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## REGULATIONS FOR THE SCIENTIFIC COMMUNITY SUPPORT FUND (FACC)

### STATEMENT OF REASONS

The Scientific Community Support Fund (FACC) is a specific FCT programme which provides selective funding for initiatives by the scientific community and its institutions to promote their development and internationalisation.

The call for applications to FACC is always open, with different deadlines for each type of funding that is requested which should be respected.

Thus, under the joint terms of Article 3(2)(c)(g) and (h) Decree - Law No. 45/2012, of 23 February, which approved the FCT, I.P., organic law, Article 4(m) of Ministerial Order No. 149/2012, of 16 May, rectified by Rectification Statement No. 33/2012, of 10 July, which approved the FCT, I.P. Statutes, and Article 41(2)(b) of the Framework-Law for Public Institutions, approved by Law No. 3/2004, of 15 January, with the current wording given by Decree - Law No. 5/2012, of 17 January, which the latter republished, approved by the FCT Board of Directors, through its deliberation of 19 February 2013, the following Regulations, suitably accredited by order of Her Ex. the Secretary of State for Science dated 21 February 2013.

### CHAPTER I

#### General Provisions

##### Article 1

##### Scope and object

- 1-The present Regulations define the conditions of access for the awarding of funding to initiatives from the Portuguese scientific community, in all scientific domains, which are excluded from the scope of funding of other support or FCT programmes, henceforth known as the FACC Programme.
- 2-The funding to be awarded is of a supplementary nature and linked to other support or FCT programmes, and is forbidden from overlapping.
- 3-Initiatives to be supported are of the following kind:
  - a) Support for the operation of scientific societies or other similar scientific institutions
  - b) Support for the organisation of scientific meetings in Portugal
  - c) Support for the publication of non-periodical publications of a scientific nature
  - d) Stimulating the internationalisation of the national scientific community.
- 4-The funding to be awarded depends on the financial resources of the FACC Programme.

##### Article 2

##### Support recipients

- 1-Support recipients of the FACC Programme are:
  - a) Higher educational institutions, their institutes and non-profit R&D institutions;

- b) State laboratories and other public research institutions;
- c) Non-profit scientific societies or scientific associations;
- d) Personalities of recognised scientific merit, in the case of support as envisaged in Article 1(3)(d).

2-The support recipients should prove to FCT, that their financial and welfare contribution situations are regularised with the Social Security and the Tax Administration or alternatively should provide their consent to the respective consultation, under the terms of Article 4 of Decree-Law No. 114/2007, of 19 April.

### Article 3

#### Those responsible for the application

- 1-Each application is underwritten by a responsible individual.
- 2-The individual responsible for the application is fully responsible, along with the proponent institution, the support recipient, for the application submitted, as well as for complying with the proposed objectives and the rules underlying the awarding of funding.
- 3-If the individual responsible for the action does not have a PhD the application is evaluated by a person who has a PhD.

### Article 4

#### Co-funding

The supports to be awarded are aimed at totally or partially financing the proposed activities, with co-funding being encouraged on the part of the supported recipient institution or by other bodies.

### Article 5

#### General requirements for the application process

- 1-The application submission is made on the appropriate form made available by the FCT in accordance with the instructions contained within it.
- 2-The submission of the application respects the periods stipulated for each type of support.
- 3-The application includes the underwriting individual' Curriculum Vitae, as well as other elements specified for each type of support.
- 4-Applications are authenticated by the proposing institution using their raised seal or stamp, with the exception of the support recipient envisaged in Article 2(1)(d).
- 5-Applications are not accepted from responsible individuals in a situation of non-justified default concerning the regulatory requirements for the submission of Implementation Reports and the return of balances.
- 6-The elements and documents required in these Regulations are a condition for the eligibility of applications.

Article 6  
Evaluation and selection

- 1-After verifying the eligibility of the applications, the evaluation selection is based on the suitability of the application to the general objectives of the FACC Programme, and the reasonableness and financial practicability and scientific interest of the application.
- 2-The specific aspects of the evaluation and selection for each of the supports, as specified in these Regulations, are considered for each one of the supports.
- 3-In order to evaluate the application, FCT may request additional elements or resort to external reviews.

Article 7  
**Notification of decisions**

- 1-FCT shall notify the applicant of the decision concerning eligibility and funding of the application under the terms of Article 70 of the Code of Administrative Procedure.
- 2-Should support be awarded, the notification shall explicitly indicate the amount of funding.
- 3-Applicants may present a complaint, within a period of 15 working days after the respective notification.

Article 8  
**Support acceptance conditions**

- 1-The funding awarded is applied in accordance with the conditions envisaged in the present Regulations, under the conditions stated in the application submitted and in the notification of the awarding of the support.
- 2-The funding awarded cannot be transferred to activities distinctly different from those being supported, nor retained in the event of the envisaged activities not taking place, except in exceptional cases, suitably authorised by FCT.
- 3- The support recipients shall devolve the funding if the financial balance of their initiatives shows a balance equal to or greater than that awarded.
- 4- If the financial balance shows a balance less than the funding awarded, the recipients shall devolve the amount of that balance.
- 5-The shared amount, if applicable, of the Proposing Institution, the support recipient, is considered to be that committed by the same.
- 6-Overhead expenses are not eligible within the scope of the FACC Programme.

**Article 9  
Payments**

- 1-Payments are carried out through bank transfer to the support recipients' bank account, after obtaining confirmation of their post from the proposing institution and certification of the account identification data by the corresponding banking institution.
- 2-The proponents have the responsibility of communicating the elements referred to in the previous paragraph to FCT.

**Article 10  
Mention of support**

- 1- In all works carried out with the envisaged support of these Regulations and all documentation disclosing the supported actions it is obligatory to mention the financial support of FCT.
- 2- An FCT logo, available at [www.fct.pt/logotipos/](http://www.fct.pt/logotipos/), should be included on publications and awareness documents of supported activities.

**Article 11  
Monitoring and control**

- 1- Those receiving support shall present a financial implementation report to FCT, which must include copies of justifications of expenses, namely invoices and the respective receipts authenticated with the raised seal or stamp of the proposing institution, with regard to the amount of support awarded.
- 2- The implementation report is submitted within the period envisaged for each type of support.
- 3- It is not permitted to impute expenses on other FCT funding programmes or from any other bodies.
- 4- The funded activities may be subject to monitoring, evaluation and financial control visits, carried out by FCT or other entities authorised by it all with legal powers to this effect.

**Article 12  
Repeal of the support decision**

- 1- The support decision may be revoked by the FCT Board of Directors, with this being able to be delegated to its members, due to non-compliance with the general conditions laid down in Chapter I, or the specific provisions applicable to each type of support.
- 2- The repeal of the support decision implies the return of the funding awarded, to which may be added blocking the submission of future applications on the part of the proposers for a three year period.

**CHAPTER II  
SPECIFIC PROVISIONS**

**SECTION I  
SUPPORT FOR THE OPERATION OF SCIENTIFIC SOCIETIES OR OTHER SIMILAR SCIENTIFIC  
INSTITUTIONS**

**Article 13  
Specific conditions**

- 1-Non-profit scientific organisations or similar scientific institutions which promote the dissemination of science and technology and which are mainly made up of individuals are supported.
- 2-The societies or scientific institutions of a similar nature should ensure that their websites contain up-to-date information regarding their activities.
- 3-Institutions where the main activity is teaching, training, professional representation, research or academic institutions of other kinds, such as research units, associate laboratories, State laboratories and other public or private research institutions are not the recipients of this support.
- 4-The support consists of the awarding of funding for a maximum period of one year, starting from the date of the notification of the decision and referring to the period of the submitted plan of activities, without any chronological overlap regarding the previously supported annual period, where applicable.
- 5-The recipients of this type of support may not apply for other funding envisaged in these regulations.
- 6-The support awarded is not considered as a permanent expense undertaken by FCT and may be discontinued as a consequence of the application of eligibility criteria or the evaluation of results from the previously supported period.

**Article 14  
Application process and periods**

- 1- Besides the general requirements of the application process as laid down in Article 5, the process includes the following:
  - a) Plan of activities and objectives for the year referring to the application and detailed budget for the period to be supported;
  - b) Financial report, specifying the balance for the financial year, and activities in the previous annual period, where applicable;
  - c) Revenue obtained in the previous year, through fees or donations;
  - d) Statutes of the company or the Association, in cases involving the body which is presenting its first application, or which has altered its statutes;
  - e) Number of members with paid up fees;
  - f) Planned mechanisms to disseminate activities and promote scientific and technological culture;

- 2 - Applications are open until 31 March of the year of the relevant year.

#### Article 15

##### **Specific aspects of evaluation and selection**

- 1- FCT evaluation and selection relates to the quality and relevance of the activities carried out and those to be carried out, as well their acting within the scope of S&T dissemination.
- 2- The decision regarding the support to be awarded takes into account the eligibility of the application, the objectives of the society or association, the application process, under the terms of the previous article, and the opinion issued after the evaluation.

#### Article 16

##### **Eligible costs**

- 1- The following expenses are eligible:
  - a) Operating expenses, including within these running costs for the preservation of patrimony or others of the same type;
  - b) Expenses to disseminate science and technology, including within these the respective bulletins, or other dissemination activities;
  - c) Expenses resulting from international contributions;
  - d) Projects not eligible for FCT calls;
  - e) Activities envisaged in the annual plans which are in the resubmitted application.
- 2- Payments made to any holder, members or associates of the entity which is the object of the support are not eligible.

#### Article 17

##### **Obligations of the recipients**

The activity and accounts report, mentioned in Article 14(1)(b), is sent to FCT within 60 days following the conclusion of the supported period.

## **SECTION II SUPPORT FOR THE ORGANISATION OF SCIENTIFIC MEETINGS IN PORTUGAL**

#### Article 18

##### **Specific conditions**

- 1- Scientific meetings held in Portugal are supported, with recognised merit and high status, and with strong international participation and impact on the national and international scientific community.

- 2- The holding of meetings is obligatorily disclosed through the Internet.
- 3- Meetings of a predominantly institutional nature are not eligible, such as working meetings, meetings which result from institutional representation obligations or meetings where the possibility to participate is not open to wider participation by researchers or postgraduate students resident in Portugal.
- 4- Meetings which form part of curricular or academic activities are also not eligible, as well as meetings which form part of activities of SR&TD project.

#### Article 19

##### **Application process and periods**

- 1- Besides the general requirements of the application process as laid down in Article 5, the process includes the following:
  - a) A detailed description of the programme for the meeting and the list of invited speakers, accompanied by short biographical notes;
  - b) Curriculum Vitae of the assessor of the merit of the activity when the responsible individual does not have a PhD.
- 2- The applications are submitted to FCT up to 60 days before the date of the holding of the meeting

#### Article 20

##### **Specific aspects of evaluation and selection**

Evaluation and selection involve:

- a) The international nature of the meeting;
- b) Their contribution towards dealing with emerging scientific themes or those of recognised interest for Portugal;
- c) Opening participation to an increasing number of researchers or postgraduate students resident in Portugal.

#### Article 21

##### **Eligible and non-eligible costs**

- 1- The following expenses are eligible:
  - a) Disclosure materials expenses;
  - b) Travel and subsistence costs of invited speakers resident abroad, not including meals;
  - c) Expenses resulting from the Book of Abstracts, as long as its distribution is carried out on the date of the meeting.
- 2- Not eligible are:
  - a) Expenses involving the purchase of equipment and the hiring of premises in public teaching and research institutions;
  - b) Expenses relating to the social programme, including those related to meals and other representation expenses;
  - c) Scholarships or fees to invited speakers;

- d) Salaries, payments, allowances and expenses;
- e) Trips and stays by the organising committee, provided the latter reside in Portugal.

#### Article 22

##### Obligations of the recipients

- 1-The implementation report is sent to FCT within 90 days following the holding of the meeting.
- 2-The implementation report contains the receipts and expenses for the event, as well as the expenses to be assigned to this Programme, up to the amount of funding awarded, accompanied by copies of the invoices and the respective receipts authenticated with the raised seal or stamp of the Proposing Institution.

### SECTION III

#### SUPPORT FOR THE PUBLICATION OF NON-PERIODICAL PUBLICATIONS OF A SCIENTIFIC NATURE

#### Article 23

##### Specific conditions

- 1-Non-periodical publications of a scientific nature, which represent a work of a high scientific level, although not published, authored by Portuguese researchers or foreigners resident in Portugal for more than one year, are supported.
- 2-Publications of the proceedings of scientific meetings held in Portugal, which meet the requirements laid down in the previous section, are also supported.
- 3-Publications of an institutional, didactic or disseminational nature are not eligible, as well as collections of texts, catalogues, translations, re-additions and academic theses, in their original version, as well as applications which are submitted by research units or associated laboratories funded by FCT and its respective members.

#### Article 24

##### Application process and periods

- 1- Besides the general requirements of the application process as laid down in Article 5, the process includes the following:
  - a) An example of the latest version of the material to be published, in digital format;
  - b) A statement of commitment from the publisher, ensuring publication of at least 150 copies and their distribution, or a copy of the publishing contract entered into between the parties;
  - c) An opinion on the importance and scientific merit of the work, issued by an area specialist, from an institution which is not that of the author's, accompanied by the respective *curriculum vitae*;
  - d) In the case of publishing proceedings, the number of copies, publication languages, the editorial plan and/or index should be specified;
- 2- The envisaged costs are shown in at least two publishing or printing budgets.

- 3- The applications are sent to FCT with prior notice, never less than 60 days before the publication of the work, with the envisaged date of publication being specified.

#### Article 25

##### **Specific aspects of evaluation and selection**

Evaluation and selection involve:

- a) Predictable scientific impact;
- b) Scientific merit and work of the author;
- c) Expected circulation.

#### Article 26

##### **Eligible costs**

In supporting the publication of non-periodical publications of a scientific nature, printing and publishing are eligible costs.

#### Article 27

##### **Obligations of the recipients**

1-The awarding of funding implies delivering an example of the supported publication to FCT, as soon as it becomes available, accompanied by a report on its authoring, including the invoice and the respective receipt regarding the printing or publishing costs.

2-Whenever legally admissible, the work is deposited in an open access institutional repository.

### SECTION IV

#### STIMULATING THE INTERNATIONALISATION OF THE NATIONAL SCIENTIFIC COMMUNITY

#### Article 28

##### **Specific conditions**

1-Support is aimed at financing the movement of researchers to participate in preparatory meetings within the scope of the presentation of applications to calls for competitive international projects.

2 - Applications for national project coordinators are supported, applying the following rules:  
The maximum amount of funding to be awarded is € 750;  
Only one application to present at the same international call is supported for each proposal.

3- FCT may request the devolution of the funding awarded if the submitted application to the competitive international project call is not considered eligible for the call.

Article 29

**Application process and periods**

- 1- Besides the general requirements of the application process as laid down in Article 5, the process includes the following:
  - a) Title of the project to be submitted;
  - b) Project summary in up to 5000 characters;
  - c) Designation of the call;
  - d) Final date for project submission;
  - e) Funding body;
  - f) Overall budget estimate;
  - g) Budget to be awarded to national participants;
  - h) Potential partners;
  - i) Other aspects considered important to justify funding.
  
- 2-The application is sent to FCT up to 60 days before travel.

Article 30

**Eligible costs**

Transport and accommodation expenses are eligible.

Article 31

**Obligations of the recipients**

- 1-Recipients shall inform FCT about the result of the application submitted to the call and send a financial implementation report, which must include copies of justifications of expenses, namely invoices and the respective receipts with regard to the amount of support awarded.
  
- 2-The financial implementation report is sent within a period of 30 days after communication of the result of the application submitted to the call.

CHAPTER III  
**FINAL PROVISIONS**

Article 32

**Revision**

- 1- These regulations are revised whenever shown to be necessary.
- 2- The revision requires approval by the governing Ministry.

**Article 33**  
**Cases Not Covered**

Cases not covered are resolved by FCT, taking into consideration the principles and norms in the present Regulations and the provisions laid down in applicable legislation.

**Article 34**  
**Entry into force**

These regulations shall come into force on the day following their publication.