PISCOPIA Fellowship Programme co-funded by Marie Curie Actions

Guide for Applicants – Call 2013

Contents

1. GETTING STARTED

This guide is intended as an aid to help applicants correctly fill in the application forms and submit a complete proposal.
However, applicants should always refer to the official call text, where the Programme is described in full: goals, requirements, selection process, evaluation criteria, and so on.

2. BASIC DOCUMENTATION

The PISCOPIA Programme's essential tools to submit the proposal are the following:
1. Official text of the call
2. Guide for Applicants
3. PISCOPIA website
In order to facilitate participation in the Programme, the official Programme documentation and related news will be posted on the website http://www.unipd.it/en/piscopia-fellowships.
Specific questions may be asked by email:
Email: piscopia.grants@unipd.it

3. PRESENTATION OF PROPOSALS

Proposals must be submitted as laid down in the official call. Only complete applications will be accepted, which shall consist of the following parts:
1. Part A: Administrative information and contact details of the applicant. A short description of the research project. Sensitive ethics issues.
2. Part B (B.1-B.4): Research Proposal template. Technical part of the proposal with details of the applicant and the research project.
3. Additional documents:
    a. Scan copy of the certificate of doctoral degree or proof of 4 years dedicated to working full time in research measured from the date when the researcher obtained the degree which would have formally allowed him/her to embark on a doctorate in Italy (see Official text of the call, Art.2 and instruction below, §5)
    b. Scan copy of the Identity Card with a colour-photo
    The scan copies shall be uploaded as an attachment in the application system online. The original documents can be requested at any time during the application process.

The application forms will be accessible online through the Piscopia e-portal and must be submitted electronically.
The application forms can only be submitted in English.
Character or page limits, if any, are indicated in the relevant sections of the application forms. The information contained beyond this limit will not be considered in the evaluation.

For the deadline for the submission of the proposal please refer to the Official text of the call.

The information in Part A will be primarily taken into account by the Piscopia Eligibility Committee to verify that the applicant complies with the requirements of the call, while Part B will be evaluated by independent experts.
In case of wrong information or clear inconsistencies between Part A and Part B, the proposal may be rejected.

4. REGISTRATION

1. Go to the Piscopia e-portal: http://unipd.cineca.it/piscopia/
2. Click on : "If you need to get username and password".
3. Complete all fields with your personal data. You will automatically receive a username and a password to the specified email address. You should pay great attention to the e-mail address provided as your username and password will be sent to this e-mail address. This e-mail address will also be used for any official communication. If you are not Italian, in the field "Birth town" please select "Foreign Country".
4. Click on "Complete data registration" or go back to http://unipd.cineca.it/piscopia/ and enter the username and password you received.
5. Insert your personal data. For not Italian Applicants: please choose "Foreign Country" at the point "City – District". The Italian Tax identification number will be created automatically. Please write down the TAX IDENTIFICATION CODE (CODICE FISCALE). This code is necessary in case you forget your username and/or password and you need to retrieve them.
6. To edit your Application Forms, please click on "Application Form" on the left menu.

5. INSTRUCTIONS TO COMPLETE THE APPLICATION FORMS: PART A

Part A of the application forms is to be completed and submitted electronically through the Piscopia e-portal (http://unipd.cineca.it/piscopia/) in the section "Application Form".
Go to "Fill in Part A" and complete the fields (most of them are mandatory and you cannot submit your proposal if you do not complete them).

- CALL-

Choose the type of fellowship you want to apply for (one choice only) and click on the "update" button.

- MACRO-AREA and SCIENTIFIC AREA-

This information will be considered in the appointment of evaluators.
Choose from the following Macro-areas, the one which best satisfies the research project:
- Physical Sciences and Engineering - PE
- Life Sciences - LS
- Social Sciences and Humanities – SH
After selecting a Macro-area, please insert one Scientific Area.

- PERSONAL DATA –

Here you can view the data you provided at the registration stage. Please check them and attach the scan copy of your Identity Document with a recent colour photo. To do that, you have first to upload the scan copy in the section "Attachments", then select the correct attachment in "Personal data" section.

- EMERGENCY CONTACT –

- UNIVERSITY DEGREE(S) -

Mandatory field. Please enter at least one degree.
Type of degree: Specify the type of degree: Bachelor's degree, Master degree……

For each degree, please specify if it is undergraduate or postgraduate. For an explanation of the difference please refer to:
http://www.manchester.ac.uk/international/apply/thebritisheducationsystem/degreetypes/.
Should the degree have been awarded outside Italy, then, for the sole purposes of this selection procedure, it must be declared as equivalent to an Italian Master's degree by the Internal Eligibility Committee during the first phase of the selection process (see Art. 4 of the PISCOPIA Fellowship Programme Call).
Specify the date of receiving the degree using the format DD/MM/YYYY.

- DOCTORAL DEGREE –

Date of award: specify the date of receiving the doctoral degree using the format
DD/MM/YYYY. If the applicant does not have a PhD, but will receive it before the closing date of the call, he/she must indicate such date and upload a certificate/official letter as a proof. The date of receiving the doctoral degree may not be later than the closing date of the call.
Should the PhD have been awarded outside Italy, it must have lasted at least three years and must be declared equivalent to an Italian PhD by the Internal Eligibility Committee for the sole purposes of this selection procedure.

- FULL-TIME POST-GRADUATE RESEARCH EXPERIENCE-

Mandatory field only for applicants without PhD: the information provided here must demonstrate the amount of time dedicated to research, from the date when the researcher obtained the degree which would have formally allowed him/her to embark on a doctorate to the closing date of the call. Dedication to research will be considered as the equivalent of full-time work, regardless to having been paid or not. In any case, all credentials, contracts etc should be documented, as they may be required for verification at any stage of the process.

- OTHER ACADEMIC QUALIFICATIONS –

Not mandatory field. Please add any other academic qualifications which can be relevant.

- MOBILITY –

Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies….) during the last 3 years up until the deadline for the submission of the proposal.

- PROJECT DATA –

- *Project title:* The project title must be made understandable for non-specialists in the field.
- *Project Acronym:* Assign a short name for the project to be quickly identifiable.
- *Duration time in months*: Automatically filled.
- *Abstract:* The abstract or summary of the project should provide a clear description of the objectives of the project, its implementation and its scientific and technical relevance. This information will be used in the communication, management and dissemination of the Piscopia Programme, so it should be short, accurate, and should not contain confidential information. It is recommendable to avoid the use of formulas and special characters. Maximum length of 2000 characters (blanks included).

- ERC SECTOR –

You can insert maximum three ERC sectors, also linked to different ERC Area/Panels.

Please choose first one ERC Area/Panel from the list , then one or more ERC sector(s).

- KEYWORDS -

Enter minimum 3, maximum 5 keywords that characterize your research project.
When you start typing a keyword, a list of possible keywords will be displayed. The proposed keywords are chosen from a database. You have to choose at least three keywords from this database. Other two keywords can be freely chosen.

- SUPERVISOR and HEAD OF DEPARTMENT -

Each candidate has to identify the most suitable UNIPD research group where she/he wish to conduct out her/his proposed research project and, in agreement with the research group leader, indicate a scientific staff member of the hosting Department as the scientific supervisor of her/his project. For a detailed description of the research groups, please visit http://www.unipd.it/piscopia-fellowships

Select the Department of the chosen supervisor and his/her name.
Click on "Send Mail". An e-mail will be automatically sent to the supervisor in order to have his/her acceptance.
After the acceptance of the supervisor you can send an email to the Head of the Department for his/her approval by clicking on the button. **Please keep in mind that to be considered eligible your application must be accepted by the Head of the hosting Department before the closing date of the call**. You shall be able to submit the application only after the acceptance of the Head of the Department.

- SENSITIVE ETHICS ISSUES -

Ethics issues: Answer YES or NO to the proposed questions. All fields are mandatory. If you have answered YES to any of the options please draw up the section "Explanation of ethics issues".
Explanation of ethics issues: Please explain the benefit and burden of the proposed experiments/research activities and the effects these may have on the research subject.

- DECLARATIONS –

Mandatory field.

- ATTACHMENTS –

Please upload:
- scan copy of your ID card/passport with colour-photo
- for applicants with PhD: scan copy of the doctoral degree (mandatory)
- for applicants without PhD: proof of 4 years dedicated to working full time in research (contracts, publications, …)
- for applicants who does not have the PhD but will receive it before the closing date of the call: a certificate/official letter stating the expected date
- Part B (research proposal)
Only .pdf formats will be accepted.

6. INSTRUCTIONS TO COMPLETE THE APPLICATION FORMS: PART B

Download Part B and upload it once completed.

6.1 What format should the part B of the application form have?

Part B of the application form shall be completed using the application forms and meeting the following guidelines:
1. Page A4 size, with a minimum margin of 15 mm, not including the header and footer
2. Font to be used: Arial with size 11 pt minimum and single spaced.
3. Enter the acronym for the research project in the header
4. Number the pages at the bottom, preferably in the format "page X of Y" or similar.
5. Conform to the page limit for each section. Sections B.1 to B.4 may not exceed 14 pages in total.

7. EVALUATION

7.1 Which parts of the proposal are to be evaluated?

The application parts to be evaluated by the experts are sections B.1 to B.4 (International peer-review evaluation).
Any proposals having passed the threshold of the International Peer-review evaluation that pose ethics concerns will be evaluated by the PISCOPIA Ethics Committee, composed by experts on research on animals, clinical trials, privacy and data protection (Ethical review). The PISCOPIA Ethics Committee will work together with the existing University Ethics Committee for Research on Animals (UECRA) and the Hospital of Padova Ethics Committee for Clinical Research (HECR).

7.2 How do the experts evaluate the proposals?

The selection process consists of three phases described below:
1. Administrative eligibility check
2. International peer-review
3. Interview with the Scientific panel and final decision

 1. Administrative eligibility check

In order to be eligible the applications must be:
  – Complete, including the acceptance from the hosting Department
  – Received by UNIPD within the deadline for submission of proposals.
Applicants should meet the following eligibility criteria:
- **Be <u>experienced</u> researchers**, according the definition given by the European Commission, i.e. at the time of the relevant deadline for submission of application be in possession of a doctoral degree or have at least four years of full-time equivalent research experience. Proof of the research experience must be provided (e.g. contracts).

Examples:
Applicants eligible as experienced researchers
A) A researcher who does not have a PhD but has worked full-time in research for the last 4 years after obtaining a university degree giving access to a doctorate in Italy prior to the deadline for proposal submission.
B) A researcher who was awarded a PhD 2 years prior to the call deadline but has not been working in research since.

> ***Applicants not eligible as experienced researchers***
> *A researcher who has 3 years and 8 months full time research experience and expects to obtain a PhD 3 months after the deadline for proposal submission.*

- **Mobility** requirement:

a) For incoming fellowships, applicants may be of any origin, European or other, provided however that at the time of the deadline for submission of application they must not have resided or carried out their main activity (work, studies, etc) in Italy for more than 12 months in the 3 years immediately prior to the reference date;

b) For re-integration fellowships, applications are reserved to applicants from Member States or Associated Countries (see the official text of the Call for the list of the Associated Countries) provided that they have resided or carried out their main activity (work, studies, etc) in a Third Country for at least 24 months in the 3 years immediately prior to the deadline for submission of application and are now interested in returning to Europe to further their research interests.

> ***Examples:***
> *A) An experienced researcher who lives in Spain and has resided for 10 months in Italy in the 3 years prior to the deadline is eligible for a PISCOPIA Incoming Fellowship.*
> *B) An experienced researcher who studied for 14 months in Italy from 2006 to 2008 and then moved to Germany, where she/he works at the time of the call deadline, is eligible for a PISCOPIA Incoming fellowship.*
> *C) An Italian experienced researcher, who has spent 12 months in Brazil, 6 in Italy and 18 in France immediately prior to the call deadline, is eligible for a PISCOPIA Incoming Fellowship, but NOT for a PISCOPIA Re-integration Fellowship*
> *D) A Swiss experienced researcher who has lived 30 months in Japan and 6 months in Italy during the last 3 years is eligible for both a PISCOPIA Incoming and Re-integration Fellowship, but can apply only for one fellowship.*
> *E) A Danish experienced researcher, who worked for 12 months in the United States, then worked in Denmark for 12 months and then moved to Australia, where she/he worked for 12 months in prior to the call deadline is eligible for a PISCOPIA Incoming Fellowship and Re-integration Fellowship, but can apply only for one fellowship.*
> *F) An Indian experienced researcher who has lived in the past three years in her/ his country is eligible for a PISCOPIA Incoming FellowshipG) An experienced researcher who has studied in Italy for 7 months in 2011 and worked there for 6 months in 2012 is not eligible for a PISCOPIA Incoming fellowship.*
> *H) An Italian experienced researcher, who has spent 12 months in Brazil, 6 in Italy and 18 in France immediately prior to the call deadline, is NOT eligible for a PISCOPIA re-integration fellowship, but is eligible for an Incoming fellowship*
> *I) An Indian experienced researcher who has lived in the past three years in her/ his country is NOT eligible for a PISCOPIA Re-integration Fellowship but is eligible for an Incoming fellowship*
> *L) A Canadian experienced researcher who has lived in the past three years in Poland is NOT eligible for a PISCOPIA Re-integration Fellowship but is eligible for an Incoming fellowship*

2. International peer-review evaluation

Each proposal will be independently evaluated by 3 experts. The experts shall be selected on the basis of scientific quality, from an international database, which UNIPD has access to.

The proposal is assigned to the experts taking into account the ERC panel and keywords chosen by the applicant in Part A.

The experts will evaluate the full proposal (research project, scientific level of the applicant and professional growth) and will give a mark and comments according to the evaluation's criteria described in the call.

3. Interview with the Scientific Panel

Applicants having passed the threshold in step 2 will be invited for an interview, where the following criteria will be assessed:
– Presentation and communication skills (max. 4 points)
– Defence of the scientific project, answers to questions (max. 6 points)
– Motivation for the project, interest in a research/teaching career (max. 5 points)
A maximum of 15 points will be given during the interview and added up to the previous score (International peer-review evaluation).

CHECKLIST

- I am eligible to submit my application.
- I have been in contact with a researcher from the University of Padova, who is willing to support my application and I have been accepted to carry out my research project in his/her group.
- I have obtained the acceptance from the hosting Department of the University of Padova.
- My application is in accordance with the required formats.
- I have filled in the application form (Part A and B)
- I have marked the boxes on the statement/declarations at the end of forms A
- I have attached the requested files and have checked that they are virus-free
- I have printed the completed application form and made sure that it is eligible.