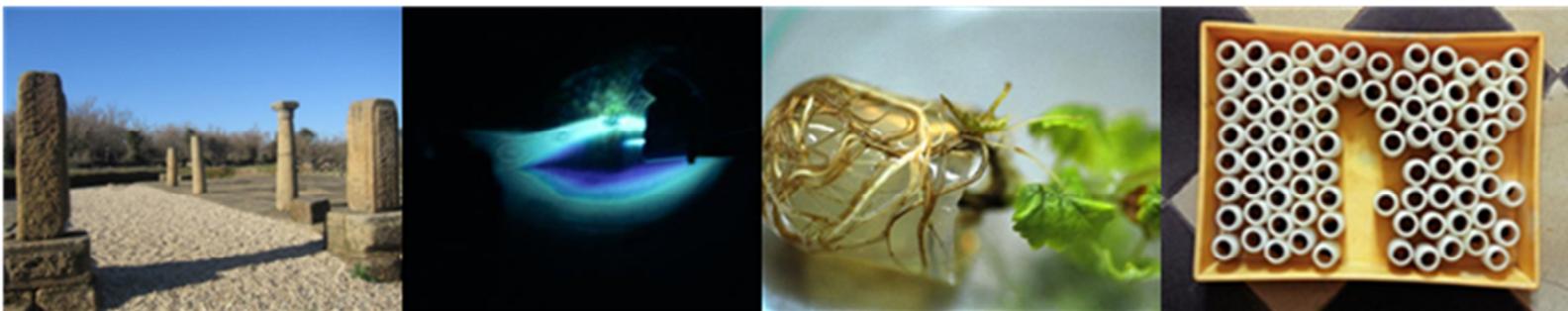




**FCT** Fundação para a Ciência e a Tecnologia  
MINISTÉRIO DA EDUCAÇÃO E CIÊNCIA



# FCT Project Grant Schemes

Guide for Peer Reviewers 2012

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# 1. INTRODUCTION

## FCT mission

*Fundação para a Ciência e a Tecnologia* (FCT), the Portuguese Foundation for Science and Technology, is the public agency responsible for implementing the Portuguese Science and Technology government policy.

FCT started its operations in August 1997, succeeding the previous equivalent agency, JNICT, created in the 1980s.

FCT's mission consists of continuously promoting the advancement of scientific and technological knowledge in Portugal, exploring opportunities that become available in any scientific or technological domain to attain the highest international standards in the creation of knowledge, and to stimulate their diffusion and contribution to improve education, health, environment, and the quality of life and well being of the general public.

This mission is mainly accomplished through the funding, subsequent to the peer review evaluation, of applications presented by institutions, research teams or individuals in public open calls, and also through cooperation agreements and other forms of support in partnership with universities and other public or private institutions, in Portugal and abroad.

FCT's main functions are:

- To promote, finance, follow and evaluate science and technology institutions, programs, projects and qualification of human resources;
- To promote and support infrastructure for scientific research and technological development;
- To promote the diffusion of scientific and technological culture and knowledge, especially when relevant for educational purposes in close collaboration with the *Ciência Viva* agency;
- To stimulate the update, interconnection, reinforcement and availability of science and technology information sources.

FCT's viewpoint on science and technology is wide, including exact, natural and health sciences, engineering, social sciences, and humanities.

## Grants for research projects

The funding of research projects by FCT is based on peer reviewing of applications submitted online under an open call. Evaluation is organized by scientific fields and 25 evaluation panels will cover all the scientific areas of the 4 scientific domains, corresponding to the Scientific Councils of FCT (cf. Annex):

- Life and Health Sciences;
- Exact Sciences and Engineering;
- Natural and Environmental Sciences;
- Social Sciences and the Humanities.

Each call entails a public announcement outlining the required features of the applications and the evaluation criteria to be applied. The rules under which the applications and the accepted projects are governed are stated in a public document entitled: [Regulations Governing Access to Funding for Scientific Research and Technological Development Projects](#).

FCT regularly opens calls for projects in all scientific domains.

This year, the **FCT Call for Projects will open for an extended timeframe, with defined periods of submission for each of the scientific domains. Moreover, 4 differentiated typologies of projects are now invited.** The main purpose of creating these different typologies is to facilitate applications tailored to specific needs of the PIs. The typologies differ in terms of the overall scale of the projects, including objectives, budget, configuration of the research team, existing expertise and scientific outcomes of the team.

All projects submitted will be judged on the basis of scientific merit, irrespective of the major purpose of the funding requested. **Project evaluation by each panel is determined by scientific area and not by typology.**

Additionally, FCT regularly opens other specific calls both for targeted research areas and in partnership with other national and international research funding agencies.

## 2. CALLS FOR PROJECTS

The Public Announcement of the Calls is publicized on the FCT website and disseminated by a mass email to all PhD-holding researchers registered on FCT databases.

For the [2012 FCT Call for Projects](#), the **4 differentiated typologies of projects** invited are:

- **SR&TD Projects** - projects addressing scientifically relevant and original issues, with reference to international standards, contributing significantly to the advancement of knowledge, producing identified outcomes within the duration of the project in terms of scientific production, and taking into account the priority research areas defined by public policies.
- **Exploratory Research Projects** - this typology relates to a more open configuration of scientific research and invites projects intended for the exploration of ideas or concepts deemed to have great originality and/or innovative potential.
- **SR&TD Projects in Research Lines of Excellence** - this typology refers to a structured and coherent organization of the scientific activity into major lines of research. The scientific or technological goals shall be based upon clear expected indicators and supported in emerging areas and/or consolidation areas of excellence.
- **SR&TD Projects of Consolidation of Research Skills and Resources** - refer to research projects which by their nature and specificity strongly depend on availability of material resources and/or qualified human resources or other resources in order to develop and establish competitive skills, by international standards.

The [2012 FCT+ANR Call for Projects](#) aims to fund scientific research and technological development projects of scientific collaboration between Portuguese and French research teams under the [Protocol of Collaboration established between FCT and ANR \(Agence Nationale de la Recherche\)](#).

## Submission

Applications are submitted online via a specially designed FCT Web application.

The Principal Investigator (PI) will identify, from a given list, the primary scientific area and sub-area of the project, and will indicate up to 4 keywords which characterize the proposed scientific activity. This will facilitate the assignment of applications to reviewers.

The PI has the possibility to choose a secondary scientific area and sub-area, which is of instrumental importance, particularly in the case of multidisciplinary projects. This second choice does not alter the evaluation panel allocation, defined by the primary scientific area.

It should be emphasized that **the PI candidate can only apply to one typology of projects** and that **only one application per PI is admitted**, with the **exception of SR&TD Projects** typology, where **two applications per PI are admitted**.

For the **2012 FCT+ANR Call for Projects** there is **no limitation about the number of applications admitted per PI**.

## Main Rules

The main aspects of the Regulations governing the access to funding of scientific SR&DT projects are as follows:

- The content of the application **should be written in English**, and a version in Portuguese of the Title and Summary is also required.
- Projects whose approval would make the PI or any member of the team exceed 100% full time equivalent (FTE) of time dedicated to FCT research projects will not be funded. This condition is to be verified by FCT.
- For the typologies **SR&TD Projects** and **Exploratory Research Projects**, each PI must have a minimum of 35% of his/her time allocated to the project. For the remaining research team members a minimum percentage of 15% applies (these conditions are automatically verified during the application submission).
- The **SR&TD Projects in Research Lines of Excellence** typology requires that the PI commit a minimum of 60% of time to the project. This typology may function as an umbrella to integrate and extend the scope of the research activities funded by other research grants. This percentage of time of the PI includes the overall effort dedicated to ongoing projects that are associated with the current application. The panel should verify that the projects integrated in the application for Projects in Research Lines of Excellence are coherent with the general objectives of the project, creating an umbrella that favors the scientific excellence of the application and ensuring improved outcomes.
- **SR&TD Projects of Consolidation of Research Skills and Resources** typology requires that the PI alone or the PI together with the core members allocate a minimum of 35% of time to the project. However every member of the team (including PI and core members) must have a minimum dedication of 15%.
- The **funding conditions** for the 2012 FCT Call **differ according to each project typology**, which establishes the maximum duration of projects, maximum funding per project, and percentage of time allocated by the PI to the project. The specifications of funding conditions according to typology are outlined below:

Call / Typology		PI Dedicated Time (%)	Working Plan Duration (years)	Funding Duration (Years)	Maximum Funding (Euros)
2012 All Scientific Domains	SR&TD Projects	35	2	2	200.000
	Exploratory Research Projects	35	1	1	50.000
	SR&TD Projects in Research Lines of Excellence	60	5	3 <sup>(*2)</sup>	500.000
	SR&TD Projects of Consolidation of Research Skills and Resources	15-35 <sup>(*1)</sup>	5	3 <sup>(*2)</sup>	500.000
2012 FCT+ANR		35	3	3	250.000

(\*1) - PI and core members might share the necessary minimum of 35% of time allocated to the project, considering that each of them must take into consideration the necessary 15% of minimum dedication time

(\*2) - The duration of these projects can be extended up to 2 years after a follow-up evaluation.

- The recipient entities and the PI must agree to comply with the applicable national and European community norms, namely as regards competition, environment, equal opportunity and gender, and public contracting whenever applicable. In cases of projects involving:
    - Animal experimentation, the PI must vouch for the research team's compliance with EU directives and the relevant Portuguese laws regarding the protection of animals used for experimental and other scientific purposes.
    - Regarding the donation, procurement, testing, processing, storage, distribution and preservation of human tissues and cells, the PI must vouch for the research team's compliance with EU directives and the relevant Portuguese laws on standards of quality and safety.
    - The dissemination strategy of research outputs of the projects, including considerations of open access, shall be taken into account in the evaluation.
  - Funded items (cf. [Regulations](#)):
    - **Human Resources**, including grants associated with the project (not applicable to public servants) or contracts specially signed for the project; Grants within research projects may be of the following types (whose nature is explained in section [Glossary and Translations](#) of this guide):
      - ❖ [BCC – Invited Scientist Grant](#)
      - ❖ [BDCC – Scientific Career Development Grant](#)  
These grants can only be issued to the project PI. This condition is automatically verified during application preparation.
      - ❖ [BPD – Post-doctoral Grant](#)
      - ❖ [BI – Research Grant](#)
      - ❖ [BIC – Scientific Initiation Grant](#)
      - ❖ [BTI – Research Technician Grant](#)
- For all grant schemes, the monthly amount to be paid to the grant holder is fixed and established by FCT. The cost considered in each application

automatically assumes the authorized monthly cost of the grant, with the number of months fixed by the PI.

Salaries of public servants are not funded.

- **Missions** in Portugal and abroad;
- **Consultants**;
- **Acquisition of goods and services and other current expenses** directly related to execution of the project, and the intervention of licensed auditors or accountants;
- **Registration abroad of patents, copyrights, utility models and designs**, national models or brands associated with other forms of intellectual property, namely fees, prior art searches and consultants' fees;
- **Adaptation of buildings and facilities** when essential to carrying out the project including installation of equipment and other resources, provided that these costs do not exceed 10% of the total eligible cost of the project. The percentage bound in this item is automatically checked by the submission tool. Applications cannot be locked if this condition is not verified.
- **Acquisition of scientific and technical instruments** essential to the project and which shall remain attached to the project during the period of its execution.
- **Overheads** up to 20% of the funding for direct costs.  
The percentage bound in this item is automatically checked by the submission tool. Applications cannot be locked if this condition is not verified.

- All members of the research team involved in the application must submit their CV in English and follow a set of rules when writing it (cf. [Guide for the Elaboration and Submission of R&D Project Applications](#)).

### 3. EVALUATION CRITERIA

The evaluation and selection process is based on the following main four review criteria:

- A. Scientific merit and innovative nature of the project from an international standpoint;
- B. Scientific merit of the research team;
- C. Feasibility of the work plan and reasonability of the budget;
- D. Contribution to the body of knowledge in the field and improvement in the competence of the scientific community.

Application of these criteria shall take into account, among other considerations, the following:

A. For **criterion A**:

- i.) Relevance and originality of the project proposed (based on the state-of-the art in a given scientific area and previous work done by the proposing team);
- ii.) Methodology adopted for carrying out the project;
- iii.) Expected results and their contribution to scientific and technological knowledge;
- iv.) Resulting publications and articles;
- v.) Contribution towards promoting and disseminating science and technology;
- vi.) Production of knowledge that can contribute to benefits to society or to the business sector.

B. For **criterion B**:

- i.) Scientific productivity of the team evaluated according to criteria accepted internationally by the different scientific communities (ranging from references to publications and citations in published works as used by the basic and engineering sciences, to performance and artistic work in the arts, or monographs and books in the humanities and social sciences);
- ii.) Abilities and skills to adequately execute the proposed project (team configuration, Principal Investigator's qualifications);
- iii.) Ability to involve young researchers in training;
- iv.) Availability of the team and non-duplication of objectives in relation to other projects underway;
- v.) Degree of internationalization of the team;
- vi.) Degree of success in previous projects of the Principal Investigator (PI) (in the case of young PIs, this requirement must be assessed based on the potential revealed by the PIs curriculum vitae in the absence of prior concrete accomplishments);
- vii.) Level of commitment of any companies participating in the project (if applicable).<sup>1</sup>

C. For **criterion C**:

- i.) Organization of the project in terms of the proposed objectives and resources (duration, equipment, size of the team, institutional and management resources);
- ii.) Institutional resources of the participating entities, in particular of the Principal Contractor (PC) (technical-scientific, organizational and managerial and, where appropriate, co-funding capacity on the part of companies).

D. For **criterion D**:

- i.) Contribution to the body of knowledge and competence of the National Science and Technology System (expected effects and results); potential for economic return of the technology (where applicable).

## 4. EVALUATION PROCESS AND PROCEDURES

### General information

- **Each application** will be evaluated individually by **two remote reviewers**, and by the evaluation panel.
- Remote reviewers will assess individually the applications. Panel members will assess the applications as well as the two individual evaluation reports previously submitted by remote reviewers.
- Each evaluation panel consist of a number of experts appointed by the Board of Directors of FCT, after consultation with the Scientific Councils of FCT.

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<sup>1</sup> The application overview has the indication if a participating entity is a for profit organization.

- Each panel is headed by the Panel Chair and its composition will be published on the FCT website.
- The names of the remote reviewers will not be made public.
- Remote reviewers and evaluation panel members will be of recognized competence in the scientific areas of the applications to be evaluated but will not be active scientists affiliated with Portuguese institutions.
- The first time a remote reviewer or panel member logs in to the evaluation web pages, he/she has to sign a [Confidentiality Statement](#), and prior to every individual online review all panel members have to sign an acknowledgement of the Terms of Reference for the evaluation exercise.
- Each **individual evaluation form** includes:
  - the rating and comments for each of the four evaluation criteria;
  - the application of an overall rating of the project;
  - a general comment on the application;
  - funding recommendation, with no quantification;
  - confidential comments to the evaluation panel, if provided by the remote reviewer.
- The **project's final ratings** and the **comments to be made available to the applicants** are given by the evaluation panel decided during the panel meeting. Panel members will have access to:
  - all applications;
  - individual evaluations submitted by remote reviewers;
  - individual evaluations submitted by panel readers.
- Each **panel evaluation form** (comments to be transmitted to the applicants) includes:
  - the rating and the comments for each of the four criteria to be conveyed to the PI;
  - the overall rating of the project, to be transmitted to the PI;
  - a general comment on the application to be transmitted to the PI;
  - quantified funding recommendation to be transmitted to the PI.
- The panel must issue a **final report** on its activities.
- Submissions to the 4 different project typologies and the FCT+ANR joint call will be evaluated by the same evaluation panels.
- There is an allocated FCT team (scientific officer and project officer lead by the respective FCT scientific council executive coordinator) for each evaluation panel. They are the contact points of FCT for the panel chair, panel members and remote reviewers.

## FCT Evaluation Webpage

The username and password sent to each individual reviewer gives access through <https://www.fct.mctes.pt/evaluation> to the list of projects under evaluation by the corresponding reviewer. Please see the Instructions on the top of the menu.

- For each application, the following is available and indispensable:
  - A statement on Conflict of Interest;
  - All the information submitted in the Form Overview. In this form, the name of each team member has a link to his/her CV and the financed projects by the same PI have a link to the project description and results;
  - The information in the Form Overview can be printed and a pdf file can be generated with it. See the links on "Print this page" and "Instructions to view and print this page" for this purpose.
  - Different applications by the same PI or research team member (even in different scientific areas), for the sake of detecting superposition of objectives or resources;
  - The Individual/Panel Evaluation Form;
  - The possibility to **SAVE** the submitted evaluation report. This means that the uploaded information will be kept for future revision;
  - The need to **LOCK** the submitted evaluation report. This means that the reviewer will no longer be able to modify the uploaded information.
  
- A summary of the work done and yet to be done.

## Evaluation stages

The evaluation of the research applications involves the following stages:

### Evaluation Panel Assembly

The Board of Directors of FCT, after consulting the Scientific Councils of FCT, will appoint the evaluation panel members in the 25 different research areas established (cf. Annex). The constitution of the 25 evaluation panels will take into consideration the expected number of applicants for each research area /sub-area, a good gender balance as well as a fair geographic and institutional distribution of evaluators; the involvement of experts from industry, active in research, will also be considered.

For each evaluation panel a chair will be invited. The panel chair will be a regular member of the panel with the added duties of moderating the panel meeting and conveying the results of the discussions to the Board of Directors of FCT.

### First Level of Review – Pre-Meeting Activities

#### **a) Remote Reviews**

Identification of the type of expertise needed is carried out by a scientific officer using an FCT pool of experts, supplemented by suggestions from the evaluation panel members.

The matching of the keywords provided with experts' profiles facilitates this identification. Conflicts of Interest will be verified.

An e-mail invitation will be sent by the FCT scientific officer to each of the remote reviewers identified. In case of acceptance, a username and password together with related documentation will be sent by the FCT project officer indicating the review submission deadline.

Remote reviewers input their evaluation for each project in the **Individual Reviewer Evaluation Form** and lock the review.

**Individual reviewing** includes:

- Applying the evaluation criteria and rating each criterion;
- Providing a succinct but substantial explanatory comment for each criterion. This statement should address the relative importance of the criterion and the extent to which the application actually meets the criterion;
- Providing a final rate for the project, which is based on the evaluator's own judgment of the merit of the overall application without resorting to any sort of quantitative algorithms;
- Providing a global substantial explanatory comment for the project. This statement should fully explain the evaluator's judgment on the application stating recommendations regarding the research work and the project organization;
- Providing recommendations, with proper justification, of possible modifications to the work plan;
- Providing confidential comments to the panel members, if necessary.

Both rating and comments are critically important:

- The individual review ratings and comments are the starting point for the panel discussions and for the panel final rating;

Comments should be succinct but substantial. They should also be impeccably polite. If so decided by the panel members, the comments may be reproduced totally or partially in the feedback to applicants.

## **b) Preliminary Assessment**

Each evaluation panel member will evaluate approximately 20 applications as 1<sup>st</sup> reader and a similar number of projects as 2<sup>nd</sup> reader.

A distribution of the applications by the panel members will be attempted considering Conflicts of Interest and matching scientific competences.

The evaluation panel members (1<sup>st</sup> and 2<sup>nd</sup> readers) will have access to:

- all applications which were assigned to them as 1<sup>st</sup> and 2<sup>nd</sup> readers;
- respective remote reviewer evaluation reports.

The evaluation panel member assigned as **1<sup>st</sup> reader** will be asked to draft the evaluation panel report of each application, before the panel meeting, in the **Individual Review Evaluation Form** and lock the review

The **2<sup>nd</sup> reader** will also be asked to read the applications and respective remote reviewer evaluation reports, and formulate an opinion.

## **Second Level of Review – Meeting Activities**

At the panel meeting in Lisbon **all applications will be discussed**. However, based on the **individual evaluations** and the **impact score** that were given by Remote Reviewers, the panel will consider 2 groups of applications:

- **High-Impact Applications / Dissonant Overall Rated Applications / Any Other Application deliberated by the panel**

These applications will be presented to the panel by the 1<sup>st</sup> reader, with further considerations by the 2<sup>nd</sup> reader.

- **Low and Medium-Impact Applications**

These applications will be summarily discussed.

It is the duty of the **evaluation panel** to:

- a. Generate the final evaluation in the **Panel Evaluation Form** of each research application discussed in the panel meeting;
- b. Prepare a **ranking list** of all the evaluated applications.
- c. Prepare a **final evaluation panel report**;
- d. Close panel.

The **Panel Evaluation Form** to be transmitted to the applicants must be filled by the **1st reader** that prepares a critique for each of its assigned applications considering the discussion at the panel meeting.

The **Panel Evaluation Form** includes ratings and comments for each evaluation criteria, final rating for the project and a global statement that fully explains the panel judgment on the application and states recommendations including those regarding budget. It also includes confidential comments to FCT if necessary.

Comments should take the form of a statement of key strengths and key weaknesses, in the light of the criteria.

Panel Members are encouraged to observe the following additional guidelines:

- Avoid comments that give a description or a summary of the application.
- Avoid the use of the first person or equivalent: "I think..." or "This reviewer finds...".
- Always use dispassionate and analytical language: avoid dismissive statements about the PI, the proposed science, or the scientific field concerned.
- Avoid asking questions, as the PI will not be able to answer them.
- Evaluate the proposed work and not the work you consider should have been proposed.

The **Final Evaluation Panel Report** should be organized in two main parts:

**Part I – Evaluation**, including, but not limited to:

- Working methodology adopted by the panel;
- Identification of potential Conflicts of Interest issues and their resolution;

**Part II – Recommendations to FCT**, on the various aspects of the evaluation that might help FCT to improve procedures in future calls. Please refer, among other considered important:

- Comments and criticism on the application form, with suggestions for possible improvements;
- Comments on the material available to the PIs, in particular the Guide for the Elaboration and Submission of R&D Project Applications;
- Strong and weak aspects of the evaluation web application;
- Strong and weak aspects of the FCT team;
- Strong and weak aspects on logistic aspects (travel, hotel, meeting).

This **report should be signed by all evaluation panel members.**

## Evaluation timeline

The evaluation timeline is established by FCT's Board of Directors and conveyed to the evaluation panel chair and members. The date of the final meeting of the evaluation panel, to be held in Lisbon, is established in advance by FCT, that carries out all logistic arrangements.

## 5. SCORING SYSTEM

The FCT grant application scoring system uses a 9-point scale:

Impact	Score	Descriptor	Additional Guidance on Strengths/Weaknesses
High	9	Exceptional	Exceptionally strong with essentially no weaknesses
	8	Outstanding	Extremely strong with negligible weaknesses
	7	Excellent	Very strong with only some minor weaknesses
Medium	6	Very Good	Strong but with numerous minor weaknesses
	5	Good	Strong but with at least one moderate weakness
	4	Satisfactory	Some strengths but also some moderate weaknesses
Low	3	Fair	Some strengths but with at least one major weakness
	2	Marginal	A few strengths and a few major weaknesses
	1	Poor	Very few strengths and numerous major weaknesses
<p><b>Minor weakness:</b> An easily addressable weakness that does not substantially lessen impact.</p> <p><b>Moderate weakness:</b> A weakness that lessens impact.</p> <p><b>Major weakness:</b> A weakness that severely limits impact.</p>			

A score of 9 indicates an exceptionally strong application with essentially no weaknesses. A score of 1 indicates an application with serious and substantive weaknesses with very few strengths; 5 is considered an average score.

Impact is the project's likelihood to have a sustained, powerful influence on the research field(s) involved:

- **High impact** = 7 to 9;
- **Medium impact** = 4 to 6;
- **Low impact** = 1 to 3.

**Each of the four criteria** is rated using this 9-point scale with whole numbers only (no decimal ratings). Reviewers have to identify strengths and weaknesses for each criterion and should provide context for their comments based on the application.

Both Remote Reviewers and Panel Members give an **overall rating** to each application which is based on their own judgment of the merit of the overall application without resorting to any sort of quantitative algorithms. **The overall rating should reflect the reviewer's overall evaluation, not a numerical average of individual criterion scores.** An application does not need to be strong in all criterion scores to be judged likely to have major impact. The overall rating is also expressed as a scope mark from 1 to 9.

Reviewers should provide a paragraph summarizing the factors that informed their overall rating.

Each review criterion should be assessed based on how important each review criterion is to the work being proposed: as a result, a reviewer may give only moderate scores to some of the review criterion but still give a high overall impact/priority score because the one review criterion critically important to the research is rated highly; or a reviewer could give mostly high criterion ratings but rate the overall impact/priority score lower because the one criterion critically important to the research being proposed is not highly rated.

The **same evaluation criteria apply to the four research project typologies**, but the importance of each criterion will vary according to the typology.

Accordingly, the ranking of **applications with the same overall rating** takes into account the following order of importance for each criterion:

Project Typology/ Evaluation Criteria	SR&TD Projects	Exploratory Research Projects	SR&TD Projects in Research Lines of Excellence	SR&TD Projects of Consolidation of Research Skills and Resources
<b>A</b>	40%	40%	40%	40%
<b>B</b>	30%	30%	40%	40%
<b>C</b>	20%	10%	10%	10%
<b>D</b>	10%	20%	10%	10%

## 6. CONFIDENTIALITY AND CONFLICT OF INTEREST

### Confidentiality

The confidentiality of written applications must be protected. All experts involved in the evaluation are asked not to copy, quote or otherwise use material contained in the applications. All reviewers are requested to sign a statement of confidentiality relative to the contents of the project applications and to the results of the evaluation.

The text to be accepted, which appears the first time each panel member or remote reviewer uses his/hers username and password to access the evaluation area, is the following:

STATEMENT OF CONFIDENTIALITY

Thank you for accepting to participate in the scientific evaluation of Research Projects submitted to the Portuguese Foundation of Science and Technology (Fundação para a Ciência e a Tecnologia) – FCT.

The reader of this message pledges, on his/her honor, not to quote or use in any way, the contents of the project applications, nor to make available, other than to FCT or the evaluation panel, the results of the evaluation of project applications.

## Conflict of interest (CoI)

Experts that have submitted any **applications to the present Call, have to decline** participating in the Panel Evaluation.

Circumstances that could be interpreted as a **disqualifying conflict of interest** are laid down in the following criteria:

1. First-degree relationship, marriage, life partnership, domestic partnership;
2. Personal interest in the application's success or financial interest by persons listed under no.1;
3. Current or planned close scientific cooperation;
4. Dependent employment relationship or supervisory relationship (e.g. teacher-student relationship up to and including the postdoctoral phase) extending five years beyond the conclusion of the relationship;
5. The affiliation or pending transfer to this or to a participating institution;
6. Researchers who are active in a council or similar supervisory board of the applying institution are excluded from participating in the review and decision-making process for applications originating from this institution;

**A potential conflict of interest** may exist, even in cases not covered by the clear disqualifying conflicts indicated above, in the following circumstances:

7. Relationships that do not fall under no. 1, other personal ties or conflicts;
8. Financial interests of persons listed under no. 7;
9. Participation in university bodies other than those listed under no. 6, e.g. in scientific advisory committees in the greater research environment;
10. Research cooperation within the last three years, e.g. joint publications;
11. Preparation of a application or implementation of a project with a closely related research topic (competition);
12. Participating in an on-going scientific or inter-personal conflict with the applicant(s).

Before starting the evaluation of each application, and in order to be able to access the evaluation form, the individual reviewer needs to complete a CoI Declaration, as follows:

### Conflict of Interest Declaration

Please state:

- No, I have no conflict
- Yes, I have a strong conflict (see **Disqualifying CoI**)
- It is possible that I have a conflict (see **Potential CoI**)

Add any comments below.

The **individual reviewer** will not be able to proceed in case of a strong conflict of interest. In this case the individual reviewer is required to inform Panel Chair and FCT team of the situation, for project re-allocation. The final panel report must mention all Potential CoI declared.

Should a CoI emerge for any **panel member**, the Panel Chair should solve it supported by the FCT team and make an explicit mention of it on the panel final report.

## 7. GLOSSARY AND TRANSLATIONS

### Portuguese to English Translation and explanations

**Agregação** = Aggregation. This is an academic title. It attests

- i.) the quality of the academic, professional, scientific and pedagogical curriculum
- ii.) the capacity to carry out research work
- iii.) the capability to coordinate and carry out independent research work.

and is issued to PhD holders after a public exam by a jury. The exam is required by the candidates and takes places during two days.

**Doutoramento** = PhD, doctoral degree

**Mestrado** – Master’s degree

**Licenciatura** = BA (3, 4 or 5 years graduate course)

**Bolsa** = Grant, fellowship

**Bolseiro** = Grant Holder, fellow

**BCC** = Bolsa de Cientista Convidado = Invited Scientist Grant

- Invited scientist grants are designed for university professors or researchers with scientific curricula of outstanding merit for the purpose of carrying out activities in Portuguese science and technology institutes.
- The total duration of this type of grant can vary between three months and three years.

**BDCC** = Bolsa de Desenvolvimento da Carreira Científica = Scientific Career Development grants

- Scientific career development grants are designed for individuals who already have a doctoral degree and whose work since completing the doctorate, in the two- to six-years’ period prior to applying for the grant, has shown a high level of scientific merit. As the aim of these grants is to support the development of skills in directing and coordinating scientific projects in Portugal, the grant recipient must direct his/her own scientific project in a Portuguese scientific institute.
- BDCC have to be PIs of the projects.

**BPD** = Bolsa de Pós-Doutoramento = Post-doctoral Grant

- Post-doctoral grants are intended for individuals who have already completed a doctoral degree, preferably within the last five years, for the purpose of carrying out advanced research in Portuguese or foreign scientific institutes of recognized merit.

**BI** = Bolsa de Investigação = Research Grant

- These research grants are available for bachelor, graduation or master degree holders for the purpose of obtaining scientific training in research projects or in Portuguese science and technology institutions.
- These grants are, in principle, one year in length, renewable for up to a total of three years, and cannot be awarded for periods of less than three consecutive months.

**BIC** = Bolsa de Iniciação Científica = Scientific Initiation Grant

- Scientific initiation grants are designed primarily for students who have completed at least 3 years of higher education (1<sup>st</sup> cycle or equivalent) for the purpose of obtaining scientific training by participating in research projects in Portuguese institutions.
- These grants are, in principle, one year in length, renewal for up to two years, contingent on good scholastic performance. They cannot be awarded for periods of less than three consecutive months.

**BTI** = Bolsa de Técnico de Investigação = Research Technician Grant

- Research technician grants are designed to provide for additional specialized training of technicians to support the operation and maintenance of scientific laboratory equipment and infrastructures and other activities relevant to the Portuguese scientific and technological system.
- The length of this type of grant varies, up to a total of five years, and cannot be awarded for periods of less than three consecutive months.

**NUTS** = Nomenclaturas de Unidades Territoriais para fins Estatísticos – Denomination of the Territorial Units for Statistical purposes

## Glossary

**Associate Laboratory** = Private not-for profit and public research institutions together with State Laboratories can join in an association, named Associate Laboratory, aiming at the achievement of special objectives of the national science and technological policy. The status of Associate Laboratory is granted by the Ministry of Science, Technology and Higher Education, for periods not exceeding 10 years, upon recognition of their Excellence.

**Autonomous Regions** = Madeira and Azores Islands

**FEDER** = European Regional Development Fund

**FTE** = Full Time Equivalent

**MEC** = Ministry of Education and Science

**Postdoctoral fellow** = a PhD holder that has a Post-doctoral grant

## 8. ANNEX – SCIENTIFIC AREAS AND DOMAINS

### Life and Health Sciences

Scientific Area	Scientific Sub-area	Acronym
Neurosciences, Ageing and Degenerative Diseases	Neurosciences - Molecular and Cellular	NEU-NMC
	Neurosciences - Systems, Clinical and Behavioral	NEU-SCC
	Biology of Ageing	NEU-BEN
	Organs and Systems Degeneration	NEU-OSD
Immunology and Infection	Immunology and Inflammation	IMI-IMU
	Microbiology and Infection	IMI-MIC
Diagnostic, Therapies and Public Health	Epidemiology	DTP-EPI
	Public Health and Environmental Factors	DTP-SAP
	Pharmacology and Toxicology	DTP-FTO
	Physiology of Exercise and Sport Sciences	DTP-DES
	Clinical Research	DTP-PIC
Biomedicine	Oncobiology	BIM-ONC
	Mechanisms of Disease	BIM-MEC
	Metabolism and Nutrition	BIM-MET
	Regenerative Medicine	BIM-MED
Experimental Biology	Genetics and Genomics	BEX-GMG
	Cellular and Molecular Biology	BEX-BCM
	Developmental Biology	BEX-BID
	Computational Biology and Bioinformatics	BEX-BCB

## Exact Sciences and Engineering

Scientific Area	Scientific Sub-area	Acronym
Materials Science and Engineering	Biomaterials	CTM-BIO
	Ceramics and Glass	CTM-CER
	Materials for Energy Production and Storage	CTM-ENE
	Nanomaterials and Devices	CTM-NAN
	Polymers and Composites	CTM-POL
	Structural Materials	CTM-MAT
Bioengineering, Biotechnology and Biochemistry	Biological Engineering	BBB-EBI
	Metabolic Engineering and Microbial Physiology	BBB-MET
	Systems and Synthetic Biology	BBB-BSS
	Bioprocesses Engineering and Biocatalysis	BBB-EBB
	Cell and Tissue Engineering	BBB-ECT
	Biotechnology	BBB-BIO
	Nanobiotechnology and Biosensors	BBB-NAN
	Biomedical Engineering	BBB-BMD
	Imaging and Biosignals	BBB-IMG
	Biomechanics	BBB-BMC
	Structural Biology and Proteomics	BBB-BEP
	Biochemistry and Biophysics	BBB-BQB
Civil and Mining Engineering	Structures	ECM-EST
	Transports	ECM-TRA
	Urbanism	ECM-URB
	Geotechnics	ECM-GEO
	Hydraulics	ECM-HID
	Constructions	ECM-COM
	Mining Engineering	ECM-MIN
Electrical Engineering and Computer Engineering	Automation, Control and Robotics	EEI-AUT
	Electronics and Computers	EEI-ELC
	Power Systems	EEI-EEL
	Signal Processing	EEI-PRO
	Telecommunications	EEI-TEL
	Programming Science and Technology	EEI-CTP
	Software Engineering and Information Systems	EEI-ESS
	Intelligent Systems, Interfaces and Multimedia	EEI-SII
	Organisation of Computing Systems and Networks	EEI-SCR
Mechanical Engineering and Engineering Systems	Automation Systems and Robotics	EMS-CRO
	Industrial Management	EMS-GIN
	Energy and Environment	EMS-ENE
	Mechanical Project	EMS-PRO
	Mechanical Technology	EMS-TEC
	Transports	EMS-TRA
	Engineering Systems	EMS-SIS
Physics	Nuclear Physics, Elemental Particles and High Energies	FIS-NUC
	Atomic and Molecular Physics	FIS-ATO
	Plasmas and Nuclear Fusion Physics	FIS-PLA
	Condensed Matter Physics and Nanotechnology	FIS-NAN

Scientific Area	Scientific Sub-area	Acronym
	Optics and Photonics	FIS-OPT
	Astronomy and Astrophysics	FIS-AST
Mathematics	Algebra and Combinatorics	MAT-ALG
	Analysis	MAT-ANA
	Numerical Analysis, Optimization and Mathematical Modeling	MAT-NAN
	Calculus of Variations, Differential Equations and Dynamical Systems	MAT-CAL
	Geometry and Topology	MAT-GEO
	Logics and Computing Theory	MAT-LOG
	Statistics, Stochastic Processes and Analysis	MAT-STA
	Chemistry and Chemical Engineering	Chemical Physics
Organic Chemistry		QEQ-QOR
Inorganic Chemistry		QEQ-QIN
Analytical Chemistry		QEQ-QAN
Supramolecular Chemistry		QEQ-SUP
Computational Chemistry		QEQ-COM
Medicinal Chemistry		QEQ-MED
Chemical Reaction Engineering		QEQ-ERQ
Product Engineering		QEQ-EPR
Processes and Systems Engineering		QEQ-EPS
Separation Processes		QEQ-PRS
Transport Phenomena and Thermodynamics		QEQ-FTT

## Natural and Environmental Sciences

Scientific Area	Scientific Sub-area	Acronym
Environment and Global Changes	Global Environmental Change	AAG-GLO
	Sustainable Management of Resources	AAG-REC
	Environmental Technologies	AAG-TEC
	Environmental Modelling and Assessment	AAG-MAA
Animal Science and Veterinarian Science	Animal Production and Welfare	CVT-WEL
	Animal Health and Epidemiology	CVT-EPI
	Animal Nutrition	CVT-NUT
	Breeding and Genomics	CVT-GEN
	Reproduction Technology	CVT-REP
	Livestock Biodiversity and Conservation	CVT-LIV
Agricultural and Forestry Sciences	Forest Sciences	AGR-FOR
	Crop Production	AGR-PRO
	Bio-based Product Technology	AGR-TEC
Biological Sciences	Biodiversity and Conservation	BIA-BIC
	Microbiology	BIA-MIC
	Evolution and Phylogenetics	BIA-EVF
	Plant Biology	BIA-PLA
	Animal Biology	BIA-ANM
Geosciences	Meteorology and Climate	GEO-MET
	Geophysics and Geochemistry	GEO-FIQ
	Geology	GEO-GEO
	Remote Sensing and Geodesy	GEO-REM
Marine Sciences	Wide Ocean and Deep-sea Systems	MAR-PRO
	Estuarine, Coastal and Littoral Systems	MAR-EST
	Marine Biotechnology, Fisheries and Aquaculture	MAR-BIO
	Energy and Marine Technologies	MAR-TEC

## Social Sciences and the Humanities

Scientific Area	Scientific Sub-area	Acronym
Individuals, Institutions and Markets	Economics	IIM-ECO
	Finance	IIM-FIN
	Management	IIM-GES
Institutions, Values, Beliefs and Behavior	Sociology	IVC-SOC
	Anthropology	IVC-ANT
	Political Science	IVC-CPO
	Law	IVC-JUR
	Communication and Information Sciences	IVC-COM
	Education and Science Policy	IVC-PEC
	History and Philosophy of Science and Technology	IVC-HFC
	Social Studies of Science and Technology	IVC-ESCT
Environment, Space and Population	Geography	ATP-GEO
	Demography	ATP-DEM
	Urban and Regional Studies	ATP-EUR
	Environmental Studies	ATP-EAM
	Architecture	ATP-AQI
	Landscape Architecture	ATP-ARP
The Human Mind and its Complexity	Applied Psychology	MHC-PAP
	Clinical Psychology and Psychological Evaluation	MHC-PCL
	Cognitive Psychology, Neuropsychology and Social Cognition	MHC-PCN
	Educational and Developmental Psychology	MHC-PED
	Community and Health Psychology	MHC-PSC
	Social and Organisational Psychology	MHC-PSO
	Linguistics	MHC-LIN
	Education Sciences	MHC-CED
	Philosophy	MHC-FIL
	Ethics	MHC-ETI
	Religion	MHC-REL
Cultures and Cultural Production	Literary Studies	CPC-ELT
	Art Studies	CPC-EAT
	Visual Arts	CPC-VIS
	Performing Arts	CPC-PER
	Design	CPC-DES
	Media Arts	CPC-ARM
	Music and Musicology	CPC-MMU
	Comparative Studies	CPC-CMP
	Art History	CPC-HAT
	The Study of the Human Past	Archaeology
History		EPH-HIS
Cultural Heritage		EPH-PAT