About CIÊNCIAVITAE

CIÊNCIAVITAE is the national curriculum management platform that allows you to create, manage and promote your curriculum quickly and simply. The main advantages of CIÊNCIAVITAE are:

**One cv**: shared by 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 he wants to share. The “Export Curriculum” feature allows you to create multiple versions of the curriculum that are suitable for different needs; customizable content and various document formats;

**Integrated**: CIÊNCIAVITAE is integrated with various national and international systems, such as ORCiD, FCT|SIG, etc. So you can reuse information you have already registered in these systems to build your curriculum;

**Promote**: promote your curriculum, making it public. This way, other users will be able to find it through the “Find CVs” feature.

More information [here](#).

Creating a CIÊNCIAVITAE curriculum

CIÊNCIAVITAE is aimed at all those, portuguese or foreigner, operating in the academic and research context in Portugal.

To create a CIÊNCIAVITAE curriculum you must have a CIÊNCIA ID which is a unique identifier and authenticator. If you do not have it yet, you can register one [here](#).

Once you already have a CIÊNCIA ID you will be able to create your CIÊNCIAVITAE curriculum [here](#). On the platform’s website you will find FAQs, Manuals and Tutorials and the User Manual to help you with this process.

Using CIÊNCIAVITAE curriculum in Scientific Research and Technological Development Projects

In order to be able to use the CIÊNCIAVITAE curriculum as the source of curricular information of any team member, it is necessary that:

1. The team member has already a CIÊNCIAVITAE curriculum;
2. The team member has already associated their CIÊNCIA ID with their J. The association is done in the “Your account” section on the FCT-SIG (after login in).

The choice of which curriculum is associated with a team member is done by the principal investigator when adding the new member to his team. The constitution of the research team is done on section 4. Research team, available in the right sidebar of the application form.

In order to add a new team member, the principal investigator must:

i. Indicate the “Association key” of the new team member;

ii. Choose the source of curricular information (FCT|SIGcv or CIÊNCIAVITAE) to be associated to the new team member.

Whenever a principal investigator adds a new member to his team to whom he has chosen to associate a CIÊNCIAVITAE curriculum, an email is sent to that person. In this email a confirmation link is available for the new team member to confirm the usage of the CIÊNCIAVITAE curriculum as the source of curricular information in this application process.

If the new team member does not agree to the use of the CIÊNCIAVITAE curriculum as the source of curricular information, he should immediately ask the principal investigator to alter this choice on the application form.

FCT access to CIÊNCIAVITAE

FCT will have access to a subset of data from your CIÊNCIAVITAE curriculum. This subset includes information relevant to most FCT evaluation processes and in full compliance with the new General Data Protection Regulation (GDPR).

Access via API

CIÊNCIAVITAE provides an API¹ service that enables data communication between the CIÊNCIAVITAE platform and other information systems.

Access via API to your CIÊNCIAVITAE is possible even if you have your curriculum “Unpublished”.

¹ Application Programming Interface
Access to “Public” and “Semi-public” information

The FCT access credentials to the CIÊNCIAVITAE API services, allows FCT to access your CIÊNCIAVITAE curriculum’s information with both “Public” and “Semi-public” levels of privacy. As the user’s privacy is pivotal to the CIÊNCIAVITAE platform, the user can define the level of privacy to each record of the CV:

- **Public:**
  - Accessible to: anyone (including third-party systems)
  - The information can be used under a Attribution CC BY (4.0) licence.

- **Semi-public:**
  - Accessible to: user
    - curriculum managers named by the user
    - third-party systems duly consented by the user

- **Private:**
  - Accessible to: user
    - curriculum managers named by the user

By submitting an application to FCT and choosing CIÊNCIAVITAE curriculum as the source of curricular information, under the subheading b of n.º1 of article 6.º of the new GDPR, the FCT access to the user’s information is lawfull.

As the information collected under the scope of this application represents a necessary pre-contractual arrangement requested by the applicant, there is no need to request for the applicant’s consent. And this is the reason why you will not be asked to provide your consent to FCT accessing your CIÊNCIAVITAE curriculum during the submission of this application.

Under the established protocols between CIÊNCIAVITAE and third-party systems for sharing information, the transmitted information cannot be shared with another person or entity unless 1) the information is publicly available elsewhere, or 2) the third-party system informs the user about which information and with whom it will be shared. Nevertheless, the CIÊNCIAVITAE platform has no control over the use of the user’s information by third-party/managers. Therefore, you should only grant access to third-party/managers you trust.

**List of accessed data**

As aforementioned, FCT will access a specific subset of the information available in your CIÊNCIAVITAE curriculum.
In compliance with Article 5 of the new GDPR, this subset of information respects the following principles:

1. Lawfulness, fairness and transparency;
2. Purpose limitation;
3. Data minimisation;
4. Accuracy;
5. Storage limitation; and,
6. Integrity and confidentiality.

This subset can be consulted here.

Please be aware that not all the data from this subset will be evaluated. FCT evaluation of the curriculum vitae will respect what is explicitly mentioned in the provided “Evaluation Guide”.

Have in mind that the “Private” level of privacy represents the most restrictive access to information deposited on your CIÊNCIAVITAE curriculum. That been said, be sure that all the data to be accessed by FCT has the “Public” or “Semi-public” levels of privacy. All information with the privacy level set to “Private” will not be accessed by FCT, i.e., will not be available for evaluation.

The full responsibility for the management of the privacy levels of the CIÊNCIAVITAE curriculum is the CIÊNCIAVITAE user and its managers. CIÊNCIAVITAE takes no responsibility for this.

**Time interval to have the information accessible**

As informed in the application platform of the Scientific Research and Technological Development Projects Call, when choosing the curriculum type associated with each team member (see Using CIÊNCIAVITAE curriculum in Scientific Research and Technological Development Projects), “In the case of CIÊNCIAVITAE, the curriculum is associated to the application no later than 24 hours after the end of the application period”. Therefore, ensure that during this period:

1. The information to be accessed by FCT (see List of accessed data) has the privacy level set to “Public” or “Semi-public”;
2. You do not revoke FCT permission to your CIÊNCIAVITAE curriculum within this timeframe.

If for any reason you decide to revoke FCT permission to access your CIÊNCIAVITAE curriculum make sure that the principal investigator selects FCT|SIG as your curriculum.
CIÊNCIAVITAE helpdesk

If you have any doubts or suggestions on CIÊNCIAVITAE platform please send them to info@cienciavitae.pt.

Scientific Research and Technological Development Projects helpdesk

If you have any doubts or concerns on this application please send them to concursoprojetos@fct.pt.