

**REGULATIONS FOR THE AWARDING OF RESEARCH GRANTS IN ACCORDANCE WITH ARTICLE 22 OF  
LEGGE No.240/2010 (LAW No. 240/2010)**

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## SECTION I – PURPOSE AND ESTABLISHMENT OF RESEARCH GRANTS

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### Article 1 – Definitions

1. The following definitions apply in these Regulations:
  - Structure: the University of Padua's Departments and Centres;
  - Research Grant: a fixed-term, flexible and ongoing contract for research activity;
  - extension of the contract: an extension of the original contract beyond its natural expiry date having the same legal and economic conditions as the original contract;
  - renewal of the contract: the signing of an additional contract after the expiry of the previous one for the continuation of the research project;
  - reference letter: a document prepared by an expert member of the scientific community with the aim of supporting the presentation of a candidate, that highlights chances of scientific success, acquired experience and any talent for research that the referee considers noteworthy.
  - Grant Holder(s): the successful candidate(s) to whom the grant was awarded.
  - Research Base: the Structures (Departments and Centres) of the University of Padua where the research shall be based.
  - Research Supervisor: a research department staff member responsible for overseeing and guiding the research activity of the type A Grant Holder.
  - Research Advisor: a research department staff member responsible for advising the independent research activity of type B Grant Holder.
  - Research Council: the body of experts from within the Research Base who make decisions regarding the awarding of the Research Grant, and the activities of the Grant Holders.
  - Selection Committee: a body professors and researchers who are experts in the field subject of the Research Grant whose purpose shall include evaluating the candidates who have applied for the selection notice.

### Article 2 – Instructions and purpose

1. In accordance with art. 22 of *Legge 30 dicembre del 2010, n. 240* (hereinafter, Law 240/2010), with the guidelines of the European Charter for Researchers and with possible measures for gender equality, these regulations govern the selection procedure, legal status and remuneration for Grant Holders.
2. The University of Padua (hereinafter, the University), through its Structures, can award grants for collaboration or research activities pursuant to art. 22 of Law 240/2010. The aforementioned law should be referred to for anything not specified in these Regulations.
3. Grants are awarded to carry out research activities within the University's Structures and are divided into two categories:
  - a) grants for collaboration on specific research projects as defined by the University's Structures (type A grants).
  - b) grants for carrying out research projects independently proposed by the candidates, in scientific areas of interest to the University and awarded in accordance with Art. 3 paragraphs 2 and 4 (type B grants);
4. For type A grants, the Grant Holder's activities will be supervised by a research project Supervisor (Research Supervisor) chosen by the Structure from among the University's lecturers and researchers. Holders of type B grants will refer to the Structure's Director and to a lecturer or a researcher (Research Advisor) of the University for the research activity for which they are funded.

### **Article 3 – Type of funding, establishment and awarding of Research Grants**

1. Research grants can be established if they are funded entirely by the Structure’s research funds or by research projects that are partially funded by national or international institutions external to the University and approved by the Structure’s Council for research (Research Council). Research Grants can be established at any moment within the deadlines defined by the Research Supervisor or by the Structure’s Director and within the project time frame.
2. Except as provided for by paragraph 4, the selection procedure for awarding Research Grants can be established on the initiative of the proprietor of the funds, who may request the launch of one of the following selection procedures:
  - a) for type A grants: the publication of a selection notice for a specific research project chosen by the Structure;
  - b) for type B grants: the publication of a selection notice for the presentation of independent research projects by candidates in one of the Structure’s areas of scientific interest.
3. The Research Council shall, in accordance with the provisions of these Regulations concerning selection/evaluation procedures and the publication of selection notices and related documents, approve the establishment of Research Grants and define the following criteria:
  - a) the research grant type, criteria and methods for selection;
  - b) the duration of the research grant (minimum of 12 and maximum of 36 months);
  - c) the project or scientific research sector or area of interest;
  - d) the gross amount of the grant, net of Italian social security contributions which are to be paid by the University;
  - e) a precise indication of the research project’s funds that will cover all project costs including the costs to be paid by the University;
  - f) the name of the Research Supervisor (for type A research grants) or the appointment procedure for the Research Advisor (for type B research grants);
  - g) the admission requirements for selection and the criteria for the evaluation of qualifications and examinations which must include an evaluation of the academic and professional qualifications, curriculum vita, publications and, for type B grants, an evaluation of the quality of the proposed project.
4. The Research Council may also decide to award a “type B” research grant to the winners of selection notices issued by Italian government departments, European Union bodies or other international or national institutions known to be active within the scientific community in funding research and innovation projects and whose selection notices comply with the advertising and transparency principles expected by Italian public selection notices. In this case, the Research Council can award “type B” Research Grants to the successful candidates according to the rules agreed with the funding bodies that have issued the selection notice, drawing on the funds for the financed research project.

### **Article 4 – Grant amount and duration**

1. The grant amount shall be defined by the Research Council in compliance with the minimum amount provided for by the Ministry of Education’s (MIUR) decree in relation to the selection notice’s requirements, the complexity of the research project, the required professional experience and the activities to be carried out.
2. The grant shall be paid in monthly instalments.
3. The research activity must be carried out during the research programme, which shall last a minimum of one year and a maximum of three years and shall finish not more than 6 months before the project’s

deadline. Research Grants may be extended and / or renewed by the Research Council only if they are aimed at continuing the research projects for which they have been envisaged, and after having verified compliance with the reporting rules established by the funding bodies.

4. These Regulations and by the specific rules of the fund financing the Research Grant shall govern the agreement with the Grant Holder.

#### **Article 5 – Selection notice**

1. Drawing on the principles of the European Charter for Researchers and related policy documents (e.g., OTM-R - Open Transparent Merit-based Recruitment of researcher, ...), the Director of the Structure shall proceed to the publication of the selection notice. It shall include the following details:
  - the identification of the research project and respective Research Supervisor (for type A grants) or the Structure's scientific area of interest (for type B grants);
  - the admission requirements for selection and the criteria for the evaluation of qualifications and examinations established by the Research Council, which must include the evaluation of academic and professional qualifications, curriculum vita, publications and, for type B grants, an evaluation of the quality of the proposed project;
  - the annual grant amount, net of contributions which are to be paid by the University;
  - detailed information on specific functions, rights and duties related to the position, remuneration and contributions;
  - the terms and procedures for application submission.
2. The selection notice shall be published on the Official University Register and on the respective websites of the Structure, MIUR and the European Union.
3. Starting from the date of the selection notice's publication on the Official University Register, a minimum of 15 and a maximum of 30 days shall be allocated for the presentation of applications.
4. The grant amount indicated in the selection notice shall remain unchanged for the duration of the contract, except for any subsequent provisions.

#### **Article 6 – Admission Requirements**

1. The requirements for participation in the selection shall be defined by the Research Council in accordance with Art 22 of Law 240/2010.
2. Research Grants may be awarded to researchers with a curriculum vitae proving academic and professional experience suitable to the research activity. Permanent employees at universities, institutes and public research organisations, the national Agency for new technologies, energy and sustainable economic development (ENEA) and the Italian space Agency (ASI), as well as other post graduate schools that provide the equivalent of Doctoral research courses in accordance with Art. 74, paragraph 4 of the *Decreto del Presidente della Repubblica* (Italian Presidential Decree) no. 382 dated 11 July 1980 shall not be awarded research grants.
3. The Research Council may determine whether a PhD, a foreign equivalent thereof or a specialist diploma in Medicine in a related field with suitable publications are compulsory admission requirements; if not, preference will be given to candidates with these qualifications.
4. Further qualifications and / or prerequisites related to publications and / or to the academic and professional experience required to carry out the research activity may be requested in the selection notice.
5. Candidates must be in possession of the admission requirements and further qualifications needed for the selection procedure by the selection notice's deadline.
6. Should the candidate's degree have been awarded abroad, for the sole purpose of this selection

procedure, its equivalence to an Italian Master's degree must be declared by the Selection Committee. Likewise, if a PhD has been awarded abroad, it must have had a minimum duration of three years and, for the sole purpose of this selection procedure, its equivalence to an Italian PhD must be declared by the Selection Committee.

7. A Grant Holder who is an employee of the Public Administration, other than one of those mentioned above in paragraph 2, shall be placed on unpaid leave for the duration of the research grant, from the date of commencement of the activities.
8. Art. 22 of Law 240/2010 establishes that the overall duration of the grant, including extensions, shall not exceed six years and shall exclude the time the grant overlapped with the candidate's PhD course for a period no longer than the maximum legal duration of such course.
9. Research Grants may not be awarded to anyone who is relative or relative by law, up to and including the fourth degree of kinship, to a professor or a researcher working at the Structure, or to a relative of the University Rector, its Director General, or of a member of the University's Board of Directors.
10. Candidates shall be conditionally admitted to the selection procedure. The Structure publishing the selection notice may at any moment and upon a justified order from the Director of the Structure, exclude candidates for not having the aforementioned requisites.

#### **Article 7 – Selection Committee**

1. The Structure's Research Council shall appoint among the members of the Selection Committee professors and researchers who are experts in the field in which the research will be carried out, based on the principles contained in the European Charter for Researchers and subsequent integrations (eg. OTM-R, ...).
2. The Selection Committee shall comprise three members, one of which for type A grants shall be the Research Supervisor.
3. The Selection Committee shall be appointed by the Structure's Director.
4. The Selection Committee shall conclude its work by drawing a merit list based on the total scores awarded to candidates.
5. The selection report and the merit list shall be approved by Structure's Director by decree.

#### **Article 8 – Selection procedure**

1. Candidates are selected by a comparative evaluation of their qualifications, academic and professional experience, publications and, only for type B grants, quality of the proposed projects. The evaluation may also include an interview, which may be carried out remotely via appropriate IT support provided that the candidate's identity can be verified with certainty, it can be further verified at the moment of entering into the agreement and provided that the evaluation via interview can be properly carried out and advertised. Where the evaluation does not include an interview, candidates should provide two reference letters together with the application.
2. The Selection Committee has 100 points to award the candidates. According to the criteria set out in the selection notice, they shall be awarded for:
  - **Qualifications:** degree, PhD, specialist diploma, certificates of attendance of advanced professional courses (awarded in Italy and abroad). When a PhD, a foreign equivalent thereof or a specialist diploma in Medicine in a related field with suitable publications are not compulsory admission requirements, preference will be given to candidates with these qualifications;
  - **Academic and scientific experience:** performance of documented research activity at public and private organisations with contracts, grants or appointments (both in Italy and abroad) relevant to the research stated in the selection notice;

- **Publications:** quantity and quality of publications, including Master's degree dissertations or PhD theses;
- **Research projects** (only for type B grants): quality, degree of innovation, feasibility and sustainability of the project, plus consistency with the candidate's research profile;
- **Interview and/or reference letters.**

The selection notice shall clarify whether specific aspects of the applications will be evaluated by highly qualified external experts.

3. To be included in the merit list, candidates must reach a minimum overall score of 50 points.
4. A ranking in the merit list upon evaluation does not constitute a qualification for further evaluation procedures. In the event of a tie, preference will be given to the younger candidate.
5. The selection report and the provisional merit list for the awarding of research grants shall be officially approved by a Decree by the Structure's Director.
6. For anything not specified in these Regulations, the principles of *Decreto Presidenziale* (Presidential Decree) 487/1994 shall apply.

#### **Article 9 – Deadline for selection procedures and commencement of research activity**

1. The selection procedures shall be completed, and the research activity shall commence, within six months of the selection notice's deadline for the awarding of the Research Grant. Research activity may not be commenced before the winner has entered into the agreement, which shall normally come into force on the first day of the month after it was signed.
2. Research Grants are awarded with bespoke research activity agreements entered into with the Structure that published the notice.
3. The awarding of the Research Grant shall not constitute subordinate employment, nor shall it entitle the Grant Holder to a permanent position at the University.
4. If the winner withdraws from the agreement by the deadline communicated by the Structure the grant will be awarded to the next candidate in line on the merit list.

### **SECTION II – CONTRACTUAL RELATIONSHIP**

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#### **Article 10 – Contract & grant holders' activities**

1. The contract should include specific functions, rights and duties related to the position, principal research activities assigned, remuneration and contributions.
2. The Grant Holder shall conduct the described research activity individually and fully on a continuous and not occasional basis.
3. The agreement must provide for specific research activities or for collaboration on a research project or on parts of it with the aim of supporting the Grant Holder's professional development. The Research Grant should not therefore be seen as mere technical support for research programmes.
4. Teaching activity can be carried out in compliance with national and University provisions for the assignment of teaching activities provided that such activity does not interfere with the successful carrying out of the research activities.
5. Self-employment may be compatible with the Research Grant upon prior authorisation by the Structure's Research Council, based on the Research Supervisor's or the Structure's Director's reasoned opinion. Once verified that the self-employment activity does not conflict with the interests of the Structure and does not hinder the implementation of the research, taking into

account the regulations laid down by the funding body, its authorisation may be given.

6. The Grant Holder is required to comply with the provisions concerning industrial and intellectual property, the Code of Conduct, the Code of Ethics of the University of Padua, and with the regulations regarding health and safety in the workplace.

#### **Article 11 – Access to hospital facilities**

1. For Research Grants awarded in the context of clinical research to be carried out in hospitals, prior notice must be given to the hospital's General Director in order to be granted access to the facilities, under the care of the clinical service's/hospital's Director.

#### **Article 12 – Conflicts of interest**

1. Grant Holders must not enrol in Bachelor's or Master's degree courses, funded PhDs or specialist courses in Medicine, in Italy or abroad, or on first or second-level postgraduate diploma courses. Grant holders must not be employees of the Public Administration (other than those listed in article 22, paragraph 1 Law 240/2010) and if this is the case they must be placed on unpaid leave.
2. The grants referred to in these regulations may not be combined with other grants or with study grants of any other kind unless they have been awarded by national or international organisations for a period abroad as part of the Grant Holder's research.
3. Failure to comply with the provisions referred to in this article shall constitute cause for termination of the contract, without prior notice given by the University.

#### **Article 13 – Confidentiality and intellectual property**

1. All the data and information that the Grant Holders will come in contact with during the performance of their duties and which are subject to confidentiality agreements entered into by the Structure in which they work, shall be considered confidential. The Grant Holders pledge to keep all of this information and data confidential.
2. Attribution of the right to register a patent for the inventions produced on the basis of any scientific research activity carried out with University facilities and funds is generally governed by the University's Patent Regulations.

#### **Article 14 – Taxation, social security and insurance**

1. The University provides for the payment of social security contributions, insurance and tax on the grant amount as defined by current laws.
2. The University shall provide insurance coverage for accidents and civil liability in accordance with the conditions stated in the policies taken out by the University.
3. Any further charges resulting from supervening mandatory national provisions which imply an increase in the gross grant amount shall be paid by the structures awarding the research grants.

#### **Article 15 – Safety rules**

1. In accordance with Art. 2, paragraph 1(a) of *Decreto Legislativo del 9 aprile 2008 n. 81* (Legislative Decree no. 81 dated 9 April 2008), the Grant Holder shall be considered a "worker" and the provisions set out on health and safety at the workplace in the aforementioned decree shall apply.

#### **Article 16 – Special leave for official University business**

1. Should the Grant Holders be sent on leave for official university business, the costs shall be sustained by the funds held by the Research Supervisor, by the Grant Holders' research funds or by the host organisation in accordance with the University Regulations governing leave for official University business.

#### **Article 17 – Suspension and extension**

1. Suspension of the contract for maternity and serious and documented illness shall be permitted and the aforementioned causes for suspension shall determine an extension for a period equal to the duration of the suspension if not otherwise defined in the contract.
2. At the request of the Grant Holder the grant can be suspended for serious, duly justified reasons or for reasons of force majeure, without prejudice to the extension of the contract for a period equal to the duration of the suspension.
3. During compulsory maternity leave, the allowance paid by INPS (the Italian National Social Insurance Agency) shall be integrated up to the entire amount of the monthly instalment.

#### **Article 18 – Termination**

1. Both the Grant Holder and the University retain the right to terminate the contract.
2. In case of termination, the terminating party must give 30 days' notice of termination.
3. Should the Grant Holder fail to give notice, the University shall retain the right to withhold or recover the total sum equivalent in lieu of notice or the maximum amount established by the contract.
4. Termination of the contract shall be carried out on behalf of the University by the Structure's Director following a decision of the Structure upon presentation of a reasoned request by the Research Supervisor or the Research Advisor.
5. In case of termination, the remaining funds shall remain at the Structure's disposal.

#### **Article 19 – Termination for breach**

1. In the event of a serious breach of contract, the Research Supervisor, the Research Advisor or the Structure's Director shall report the Grant Holder's breach in written form to him. After evaluating the Grant Holder's justifications, the Research Council may propose termination of contract

#### **Article 20 – Contract Renewal**

1. The contract may be renewed once only and for a term of one year if the continuation of the research is strictly necessary to achieve the purpose for which the contract was put in place. **Renewals of less than a year but not less than six months may be allowed exclusively for the development of the research project whose deadline does not permit yearly grants to be awarded.**
2. In order to validate the renewal, the Research Council that issued the selection notice shall verify the assumptions referred to in paragraph 1 of this Article and the financial coverage with funds from the Structure itself.
3. The total duration, including extensions, of the research activity described here, shall not exceed six years.



#### **Article 21 – Audit of the grant holders’ activity**

1. The procedures for auditing the grant holders’ activities are set out by the Research Council of the Structure that issued the selection notice, according to the rules of the Research Grant’s funding body and guaranteeing the suitability of the audit.
2. At the conclusion of each year of activity, unless absent, the Grant Holder shall present the Structure’s Director a report stating the activities conducted and results obtained. This report shall be accompanied by the Research Supervisor’s or the Research Advisor’s assessment and will be evaluated by the Research Council.
3. Should the grant holder’s activity not pass the evaluation, the University may terminate the contract without any prior notice.
4. Upon expiry of the Research Grant, the Grant Holder shall provide the Structure’s Director a final report that includes the activities conducted and results obtained.

### SECTION III - TRANSITIONAL AND FINAL PROVISIONS

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#### Article 22 – Transitional and final provisions

1. These regulations are issued with the Decreto Rettorale (Rector's Decree) no. 2307 of 8/7/2014 and published on the official University Register and on the University website and shall take effect 15 days after the date of publication.
2. The provisions of these Regulations shall apply to procedures for the awarding of Research Grants initiated after the date of their entry into force.
3. Research Grants established before the entry into force of these regulations shall continue to be governed by the "Regulations for the awarding of research grants", issued in accordance with the Rector's Decree until their termination, except for the provisions referred to in Art. 10, paragraphs 4 and 5 which also apply to the contracts already established at the date of entry into force of these Regulations.

*The English version of the document "Regolamento per il conferimento di assegni di ricerca ai sensi dell'Art.22 della legge 240/2010" has the sole purpose of enabling the grant holder to understand the content thereof; only the Italian version of the document is legally binding.*