



**2019 CALL FOR SR&TD PROJECTS
FOREST FIRE PREVENTION AND FIGHTING**

Guide for Peer Reviewers

December 2019



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I. ABOUT FCT

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

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

FCT's mission is to continuously promote the advancement of scientific and technological knowledge in Portugal, exploring opportunities to attain the highest international standards in the creation of knowledge in any scientific or technological domain and to stimulate the diffusion of that knowledge and its contribution to improve education, health, the environment, and the quality of life and well-being of citizens.

FCT pursues its mission by funding fellowships, studentships and research contracts for scientists, research projects, internationally competitive research centres and state-of-the-art infrastructures, via competitive calls with international peer-review. FCT ensures Portugal's participation in international scientific organizations fosters the participation of the scientific community in international projects and promotes knowledge transfer between R&D centres and industry. Working closely with international organisations, FCT coordinates public policy for the Information and Knowledge Society in Portugal and ensures the development of national scientific computing resources.

FCT's main roles are:

- to promote, finance, monitor and evaluate science and technology institutions, programmes, projects and training of human resources;
- to promote and support infrastructures 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 updating, interconnectivity, strengthening and availability of science and technology information sources.

FCT funds all areas of knowledge, including exact, natural and health sciences, engineering, social sciences and humanities.

GRANTS FOR RESEARCH PROJECTS

Funding of projects by FCT is based on peer review of applications submitted online when a call is opened. All proposals that are submitted will be judged on the basis of the scientific merit, irrespective of the major purpose of the funding requested.

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 specified 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, as well calls for projects in specific research areas.

The 2019 Call for Forest Fire Prevention and Fighting Scientific Research and Technological Development (SR&TD) Projects is open between 19th December 2019 and 20th February 2020.

All proposals will be evaluated by an **international panel** according **to the scientific area and scientific subarea chosen by the applicants**.

II. THE 2019 CALL FOR FOREST FIRE PREVENTION AND FIGHTING SR&TD PROJECTS

The call for Forest Fire Prevention and Fighting Call, resulted from the Council of Ministers through Resolution No. 159/2017, of 30th October 2017, in which was approved the creation of an R&D Program for the Forest Fire Prevention and Fighting, with the goal to reinforce the development of R&D activities that intends to encourage and strengthen technological and scientific competencies and capacities. It also intends to ensure the appropriation and incorporation of the scientific knowledge to support operational systems decisions and to facilitate the production of new knowledge with the goal of finding solutions for particular and real problems.

This R&D Program will include three calls with an annual basis, to be undertaken from the end of 2017 onwards.

The projects to be included in this R&D Program should adopt a multidisciplinary perspective and an international context, facilitating partnerships with experts and institutions of recognized international merit.

The 2019 call for SR&TD projects applied to Forest Fire Prevention and Fighting aims to support SR&TD projects in the following areas:

1. Governance of forest resources;
2. Fire management and extreme fires behavior;
3. Attitudes and behaviors in prevention and fighting of fires and in land management, including their collaborative dimension;
4. Forest models and preventive silviculture;
5. Meteorology, risk estimates and management, including detection of ignitions and early warning optimization, and development of intelligent observation and decision support systems, including advanced remote sensing and artificial intelligence technologies;
6. Sensing and information systems and emergency communication systems and their integration into decision-making processes;
7. Management and valorization of biomass in rural areas;
8. Models of organization and management of forest areas, in the fields of protection, conservation, agroforest systems, recreation, leisure and production;
9. Occupational health and safety of fire-fighting personnel;
10. Post-fire restoration and forest management at different temporal and spatial scales.

In this call will be considered priority the following topics and areas:

- a) Governance of forest resources, including management of fuel in rural areas, integration and reporting mechanisms of fire risk, as well as the consideration of attitudes and behaviours;
- b) Valorization of biomass in rural areas, to stimulate the local economy and the participation of the population;

- c) Models of organization and management of forest areas, in the fields of protection, conservation, agroforest systems, recreation, leisure and production, integrating territorial, social and economic components;
- d) Forest models and preventive silviculture and post-fire restoration and management at different temporal and spatial scales.

Successful applications will be funded by National funds through the Ministry of Science, Technology and Higher Education. A budget allocation of **€5 million** of national state budget is foreseen and, if justifiable, FCT may strengthen this budget.

SUBMISSION

Applications are submitted online via a specially designed [FCT Web application](#).

The Principal Investigator (PI) should identify the main set of scientific domain, area and subarea according to the list provided above. This list was based on the Fields of R&D classification specified on the Frascati Manual – OECD 2015. Applicants also indicate four keywords that most accurately reflect the objectives and content of the proposed project. This will facilitate the assignment of each application to specific reviewers.

The PI has also the possibility to choose a secondary set of scientific domain, area and subarea, which is of great importance, particularly in the case of multidisciplinary projects.

It is important to underscore that:

- each **PI should identify a Co-PI** that replaces the PI in his/her absences and impediments;
- **each researcher may only submit one proposal as PI;**
- **The principal investigator should not be PI in projects approved in the previous editions of the Forest Fire Prevention and Fighting SR&TD Projects**
- **multiple applications of the same project are not allowed:**
 - In different scientific areas of the present call;
 - In distinct calls where there is a temporal overlap in the periods of submission of applications;
 - In the case of applications to calls with different thematic scopes and taking place at different application periods, the recommendation for funding in one of them is a condition of exclusion from the decision-making process of the others.

MAIN RULES

According to the [FCT Projects Regulations](#) and the [public announcement](#), projects to be funded under this call must meet the following specific requirements:

- i. The content of the application **should be written in English**, and a version in Portuguese of the Title and the Summary is also required;
- ii. The beneficiary entities that may apply, either individually or jointly, are:
 - Non-entrepreneurial entities of the R&I System, namely:
 - Higher education institutions, their institutes and R&D units;
 - State or international laboratories with a head office in Portugal;
 - Non-profit private institutions whose main object is R&D activity;
 - Other non-profit public and private institutions developing or participating in scientific research activities.
- iii. Companies of any type and under any legal form if included in SR&TD projects led by non-entrepreneurial entities from the R&I System, within an effective collaboration;
- iv. The Principal Contractor must be a legal entity belonging to the non-entrepreneurial entities of the R&I System listed above;
- v. The possible involvement of foreign institutions as participants in the project does not confer them the status of beneficiary;
- vi. Involve an eligible investment (for Portuguese entities) smaller than or equal to **€300.000,00**;
- vii. The **funding conditions** for this call establish **36 months** as maximum duration of the grant (extendable for 12 months, during its execution, if properly justified);
- viii. The beneficiary 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.

Under this call, the following items in SR&TD projects are eligible for funding:

a) Direct costs:

- i. Expenses with **Human Resources** dedicated or related to the development of R&D activities related to the project execution in all mandatory components by the applicable labour legislation, including charges with grant holders directly supported by the beneficiaries;
 - With regard to **employment contracts**, human resources expenses are based on the costs incurred in carrying out the project, based on the monthly base salary declared for the social protection of the worker, which may be increased by the mandatory social food allowance and occupational accident insurance under legally defined terms. The basic salary shall be the set of all remunerations of a permanent nature subject to taxation and declared for the purpose of social protection of the worker;
 - The **research fellowships** are tendered and contracted by the beneficiary entities in the context of the supported projects, which must comply with the Research Fellowship Holder Statute (Law n.º 40/2004 of 18 August, in its present version) and FCT Regulation for Research Studentships and Fellowships.
- ii. **Missions** (travel, accommodation, registration fees, etc.) in Portugal and abroad, and directly attributable to the project;
- iii. **Acquisition of scientific and technical tools and equipment**, indispensable to the project if used within the project during their useful lifetime;
- iv. **Amortization of scientific and technical tools and equipment** indispensable to the project and of which the useful lifetime falls within the execution period, but does not end within that period;
- v. **Subcontracts** directly related to the project scientific task's execution;
- vi. Expenses related to the national and foreign record of **patents, copyrights, usefulness models and drawings, national models or brands** when related to other forms of intellectual protection, namely rates, researches to the status of the technique and consulting expenses;
- vii. Expenses with the **demonstration, promotion and disclosure of the project's outputs** (minimum of 15% of the total eligible costs), for dissemination and appropriation actions of the produced knowledge. This includes activities to promote the scientific culture, in order to allow the integration of the scientific knowledge to support operational systems decisions and to facilitate the production of new knowledge with the goal of finding solutions for particular and real problems;
- viii. **Adaptation of buildings and facilities**, when essential to the development of the project, namely for environmental and security reasons, provided that these costs do not exceed 10% of the total eligible cost of the project;

- ix. **Acquisition of other goods and services** directly related to the project's execution, including costs with **consultants that** do not establish subcontracts;
- b) **Indirect costs**, with a **flat rate of 25% of eligible costs**, excluding subcontracting. The percentage bound in this item is automatically checked by the submission tool. Applications cannot be locked if this condition is not verified.

For the present Call, the **non-eligible costs** are the ones stated in the art. 9º of the [FCT Projects Regulation](#).

Salaries of public servants are not funded under this call.

The PI, co-PI, the remaining core elements of the applications, as well as the remaining elements of the research team, are responsible for submitting an updated version of their **CV in English**, and keep the information updated until the time of the application's submission.

III. EVALUATION CRITERIA

Scoring of the project proposals, towards their selection and ranking, is based on the **Merit of the Project (MP)**, to be calculated according to the following formula:

$$\text{MP} = 0.50 \text{ A} + 0.20 \text{ B} + 0.10 \text{ C} + 0.20 \text{ D}$$

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 in the scientific area and within the goals of the call;
- B. Scientific merit of the research team;
- C. Feasibility of the work plan and reasonability of the budget;
- D. Contribution to the knowledge accumulation and competencies of the National Scientific and Technological System in the scientific areas of the call, to the feasibility of their application to improve the goals of the call, particularly in the topics and areas referred to as priorities, and merit of the demonstration, promotion and disclosure of the project's outputs.

The four main criteria are scored using a 9-point scale system (1 – minimum; 9 – maximum) and each of the criteria is rated using this scale with whole numbers only (decimal ratings are not allowed). The final score of MP is rounded to two-decimal places.

For a proposal to be eligible for funding, the following **minimum score** is required:

- $\text{MP} \geq 7.00$ points.

For the purpose of selection and decision-making regarding funding, projects will be ranked by score (MP) obtained in the review process in decreasing order.

In case of ties, the ratings awarded to criteria A, D, B and C will be use successively and in descending order. If a tie remains, the locking date of the proposal submission, from the oldest to the newest, will be used for the tie-breaking.

In situations where the information provided in the application does not allow a sustained score of a given evaluation criterion, a score of 1 (one) should be given.

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

Criterion A:

- Dully substantiated relevance, originality of the objectives and of the study's object based on the state of the art of the scientific area, and innovative character of the proposed project;
- Potential contribution of the research project to the advancement of knowledge in the field of Forest Fire Prevention and Fighting and to the feasibility of knowledge application;
- Potential impacts of the project results on the economic and technological dimensions, the social and cultural sector, liaison to local and regional entities and problems, and the substantiation and definition of public policies.

Criterion B:

- Merit of the scientific and professional career of the proponents of the project (PI, co-PI and team members), valuing the different components that support a curriculum of scientific merit: participation in research projects; scientific publications; leadership/organization/participation in networks and conferences; participation in activities of scientific training and management; degree of internationalization of the team (when appropriate);
- Abilities and skills to adequately execute the proposed project in the specific area of this call, considering the team's configuration, the availability and commitment of its members (and other entities, when applicable) and the PI's qualifications regarding the project's challenges, both at the scientific and management level, as well as the ability to engage young researchers in training;
- Relevant outcomes of previous projects and their contribution to the advancement of knowledge and to knowledge-based applications, assessed through the qualitative appraisal of publications or other professional and scientific works and actions considered as the most representative of the scientific/professional career of the PI, co-PI and other team members.

Criterion C:

- Quality (clarity, consistency and adequacy) of the proposed scientific approach, taking into consideration the theoretical framework, the adopted methodology for the development of the project, the work plan proposed and the applicability of the results in the framework of the goals of this call;
- Clear identification of the activities to be developed, their structure and their adequacy to the established methods and objectives;

- Adequacy of the human resources and methodologies to perform the proposed objectives and tasks and meet the proposed deadlines;
- If applicable, analysis of the risks associated to the different stages of the project, with special focus on the identification of the critical points and the corresponding contingency plan to be adopted;
- Adequacy of the physical and financial resources involved in the project, with regard to the host conditions (technical/scientific, organizational management and, when appropriate, co-funding capacity by companies) provided by the beneficiary entities, in particular institutional resources of the participating entities, namely the Principal Contractor;
- Adequacy and consistency of the proposed budget to accomplish the objectives and activities proposed.

Criterion D:

- This criterion aims to assess the added value of the project, the applicability of the results and the merit of the demonstration, promotion and disclosure of the project's outputs in the field of the present call, particularly in the topics and areas referred to as priorities. Due to the thematic line and the objectives of this call, in the evaluation of this criterion, a strong relevance should be given to the production of new scientific and technological knowledge, to the potential of its application and its demonstration and promotion in order to solve particular and real problems.

IV. EVALUATION PROCESS AND PROCEDURES

GENERAL INFORMATION

- FCT is responsible for verifying the eligibility requirements of each project according to factual and legally binding criteria;
- The **Merit of the Project** will be assessed **by an international evaluation panel**;
- All experts will be of acknowledged competence in the scientific areas of the application to be evaluated, and cannot be affiliated with Portuguese R&D institutions or have current or scheduled collaborations with any Portuguese R&D institution;
- The panel is headed by a Panel Chair and its composition will be disclosed on the FCT website;
- Whenever a particular expertise is not covered by the panel members, the Panel Chair suggests external reviewers to be invited by FCT, to provide an assessment of the application in consideration. The name of the external reviewers will not be made public;
- Before the remote evaluation process, all panel members will have to sign the Terms of Reference of the call;
- **Each application** will be remotely and individually evaluated by **two panel members**. One of the panel members will be appointed as the **first reader** for the application;
- Distribution of the applications to panel members, which is done by the Panel Chair, will take into consideration any Conflict of Interest, as well as the matching of scientific competences;
- The first time a reviewer logs in the evaluation webpage located at the FCT site, he/she has to accept a [Confidentiality Statement](#);
- Prior to access to each application, the reviewer has to declare whether or not a Conflict of Interest is identified for that particular application;
- During the panel meeting all applications shall be discussed. A **ranking list** and a **panel evaluation report** (for each application) will be produced;
- The panel must issue a **panel meeting report** on its activities;
- The panel members are asked to give support to FCT during the period spanning from the evaluation meeting and the final decision (*i.e.*, analysis of eventual preliminary hearings comments presented by the PI);
- There is an allocated FCT team for the evaluation panel, which will act as the contact point for the reviewers.

CONSTITUTION OF THE EVALUATION PANEL

- The evaluation panel is appointed by the Board of Directors of FCT and approved by the Minister of Science, Technology and Higher Education;
- The constitution of the evaluation panel will take into consideration the number and the scientific areas of the applications, an adequate gender balance and a fair geographic and institutional distribution of evaluators;
- A Chair will be invited to head the evaluation panel and is responsible for the following tasks:
 - Assist FCT with the constitution of the panel by indicating possible reviewers to be invited;
 - Assigning each application to two panel members;
 - Controlling the quality of the Compilation (Pre-Consensus) and panel evaluation reports;
 - Steering the panel meeting;
 - Communicating the results of the panel meeting to the Board of Directors of FCT;
 - Keeping the evaluation process within the defined timeframe and contacting panel members in case of any delay;
 - Supporting the FCT team in the resolution of any Conflict of Interest identified during the evaluation process;

EVALUATION STAGES

In this call, the evaluation process of the applications involves the following stages:

- Assignment of the Applications;
- Individual Remote Evaluation (Pre-Meeting Activities);
- Panel Evaluation (Meeting Activities).

ASSIGNMENT OF THE APPLICATIONS

- **Each application** will be remotely and individually evaluated by **two panel members**. One of the panel members will be appointed as **first reader** of the application;

- **Distribution** of the applications to panel members will take into consideration any declared **Conflict of Interest**, as well as the **matching of professional and scientific expertise** with the topic of the application;
- The panel Chair will receive **coordinator credentials** for the assignment of each application to the respective first and second readers (1st and 2nd readers).

INDIVIDUAL REMOTE EVALUATION (PRE-MEETING ACTIVITIES)

- After the assignment of all applications, panel members will receive **individual credentials** to start the evaluation process;
- Before accessing each application, the reviewer has to declare whether or not a **Conflict of Interest** is identified for that particular application;
- In case of a Disqualifying Conflict of Interest, the panel Chair should be informed and the application allocated to a different panel member;
- Reviewers must submit an **Individual Evaluation Report** with their assessment for each application assigned to them;
 - i. The **Individual Evaluation Report Form**, includes:
 - The score and comments for each of the four evaluation criteria;
 - An overall comment on the proposal evaluation;
 - A comment on the proposed budget; any suggested change in the budget must properly justified;
 - Confidential comments to the evaluation panel may be provided.
 - ii. The assessment should take into account the following **guidelines**:
 - The strengths and weaknesses for each criterion must be identified;
 - The comment for each criterion should be succinct but substantial; this comment should address the relative importance of the criterion and the extent to which the application actually meets the criterion. Suggestions that might help the project team to carry out the project activities may be provided;
 - The overall comment on the proposal should be a global appraisal of the reviewer on the application, stating conclusions regarding the research work and the organization of the project. It must be in accordance with the comments and scores given to each criterion;

- Comments should also be impeccably polite; if so decided by the panel, the comments may be reproduced totally or partially in the feedback to applicants.
- **Both readers must submit and lock their individual evaluation** for each assigned application in the Individual Evaluation Form;
- The panel member appointed as **1st reader** will only have access to the **Compilation Report Form**, after the submission of the two Individual Evaluation Reports for that particular application;
- Based on the two individual reviews, the **1st readers** will prepare the **Compilation (Pre-Consensus) Report** for each application. **This report, whose structure is similar to the Individual Evaluation Report, must be submitted and locked up to two weeks before the panel meeting;**
- **Both scores and comments are critically important.** The Pre-Consensus report's scores and comments are the starting point for the panel discussion during the panel meeting;
- Whenever a reviewer has all her/his reports (Individual Evaluation Reports and Compilation Reports) locked, **panel credentials** will be sent, giving him/her access to all applications, as well as to all Individual and Pre-Consensus reports. Access to all the information will allow panel members to prepare the panel meeting.

PANEL EVALUATION (MEETING ACTIVITIES)

- During the panel meeting, **all applications must be discussed;**
- The **application's final scores** for each criterion, as well as the **comments to be conveyed to the applicants**, will be discussed and agreed upon by the evaluation panel and included in the **Panel Evaluation Report** by the 1st reader;
 - i. The **Panel Evaluation Report Form** includes:
 - The scores and comments for each of the four evaluation criteria;
 - An overall comment on the application;
 - Comments on the proposed budget;
 - Confidential comments to FCT, if necessary.
 - ii. The final panel assessment should take into account the following **guidelines**:
 - All comments should take the form of a statement with respect to the criterion under evaluation; the overall comment should provide a global point of view on the quality of the project;

- Panel members shall:
 - Avoid comments that provide a simple description or summary of the application;
 - Avoid the use of the first person or equivalent: "I think..." or "This reviewer finds..."; alternatively, panel members are advised to use expressions such as "The panel considers..." or "It is considered...";
 - Avoid asking questions, since the applicants will not be able to answer them;
 - Always use dispassionate and analytical language: dismissive statements about the team, the proposed science or technology, the knowledge or the field concerned must be avoided;
 - Evaluate the work that is being proposed, and not the work that they consider should have been proposed.

- The panel will have to prepare a **Panel Meeting Report** with a summary of the meeting activities that should address (but is not limited to) the following issues:
 - Work methodology adopted by the panel;
 - Identification of Conflicts of Interest and their resolution at any time during the process;
 - Final Panel Ranking.

This report should be signed by all panel members.

- The Panel should prepare an additional document with **Recommendations to FCT** on the various aspects of the evaluation process that may help FCT to improve procedures in future calls. This document may include, among other issues considered to be important:
 - Comments and criticisms on the application form, with suggestions for possible improvements;
 - Comments on the material available to panel members, in particular the Guide for Peer Reviewers;
 - Strong and weak aspects of the FCT team;
 - Strong and weak logistical aspects (travel, hotel, meeting).

In summary:

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

- Prepare a **Panel Evaluation Report** for each application (to be conveyed to the applicants) based on the Compilation (Pre-Consensus) reports and panel discussions;

- Produce a final **Panel Ranking** of all evaluated applications;
- Prepare a **Panel Meeting Report** with a summary of the meeting activities and comments regarding the evaluation process;
- Prepare a document with **Recommendations to FCT**.

FCT EVALUATION WEBPAGE ([HTTPS://SIG.FCT.PT/EVALUATION/](https://sig.fct.pt/evaluation/))

PANEL CHAIR CREDENTIALS

Panel Chair credentials give access to the FCT evaluation webpage, and enable Panel Chairs to:

- Allocate each application to two panel members and external reviewers (if applicable);
- Check the number of applications assigned to each reviewer;
- Monitor the individual reviewers' work flow (individual evaluation report submitted by panel members);
- Extract an excel file to sort the applications according to various items, including scores, requested funding, etc.

The main menu displays the following options:

Project List – This list displays all the applications submitted to the panel. The reference/title are links to access the overview of the selected application form, the status of its evaluation and the contents of the individual reports, if locked. Each application must be assigned to two panel members.

Evaluators List - This list displays the names of the reviewers and the number of projects assigned to each. By clicking the name, the Panel Chair will access the list of applications associated with each reviewer.

Evaluators / Ratings - List of all projects, with data relative to the reviewers' work flow.

Additional Documents - Set of documents with information on the evaluation process, the particular call, logistical aspects, etc.

Extra Information - Lists that can be extracted to an excel file to monitor the work flow. This includes a list with the information regarding the conflict of interest declared by the reviewer.

Registration Form - To be filled in by the evaluator with her/his Personal Data, Scientific Field and Payment Data.

INDIVIDUAL CREDENTIALS

Individual credentials give access to the list of applications assigned to the reviewer, with the type of reader identified. After logging in and accepting the statement of confidentiality, instructions are available at the top of the menu.

For each application, the following is available:

- A statement on Conflicts of Interest;
- The content of the application;
- The Individual and Compilation (Pre-Consensus) (if 1st reader) Report Forms;
- The possibility to **SAVE** the submitted evaluation report - the uploaded information will be kept for future revision;
- The **LOCK** button to submit the evaluation report - the reviewer will no longer be able to modify the uploaded information.

PANEL CREDENTIALS

Panel credentials give access to the list of all applications and to the respective evaluations (all individual and compilation reports). After logging in, instructions are available at the top of the menu.

For each application, the following is available:

- The content of the application (“Form Overview” tab);
- The Individual and Compilation (Pre-Consensus) Reports (“Evaluation” tab);
- The **Panel Report Form** (to be filled in by the 1st reader) (“Panel Evaluation” tab) – this form has the same structure of the Individual and Compilation reports;
- The possibility to **SAVE** the submitted evaluation report - the uploaded information will be kept for future revision;
- The **LOCK** button to submit the evaluation report - the reviewer will no longer be able to modify the uploaded information.

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 is established in advance by FCT that carries out all logistic arrangements.

V. CONFIDENTIALITY AND CONFLICT OF INTEREST

CONFIDENTIALITY

The confidentiality of written applications must be protected. All reviewers 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 statement that needs to be accepted, which appears the first time the reviewer uses the individual credentials 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*, I.P.) – FCT.

The reader of this message pledges, on his/her honour, 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)

Researchers that have submitted any **application to the present Call**, as PI, co-PI, team member or consultant to the project, **have to decline** participating in the evaluation process. Those with first-degree relationships, domestic partnership or married to the PI, co-PI or any team member are also hindered from being a panel member or external reviewer.

Disqualifying Conflict of Interest

In case a disqualifying conflict of interest is identified, the panel member cannot evaluate the respective application. Panel members are also not allowed to participate in the panel meeting discussion of these applications. Circumstances that could be interpreted as a disqualifying conflict of interest are the following:

1. Personal or financial interest in the application's success;
2. Current or planned close scientific cooperation;
3. Research cooperation within the last three years, *e.g.* joint publications;

4. Dependent employment relationship or supervisory relationship (*e.g.* teacher-student relationship up to and including the postdoctoral phase) within the last five years before the opening date of the call;
5. Affiliation or pending transfer to any of the departments, research centres or companies involved in the project;
6. Researchers who are active in a council or similar supervisory or advisory board of the applying institutions are excluded from participating in the review and decision-making process for applications originating from these institutions.

Potential Conflict of Interest

In the case of a potential conflict of interest, the panel member should notify FCT and clarify if he/she is able to perform an unbiased evaluation or if the conflict should rather be considered as disqualifying. A potential conflict of interest exists in the following circumstances:

7. Relationships other than first-degree, marriage or domestic partnership; other personal ties or conflicts;
8. Participation in university bodies other than those listed under no. 6, *e.g.* in scientific advisory committees in the research environment;
9. Preparation of an application or implementation of a project with a closely related research topic (competition);
10. 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, each reviewer needs to complete a Col Declaration, as follows:

Conflict of Interest Declaration

Please state:

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

In case of a disqualifying or potential Col, the reviewer is asked to justify the situation.

The **individual reviewer** will not be able to proceed in case of a disqualifying conflict of interest. **In this case, the individual reviewer is required to inform the Panel Chair and FCT team of this situation**, so that the application may be reassigned. The panel meeting report must mention all declared Col.

VI. 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 place 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

BII = Bolsas de Iniciação à Investigação = Research Initiation Grants

- Research Initiation Grants are intended for students enrolled in a Higher Professional Education, a 1st cycle of a Higher Education institution, an Integrated Master or Master to initiate their scientific training, within research projects to be developed in national institutions;
- These grants are also aimed at holders of a graduate degree, enrolled in courses that do not award an academic degree, integrated in an educational project of a higher education institution developed individually or jointly in their institutes or R&D units;
- These grants have a minimum duration of three months and may be renewable up to a maximum of one year.

BI = Bolsas de Investigação = Research Grants

- Research grants are intended for students enrolled in an Integrated Master, Master or Doctoral degree, for obtaining the respective scientific academic degree, through the development of scientific training integrated or not in R&D projects;
- These grants are also aimed at holders of a graduate degree or master, enrolled in courses that do not award an academic degree, integrated in an educational project of a higher education institution developed individually or jointly in their institutes or R&D units;
- These grants are, in principle, one year in length, and cannot be awarded for periods of less than three consecutive months;
- The grants may be renewable for additional periods up to:
 - One year, for grants awarded to graduated degree or master holders enrolled in courses that do not award an academic degree;
 - Two years, for grants awarded to students enrolled in master’s courses;
 - Four years, for grants awarded to students enrolled in doctoral degrees.
- These grants may be national, mixed or abroad, depending if the work plan occurs completely, partially or not in national institutions;

- For mixed research grants, the work plan performed in a foreign institution may not exceed 2 years.

BIPD= Bolsas de Investigação Pós-Doutoral = Postdoctoral Research Grants

- Postdoctoral Research Grants are intended for doctoral degree holders for the development of R&D activities;
- BIPDs are temporally restricted in order to stimulate the scientific employment and the use of researcher contracts as a rule instrument for their hiring, as well as to promote the development, in National Scientific and Technological System entities, of careers aiming at scientific research;
- BIPDs may only be granted provided that the following requirements are cumulatively met:
 - The doctoral degree has been obtained in the last three years before the submission date of the application grant;
 - The postdoctoral research is carried out in a host entity different than the one in which the research work was done to achieve the doctoral degree;
 - The research activities does not require post-doctoral experience;
 - The research activities have a development and execution period equal or less than three years.
- 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;
- Once the contract grant is finished, a new contract grant cannot be performed between the same host entity and the same fellow.

GLOSSARY

CoI = Conflict of Interest

Co-PI = Co-Principal Investigator

MP = Merit of the Project

OECD = Organization for Economic Co-operation and Development

PI = Principal Investigator

R&D = Research and Development

R&I = Research and Innovation

SR&TD = Scientific Research and Technological Development