CIÊNCIAVITAE

Guide to FCT calls on the MyFCT platform

About CIÊNCIAVITAE

CIÊNCIAVITAE is a platform that allows you to create, manage and promote your curriculum vitae quickly and easily. Using CIÊNCIAVITAE as your curriculum vitae management platform has many advantages:

One CV: common to different stakeholders of the national academic-scientific system. The administrative burden on the user and the effort in multi-agency validation/certification tasks is reduced;

Customizable: the user chooses how, when and what to share. The "Export Curriculum" feature allows you to create multiple versions of the CV, suitable for different needs: customizable content and various document formats;

Integrated: **CIÊNCIA**VITAE is integrated with several national and international systems, such as ORCID, FCTSIG-CV, etc.. This way, you can re-use information you have already registered in these systems to build your CV;

Promote: promote your CV by making it public, which will allow other users to find it through the "Find CVs" feature.

More information, here.

Creating a CIÊNCIAVITAE curriculum vitae

CIÊNCIAVITAE is aimed at all those, Portuguese or foreigner, that operate in the academic and research context in Portugal.

To create a **CIÊNCIA**VITAE you need a CIÊNCIA ID, which is a unique identifier and authenticator. If you do not have one, you can register here.

Once you have a CIÊNCIA ID you will be able to create your **CIÊNCIA**VITAE here. To help you in this process, you will find FAQs, Tutorials, and the User Manual, on the platform's website.

Using CIÊNCIAVITAE in FCT Calls on the platform MyFCT

The association of your curriculum to the application is done in the MyFCT platform, in the application form. To do this, you should click on "Get C.V. (**CIÊNCIA**VITAE)". The link to the CV in PDF format will then be available on the application platform, with the date and time of association. Any **change in your CIÊNCIA**VITAE **CV after the date and time of association** will only be considered if you remove the cv (clicking in "Remove"), and make a **new association** by clicking in "Get C.V. (**CIÊNCIA**VITAE)".

FCT access to CIÊNCIAVITAE

FCT will have access to a subset of data from your **CIÊNCIA**VITAE. This subset of data includes information useful for most FCT evaluations and is fully compliant with the new General Data Protection Regulation (GDPR).

Access via API

CIÊNCIAVITAE provides an API[1] service that allows communication between this platform and other systems.

API access to your CIÊNCIAVITAE curriculum is possible even if your curriculum is not published on the platform.

Access to "Public" and "Semi-public" information

The FCT access credentials to the CIÊNCIAVITAE API services allows FCT to access your CIÊNCIAVITAE information with both "Public" and "Semi-public" levels of privacy.

The privacy of the user is crucial to the CIÊNCIAVITAE platform and, as such, the user can define the level of privacy to each item of the CV:

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[1] *Application Programming Interface*: allows the transfer of data between systems

🔓 **Public**:

Accessible to: everyone (includes third-party systems)

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🔑 **Semi-public**:

Accessible to: user, CV managers named by the user, third-party systems duly consented by the user.

🔒 **Private**:

Accessible to: user, CV managers named by the user.

By submitting an application to the FCT in which the source of the curricular information is your curriculum **CIÊNCIA**VITAE, in accordance with article 6 (1) (B) of the new GDPR, FCT's access to the user's curriculum is lawful.

In spite of this, on the application form, you must grant access to FCT on your **CIÊNCIA**VITAE in order to MyFCT platform obtain your curriculum.

List of accessed data

As aforementioned, FCT will access a specific subset of the information available in your **CIÊNCIA**VITAE. This subset can be consulted here.

Please note that some data accessed by FCT shall not be subject to evaluation. FCT evaluation criteria of the curriculum vitae are those explicitly mentioned in the "**Evaluation Guide**".

Be aware that the "Private" level of privacy represents the most restrictive access to the information of your curriculum. Be sure to select the "Public"or "Semi-Public" levels of privacy to all the data you want to turn available to the evaluators. Any information with the privacy level set to "Private" will not be accessed by FCT, i.e., shall not be available for evaluation in this application.

Each **CIÊNCIA**VITAE user is fully responsible for the management of the privacy levels of the

CIÊNCIAVITAE. **CIÊNCIA**VITAE cannot be held responsible for this management.

CIÊNCIAVITAE helpdesk

If you have any doubts or suggestions on **CIÊNCIA**VITAE platform, please send them to info@cienciavitae.pt.

Call helpdesk

If you have any doubts or concerns on this application please contact us via the email address provided int call notice.