

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

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SECTION I – PURPOSE AND ACTIVATION

Article 1 – Definitions

1. The following definitions apply in the present Regulations:
 - Structure: Departments and Centres of the University of Padova;
 - Research grant: a fixed-term contract for research activity which is of a flexible nature and shall be conducted continually;
 - Extension of the contract: an extension of the original contract, beyond its natural expiry date, under the same legal and economical treatment of the original contract;
 - Renewal of the contract: the signing of an additional contract after the expiry of the previous for the continuation of the research project;
 - Reference letter: a document prepared by a referee, who is an expert member of the scientific community, that aims at supporting the presentation of a candidate and at highlighting chances of scientific success, acquired experience and any talent for research that the referee considers noteworthy.

Article 2 – Activation and Purpose

1. In accordance with art. 22 of Law 240/2010, with the guidelines of the European Charter for Researchers and with possible measures for gender equality, these regulations govern selection procedure, legal status and economical treatment for grant holders.
2. The University of Padova (hereinafter referred to as University), through its structures, can award grants to collaborate or to carry out research activities, pursuant to art. 22 of Law no. 240 dated 30 December 2010 (reference to Law 240/2010 should be made for anything not specified in these Regulations).
3. The grants are awarded to carry out research activities within the University's structures, and are divided into two categories:
 - a) grants for collaboration in specific research projects as defined by the University's structures (type A grants).
 - b) grants for carrying out research projects 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, Grant Holder's activities will be supervised by a Research Project Supervisor identified by the Structure among lecturers and researchers of the University. Holders of type B grants will refer to the Director of the Structure and to a lecturer or a researcher (Reference person) of the University for the research activity for which they are funded.

Article 3 – Type of funding, activation and awarding of research grants

1. The research grants can be funded with University research funds or with research projects, even partially funded by national or international external institutions. These are approved by the Managing Board of the Structure. The research grants can be activated at any moment, with the deadlines defined by the Research Project Supervisor or by the Director of the Structure and within the project time frame.
2. Besides paragraph 4, the selection procedure for the awarding of research grants can be activated on initiative of the fund manager, which may ask to start one of the following selective procedures:

- a) for type A grants: publication of a selection announcement concerning a specific research project identified by the Structure;
 - b) for type B grants: publication of a selection announcement, in the context of scientific areas of interest to the Structure, aimed at the presentation of independent research projects by candidates.
3. In accordance with the provisions of the present Regulations concerning selection/evaluation procedures and publication of selection announcements and related documents, the activation of the research grant is finalized by the Managing board of the Structure that defines:
- a) the research grant type, methods and criteria of the 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 grant amount, net of Italian social security contribution to be paid by the University;
 - e) a precise indication of the research project's funds that will cover all the costs of the project including the costs to be paid by the University;
 - f) the name of the Research Project Supervisor in charge (in case of type A research grant) or the appointment procedure for the Reference Person (in case of type B research grant);
 - g) the admission requirements for the selection and the criteria for the evaluation of qualifications and examinations which necessarily include the evaluation of qualifications, academic and professional curriculum vitae, publications and, for type B grants, quality of the proposed project.
4. The Managing Board may also decide to award a "type B" research grant to the winners of selection announcements issued by Italian Ministries, European Union bodies, other international or national institutions, that are known to be active within the scientific community in funding research and innovation projects and whose selection announcements are in compliance with the advertising and transparency principles expected from public selection announcement. In this case, the Managing Board will be able to award the "type B" research grant to the successful candidate with the funds of the financed project and according to the rules agreed with the funding bodies that has issued the selection announcement.

Article 4 – Grant amount and duration

1. The grant amount is defined by the Managing Board, in compliance with the minimum amount provided for by the Ministry of Education's (MIUR) decree, in relation to the selection announcement's requirements, the complexity of the research project, the required professional experience and the activities to be carried out.
2. The grant is paid in monthly instalments.
3. The research activity must be carried out during the research program, with a minimum of one year and a maximum of three years, and completed not more than 6 months before the project's deadline. Research grants may be extended and / or renewed by the Managing Board only if they are aimed at the continuation of the research projects for which they have been envisaged, and after having verified the reporting rules established by the funding bodies.
4. The agreement with the grant holder shall be governed by these Regulations and by the specific rules of the fund financing the research grant.

Article 5 – Selection announcement

1. The Director of the Structure publishes the selection announcement that, inspired by the principles of the European Charter for Researchers and related policy documents (e.g. OTM-R - Open Transparent Merit-based Recruitment of researcher, ...), should include:
 - the identification of the research project and respective Research Project Supervisor (type A grants) or the scientific area of interest for the Structure (type B grants);
 - the admission requirements for the selection and the criteria for the evaluation of qualifications and examinations, established by the Managing Board of the Structure, which necessarily include the evaluation of qualifications, academic and professional curriculum vitae, publications and, for type B grants, quality of the proposed project;
 - the annual grant amount, net of contributions to be paid by the University;
 - detailed information on specific functions, rights and duties related to the position, economical treatments and contributions;
 - the terms and procedures for application submission.
2. The selection announcement shall be published on the Official University Register and on the Structure's, Ministry's and European Union's websites.
3. After the date of publication of the selection announcement on the Official University Register, a minimum of 15 to a maximum of 30 days will be allocated for the presentation of applications to the selection announcement.
4. The grant amount indicated in the selection announcement will 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 are defined by the Managing Board, in accordance with Art. 22 of Law 240/2010.
2. Research grants may be awarded to researchers having an academic and professional curriculum which is suitable to carry out the research activity, except for permanent employees at universities, institutes and public research organizations, the National Agency for New Technologies, energy and sustainable economic development (ENEA) and the Italian space Agency (ASI), and other post graduate schools that provide the equivalent of Doctoral research courses in accordance with Art. 74, paragraph 4 of the Italian Presidential Decree no. 382 dated 11 July 1980.
3. The Managing Board may determine whether a PhD, foreign equivalent thereof, or, in related fields, specialist diploma in Medicine 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 curriculum required to carry out the research activity may be requested in the selection announcement.
5. Candidates must have the admission requirements and further qualifications needed for the selection procedure prior to selection announcement's deadline.
6. Should the candidate's degree have been awarded abroad, then, for the sole purpose of this selection procedure, it must be declared to be the equivalent of an Italian Master's degree by the Selection Committee. Likewise, if a PhD has been awarded abroad, then it must have lasted for a minimum of three years and, for the sole purpose of this selection procedure, it must be declared to be the equivalent of an Italian PhD by the Selection Committee.
7. A Grant Holder who is an employee of the Public Administration, other than 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 no. 240 dated 30 December 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 of time no longer than the maximum legal duration of the aforesaid 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 the University Rector, its Director General, or a member of the University Board of Directors.
10. Candidates shall be conditionally admitted to the selection procedure. The Structure that published the selection announcement may at any moment exclude candidates for not having the aforementioned requisites by justified order from the Director of the Structure.

Article 7 – Selection Committee

1. The Managing Board of the Structure shall appoint the members of the Selection Committee among 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, in case of type A grant, shall be the Research Project Supervisor.
3. The Selection Committee is appointed by the Director of Structure.
4. The Selection Committees shall conclude their work by drawing a merit list based on the total of the scores awarded to candidates.
5. The selection report and the merit list shall be approved by decree of the Director of the Structure.

Article 8 – Selection procedure

1. Candidates are selected by a comparative evaluation of their qualifications, academic and professional curricula, publications and, only for type B grants, quality of the proposed projects. The evaluation may also include an interview, possibly carried out remotely via appropriate IT support, provided that the candidate's identity can be verified with certainty, and that it can be further verified at the moment of entering into the agreement, and provided that the examination can be properly carried out and advertised. In case the evaluation does not include the interview, the candidates should provide two reference letters together with the application.
2. The Selection Committee has 100 points to evaluate the candidates and, according to what established in the selection announcement, 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, foreign equivalent thereof, or, in related fields, specialist diploma in Medicine with suitable publications, are not compulsory admission requirements, preference will be given to candidates with these qualifications;
 - **Academic and scientific curriculum vitae:** performance of documented research activity at public and private organisations with contracts, grants or appointments (both in Italy and abroad) relevant to research stated in the selection announcement;
 - **Publications:** quantity and quality of publications, including Master's degree dissertations or PhD theses;
 - **Research project** (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 announcement 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. The ranking in the merit list upon evaluation procedure 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 of the Director of the Structure.
6. For anything not specified in these Regulations, the principles of the 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 should commence within six months from the deadline of the selection announcement 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 announcement (“Research Base”).
3. The awarding of the research grant does not constitute subordinate employment nor does it entitle the Grant Holder to a permanent position at the University.
4. If the winner renounces from entering into agreement by the deadline communicated by the Structure, then the grant will be awarded to the following candidate on the merit list.

SECTION II – ENTERING INTO THE AGREEMENT

Article 10 – Contract & Grant Holder's activities

1. The contract should include specific functions, rights and duties related to the position, main assigned research activities, economical treatment and contributions.
2. The grant holder shall conduct the described research activity personally and fully; such activity must be conducted continuously and not occasionally.
3. The agreement must provide for specific research activities, or for collaboration on a research project or on parts of it, with the aim to support the Grant Holder’s professional development. The research grant should therefore not be seen as mere technical support for the research programs.
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 execution of the research activities.
5. Self-employment may be compatible with the research grant upon prior authorization by the Managing Board of the Structure, based on reasoned opinion of the Research Project Supervisor or the Director of the Structure, and once verified that the aforementioned activity is not in conflict of interests with the Structure’s activities and does not hinder the implementation of the research, taking into account also the regulations laid down by the funding body.
6. The Grant Holder is required to comply with the provisions concerning industrial and intellectual property, with the Code of Conduct, with the Code of Ethics of the University of Padova 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, it is necessary to give prior notice to the hospital's General Director, in order to be given access to the facilities, under the liability of the Director of the clinical service/hospital.

Article 12 – Conflict of interest

1. Grant Holders are not allowed to enrol in Bachelor's and Master's degree courses, funded PhDs or specialist courses in Medicine, in Italy or abroad, first and second-level postgraduate diploma courses. Grant holders must not be employees of Public Administration (other than the ones listed in article. 22, paragraph 1 of Law 240/2010) 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 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 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 will be paid by the structures awarding the research grants.

Article 15 – Safety rules

1. In accordance with Art. 2, paragraph 1(a) of Legislative Decree no. 81 dated 9 April 2008, the Grant Holder shall be considered as equivalent to a "worker", whereby the provisions laid down on health and safety at the workplace in the aforementioned decree shall apply.

Article 16 – Special leave on official University business

1. Should the Grant Holders be sent on leave for official university business, then the costs shall be sustained by the funds of the Research Project Supervisor, or by the research funds of the Grant Holders or by the host organisation in accordance with the University Regulations Governing Leave for Official University Business.

Article 17 – Suspension and extension

1. The suspension of the contract for maternity and serious and documented illness is foreseen and the aforementioned causes for suspension determine, if it is not otherwise defined by the contract, the extension of the contract for a period equal to the duration of the suspension.
2. In the period of compulsory maternity leave, the allowance paid by INPS is 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 withdrawing party must give 30 days' notice
3. Should the Grant Holder fail to give notice, the University retains the right to withhold or recover the total sum equivalent in lieu of notice or the maximum amount established by the contract.
4. The termination of the contract by the University is governed by the Director's decision, following the decision of the Structure upon presentation of a reasoned request by the Research Project Supervisor or by the Reference Person.
5. In case of termination, the remaining funds shall stay at disposal of the Structure.

Article 19 – Termination upon breach

1. In case of serious breach, the Research Project Supervisor, the Reference Person, or the Director of the Structure shall report the Grant Holder's breaches of contract in written form. After evaluating the Grant Holder's justifications, the Managing Board can propose the termination of contract

Article 20 – Contract Renewal

1. The contract may be renewed only once 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.
2. In order to validate the renewal, the Managing Board that issued the selection announcement shall verify the assumptions referred to in paragraph 1 of this Article and the financial coverage with funds of the Structure.
3. The total duration, including extensions, of the research activity described here, shall not exceed six years.

Article 21 – Verifying the Grant Holder's activity

1. The procedures for verifying the Grant Holder's activities are laid down by the Managing Board of the Structure that issued the selection announcement, according to the rules of the funding body of the research grant and guaranteeing in any case the suitability of the audit.
2. If not differently decided, at the conclusion of each year of activity, the Grant Holder shall present to the Director of the Structure a report stating conducted activities and obtained results. with This report shall be accompanied by the Research Project Supervisor's or the Reference Person's assessment and will be evaluated by the Managing Board.
3. Should the Grant Holder's activity not pass the evaluation, the University may terminate the contract without any prior notice.
4. At the end of the research grant, the Grant Holder shall present to the Director of the Structure a final report that includes conducted activities and obtained results.

SECTION III - TRANSITIONAL AND FINAL PROVISIONS

Article 22 – Transitional and final provisions

1. These regulations are issued with the Rector's Decree and published on the official University Register and on the University website and 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 entry into force.
3. Research grants activated before the entry into force of these regulations, till their termination, shall continue to be governed by the "Regulations for the awarding of research grants", issued in accordance with Rector's Decree no. 2307 of 8/7/2014, except for the provisions referred to in Art. 10, paragraphs 4 and 5, which also apply to the contracts already activated 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.