the Programme is €12.5 million and it is expected that the number of fellows to be funded will be 54.

The distribution of the indicative budget of the call will consider two different levels of costs of salaries, according to the experience of the fellow:

Fellow A - Researchers holding a PhD: total cost granted per fellow, including mandatory costs of the employer: 61000 €/year
Researcher's gross salary: 3191.82 €/month, 14 months/year, plus lunch subsidy.

Fellow B - Researchers with 5 or more years of research experience after obtaining their PhD degree: total cost granted per fellow, including mandatory costs of the employer: 68745 €/year.

Researcher's gross salary: 3601.03 €/month, 14 months/year, plus lunch subsidy.

Other payments refer to:

Travel and mobility allowance: 1600 €/first year;

Research costs: 5000 €/year

Host institution overheads: 5000 €/year/fellow

Top-ups can be negotiated between the host and the candidate.

Indicative Timetable:

Date of publication of the call: **15th of December 2010**

Deadline for proposal submission: **14th of March 2011**, at 17.00 hours (Lisbon time)

Communication of Results of Evaluation: **until 1st of July 2011**

Signature of Contracts: From the **1st of July 2011**

The contracts expiration dates shall precede Sept. 30th, 2014

Intellectual Property Rights (IPR) under the Programme

FCT will not claim any rights under IPR.

The fellow and his respective host institution should negotiate an agreement regarding "Intellectual Property Rights" and the exploitation of results, if this is the case.

Contracts signed between the fellow and the host institution will consider IPR provisions. Beneficiaries will find the document on the intellectual property (IPR) provisions, on the Programme website.

The IPR-Helpdesk is available to assist potential and current beneficiaries taking part in Community funded projects on intellectual property rights (IPR) issues. It operates a free helpline offering a first line assistance on IPR related issues. The helpline is run in English, French, Italian, German, Spanish and Polish. It can be contacted at:

<http://www.iprhelpdesk.org/>

Telephone +34 96 590 97 18

Fax +34 96 590 97 15

E-mail ipr-helpdesk@ua.es

II - How to proceed

Candidates should contact the contact persons or supervisors of institutions of their scientific fields of interest and propose innovative projects of their own choice.

It is strongly recommended that candidates of all research fields consult the ethical guidelines of the programme at an early stage of proposal preparation, in order to identify areas where research falls under ethical legislation or regulations. We call your attention to the fact that there are scientific topics excluded from funding due to legal ethical restrictions.

Subject to the host institution's agreement of the project, both parties will submit a joint application to FCT, taking into consideration the following topics:

1. For the Candidate

S&T Quality of the Project

Scientific and technological quality of the project and interdisciplinarity /multidisciplinarity aspects

Quality of the research methodology

Innovative aspects of the project in what regards the "state of the art" of research in that field

Timeliness and relevance of the project

Researcher

Match between the fellow's profile and project.

Potential to acquire new knowledge

Benefit to the career of the researcher and degree of professional maturity

Impact

Improvement of employment conditions and/or career prospects

Potential of transferring new knowledge to host

Potential to develop a lasting cooperation with the third country.

Contribution to European excellence and European Competitiveness

Potential and quality of lasting professional integration (expected career development)

2. For the Host institution

S&T Quality of the host

Scientific and technological quality of the host, including interdisciplinarity.

Quality of the training and research methodology

Innovative aspects of the project in what regards the "state of the art" of the research field

Timeliness and relevance of the project

Host expertise in the field and quality of the group/supervisors

Implementation

Quality of the host organisation, including adequacy of infrastructures/facilities.

Feasibility and credibility of the project, including a work plan

Practical arrangements for the implementation and management of the scientific project

Impact

Potential of transferring new knowledge to host

Potential to develop a lasting cooperation with a Third Country.

Contribution to European excellence and European Competitiveness

Potential and quality of lasting professional integration (expected career development).

Application procedures

Applications are submitted remotely, only, and we recommend you to register as soon as possible.

The proposal must be submitted jointly by the individual applicant and the his/her host institution, using the FCT's application forms at:

<https://concursos.fct.mctes.pt/welcome2>

One complete proposal consists of the following parts:

1. The CV of the candidate, submitted in the Foundation's "FCT-SIG" system at: <https://www.fct.mctes.pt/fctsig/>
2. The candidate's application submitted at the following link (includes ethics form) <https://concursos.fct.mctes.pt/welcome2>
3. The host institution's application submitted at the following link (includes ethics form) <https://concursos.fct.mctes.pt/welcome2>

Other documentation

Certificate of PhD award, proofs of the period of residence in a third country and of the research work carried out in the Third Country institution, as well as any certificates regarding ethical provisions, will be requested by FCT.

Ethical certificates may take a considerable length of time to be issued; be aware that the Foundation will not sign contracts with institutions that fail to submit such certificates; these should be requested to the respective national authorities well in advance.

Proposal Receipt

The full proposal consists of a joint application submitted by the applicant and the host; both are responsible for the data submission and validation of their respective components, before the deadline.

The submission system will be closed on March 14th, 2011, at 5 p.m. (Lisbon time).

FCT will ignore failures to submit proposals due to high network traffic or other conditions beyond its control just before the deadline.

Accessing the submission system after sealing the application, including after the deadline, will inform about the application status, this being the only acceptance protocol.

The Helpdesk

Applicants can find support regarding applications to this Programme by E-mail and phone:

By e-mail: welcome2@fct.mctes.pt
By phone: +351 213924446 or +351 2134004000

After application submission:

The FCT services will carry out eligibility checks.

Proposals which do not fulfill the eligibility criteria will not be evaluated.

Candidates will be requested to make proof of their PhD degree and date of award, as well as of their 3-year stay in a third country, only in case their application is successful.

Eligibility checks regard the following criteria

Nationality

Of the applicant: the applicant must have the nationality of a MS/AC

Location of the host institution

The host organisation must be based in Portugal

Experience of the researcher

Fellow A - The researcher holds a PhD certificate

Fellow B - The researcher has 5 years of experience after obtaining his/her PhD

The researcher has carried out research work in a third country for the last 3 years.

Residence

The applicant must reside in any country outside Europe/ERA for the last 3 years;

The applicant cannot have spent more than 6 months in Europe after the outgoing period of at least 3 years in a third country, at the deadline of the call. Exceptionally, for the Call to be open on December 15, 2010, the previous period of 6 months is extended to 9 months.

Information regarding applications

FCT will make public online the list of eligible/non-eligible proposals within approximately three weeks after the deadline of the call for proposals.

FCT will also notify both applicants and host institutions of non-eligible applications of their exclusion of the selection process, together with the relevant information regarding the basis for such decision.

III - Evaluation and selection of proposals

Evaluation procedures

The evaluation of proposals will be carried out online and remotely. Panel coordinators in each research field will be given access credentials that give them electronic access to all the applications submitted under that specific panel.

Panel coordinators will carry out the screening of proposals regarding ethical issues, based on the information provided on the application forms, by the applicant, regarding ethics. If proposals raise doubts regarding such issues, experts on ethics will be contacted for opinion.

The coordinators will distribute applications to the evaluators of their respective panel, according to the different research areas taking into consideration the title, abstract, scientific field and keywords of each application.

Each evaluator is expected to read and fill in an “evaluation form” with reference to marks/thresholds/weights for each single proposal. In case that no consensus is reached, consensus meetings will be held.

The panel coordinators will be in charge of compiling the evaluation results; each evaluator will be asked to justify the final results of the evaluation and the coordinator should make recommendations regarding ranked vs. rejected proposals, based on the evaluation reports, by putting forward detailed arguments

Ranking of Proposals

In order to avoid distortions in the attribution of scores, ranking lists will be made per panel. Proposals will be ranked according to the scores obtained in the evaluation process. This will allow a balanced distribution in terms of research areas.

The FCT Board will be responsible for selecting the researchers to be funded, based on the evaluation reports.

Both researchers and host institutions will receive the results of the evaluations by e-mail. Researchers will receive information regarding the results of evaluation from week 20 after the launching of the Programme.

Criteria

Quality

All the applications must be marked from 1 (minimum) to 5 (maximum) in the four evaluation criteria: S&T Quality; Researcher; Implementation and Impact. The ranking of proposals will be based on the weighting of the four criteria. The minimum thresholds are 3 for the S&T quality of the project and 3 for the researchers and the weight of each criterion is 30%, 30%, 20%, 20%, respectively.

S&T Quality Threshold 3, Weighting:30%	Researcher Threshold 3, Weighting:30%	Implementation Weighting:20%	Impact Weighting:20%
Priority in case of ex aequo 2	Priority in case of ex aequo 1	Priority in case of ex aequo 4	Priority in case of ex aequo 3
Scientific and technological quality of the project and Interdisciplinarity/ multidisciplinary aspects	Research experience and results: projects, patents and publications, taking into account the years of experience	Quality of host organisation, including adequacy of infrastructures/ facilities.	Improvement of employment conditions and/or career prospects
Quality of the research methodology	Independent thinking and leadership qualities	Feasibility and credibility of the project, including work plan	Potential of transferring new knowledge to host
Innovative aspects of the project in what regards the "state of the art" of research in that field	Match between the fellow's profile and project.	Management: Practical arrangements for the implementation and management of the scientific project	Potential for developing a lasting co-operation with the third country.
Timeliness and relevance of the project	Potential to acquire new knowledge		Contribution to European excellence and European competitiveness
Host expertise in the field and quality of the group/ supervisors	Benefit to the career of the researcher and degree of professional maturity		Potential and quality of lasting professional integration (expected career development)

IV - After Selection

Following the evaluation and ranking of proposals, FCT will publish the list of proposals that have been selected under the Programme online.

Appointment conditions of selected fellows

All fellows will receive regular employment contracts according to Portuguese legislation, including full social security coverage.

The “Grant-Agreement”, due to be signed between FCT and the contractor institution, is the legal framework that will define the legal and financial basis of implementation of the grant.

The “Grant-Agreement” will make reference to rights and obligations of each party, financial provisions, payments and transfer of funding to host institutions, monitoring, mid-term and final reports.

FCT will sign the “Grant Agreement” with the contractor and the following commitments will be made:

The Foundation will provide the funding to the contractor institution.

Transfer of funds to the host institutions

The flow of transfers will involve:

The funding regarding the different costs allocated to the researcher. The transfer of funds from FCT to the institutions will be made according to the following procedures:

Transfer of overheads to host institutions: 3 in total. The first transfer will take place at the beginning of the project, and the other two will be made on a yearly basis.

Transfer of research costs: 3 in total. The first transfer will take place at the beginning of the project, and the other two will be made on a yearly basis.

Transfer of funds related to salaries and social security: 36 in total. The first transfer will be made at the beginning of the project, and will include travel/mobility allowances, and the following successive transfers will be made monthly up until the end of the projects.

FCT will request host institutions to make proof of monthly payments, namely salaries and social security; proof will be submitted electronically to FCT every month;

Important: In case of interruption or discontinuation of the project, transfers to the host institutions will be immediately held. FCT will then request the host institution to return the funds that have not been allocated regarding overheads, research costs, salaries and social security.

The contractor, or host institution, will commit to:

- Sign a mandatory employment contract under national legislation, for the length of the project, with the beneficiary, and respect all the legal obligations it entails (*).
- Respect the fellow’s choice regarding the project.

- Provide infrastructural and material means in order to assure the feasibility of the project.
- Reach an agreement with the fellow regarding Intellectual Property Rights.
- Respect ethical regulations under the Programme and provide certificates of conformity to ethics guidelines and legislation.

The researcher will commit to:

- Carry out the project within its time schedule.
- Reach an agreement with the host regarding Intellectual Property Rights.
- Respect all ethical regulations under national and FP7 regulations.

Documents

FCT will sign:

A Grant Agreement with the contractor institution regarding each fellow beneficiary, in accordance with the commitments made by FCT in the framework of this Programme, namely, the employment contract that the institution is bound to sign with the beneficiary and the commitments on ethics, if requested.

The Contractor /host institution will sign:

The Grant Agreement with FCT.

The employment contract with the fellow with reference to IPR provisions and the fact that the project respects the beneficiary's own choice.

The "Declaration on Ethics"

Institutions will be asked to provide concise information regarding each fellow and each project, regularly.

The Researcher:

The researcher will be requested to provide the following documents:

The PhD certificate referring the date of award

Passport

Proof of residence in one (or more) Third Countries during the 3 last years

The researcher will sign an employment contract with his contractor institution including a reference to IPR provisions or an IPR agreement.

A declaration signed by the fellow that refers the fact that the project respects his own choice.

The "Declaration on Ethics"

Before moving to Portugal

We strongly recommend researchers to access information available at the Euraxess Portugal Portal, which provides practical information addressed to incoming researchers and their families: <http://www.euraxess.pt>

and contact Portuguese Service Centres for support:

<http://www.euraxess.pt/services/centres.phtml.en>