



**CIÊNCIA**VITAE

## About CIÊNCIAVITAE

CIÊNCIAVITAE is the national curriculum management platform that allows you to create, manage and promote your curriculum in a quick and simple way.

The main advantages of CIÊNCIAVITAE are:

**One CV:** shared by different stakeholders of the national scientific-academic 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 by managing the privacy levels assigned to each record;

**Integrated:** with various national and international systems ([ORCID](#), [CrossRef](#), [OpenAIRE](#), [FCT|SIGcy](#)), the CIÊNCIAVITAE lets you reuse information that is already available in these systems;

**Promotes:** promote your resume by making it public. Thus, other users will be able to find you through the “[Find CVs](#)” tool.

You can find out more [here](#).

## Creating a CIÊNCIAVITAE curriculum

CIÊNCIAVITAE is aimed at all those, Portuguese or foreign, who participate in the national scientific academic context.



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

On the **CIÊNCIAVITAE** platform you will find [Frequently Asked Questions](#), [Manuals and Tutorials](#) and a [Demo Guide](#), which will help you in this process.

## Using CIÊNCIAVITAE in Scientific Research and Technological Development Projects

Application Proponent (PI)	Team member
Has a <a href="#">CIÊNCIA ID</a> account	Has a <a href="#">CIÊNCIA ID</a> account
Has associated <a href="#">CIÊNCIA ID</a> to <b>J</b> <sup>1</sup>	Has associated <a href="#">CIÊNCIA ID</a> to <b>J</b> <sup>1</sup>
Has a <a href="#">CIÊNCIAVITAE</a> curriculum	Has a <a href="#">CIÊNCIAVITAE</a> curriculum
Has the CIÊNCIA ID list of team members	Provides CIÊNCIA ID to application proponent
Opens a new application	
Receives e-mail <sup>2</sup> informing about addition to the team and confirms FCT access to the curriculum <sup>3</sup>	
Goes to section <b>4. Research Team</b>	
Adds each team member by CIÊNCIA ID	
	Receives e-mail <sup>2</sup> informing about addition to the team and confirms FCT access to the curriculum <sup>3</sup>
Asks team members to confirm that their curricula are ready to be associated with the application <sup>5</sup>	Exports curriculum with <b>Public</b> and <b>Semi-public</b> <sup>4</sup> information and confirms that the curriculum is ready to be associated with the application
Validates application	
Submits application	
48h after the call's deadline accesses the application <sup>6</sup> and confirms that the associated curricula are as they were when exported	

**1** The association can be done on the [FCT|SIG](#) portal under “Your account” or on the [myFCT](#) portal if login via [CIÊNCIA ID](#).

**2** The email is sent to the email address with which the [CIÊNCIA ID](#) account is registered. If you do not receive the email within 24h after addition to the team, contact [Call Helpdesk Service](#).

**3** In the email you have access to a link that opens an information window on FCT's access to the curriculum. If the FCT does not yet have permission to access your curriculum, you can allow it by clicking on the “UNDERSTOOD” button. If you have already given FCT permission to access

your curriculum, only the “EXIT” button is available. See how to confirm which entities are allowed to access your curriculum in the following [tutorial](#).

**4** Find out how to visualize the curriculum associated with the application through the “Export curriculum” tool available on the [CIÊNCIAVITAE](#) platform, in the following [tutorial](#). In the “Privacy Level” parameter, you should choose the option “Public and Semi-public”, find out why [here](#).

**5** You can request your team members to send the PDF generated by the “Export curriculum” tool (see note **4**).

**6** The submitted application is available on the [R&D Projects Call Portal](#). If you find any problem in one or more curricula, contact the [CIÊNCIAVITAE Helpdesk Service](#).

## FCT access to CIÊNCIAVITAE

FCT accesses a subset of the data registered in your **CIÊNCIAVITAE** curriculum.

This subset includes information relevant to most FCT evaluation processes and is in compliance with the requirements of the new [General Data Protection Regulation](#) ( GDPR).

## *API access*

CIÊNCIAVITAE provides an API<sup>1</sup> service that allows communication between this platform and other systems.

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<sup>1</sup> Application Programming Interface: allows data transfer between systems

API access to your **CIÊNCIAVITAE** curriculum is possible even if your curriculum is “Unpublished”.

### ***Access to “Public” and “Semi-public” information only***

FCT only has access to records with “Public” and “Semi-public” privacy levels.

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) when curriculum is published  
The information can be used under an [Attribution CC BY \(4.0\)](#) licence.



#### **Semi-public:**

*Accessible to:* user  
[curriculum managers named by the user](#)  
third-party systems allowed by the user (e.g., FCT)



#### **Private:**

*Accessible to:* user  
[curriculum managers named by the user](#)

**All records with this level of privacy are not accessible to FCT.**

By submitting an application to FCT where the source of curriculum information is your **CIÊNCIAVITAE** curriculum, under the subheading b of n.º1 of article 6.º of the new [GDPR](#), the FCT access to the user's information is lawful.

As the information collected in the scope of this application represents a pre-contractual diligence required by the user, access permission is given when integrating into a project's research team associated with a project, with this information being provided via the *link* sent in the addition to the team email. Find out more [here](#).

### ***List of accessed data***

As previously mentioned, FCT will access a specific subset of the information registered in your **CIÊNCIAVITAE** curriculum .

According to 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.

The accessed data can be consulted through the tool "Export curriculum" available on the **CIÊNCIAVITAE** platform. In the "Privacy Level" parameter, you must choose the option "Public and Semi-public".

See how in the following [tutorial](#).

Note that some of the data accessed by FCT may not be subject to evaluation. The FCT evaluation criteria of the curriculum are those explicitly mentioned in the "[Evaluation Guide](#)".

Please note that the "Private" privacy level is the most restrictive in terms of accessing the information in your CV. Hence, make sure that all data to which you want to give access to FCT has defined the level of privacy "Public" or "Semi- public".

Any and all information that is defined with the "Private" privacy level will not be accessed by FCT, that is, it will not be available for evaluation.

The **CIÊNCIAVITAE** user and his/hers curriculum managers are fully responsible for managing the privacy levels. The **CIÊNCIAVITAE** platform cannot be held responsible for this management.

### ***Time interval for data access***

As information provided in the application platform for Scientific Research and Technological Development Projects:

The curriculum is attached to the application at the time when call closes.

Therefore you should consult the legal deadlines announced on the [calls' page](#).

### **CIÊNCIAVITAE helpdesk service**

If you have any questions or suggestions about **CIÊNCIAVITAE** platform, you can send it via [form](#) available on the platform page.

### **Scientific Research and Technological Development Projects helpdesk service**

If you have any doubts or concerns on this application please send them to [concursoprojetos@fct.pt](mailto:concursoprojetos@fct.pt).