

FAQ

Frequently Asked Questions

**Maria de Sousa Call for PhD Studentships –
2022**

SEAGULL – Seeking Epidemiological and Virological Answers

August 2022

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1 - INFORMATIONS ON THE APPLICATION

1.1 - On which platform should I submit the application?

Application must be completed and submitted directly in the MyFCT platform (available at: <https://myfctMyFCT.fct.pt/>).

To access the MyFCT platform you need to have a CIÊNCIA ID, your unique national identifier and authenticator that allows you to have access to various science services. If you do not yet have this identifier, you can register through the address: <https://www.ciencia-id.pt/CiencialD/Passo1.aspx>).

CIÊNCIA ID allows access to the MyFCT platform and to the platform where the curriculum must be filled out – **CIÊNCIAVITAE** (available through: <https://cienciavitae.pt/>) that will be associated with the application.

For a better user experience in MyFCT, FCT recommends the use of the **Chrome** or **Firefox** browsers, preferentially.

1.2 - In which language should I submit the application?

The application form should be filled out either in Portuguese or in English as well as all uploaded documents, CV (applicants and supervisors), recommendation and letters of support. The documents presented in a different language, rather than Portuguese or English, will not be considered for evaluation purposes.

1.3 - To apply to this call, do I need to have an ORCID ID?

No, an ORCID ID is optional for applicants and supervisors. You may submit the application even if the ORCID section is in a "Not Filled in" status.

You may create an ORCID identifier by registering as a new user at <https://orcid.org/register>, where an ORCID identification number will be assigned to you. This number appears on the left-hand side of the screen under your name. It consists of 16 digits in four groups of four, e.g., <http://orcid.org/xxxx-xxxx-xxxx-xxxx>.

1.4 - How to make my ORCID ID visible in the application?

If you intend to associate your ORCID identifier in your application, you must access the menu "Profile> ORCID" on the top-right side of your personal MyFCT area and authorize ORCID ID access. There is also a field in the **CIÊNCIAVITAE** CV to indicate your ORCID.

Please note that any elements present in ORCID that are not mentioned in the submitted CV (**CIÊNCIAVITAE** and CV Synopsis) will not be considered.

1.5 – Is it mandatory to select one or more of the specific objectives of the call?

Yes. The Maria de Sousa Call for PhD Studentships – 2022 has as its scope the development of new knowledge allowing the development of competences to answer to virologic phenomena, including pandemics, so it is mandatory to select between 1 and 3 of the specific objectives of the call, established in the Notice of the Call, in which your work plan must fit.

1.6 - What should I select under Scientific field and subfield?

You should select the scientific field and subfield that better matches the thematic area of the work plan and which is included in the Main Scientific Field. Only when none of the subfields mentioned in the list available in Annex I of the Application Guide fit the work plan of your application, should you select the option "Other", then indicating the most appropriate designation.

1.7 - What are both in Portugal and abroad fellowships?

For these fellowships, the applicant carries out a work plan in Portugal and in another country, under co-supervision. There is a maximum limit to the length of stays abroad of two years (No. 8 of Article 6 of the FCT Regulation for Studentships and Fellowships).

Hence, for a both in Portugal and abroad fellowship it is mandatory to indicate:

- i) a foreign host institution;
- ii) a member of the supervising team affiliated with the indicated foreign institution.

If the two conditions are not guaranteed, the application is automatically converted to a PhD studentship in Portugal, being evaluated accordingly.

1.8 - May I apply for a PhD studentship that takes place entirely or partially abroad?

Yes, you may apply for:

- i) a **both in Portugal and abroad studentship** if the work plan will be carried out partially at foreign institutions, or
- ii) an **abroad studentship** if the work plan takes place entirely in a foreign institution.

In both cases, you must prove that you are a citizen permanently and usually living in Portugal at the starting date of the studentship, under the terms of No. 2 of Article 9 of the RBI. This requirement is applicable to both national and foreign citizens.

When conditionally granting the studentship, at the time of contract signature, it is mandatory to present the documental proof, namely the permanent residence permit valid on the date required for the start of the studentship, or the residence certificate ("*Atestado de Residência*", for national citizens). These documents are not required for application submission.

When the work plan is carried out exclusively abroad, you must select the option "Abroad" and a specific field will appear to justify this choice, where you should clearly explain the reasons for your option, namely the fact that there is no participation of national institutions.

1.9 - I am a citizen of a non-EU member country. May I apply to a PhD studentship?

Yes, applicants who are citizens of third-party states are admissible to the Maria de Sousa Call for PhD Studentships – 2022, when complying to the requirements mentioned in point 5.2 of the Notice of the Call.

1.10 - Do I need to submit a proof of residence in the application?

No. The applicants who wish to carry out their research fully in Portugal do not need to present a proof of residence in the country. Applicants to a both in Portugal and abroad fellowship, or an abroad studentship will need to prove that they have permanent and regular residence in Portugal, however, this proof of residence will only be required at the contracting stage. These requirements are applicable to both national and foreign citizens.

1.11 - Are applicants with a proven degree of disabilities granted any bonuses?

Yes. Applicants with a proven degree of disability shall have a bonus of 20% on criterion A – Merit of the Applicant if the disability is equal or above 90%, or a bonus of 10% if the disability is equal or above 60% and under 90%. Disabilities of less than 60% are not awarded bonuses.

1.12 - Which document should I submit to attest the degree of disability?

The only accepted document to attest the degree of disability is the “*Atestado Médico de Incapacidade Multiuso*” – AMIM, issued according to the Decree-Law No. 202/96, of 23 of October, in its current version. Any other document presented will not be considered for bonus application.

2 - PREVIOUS FELLOWSHIPS

2.1 - When is a studentship/fellowship considered to be directly funded by FCT?

Whenever the contract is established between FCT and the studentship/fellowship holder

2.2 - I had a previous studentship/fellowship funded by FCT, either directly or indirectly. May I still apply for a PhD studentship in this call?

Yes, unless:

- The applicant is in breach of studentship/fellowship holders’ duties regarding the previous fellowship, directly or indirectly, funded by FCT. This includes non-delivery of midterm or final reports, or lack of refunding of costs that may be due, according to the applicable legislation and regulations.
- The applicant has previously been awarded a FCT-funded PhD or a PhD in industry studentship, regardless of its duration.

3 - PROFESSIONAL ACTIVITY

3.1 - Is it possible to hold a job at the same time as the studentship/fellowship?

Work carried out by the studentship holder falls under conditions of exclusivity, not being allowed the exercise of a professional or remunerated activity, public or private, including the exercise of liberal profession, according to the established in Article 5 of the Research Fellowship Holder Statute (EBI) approved by Law 40/2004 of 18 August 2004, in its current versions, and under the terms set forth in the FCT Regulation for Studentships and Fellowships (Article 16).

Exceptionally, the activities described in No. 3 and 4 of Article 5 of the EBI may be considered compatible with the regime of exclusive dedication, which, however, cannot compromise the execution of the work plan. The compliance with the exclusive dedication regime is carried out by FCT's analysis for each case, at the contracting stage, requiring the involvement of the supervisor, who is the responsible for supervising the application of this regime. This analysis is based, at this stage, on the activities reported on the starting date of the studentship, although the legal regime applies throughout the entire grant. See also the FAQ on the exclusive dedication regime.

3.2 - My professional activity is compatible with the fellowship according to Article 5 of the Research Fellow Statute. Which procedures should I follow?

You will have to:

- i) Specify in the respective field of the application form, the activity to be carried out, indicating the institution, nature of the labour relationship, function/role and number of weekly hours;
- ii) Attach a document provided by the institution where you will carry out the activity, indicating the information mentioned in the previous point. If it is impossible to obtain the abovementioned document, this may be substituted by an affidavit indicating the activity, labour relationship, function/role and number of weekly hours.
- iii) Fill in all the fields related to the professional activity before the association of your supervisor.

Your supervisor must, in her/his personal area, "Supervisor area", indicate if the work plan is feasible or not feasible with the accumulation of the declared activities, and justify her/his answer. Without your supervisor's answer, it will not be possible to validate and submit your application.

In case the applicant changes her/his answer in the field of professional activity, namely, by submitting a new professional activity, after the supervisor's answer, the latter will receive a new notification. It is not mandatory for the supervisor to change the declaration previously submitted if she/he wishes to keep the information already filled in.

The abovementioned does not invalidate the fact that, in case of studentship granting and during the contracting process, these or other clarifications may be required.

3.3 - I am not able to provide the required documents relating to my professional status. How should I proceed?

When it is not possible to obtain such documents, during the application submission period, the applicant may provide instead a statement indicating the activity, nature of the employment contract, position and the number of weekly working hours, assuming full responsibility for the validity of the information provided.

In case of conditional granting, for studentship contract, the documental proof of the professional status must be presented.

4 - CURRICULUM VITAE

4.1 - What type of curriculum vitae must I submit in my PhD studentship application?

Applicants may only use the curricular management platform **CIÊNCIAVITAE**.

To create a CV in **CIÊNCIAVITAE** platform you need to have a CIÊNCIA ID unique identifier. If you still do not have a CIÊNCIA ID identifier, you may register at: <https://www.ciencia-id.pt/CiencialD/HomePage.aspx>.

After this first registration, you may then create your CV in the **CIÊNCIAVITAE** platform, available at: <https://www.cienciavitae.pt/>.

At the platform webpage you may find useful information for the creation and management of your CV, namely, the user manual and frequently asked questions (FAQs). **CIÊNCIAVITAE** has a helpdesk to answer questions available through the address: info@cienciavitae.pt. **The content of CIÊNCIAVITAE CV is your responsibility and you should confirm the accuracy of its information.**

4.2 - How may I associate the CIÊNCIAVITAE CV to my application?

To associate the **CIÊNCIAVITAE curriculum** you need to:

- Grant access to FCT, for each field you want to make public;
- Verify all the levels of access in each field you wish to be available for evaluation;
- Check all the levels of access of fields containing personal data that you wish to share.

When you create your *curriculum vitae* in the **CIÊNCIAVITAE** platform, please make sure that your access level is defined as “Public” or “Semi-Public”. Only then will your curricular data, namely education, affiliation, outputs, etc., become accessible to FCT. In case you select the “Private” mode, it will not be possible to access your data.

In the scope of the application, it is mandatory to grant access to FCT in order to access your **CIÊNCIAVITAE** information.

The curriculum vitae will be available after clicking on “Obtain CV **CIÊNCIAVITAE**”. The link for the PDF version of your CV will then be available in the application platform, followed by the date and hour of association. Any change in the **CIÊNCIAVITAE** curriculum after the date and time of association will only be considered if you **remove the CV (click on "Remove") and make a new association** by clicking again on "Obtain CV **CIÊNCIAVITAE** " again.

You should also consult, for each CV field, the specific subset of information recorded in your **CIÊNCIAVITAE** CV to which FCT will have access, by consulting the Excel file provided in the “Guide to FCT calls on the MyFCT platform”.

4.3 - What is the CV Synopsis?

The CV Synopsis is a new mandatory field in the application form for the Maria de Sousa Call for PhD Studentships – 2022. In this field, applicants must clearly and succinctly identify the most relevant elements of their academic and professional career, such as academic and complementary training, scientific publications, communications at conferences, participation and organization of events, awards, professional or civic experience and other situations considered relevant for the CV assessment. This information will be analysed by the evaluators in an integrated way with the **CIÊNCIAVITAE** CV, to better appreciate the applicant's academic, scientific, professional, and civic path.

4.4 - Does the CV Synopsis replace the association of CIÊNCIAVITAE CV?

No. It is mandatory to associate the **CIÊNCIAVITAE**, to enable the submission of the application. In the CV Synopsis you should highlight the most relevant aspects of your academic, professional and scientific path, which you consider to be the most pertinent for the evaluation of your application.

5 - ACADEMIC DEGREES

5.1 - Which certificates should I include in the application?

Whenever possible, you should include the certificates of qualification of all your academic career. In the case of post-Bologna degrees, the 1st and 2nd cycle study certificates should be included. In the case of integrated Master's degrees i) a single certificate may be submitted including both cycles and indicating the final grade (studies equal to or greater than 300 ECTS) or ii) the certificates of the 1st and 2nd cycle of the integrated Master study may be presented separately. In the case of pre-Bologna courses, the Graduate certificate and the Master's certificate should be presented.

Although the presentation of all academic certificates is not mandatory in the application, it is worth noting that its submission is required to determine the score of the sub-criterion A1

(Academic Career), as established in the Notice of the Call (point 5.1.1, Table 1). **If you do not present any academic degree certificate, the sub-criterion A1 will be scored 0 (A1=0).**

5.2 - Should I include in the application form the academic degree certificate indicating the classifications obtained in all the completed disciplines?

The submission is not mandatory, but for the evaluation of your application it is preferred that you submit the certificate indicating the classification obtained in all the disciplines.

5.3 - I have PDF documents corresponding to each page of a certificate. How should I submit them?

We suggest that you merge the several PDF files into a single file, using an appropriate software.

5.4 - Should I include certificates for all academic degrees I hold?

The submission of all academic certificates is not mandatory in the application. However, we emphasize the importance of its presentation, since the classification to be assigned in sub-criterion A1 (academic career) depends directly on the final classifications registered in the degree certificates submitted. The score to be awarded in sub-criterion A1 will depend, as established in Table 1 of the Notice of the Call, on the presentation of the academic certificates stating the final classification obtained, and in case of foreign degrees' certificates, on the submission of the conversion of classifications to the Portuguese grading scale. **If you do not present any academic degree certificate, the sub-criterion A1 will be scored 0 (A1=0).**

5.5 - I hold a two-stage higher education qualification, having obtained a grade of 13 in the 1st study cycle (graduate degree) and 17 in the 2nd study cycle (masters). How will the score of my academic career be calculated?

Applicants are required to specify the grades obtained in the 1st and 2nd study cycles, as well as the ECTS completed, in the application form. The following formula will be used to calculate the applicant's average grade:

Final grade average (first degree +Masters) = (Final Grade 1st cycle + Final Grade 2nd cycle) / 2

In the above example the average grade would be: $(13 + 17)/2 = 15$, so the academic career score would be 3.5 (out of 5), by applying Table 1 of the Notice of the Call.

5.6 - I have a foreign degree. How should I proceed?

For academic degrees issued by a non-Portuguese higher education institution you must submit the recognition of your degree and the conversion of the final grade to the Portuguese grading scale, to apply the scores established in Table 1 of the Notice of the Call to calculate the classification of sub-criterion A1 (academic career). To obtain the recognition of foreign academic degrees and diplomas, as well as the conversion of the respective final grade to the Portuguese grading scale, you should contact a Portuguese public higher education institution, or the Directorate General for Higher Education (*Direção-Geral do Ensino Superior*, DGES). The DGES website has more information on how to proceed: <https://www.dges.gov.pt/en>.

5.7 - Do I need to obtain recognition of all my foreign academic degrees?

The classification to be assigned to sub-criterion A1 (academic career), by applying the Table 1 scores of the Notice of the Call, will only consider the grades that are duly proven by the submission of the registration of the degrees and the respective conversion of the final grade to the Portuguese grading scale of the academic degrees submitted.

If these documents are not presented, the minimum score (A1 = 0) will be assigned in this sub-criterion.

5.8 - What is the supplement/annex to the diploma?

It is a supplementary document, which contains detailed information about the programme, grades, and the education institution, from an international mobility perspective. In Portugal it is regulated by *Portaria* No. 30/2008 of 10 January.

5.9 - Should I include the supplement/annex to the diploma?

This document should be included whenever applicable, that is, whenever it is provided by the degree-awarding institution. This document, despite being of optional submission in the application, is relevant to check or verify the final classification and number of credits (ECTS) of the degrees indicated in the application.

5.10 - What is the Percentile?

The percentile is a statistical indicator that shows the relative position of the final grades obtains in the rank list of grades in the year in which the student was awarded the degree, in the same education establishment and for the same course.

5.11 - Should I include the “Percentile”?

This document should be included whenever possible, that is, whenever it is provided by the degree-awarding institution.

5.12 - May I apply for a PhD Studentship without having a Graduate and/or a Master’s degree?

Yes, you may.

6 - DOCUMENTS OF MANDATORY SUBMISSION

6.1 - Am I required to submit the document that better represents my scientific/professional career?

Yes. The submission of this document is mandatory in the Maria de Sousa Call for PhD Studentships – 2022.

6.2 - What type of document may be submitted as illustrating my scientific/professional career?

The relevant document depends on the applicant's career, and, in particular, on his/her research area. These may include, for example:

- Scientific publications, such as papers in national or international journals, books, book chapters, poster or oral communications at national or international conferences, scientific reports, PhD theses, among others;
- Clear demonstration of scientific or professional achievements, such as, for example, an artistic performance or work of art; within the artistic demonstrations scope, the submission of a portfolio will be accepted, only when properly structured;
- Technical reports prepared in the scope of the professional career or proof of other accomplishments developed under professional or civic activities.

The document should, in both cases, attest to the applicant's ability concerning the application being submitted.

One should **not** submit in this field academic degree certificates, CVs, or documents illustrating applicant's career path, as they will not be considered for evaluation purposes. If a compilation of various documents is submitted in this field (example: article, master's thesis, award, etc.), only the 1st element presented in the file will be evaluated, ignoring the following ones.

6.3 - In which format can be submitted the documents that illustrate my scientific/professional career?

Documents in JPEG, PNG or PDF format may be submitted in the proper field of the application form, up to a maximum size of 12 MB.

6.4 - Do I have to submit a motivation letter?

Yes, it is mandatory to present a motivation letter in the appropriate field of the application form, with a limit of 750 words.

6.5 - How many recommendation letters are required?

Two recommendation letters are required. Letters of recommendation beyond two will not be considered, so, if any of the submitted files contain a compilation of recommendation letters, only the 1st letter presented in each submitted file will be evaluated, ignoring the following ones.

6.6 - Is it possible to submit recommendation letters without their content being known to the applicant (closed letter)?

Yes, if you choose to submit a “**closed**” recommendation letter: in this case, the applicant provides the name, affiliation institution and email of the referee to whom the letter will be requested, and the FCT’s information system, with the information provided by the applicant, will notify that issuer and provide the information necessary to proceed with the submission of the letter. When the issuer submits the recommendation letter, an “OK” message will be shown in the summary table of the section “Recommendation Letters”; until this moment, the respective field (under the “Document” item) will be empty.

The possibility of uploading scanned versions of recommendation letters by the applicant, directly in the application form, the “**open**” letters, remains available.

6.7 - Is there a template for recommendation letters?

There is no set format; the content is up to the issuer of the letter. However, each letter should specify that they are related with this specific call, should include academic and/or professional context relationship of the referee with the applicant and her/his work, and the referee’s opinion on how the applicant’s profile is suited to the work plan. Supervising acceptance letters must not be used as recommendation letters.

Recommendation letters may be written in Portuguese or in English. Letters written in a different language than the indicated ones, will not be considered for evaluation purposes.

The two letters submitted must be different and clearly identify the respective issuer. These letters should be signed and include the academic and/or professional context relationship of the candidate with the referee and should also specify that are related with this specific call. For evaluation purposes, recommendation letters beyond the defined number (two) or without any identification of their issuer will not be considered. Whenever possible, before submitting the letters in the application form, you should make sure that they meet this admissibility requirement. In the case of closed recommendation letters, you must inform the respective issuer about the importance of identifying herself/himself in the submitted document.

6.8 - May the recommendation letters be written by the supervisors?

Yes, they may be written by the supervisors. It is the applicant’s responsibility to choose the author of the recommendation letters. However, as the recommendation letters represent an opportunity for the applicant to highlight additional support, it is suggested that these letters should be issued by third parties, not directly involved in the application. Such recommendation letters must not be mere supervising acceptance letters, as informed in the Notice of the Call.

6.9 - May the recommendation letters be written in other languages, besides Portuguese and English?

No. The recommendation letters, such as the other documents submitted in the application, can only be written in Portuguese or in English, under penalty of non-admission of the application. Letters written in a different language than the indicated ones, will not be considered for evaluation purposes.

7 - WORK PLAN

7.1 - Am I required to include one (or a maximum of 3) of the 17 objectives of the UN Sustainable Development Goals (2030 Agenda)?

If your work plan falls within one of the goals set out in Agenda 2030 of the United Nations, you should indicate one or maximum 3 of the 17 listed goals. If you consider that your work plan does not fit into any of the goals, you must select the option “No alignment with any of the SDGs”.

7.2 - What is expected in the description of the Adequacy of Hosting Conditions for the full implementation of the work plan?

In this field, the applicant must show the scientific merit and experience of the supervising team (supervisors and co-supervisors) in the scientific area of the work plan as well as its suitability to supervise the application, by highlighting aspects of the respective *curricula* that are relevant to carry out the tasks proposed for the work plan. The role of each supervisor should be clearly explained, highlighting the relevance of each one’s participation and complementarity for the development and feasibility of the work plan.

In this field, you must also mention the quality and suitability of the conditions made available by the host institutions, as well as indicate the tasks to be performed in each of the institutions, if more than one is selected. You should avoid generic descriptions of the host institutions.

7.3 - What is the difference between the work plan starting date and the studentship starting date?

In most situations, these dates will coincide, as it will be from the beginning of the studentship that you will begin to execute the work plan submitted in the application. However, if your studentship is intended to complete a work plan that you have already been developing, and which is part of the doctoral studies in which you are or intend to be enrolled in, you can specify an earlier date in the work plan starting date.

The studentship starting date is the date from which you will receive the monthly stipend and cannot, therefore, be earlier than the work plan starting date. This date must comply with the period referred in the Notice of the present call, which is between November 1st 2022 and October 1st 2023.

7.4 - What should I indicate under Periods of Stay Abroad?

In both in Portugal and abroad studentships applications, you should always specify the starting date and the length of time of the periods you plan to stay abroad; this period cannot exceed two years in total.

7.5 - What is the Abstract?

This is a summary of the applicant’s proposed work plan.

7.6 - What is meant by State of the Art?

It is the current scientific knowledge in the field of research in which the applicant intends to develop his/her work plan. This information is meant to frame the proposed work in the existing knowledge and its potential impact in terms of original scientific contribution.

7.7 - What are the Objectives?

The objectives correspond to the goals intended to be achieved, in terms of research, by carrying out your work plan.

7.8 - What is meant by Detailed Description?

This is a description of your work plan, in sufficient detail to allow the panel to evaluate the proposal. You must include namely the methodologies and tasks to be developed, and corresponding implementation deadlines and/or any contingency measures, if applicable.

7.9 - Am I required to include a timeline for my work plan?

Yes, it is mandatory to submit a timeline showing the scheduling of the tasks proposed in the work plan, the place where the tasks will be performed, as well as the main milestones to be achieved, including the expected date for submission of the thesis, or of the scientific work leading to the doctoral degree, at the university, as to allow the panel to better evaluate the feasibility of the proposed work plan. The monitoring of your studentship by FCT will take into account these milestones and schedule.

7.10 - My work plan has ethical issues. Is it mandatory to submit the approval of the ethics committee?

Whenever the work plan's scientific area, methodology or results include ethical questions, these should be clearly identified and justified (in the respective field of the application form), explaining how they will be addressed.

It is not mandatory to submit the approval from the ethics committee; however, if you already have this document, you may include it in the application. To help identifying these questions, the ethics self-assessment guide should be consulted (Ethics Guide, available at: <https://www.fct.pt/apoios/bolsas/mariadesousa2022.phtml.en>).

7.11 - Is it mandatory to include letters of support?

No, the presentation of a letter of support is optional, but may be relevant to demonstrate the planned cooperation between all the entities or researchers besides the identified host institutions and associated supervisors. When, applicable, this will allow the evaluation panel to better analyse the relevance of the cooperation and the work plan feasibility.

8 - HOSTING CONDITIONS

8.1 - What is a host institution?

Is the institution where the proposed research will be carried out. The maximum number of host institutions to be included in the application is: $N + 1$, where N is the total number of supervisors. You must indicate, at least, one host institution.

8.2 - What is meant by NUTS II?

This is the second level Nomenclature of the Territorial Units for statistical Purposes. Applicants are required to indicate the region where their host institution is located (North, Centre, Lisbon, Alentejo, Algarve, Azores, Madeira).

8.3 – My host institution had the maximum score in the last FCT evaluation of the R&D units. Will I achieve the maximum score in criterion C?

There is no direct relationship between the score given to R&D units and the classification to be achieved in criterion C in this call. The evaluation of criterion C – Merit of the Hosting Conditions is based on the information contained in the CVs of the supervisors associated to the application and on the applicant's explanation about, to what extent and in what way, the supervisors and the selected host institutions provide the ideal and necessary conditions for the development of the work plan. Thus, the evaluation of this criterion also depends on the applicant's demonstration about the adequacy of the indicated hosting conditions, and the score obtained will depend on the panel's judgment as to the merits of what is provided in the application.

8.4 - What is it meant by Doctoral Granting Institution?

The institution that will award the PhD degree.

8.5 - Who are the supervisors?

Researchers who will be responsible for following and guiding the research work. Supervisors are responsible for certifying to FCT how the work plan is taking place at the time of studentship renewal and at the end of the grant.

8.6 - Who may be a supervisor?

Supervisors must be higher education institution professors or researchers holding a PhD; this information should be clearly indicated in their CV. Researchers who do not hold a PhD degree may also be supervisors, but, in this case, at least one of the supervisors associated to the application must hold a PhD.

8.7 - Does the (co)supervisor have to be affiliated with the host institution?

Yes, only in exceptional circumstances it will be accepted alternate conditions. The (co)supervisor shall be associated with the host institution to guarantee continuous and fruitful work with the fellowship holder. The evaluation panel will judge the suitability of other situations, though FCT's generic guidance is that these should be reflected in the score awarded to the hosting conditions.

8.8 - I have more than one supervisor. How should I proceed?

Each application may have only one supervisor and up to two co-supervisors.

8.9 - Is there an upper limit to the number of students that a supervisor may supervise?

The maximum number of students being supervised is not an evaluation criterion for FCT.

8.10 - What will my supervisor need to do to associate to my application?

After receiving the invitation from the MyFCT platform, your supervisor(s) must access the respective personal area – “Supervisor Area” – and perform the following actions:

- a) Register in the CIÊNCIA ID information system, if they have not already done so;
- b) Access to MyFCT portal using the respective credentials;
- c) Indicate the ORCID identifier in MyFCT profile, if you wish to do so. This information is optional;
- d) Indicate **all** of her/his current affiliation institutions, including higher education institution and R&D unit, if applicable, or, for example, R&D unit and company;
- e) Present a curriculum vitae in one of the following options (curricula submitted in any other way will not be considered):
 - Filling in and updating your curricular data in the **CIÊNCIAVITAE** platform (ensuring that all relevant fields are made visible to FCT);
 - Submitting your curriculum vitae in a PDF file;
- f) Comment on the feasibility of the work plan (“Feasible” or “Not feasible”) when the applicant declares that he/she wishes to maintain a professional activity; this action is only applicable to supervisors and not to co-supervisors;
- g) Confirm her/his association to the application.

The supervisor has the list of supervisions (lateral left menu), *i.e.*, the list of applicants who have associated her/him as a supervisor or co-supervisor in the respective Calls. In the summary view of supervisions, the supervisor can verify the application status (draft or submitted) and access to the global view of applications, by clicking on the respective references.

NOTE: Applicants must ensure that their supervisor is correctly associated to the application and that they have submitted their CV in Portuguese or English and, in the case of a CV from the **CIÊNCIAVITAE** platform, must also check that the fields with relevant information are visible. This verification is possible through application's “Overview”. Please note that, if the supervisor

uploads a new version of the CV (**CIÊNCIAVITAE** or PDF CV) in his/her personal area during the application submission period, this last version of the CV will be the one that will be made available for evaluation and may be consulted by the applicant through the application Overview screen.

8.11 - Do co-supervisors have to fill out a curriculum vitae and associate themselves with my application?

Yes, co-supervisors will also have to submit their CV through the **CIÊNCIAVITAE** platform or by submitting a PDF file, and associate to the application following the same steps described for the supervisor, except for the comment on the feasibility of the work plan when the applicant declares to maintain a professional activity, as this action is only applicable to supervisors and not to co-supervisors.

In case the applicant describes, in any of the fields of the application form, the collaboration of co-supervisors that are not associated to the application, the respective participation should not be considered in the evaluation; the panel should only analyse the CV of supervisor, and co-supervisor, if applicable, whose association to the application was successfully confirmed.

8.12 - May I submit the application form before the association of my supervisor and co-supervisors to my application?

No. The process of submitting the application form depends, among other factors, on the confirmation of the association of the scientific advisor and the co-supervisors, whenever appointed by the applicant in the field regarding the hosting conditions. The submission of the application depends also on the submission of the comment relative to the applicant's professional situation by the supervisor.

In case there is any co-supervisor who is indicated by the applicant, but who has not completed their association, the application submission will only be possible if the applicant removes the indicated co-supervisor in the respective field in the form. It should also be noted that, in these circumstances, any mention in the application to the co-supervisor removed from the proper field, will not be considered for the application's evaluation.

8.13 - Will I need to include my supervisor's acceptance statement and that of the host institution in my application?

No, these documents are not requested in the application form, and will only be required for the studentship contract, in case of studentship award.

9 - INSTRUCTIONS FOR (CO)SUPERVISORS

9.1 - May the supervisor/co-supervisor's CVs be in other languages besides Portuguese and English?

The supervisors' CVs must be written in Portuguese or in English, and *curricula* in other language will not be considered for evaluation.

9.2 - What type of curriculum vitae may (co)supervisors associate to my PhD application?

Supervisors may choose to submit their CV through the CIÊNCIAVITAE platform or by uploading the CV in a PDF file.

9.3 - I am a supervisor/co-supervisor. What will I need to do to associate myself to my student's application?

After receiving the invitation to participate as a (co)supervisor by e-mail, you must access your personal area – “Supervisor Area” – and perform the following actions:

- a) Register in the CIÊNCIA ID information system, if they have not already done so;
- b) Access to MyFCT portal using the respective credentials;
- c) Indicate the ORCID identifier in MyFCT profile, if you wish to do so. This information is optional;
- d) Indicate **all** of your current affiliation institutions, including higher education institution and R&D unit, if applicable, or, for example, R&D unit and company, employing the official designation of the institutions;
- e) Present a *curriculum vitae* in one of the following options (curricula submitted in any other way will not be considered):
 - Filling in and updating your curricular data in the CIÊNCIAVITAE platform;
 - Submitting your *curriculum vitae* in a PDF file;
- f) Comment on the feasibility of the work plan (“Feasible” or “Not feasible”) when the applicant declares that he/she wishes to maintain a professional activity; this action is only applicable to supervisors and not to co-supervisors;
- g) Confirm your association to the application.

You have the list of supervisions (lateral left menu), *i.e.*, the list of applicants who have associated you as a supervisor or co-supervisor in the respective Calls. In the summary view of supervisions, you may verify the application status (draft or submitted) and access to the global view of applications, by clicking on the respective references.

10 - APPLICATION SUBMISSION

10.1 - May I change or edit my application after submission?

Yes. During the period of applications' submission, you may validate, submit, and re-edit your application whenever necessary. In the latter case, if you want to edit an already submitted application, you must select the option "Modify".

When you decide to modify your application, it will return to Draft and will no longer be considered as submitted to the Call. Hence, **you will have to repeat the submission process**

before the established deadline. Different versions of the application will not be recorded.

When the application submission period is over, applicants can only consult the application by accessing the overview of the application, which displays its global content. You may also make a PDF file of the submitted version, available in the upper right corner of the “Overview” screen.

It is strongly recommended that, before submitting the application, you check that all the fields have been filled in, and all the correct files have been uploaded.

10.2 - May I submit the form before the association of my supervisor?

No, the form may only be submitted after your supervisor and co-supervisors associate themselves to your application.

10.3 - I am not able to submit my application, what is the reason?

The existence of errors or lack of information in the form prevents the submission of the application.

After completing the application, you must click on “Validate and Submit”. At this point, all mandatory fields will be validated. For optional sections, whenever you start filling in the respective fields, the system will validate the obligation to fill in all the fields that comprise that section. If there are errors in the application, the list of issues is provided, with an indication of the section and field in which they occur, and a brief indication of the problem leading to the error. The applicant must proceed accordingly to correct the identified errors.

The process of submitting the application form depends on the confirmation of the association of the scientific supervisor and co-supervisors, if any. The submission of the application also depends on the confirmation of the following declarations:

- “I hereby declare that I have read and understood the content of all the documents regulating the call”;
- “I hereby declare that the information contained in the application form and attached documents is true, and I am aware that providing false declarations or committing acts of plagiarism determines the exclusion from the call”.

The application can only be submitted after the form is fully validated, *i.e.*, when there is no longer any error or lack of information in the form.

10.4 - Is it necessary to send paper documents or hard copies to attach to my application?

No. All the necessary documents to submit and evaluate your application should be uploaded within the appropriate fields of the application form; FCT will not accept any paper or emailed documents (see also Article 10 of the FCT Regulation for Studentships and Fellowships).

10.5 - When will the results be made available?

The deadline for the disclosure of the preliminary results is 90 working days, after the deadline for application submission, as defined in the Notice of the Call, in compliance with the Code of Administrative Procedure (*Código de Processamento Administrativo, CPA*).

10.6 - Which fields of my application will be visible to other applicants?

The fields of the application form that will be made public when the results are published are duly identified in the “Overview” (available in the upper right corner of the form) of the application with the blue circular icon “P” and with the caption “**Public Information**”.