STARS - Supporting TAlent in ReSearch@University of Padova

Guide for Applicants to the STARS Grants
Call for Proposals 2017

Purpose of this document

This document provides practical information to potential applicants in preparing and submitting an application for a STARS Starting, Consolidator or Wild card Grant.

Contents

Objectives and principles of STARS Grants 2017

STARS Grants are envisaged to fund research projects for the duration of two years, proposed by researchers holding excellent scientific qualifications willing to launch or consolidate an independent research and a research team at UniPD.

This selection announcement provides for three types of grant:

STARS Starting and **Consolidator Grants** are designed to support excellent Principal Investigators (PIs) at the career stage at which they are starting or consolidating their own independent research team or programme;

STARS Wild Card Grants will fund excellent PIs who submitted an ERC Starting or Consolidator Grants in the calls 2014, 2015 or 2016 to the ERC indicating UniPD as their Host Institution and obtained "A" as final panel score in step 2.

Principal Investigators must demonstrate the ground-breaking nature, ambition and feasibility of their scientific proposal.

The STARS's grants operate on a 'bottom-up' basis without predetermined priorities. Applications can be made in any field of research with particular emphasis on the frontiers of science, scholarship and engineering. **Scientific excellence** is the sole criterion on the basis of which STARS frontier research grants are awarded.

A Principal Investigator may submit **only one proposal under the STARS grant call** in one of the 25 scientific research areas, grouped in three Macro-areas (Physical Sciences & Engineering, Life Sciences and Social Sciences & Humanities) corresponding to the three ERC research domains as described in Annex 1 of the call.

A single submission deadline is foreseen for **STARS-2017-STG, STARS-2017-COG, STARS-2017-WiC Grant: 30/06/2017, 13.00.00 (CET)**

For each type of grant, PIs of any age and nationality, who wish to pursue research in a Department of the University of Padova, meeting the following criteria may apply:

- **STARS-StG**: the PI has been awarded his/her first Doctoral qualification within a minimum of 2 and a maximum of 7 years prior to 1 January 2018; eligibility extensions are provided for (see section "Specific eligibility criteria");

- **STARS-CoG**: the PI is a tenured Professor or Researcher at UniPD or a Researcher on a fixed-term contract of type a) or type b) with UniPD and has been awarded his/her first Doctoral qualification within a minimum of 7 and a maximum of 12 years prior to 1 January 2018; eligibility extensions are provided for (see section "Specific eligibility criteria");

- **STARS-WiC**: the PI is a Professor/Researcher who submitted a proposal in the Starting, Consolidator or Advanced ERC Grant calls of 2014, 2015 or 2016, indicating UniPD as the Host Institution, and obtained a final mark of "A" but was not funded for lack of funds.

PIs holding an active ERC research grant on the date of application are not eligible to apply.

In case of STARS-StG the PI does not need to be employed by the University of Padova at the time when the proposal is submitted. If not already employed the PI will be engaged by UniPD for the duration of the grant with a 'Research Fellow' contract ("assegno di ricerca", please see Art. 6 of the STARS call).

The PI must be **strongly committed** to the project and devote a significant amount of time to it.

- Principal Investigators of the STARS-StG are expected to devote 100% of their working time to the project if they are engaged specifically for it

- Principal Investigators of the STARS-StG who hold a position at UniPD are expected to devote

minimum 50% of their total working time to the project

- Principal Investigators of the STARS-CoG who hold a position at UniPD are expected to devote minimum 40% of their total working time to the project

- Principal Investigators of the STARS-WiC grants minimum 30% ,40% , 50% of their total working time to the project depending on the type of ERC Grants to which they applied.

Size of STARS Grants

Starting Grants can be up to a maximum of **EUR 140,000** for a period of **2 years (EUR 80,000 for the macro-area SH).** If the PI should be engaged by the University of Padova the total amount of the grant will be **EUR 100,000** for a period of **2 years (EUR 60,000 for the macro-area SH) +** the gross salary of the PI **(EUR 80,000 for two years).**

Consolidator Grants and Wild Card Grants can be up to a maximum of **EUR 140,000** (**80,000** Euros for Macro-area SH - Social Sciences and Humanities) for a period of **2 years.**

The following costs can be covered:

Amount in Euros	Research Costs Macro-area PE: Physical Sciences and Engineering	Research Costs Macro-area LS: Life Sciences	Research Costs Macro-area SH: Social Sciences and Humanities	Cost of non-affiliated PIs (Biennial gross amount)
STARS-StG Without PI's contract With PI's contract	140 100	140 100	80 60	0 80
STARS-CoG	140	140	80	0
STARS-WiC	140	140	80	0

The research cost contribution will cover costs for personnel, equipment, travel, consumables, publications and other costs needed to carry out the project.

Examples:

A candidate applies for a StG, Macro-Area PE and does not hold a position at UniPd: he can ask for max 80.000€ for his salary and max 100.000€ for costs related to his research.

A candidate applies for a StG, Macro-Area SH and holds a position at UniPd: she can ask for max 80.000€ for costs related to her research. No money for her salary are foreseen.

A candidate applies for a CoG, Macro-Area LS and holds a position at UniPd: she can ask for max 140.000€ for costs related to her research. No money for her salary are foreseen.

Proposal allocation to a STARS Macro- and Scientific Area

The allocation of the proposals to the various scientific areas will be based on the expressed preference of the applicant Principal Investigator.

It is the PI's responsibility to choose and indicate the most relevant STARS scientific Area for the evaluation of the proposed research and indicate one or more STARS keywords representing the research fields involved. The STARS Macro-Areas correspond to the ERC domains and the STARS Scientific Areas correspond to the ERC Panels.

The initial allocation is based on the preference of the PI; when necessary, due to the expertise required for the evaluation, a proposal may be reallocated to a different Macro area or scientific area with the agreement of both chairs concerned.

Specific eligibility criteria

The reference date towards the calculation of the eligibility period should be the date of the actual award of the PhD (see Art. 2 of the STARS call) according to the national rules in the country where the degree was awarded.

However, the effective elapsed time since the award of the first PhD taken into consideration for eligibility can be reduced in the following properly documented circumstances provided they started before the call deadline.

For **maternity**, the effective elapsed time since the award of the first PhD will be considered reduced by 18 months or, if longer, by the documented amount of leave actually taken for each child born before or after the PhD award.

For **paternity**, the effective elapsed time since the award of the first PhD will be considered reduced by the documented amount of paternity leave actually taken for each child born before or after the PhD award.

For l**ong-term illness** (over ninety days for the PI or a close family member: child or spouse), clinical training or national service, the effective elapsed time since the award of the first PhD will be considered reduced by the documented amount of leave actually taken by the Principal Investigator for each incident which occurred after the PhD award (or, in case of Medical Doctors, the earliest degree that makes the applicant eligible).

PhD and equivalent doctoral degrees

In order to be eligible to apply to the STARS Starting, Consolidator or Wild Card Grants a Principal Investigator must have been awarded a PhD or equivalent doctoral degree.

Degrees equivalent to the PhD

It is recognised that there are some other doctoral titles that enjoy the same status and represent variants of the PhD in certain fields. All of them have similar content requirements. Potential applicants are invited to consult the following for useful references on degrees that will be considered equivalent to the PhD:

EURYDICE: "Examinations, qualifications and titles - Second edition, Volume 1, European glossary on education" http://bookshop.europa.eu/en/european-glossary-on-education-pbEC3212292/ published in 2004. Please note that some titles that belong to the same category with doctoral degrees (ISCED 6 – 1997 classification or ISCED 8 – 2011 classification[1]) may correspond to the intermediate steps towards the completion of doctoral education and they should not be therefore considered as PhD-equivalent.

List of research doctorate titles awarded in the United States that enjoy the same status and present variants of the PhD within certain fields. These doctorate titles are also recognised as PhD-equivalent by the U.S. National Science Foundation (NSF).[2]

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[1] http://www.uis.unesco.org/Education/Documents/isced-2011-en.pdf
[2] http://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-structure-us.html

Medical Doctors (applicants holding a degree in medicine)

For medical doctors (or applicants holding a degree in medicine), a medical doctor degree (MD) will not be accepted by itself as equivalent to a PhD award. To be considered an eligible Principal Investigator, medical doctors (or applicants holding a degree in medicine) need to provide the certificates of both a medical doctor degree AND a PhD OR proof of an appointment that requires doctoral equivalency (e.g. post-doctoral fellowship, professorship appointment). Additionally, candidates must also provide information on their research experience (including peer reviewed publications) in order to further substantiate the equivalence of their overall training to a PhD.

If the PI holds a MD and proof of an appointment that requires doctoral equivalency the time reference for calculation of the eligibility time-window is the certified date of the medical doctor degree completion plus two years is (i.e. 4 - 9 years past the medical doctor degree for StG, and over 9 - 14 years past the medical doctor degree for CoG).

If the PI holds a MD and a PhD the eligibility time-window is 2 – 7 from completion of the PhD for StG and 7 - 12 from completion of the PhD for CoG.

For medical doctors who have been awarded both a MD AND proof of an appointment that requires doctoral equivalency AND a PhD, the date of the earliest degree that makes the applicant eligible takes precedence in the calculation of the eligibility time-window (2 - 7 years after the PhD or 4 - 9 years past the medical doctor degree for StG, and 7 - 12 years after the PhD or 9 - 14 years past the medical doctor degree for CoG).

Examples on eligibility criteria

Starting Grants

A candidate was awarded his first PhD on 1/5/2010. He is not eligible because he obtained his degree more than 7 years prior to 1/1/2018.

A candidate was awarded her first PhD on 1/3/2010. She is mother of 2 children. She is eligible because the elapsed time since the award of the PhD will be reduced of 36 months (18 months per child).

A candidate was awarded his PhD on 1/6/2016. He is not eligible because he obtained his degree less than 2 years prior to 1/1/2018.

A candidate was awarded a MD on 1/6/2007 and a PhD on 1/10/2013. She has worked as Associate Professor since 1/1/2011. Her professorship appointment required doctoral equivalency. She is not eligible for a STARS StG because the earliest degree that makes the applicant eligible is the MD and she obtained it more than 9 years prior to 1/1/2018.

A candidate was awarded a MD on 1/1/2006 and a PhD on 1/09/2012. He has worked as a Researcher since 1/1/2012. His appointment did not require doctoral equivalency. He is eligible for a STARS StG because the earliest degree that makes the applicant eligible is the PhD and he obtained it less than 7 years prior to 1/1/2018.

Consolidator Grants

A candidate has been awarded his/her first Doctoral qualification on 1/4/2008 and is a tenured Professor at a French University. He is not eligible because he doesn't hold a position at UniPd.

A candidate is a Researcher on a fixed-term contract of type b) at UniPd and has been awarded her first Doctoral qualification on 1/4/2013. She is not eligible for a Consolidator Grant, but she is eligible for a Starting Grant.

Instructions to submit the proposal

The application package consists of two parts:

- An administrative form containing information about the PI and concise information on the proposal:
- The research proposal, prepared according to this Guide, which needs to be attached to the administrative form in a .pdf format; it should consist of:
  – **Part B1**: extended synopsis; the PI's CV and track record (only for StG and CoG);
  – **Part B2**: scientific proposal.

To access the electronic submission system, please go to: https://pica.cineca.it/unipd/

1. Proposals must be submitted electronically, please do not send anything by mail.

2. Before starting the application procedure, please read carefully the call text, make sure to meet the eligibility criteria and verify which documents are required for the application.

3. Please note that all the documents required for the application must be uploaded in a .pdf format and in some cases printed, signed and uploaded. Please make sure to have a printer and a scanner available and ready for use.

4. It is possible to access the electronic submission system multiple times to fill in the proposal, saving the data entered every time. Once you have access to the system again, you can continue filling in the proposal by clicking on: "Modifica".

5. Proposals must be written in English. In case of documentation written in any other language, the application must also include a translation in English.

6. For further information, please write to: talent.stars@unipd.it.
For technical problems please write to unipadova@cineca.it.
A reply is not guaranteed if you write to email-addresses different from the two abovementioned.

7. Once you have completed and submitted the proposal, you will receive an e-mail with confirmation of the successful submission.

1.	**HOW TO REGISTER AND ACCESS THE SYSTEM**

The submission system is open from 20/03/2017 to 30/06/2017 at 13:00 (CET). To access the system, please go to https://pica.cineca.it/unipd/.

If you register for the first time, please click on "New registration" and fill in the requested fields (fig. 1, 2).
If you are a LOGINMIUR user, you can access the system using the username and password of your LOGINMIUR account. In this case, please select "LOGINMIUR" from the dropdown-list "Credentials".
In case you have a username and a password but you do not remember them, please click on "Forgot your credentials?"

Fig. 1 – Login/Registration page

REGISTER

Italiano | English

Register on pica.cineca.it to submit your application.

Credentials

Username

please to use the format FirstnameLastname

Email

Password

minimum length of 8 characters with at least one digit, the following characters are not allowed: | < > " ' ? + % =

Fig. 2 – User registration

LOGIN

Italiano | English

If you already own a loginmiur account, use it by clicking "loginmiur" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page

Credentials

PICA

Username

Password

☐ Remember me

Login

New registration   Forgot your credentials?

After having completed all the fields requested by the registration procedure, please click on "New registration"; the system will send an email with information on how to confirm the registration to the email address you indicated. In case you do not receive or view such an email, please write to unipadova@cineca.it (fig.3).

Fig. 3 – New registration

☐ By entering my email address above, I agree to receive technical information messages concerning the portal and the services available on it.

☐ Cineca collects only personal data voluntarily provided by its users. Personal data are processed in compliance with standards of accuracy, lawfulness, transparency, protection of individual privacy and rights, as mandated by EU regulations and Italian Legislative Decree NO.196/2003 ("Code on personal data protection"). The institution that has published the call is in charge of processing the personal data provided to the portal. Contact it to exercise the rights provided in article 7 of the Legislative Decree NO. 196/2003 and/or to obtain an up-to-date list of the persons responsible for data protection.

New registration   Reset

2.	**ACCESS TO THE APPLICATION PROCEDURE**

Once you have registered, you can log in https://pica.cineca.it/unipd with your credentials, go to the STARS 2017 call, click on "Gestisci le domande" and then on "Compila una nuova domanda/New submission" (Fig. 4, 5).
Before you fill in the proposal, you can modify your profile selecting the type of change you want to make in the User profile on the top right of the webpage.

Fig. 4 – Select the call and go to the application form.

GESTISCI LE DOMANDE ❯

Fig. 5 – Filling the application form.

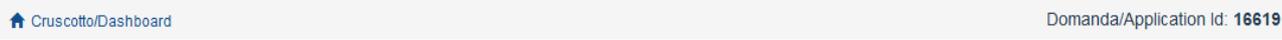Compila una nuova domanda / New submission

Please remember to click on "Salva e prosegui/Save and proceed" after you have entered any data in each section.
If there is no error, the system will let you go to the next section. If there are, an error messages will be displayed and you will need to correct the data entered in order to proceed further.

3.	**PROPOSAL SECTIONS**

Fig. 6 – Proposal sections.

UNIVERSITÀ DEGLI STUDI DI PADOVA - SUPPORTING TALENT RESEARCH @ UNIVERSITY OF PADOVA - STARS 2017

STARS 2017

🏠 Cruscotto/Dashboard   Domanda/Application Id: **16619**

Indice/Index

- 1. Registrazione progetto / Proposal Registration
- 2. Trattamento dati personali e Dichiarazione di responsabilità / Information notice on personal data treatment
- 3. Dati anagrafici e recapiti / Personal and Contact Data
- 4. Titoli di studio / Qualifications
- 5. Allegati / Attachments
- 6. Dichiarazioni finali / Final Declarations
- 7. Documento di identità allegato / Enclosed Identity Document

3.1. Registrazione progetto/Proposal registration

Based on the subjective requirements for the participation, you shall select the type of grant you intend to apply to (only one choice):

a) Starting Grants (StG)
b) Consolidator Grants (CoG)
c) Wild Card Grants

You shall write the title, the acronym, the ERC area of the project and at least one keyword among the ERC ones, that can be selected from the dropdown-list. Please also indicate the Host Department and, for the STARS-StG application, the Supervisor.

3.2. Trattamento dei dati personali e dichiarazione di responsabilità/Notice on handling of personal data

The candidate is requested to read and accept some statements on personal date.

3.3. Dati anagrafici e recapiti/Personal and Contact Data

This section already contains the data entered during the registration procedure; you shall fill in the empty fields only. In case some of the personal data is incorrect, you can modify it on your User profile which can be found on the top right of the webpage.

3.4. Titoli di studio/Qualifications

Please fill the fields in with the information regarding your PhD degree. You shall upload a copy of the certificate or a self certification for Italian and EU citizens holding a PhD awarded by any Italian University. Please upload a copy of your PhD thesis and write its title in the field "Descrizione/Description".

Regarding the possible extension of the eligibility period, please read the section "Specific eligibility criteria" and upload the requested documentation.

Fig. 7 –Qualifications – Specific eligibility criteria

3.5. Allegati/Attachments

The maximum size for each file to be uploaded is 30 MB.
Depending on the type of funding you are applying for (only one choice), please provide the following annexes:

a) Starting Grants (StG)
a1. Research proposal (Part B1 - Extended Synopsis; CV and Track Record)
a2. Research proposal (Part B2 - Scientific Proposal)
a3. Letter of Commitment
a4. Ethics issues table

b) Consolidator Grants (CoG)
b1. Research proposal (Part B1 - Extended Synopsis; CV and Track Record)
b2. Research proposal (Part B2 - Scientific Proposal)
b3. Ethics issues table

c) Wild Card Grants
c1. Research proposal (Part B2 - Scientific Proposal)
c2. Summary Report by ERCEA
c3. Ethics issues table

3.6. Dichiarazioni finali / Final Declarations
This section provides for a number of statements to undersign, among which the declaration of the number of months worked under the "assegno di ricerca" contract according to Law 240/2010. Furthermore, in this section you can inform the competent offices if you need support in case of disabilities.

3.7. Documento di identità allegato / Attached Personal document
In this section please upload the scan copy of a current Identity Document of yours with a colored-photo.

4.   SUBMISSION OF THE PROPOSAL

At this point you will view your application in the dashboard, you can verify whether it is completed and then submit it. Next step will be to click on "Presenta/Submit" (fig. 8)

Fig. 8 – Validation and submission of the proposal
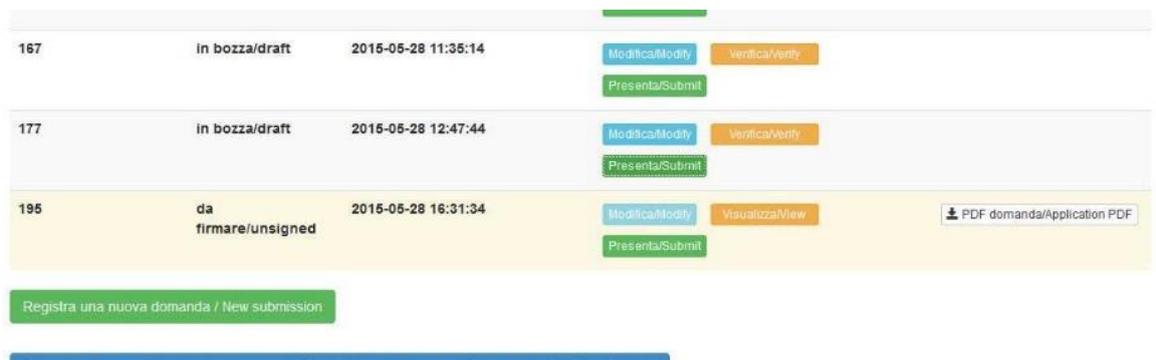
If the application procedure has been correctly completed, the system generates a preview of the proposal; in case of any error, a message will be displayed. Once the proposal has been corrected, it is possible to proceed and you can click on "Presenta/Submit" (fig. 9).

Fig. 9 – Submission of the proposal
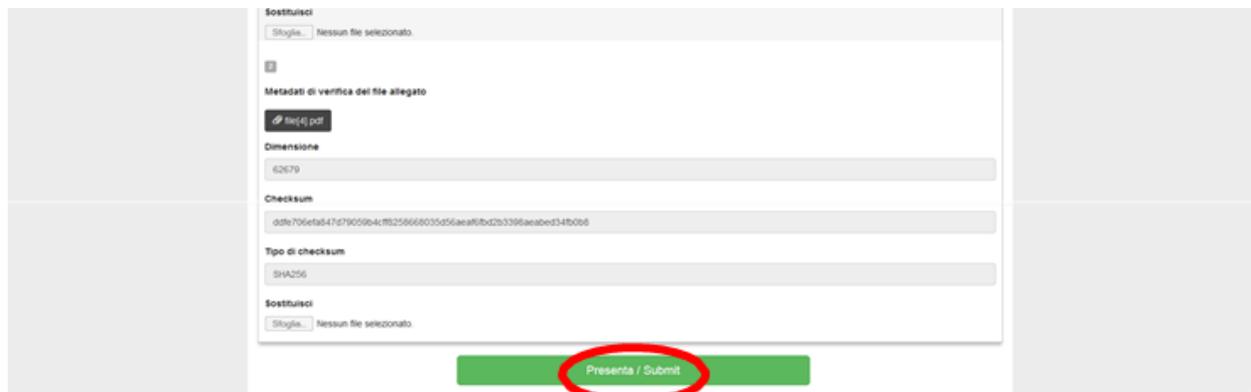
At this point, you can choose one out of three possible ways to undersign the proposal; please follow carefully the instructions.

Fig. 10– Signatures

In case you choose the "Handwritten signature", please remember that you will need to print the proposal generated by the system, sign it, scan it and upload it again, following the detailed instructions provided by the system (Fig. 10).

Fig. 11 – Handwritten signature

You will receive a confirmation e-mail of the successful submission of the proposal and you can log in the system and view your proposal at any moment.

5.	**HOW TO MODIFY OR WITHDRAW YOUR APPLICATION**

Once proposals are submitted, they cannot be opened and no further modifications can be made; therefore if you need to make any changes, you will need to cancel the proposal by clicking on "Ritira domanda/ Withdraw".

Fig. 12 Withdrawal of the application

After having confirmed the withdrawal, you shall sign the document generated by the system:

Please follow the instructions and download the withdrawal request, sign it in, scan the document and upload it in the system.

Once you have completed this procedure, you can register and submit a new proposal within the deadline of the call.

6.	**INTERVIEW**

Candidates STARS-StG and STARS-CoG admitted to Phase 2 of the selection process, will be invited for an interview with the sub-committee of the relevant Macroarea.

Candidates will be notified of the date and time of the interview by e-mail (at the address indicated in the application form) with a notice of approximately 3-4 weeks.

The candidate shall make sure to be available at least one hour before the interview at the Skype address indicated in the application form, and to have a well-functioning Skype connection; both audio and video connection are required to make the candidate's identification possible. In case the connection does not allow the sub-committee to see/hear the candidate during the interview, the candidate will be called again for a maximum of three times during the day. UniPd will register the elements proving that the interview has taken place (or not), including log files proving whether the connection has been established and anything the sub-committee considers useful to prove that the interview has been completed or not. In the event, the sub-committee is un-able to complete the interview in full over the three attempts, it will evaluate the interview on the basis of what has been discussed. In such a case, the interview will be considered as successfully terminated and cannot be replaced or integrated with other forms of interview.

7.	**ADDITIONAL INFORMATION**

For administrative questions, you can contact the staff of the Research Office and the International Research Office by:
- e-mail: talent.stars@unipd.it

For technical questions regarding the electronic submission system you can contact CINECA staff:
- Phone: 051/6171971
- e-mail: unipadova@cineca.it

Instructions for completing 'Part B' of the proposal

The research proposal (Part B) consists of two parts:

Part B1 (including <u>cover page, sections a, b, and c)</u> and

Part B2 (<u>including sections a, b, and c</u>).

The templates for these two parts are available in this guide (page. 22). They can be downloaded at the webpage: http://www.unipd.it/call-2017-talentsunipd and their use is mandatory.

PI applying for WiC grants should complete only part B2 of the proposal.

PART B1

When drafting Part B1, PIs should pay particular attention to the extended synopsis (section a) and should not consider it as simply complementing Part B2. It is important that the extended synopsis contains all essential information <u>including the feasibility of the scientific proposal</u> since the experts will only evaluate Part B1 at step 1.

Please, note that at step 1 the experts have no access to Part B2.

The information to be included in each of the sections as well as the maximum length of each section or its sub-sections, which needs to be respected strictly, is described below.

In fairness to all applicants, the page limits below will be applied strictly. Only the material that is presented within these limits will be evaluated.

Each proposal page **shall** carry a **header** presenting the **PI's last name**, the **acronym of the proposal**, and the reference to the respective proposal section (**Part B1** or **Part B2**).

The following parameters **shall** be respected for the layout:

Page Format	Font Type	Font Size	Line Spacing	Margins
A4	Times New Roman Arial or similar	At least 11	Single	2 cm side 1.5 bottom

Part B1 – Cover page:

> **Please abide by the format requirements, as exemplified in the online template provided in the STARS website.**
>
> Name of the Principal Investigator (PI)
> Name of the PI's host institution for the project
> Proposal full title
> Proposal short name
> Proposal duration in months
> Proposal abstract (half page)
> For inter-disciplinary/cross-panel proposals: please indicate the additional STARS review panel(s) and explain why the proposal needs to be considered by more than one panel.

Part B1 Sections a, b and c:

The Research Proposal

a. Extended Synopsis of the scientific proposal (max. 5 pages)

The Extended Synopsis should give a concise presentation of the scientific proposal, with particular attention to the ground-breaking nature of the research project and the feasibility of the outlined scientific approach. Describe the proposed work in the context of the state of the art of the field. References to literature should also be included at the end of Part B1. References do not count towards the page limits. It is important that this extended synopsis contains all essential information including the feasibility of the scientific proposal since the experts will only evaluate Part B1 at step 1.

The Principal Investigator

b. Curriculum Vitae (max. 2 pages):

The CV should include the standard academic and research record. A suggested outline is available in the Part B1 downloadable template. The structure of the CV may be modified. Any research career gaps and/or unconventional paths should be clearly explained so that they can be fairly assessed by the evaluation panels.

The succinct **'funding ID'** which must specify any current research grants and their subject, and any on-going application for work related to the proposal **must follow the table format indicated in the Part B1 template.** The funding ID **will not count towards the page limits** and needs to be completed with the following information for on-going grants and applications:

  Project Title, Funding source, Amount, Period, Role of the PI, Relation to the STARS proposal

c. Early achievements track-record (max. 2 pages):

The Principal Investigator (PI) must provide a list of achievements reflecting their track record. The applicant should list (if applicable):

1. **Publications (up to five for Starting Grant and up to ten for Consolidator Grant)** in **major international peer-reviewed multi-disciplinary scientific journals** and/or in the **leading international peer-reviewed journals, peer-reviewed conferences proceedings and/or monographs** of their respective research fields, highlighting those as main author or without the presence as co-author of their PhD supervisor (properly referenced (including all authors), field relevant bibliometric indicators may also be included);

2. **Research monographs and any translations thereof**;

3. **Granted patent(s)**;

4. **Invited presentations to peer-reviewed, internationally established conferences** and/or **international advanced schools**;
5. **Prizes/Awards/Academy memberships**.

Part B2

<u>**Part B2 Sections a, b, and c:**</u>

<u>The scientific proposal</u> **(max. 15 pages)**

At this step part B1 and B2 of the proposals are evaluated (Candidates applying for WiC grants have to submit only part B2)

Please abide by the format requirements, see the template on page 29. <u>References do not count towards the page limit.</u>

The scientific, technical, and/or scholarly aspects of the project should be described more in detail demonstrating the ground-breaking nature of the research, its potential impact and research methodology. The fraction of the applicant's research effort that will be devoted to this project and a full estimation of the real project costs also need to be indicated.

a. State of the art and objectives

Specify clearly the objectives of the proposal, in the context of the state of the art in the field. When describing the envisaged research it should be indicated how and why the proposed work is important for the field, and what impact it will have if successful, such as how it may open up new horizons or opportunities for science, technology or scholarship. Specify any particularly challenging or unconventional aspects of the proposal, including multi- or inter- disciplinary aspects.

b. Methodology

Describe the proposed methodology in detail including, as appropriate, key intermediate goals. Explain and justify the methodology in relation to the state of the art, including any particularly novel or unconventional aspects addressing 'high-risk/high-gain' balance. Highlight any intermediate stages where results may require adjustments to the project planning.

c. Resources (incl. project costs)

It is strongly recommended to use the budget table template included in Part B2 to facilitate the assessment of resources by the experts.

State the amount of funding considered necessary to fulfil the objectives for the duration of the project. The resources requested should be reasonable and fully justified in the proposal. The requested grant should be in proportion to the actual needs to fulfil the objectives of the project.

Specify briefly your commitment to the project and how much time you are willing to devote to the proposed project.

Describe the size and nature of the team, indicating, where appropriate, the key team members and their roles.

Specify any existing resources that will contribute to the project. Describe other necessary resources, such as infrastructure and equipment.

When estimating the costs for travel, please also consider participation of the PI and team members in conferences and dissemination events.

Applicants are asked to provide Open Access (free of charge, online access for any user) to all peer-reviewed scientific publications resulting from STARS projects funded through this call. Open Access can be ensured through green or gold Open Access-routes, and Open Access must in any case be ensured through a repository at the latest 6 months after publication (12 months for publications from the Social Sciences and Humanities).

Costs for providing immediate Open Access to publications (article processing charges) are eligible and

can be charged against the STARS grant if they are incurred during the lifetime of the project. When drafting the budget, it is highly advisable to consider the need to include such expenditure, and if that is the case, to make a realistic estimation of the amount needed.

In the budget table: include a breakdown of the budget subdivided in personnel costs, travel, equipment, consumables, publication costs (including any costs related to Open Access), other direct costs, and any envisaged subcontracting costs.

<u>**Supporting Documentation**</u>

Any additional annexes, including the PhD documentation, the host institution support letter, the evaluation summary report and a scanned copy of a valid ID card or passport (and where relevant in case of ethical issues or requests for eligibility extensions) should be provided and uploaded as separate pdf documents. These annexes do not count towards the maximum page limit for Part B2.

Subsequent to submission, and only in exceptional cases, the PI may be contacted if this is necessary to clarify questions of eligibility, ethics issues, research integrity or to verify administrative or legal data contained in the proposal.

Letter of Commitment

Candidates applying for a STARS Starting Grant should attach a "Letter of Commitment" signed by the Head of the hosting Department stating that the project is feasible and that the hosting Department commits to providing applicants with the facilities, instruments and knowledge necessary to implement their activities.

Once signed the Letter should be saved in pdf format and uploaded in the portal.

A template of the "Letter of Commitment" is available at the end of this Guide.

Ethics

Some frontier research activities and methodologies may have ethical implications or may raise questions which will require sound ethical assessment in order to ensure that research supported by a STARS grant respects the fundamental ethical principles (see "Ethics issues table", page 31).

The completion of the Ethics table is compulsory for each type of Grants. The PI must indicate any ethics issue in the table and specify the relevant page number referring to Part B2 of the proposal.

Areas excluded from funding :

(i)   Research activity aiming at human cloning for reproductive purposes;

(ii)   Research activity intended to modify the genetic heritage of human beings which could make such changes heritable (Research relating to cancer treatment of the gonads can be financed);

(iii)   Research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

All research projects shall comply with the relevant national, EU and international ethics related rules and professional codes of conduct.

Ethics Review

The Ethics review process concerns all projects funded by the STARS grants. The applicants should pay particular attention to the ethical aspects of the proposed work and should submit all ethics documentation available for their proposal.

The main areas that are addressed during the ethics review process include:

1.   Human protection (including study participants and researchers)

2.   Animal protection and welfare

3.   Data protection and privacy

4.   Environment protection and safety

5.   Participation of non-EU countries

6.   Malevolent use of research results

When submitting their proposal, applicants must complete the Ethics Issues Table. If they answer yes to one or several questions in the Ethics Issues Table, a detailed explanation on how to address the ethics issues must be provided by the applicant.

Please include any supporting documentation, such as any authorisation you may already have. This will allow a more effective ethics clearance and an accelerated granting process if the proposal is retained for possible funding.

The Ethics explanation and any supporting documents should be attached to the Ethics Issues Table and be uploaded in PICA.

Applicants should be aware that no funding can be provided by UNIPD prior to a satisfactory conclusion of the ethics review procedure.

If a proposal is rejected because of ethics considerations, the applicant will be informed of the grounds for   such a decision.

Research Integrity

Cases of scientific misconduct such as fabrication, falsification, plagiarism or misrepresentation of data will be considered as breaches of fundamental ethical principles and may result in the rejection of proposals.

No Contact with Reviewers/Experts

Please, note that any direct or indirect contact about the peer review evaluation of a STARS call between the PI or any team member or any person linked to UNIPD or to the PI AND any expert involved in the peer review evaluation is strictly forbidden. Any such contact may result in the decision to exclude the proposal concerned from the call in question.

In view of the confidentiality of the evaluation process, applicants who participate in a step 2 interview are advised not to share the identity of panel members within their scientific communities.

STARS Grants
TEMPLATES

Proposal Full Title

PROPOSAL ACRONYM

Cover Page:

- Name of the Principal Investigator (PI)

- Name of the PI's host institution for the project

- Proposal duration in months

Text highlighted in grey should be deleted.

Proposal summary **(identical to the abstract from the online proposal submission forms).**

The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the research proposal and how they will be achieved. The abstract will be used as the short description of your research proposal in the evaluation process and in communications to contact in particular the potential remote referees. It must therefore be short and precise and should not contain confidential information.

Please use plain typed text, avoiding formulae and other special characters. The abstract must be written in English. There is a limit of 2000 characters (spaces and line breaks included).

Explain and justify the cross-macro Area or cross scientific Area nature of your proposal. There is a limit of 1000 characters, spaces and line breaks included.

Section a: Extended Synopsis of the scientific proposal (max. 5 pages)

[The Extended Synopsis should give a concise presentation of the scientific proposal, with particular attention to the ground-breaking nature of the research project, which will allow evaluation panels to assess, in Step 1 of the evaluation, the feasibility of the outlined scientific approach. Describe the proposed work in the context of the state of the art of the field. References to literature should also be included.

References do not count towards the page limits*.]*

Please respect the following formatting constraints: Times New Roman, Arial or similar, at least font size 11, margins (2.0cm side and 1.5cm top and bottom), single line spacing.

Section b: Curriculum Vitae (max. 2 pages)

[The template below is provided only for guidance. It may be modified as necessary and appropriate.]

PERSONAL INFORMATION

Family name, First name:

Researcher unique identifier(s) (such as ORCID, Research ID, etc. ...):

Date of birth:

Nationality:

URL for web site:

- **EDUCATION**

200?   PhD

        Name of Faculty/ Department, Name of University/ Institution, Country

        Name of PhD Supervisor

199?   Master

        Name of Faculty/ Department, Name of University/ Institution, Country

- **CURRENT POSITION(S)**

201? –   Current Position

        Name of Faculty/ Department, Name of University/ Institution/ Country

200? –   Current Position

        Name of Faculty/ Department, Name of University/ Institution/ Country

- **PREVIOUS POSITIONS**

200? – 200?   Position held

        Name of Faculty/ Department, Name of University/ Institution/ Country

200? – 200?   Position held

        Name of Faculty/ Department, Name of University/ Institution/ Country

- **FELLOWSHIPS**

200? – 200?   Scholarship, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

199? – 199?   Scholarship, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

- **SUPERVISION OF GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS (if applicable)**

200? – 200?   Number of Postdocs/ PhD/ Master Students

Name of Faculty/ Department/ Centre, Name of University/ Institution/ Country

- **TEACHING ACTIVITIES (if applicable)**

200? –   Teaching position – Topic, Name of University/ Institution/ Country

200? – 200?   Teaching position – Topic, Name of University/ Institution/ Country

- **ORGANISATION OF SCIENTIFIC MEETINGS (if applicable)**

201?   Please specify your role and the name of event / Country

200?   Please specify type of event / number of participants / Country

- **INSTITUTIONAL RESPONSIBILITIES (if applicable)**

201? –   Faculty member, Name of University/ Institution/ Country

201? – 201?   Graduate Student Advisor, Name of University/ Institution/ Country

200? – 200?   Member of the Faculty Committee, Name of University/ Institution/ Country

200? – 200?   Organiser of the Internal Seminar, Name of University/ Institution/ Country

200? – 200?   Member of a Committee; role, Name of University/ Institution/ Country

- **COMMISSIONS OF TRUST (if applicable)**

201? –   Scientific Advisory Board, Name of University/ Institution/ Country

201? –	Review Board, Name of University/ Institution/ Country
201? –	Review panel member, Name of University/ Institution/ Country
201? –	Editorial Board, Name of University/ Institution/ Country
200? –	Scientific Advisory Board, Name of University/ Institution/ Country
200? –	Reviewer, Name of University/ Institution/ Country
200? –	Scientific Evaluation, Name of University/ Institution/ Country
200? –	Evaluator, Name of University/ Institution/ Country

- **MEMBERSHIPS OF SCIENTIFIC SOCIETIES (if applicable)**

201? –	Member, Research Network "*Name of Research Network*"
200? –	Associated Member, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country
200? –	Founding Member, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

- **MAJOR COLLABORATIONS (if applicable)**

Name of collaborators, Topic, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

- **CAREER BREAKS (if applicable)**

Exact dates   Please indicate the reason and the duration in months.

Appendix: All on-going and submitted grants and funding of the PI (Funding ID)

Mandatory information (does not count towards the page limits)

On-going Grants

Project Title	Funding source	Amount (Euros)	Period	Role of the PI	Relation to current ERC proposal[3]

Grant applications

Project Title	Funding source	Amount (Euros)	Period	Role of the PI	Relation to current ERC proposal[2]

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[3] Describe clearly any scientific overlap between your STARS application and the current research grant or on-going grant application.

Section c: Early achievements track-record (max. 2 pages)

(see the instructions for completing 'Part B' of the proposal)

Starting/Consolidator/Wild Card Grants <mark>(please choose one)</mark>

Research proposal [Part B2)]

(*not* evaluated in Step 1)

Part B2: *The scientific proposal* (max. 15 pages)

Text highlighted in grey should be deleted.

Please respect the following formatting constraints: Times New Roman, Arial or similar, at least font size 11, margins (2.0cm side and 1.5cm top and bottom), single line spacing.

Section a. State-of-the-art and objectives

Section b. Methodology

Section c. Resources (including project costs)

(Note: State and fully justify the amount of funding considered necessary to fulfil the objectives for the duration of the project. To facilitate the assessment of resources by the experts, the use of the following budget table is compulsory. All eligible costs requested, should be included in the budget. **Please use whole Euro values only**.)

Cost Category			Total in Euro
		PI[4]	
	Personnel		
		Postdocs	
		Students	
		Other	

	Travel		
	Equipment		
	Other goods and services	Consumables	
		Publications (including Open Access fees), etc.	
		Other (please specify)	
	Subcontracting Costs		
Total Estimated Eligible Costs			

The project cost estimation should be as accurate as possible. The experts assess the estimated costs carefully; unjustified budgets will be consequently reduced.

Please indicate the % of working time the PI dedicates to the project over the period of the grant:	**%**

Specify briefly your commitment to the project and how much time you are willing to devote to the proposed project in the resources section.

Please note that you are expected to devote at least 100%, 50%, 40%, 30% of your total working time to the STARS-funded project. See art. 7 of the call for proposals.

Ethics issues table

1. HUMAN EMBRYOS/FOETUSES			Page
Does your research involve Human Embryonic Stem Cells (hESCs) http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2013:373:0012:0015:EN:PDF ?	Yes	No	
IF YES			
Will they be directly derived from embryos within this project?	Yes	No	
Are they previously established cells lines?	Yes	No	
Does your research involve the use of human embryos?	Yes	No	
IF YES			
Will the research lead to their destruction?	Yes	No	
Does your research involve the use of human foetal tissues / cells?	Yes	No	
2. HUMANS			
Does your research involve human participants?	Yes	No	
IF YES			
Are they volunteers for social or human sciences research?	Yes	No	
Are they persons unable to give informed consent?	Yes	No	
Are they vulnerable individuals or groups?	Yes	No	
Are they children/minors?	Yes	No	
Are they patients?	Yes	No	
Are they healthy volunteers for medical studies?	Yes	No	
Does your research involve physical interventions on the study participants?	Yes	No	
IF YES			
Does it involve invasive techniques?	Yes	No	
Does it involve collection of biological samples?	Yes	No	
3. HUMAN CELLS / TISSUES			
Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section 1)?	Yes	No	
IF YES			
Are they available commercially?	Yes	No	
Are they obtained within this project?	Yes	No	
Are they obtained from another project, laboratory or institution? Yes No	Yes	No	
Are they obtained from biobank?	Yes	No	
4. PERSONAL DATA			
Does your research involve personal data collection and/or processing?	Yes	No	

Does it involve the collection and/or processing of sensitive personal data (e.g: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical convinction) ?	Yes	No	
Does it involve processing of genetic information?	Yes	No	
Does it involve tracking or observation of participants?	Yes	No	
Does your research involve further processing of previously collected personal data (secondary use) ?	Yes	No	
5. ANIMALS			
Does your research involve animals?	Yes	No	
Are they vertebrates?	Yes	No	
Are they non-human primates?	Yes	No	
Are they genetically modified?	Yes	No	
Are they cloned farm animals?	Yes	No	
Are they endangered species?	Yes	No	
Please indicate the species involved (Maximum number characters allowed: 1000)			
6. THIRD COUNTRIES			
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	Yes	No	
Specify the countries involved: (maximum number of characters allowed: 1000)			
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	Yes	No	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	Yes	No	
Specify material and countries involved: (maximum number of characters allowed: 1000)			

Do you plan to export any material - including personal data - from the EU to non-EU countries?	Yes	No	
Specify material and countries involved: (maximum number of characters allowed: 1000)			
In case your research involves low and/or lower middle income countries (https://datahelpdesk.worldbank.org/knowledgebase/articles/906519), are any benefits-sharing actions planned?	Yes	No	
Could the situation in the country put the individuals taking part in the research at risk?	Yes	No	
7. ENVIRONMENT & HEALTH and SAFETY			
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	Yes	No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	Yes	No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	Yes	No	
8. DUAL USE			
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?			
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS			
Could your research raise concerns regarding the exclusive focus on civil applications?	Yes	No	
10. MISUSE			
Does your research have the potential for misuse of research results?	Yes	No	
11. OTHER ETHICS ISSUES			
Are there any other ethics issues that should be taken into consideration?	Yes	No	
Please specify			

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents. ☐

Commitment of the Department for STARS Grants Calls 2017

The Università degli Studi di Padova, Dipartimento di…..<< name of the Department that is associated to the proposal >>, confirms its intention to host << name of the PI>>, PI of the project XXX << acronym of the project >>.

Should the proposal be funded, the Università degli Studi di Padova, Dipartimento di…..<<name of the Department>> commits itself to:

a) employ the principal investigator for the duration of the grant [only if the PI is not holding a position at UNIPD] :

b) ensure that the work will be performed under the scientific guidance of the principal investigator

c) guarantee the principal investigator's scientific independence, in particular for the:

- use of the budget to achieve the scientific objectives;
- authority to publish as senior author and invite as co-authors those who have contributed substantially to the work;
- preparation of scientific reports for the project;
- selection and supervision of the other team members (hosted [and employed] by the Department, in line with the profiles needed to conduct the research);
- possibility to apply independently for funding;
- access to appropriate space and facilities for conducting the research.

d) provide — during the implementation of the project — research support to the principal investigator and the team members (in terms of infrastructure, equipment, access rights, products and other services necessary for conducting the research);

e) support the principal investigator and provide administrative assistance;

f) take all measures to implement the principles set out in the Commission Recommendation on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers - in particular regarding working conditions, transparent recruitment processes based on merit and career development – and ensure that the principal investigator, researchers and third parties involved in the project are aware of them.

Date ………………….

Name of the Head of Department   Signature of the Head of Department

…………………………….   ………………………………….