



Supporting TALEnt in ReSearch@University of Padova

STARS@UNIPD – STARS Grants 2019

Guide for Applicants

&

Application Templates

**Deadline: 2 April 2019 at 1 p.m. (Padova local time –
Italy time zone)**

Date of call opening: 10 January 2019

Version Number: 1.0

Purpose of this document

This document provides practical information to potential applicants as to assist them in preparing and submitting an application for a STARS Starting, Consolidator or Wild card Grant. It is not intended to replace consultation of the STARS@UNIPD 2019 Call for proposals.

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Objectives and principles of STARS Grants 2019

STARS Grants are envisaged to fund research projects for the duration of two years. They must be proposed by researchers holding excellent scientific qualifications and willing to launch or consolidate an independent research and a research team at the University of Padova (Unipd).

This selection announcement foresees three types of grant:

STARS Starting and **Consolidator Grants** are designed to support excellent Principal Investigators (PIs) at a career stage in 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, Consolidator or Advanced Grants in the 2017 and 2018 calls indicating Unipd as their Host Institution and obtained "A" as final panel score in step 2.

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

STARS 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 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-2019 STG, STARS-2019-COG, STARS-2019-WiC Grants: 2 April 2019, 1 p.m. (Padova local time - Italy time zone)**

For each type of grant, PIs of any age and nationality, who wish to pursue research at a Department of the University of Padova and meet 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 30 November 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) and has been awarded his/her first Doctoral qualification within a minimum of 7 and a maximum of 12 years prior to 30 November 2018; eligibility extensions are provided for (see section "Specific eligibility criteria"); the STARS-CoG funding scheme is also open to MSCA – IF Fellows who were granted a MSCA Fellowship with Unipd as their host institution in the framework of the MSCA – IF 2016 call;
- **STARS-WiC:** the PI is a Professor/Researcher who submitted a proposal in the Starting, Consolidator or Advanced ERC Grant, 2017 or 2018 calls for proposals, s(he) indicated Unipd as Host Institution and obtained a final mark of "A", but was not funded for lack of funds.

PIs holding a ERC research grant at the deadline of the call or who will be funded within the date of approval of the ranking list are not eligible to apply.

The STARS-StG funding scheme is open to PIs who, at the time of proposal submission may or may not hold a permanent position at Unipd. In case the PI selected for

funding does not hold a permanent position at Unipd, s(he) may be awarded a Research grant contract (“assegno di ricerca”, please see Art. 6 of the STARS call) for the duration of the project.

Budget of STARS Grants

Each STARS Grant includes a budget covering research expenses. Moreover, Starting Grants and Consolidator Grants may foresee a further amount covering a 2-year research grant contract to be assigned to the PI, in case s(he) does not hold a permanent position at Unipd.

STARS-StG grants cover research costs up to a maximum of EUR 140,000 for a period of 2 years for the macro-areas LS and PE and EUR 80,000 for the macro-area SH. In case the PI does not hold a permanent position at Unipd, the budget will include a grant covering research costs of maximum EUR 100,000 for the macro-areas LS and PE and EUR 60,000 for the macro-area SH for a period of 2 years + the gross salary of the PI (up to EUR 80,000 for two years) (Table 1).

STARS-StG (figures in K€)	Max. amount covering research costs PE: Physical Sciences and Engineering Domain	Max. amount covering research costs LS: Life Sciences Domain	Max. amount covering research costs SH: Social Sciences and Humanities Domain	Max. amount covering the PI contract (gross amount for 2 years)
PI holding a permanent position at Unipd	140	140	80	N.A.
PI not holding a permanent position at Unipd	100	100	60	80

Table 1 – Eligible STARS-StG costs

STARS-CoG grants cover research costs up to a maximum of EUR 140,000 for the macro-areas LS and PE and EUR 80,000 for the macro-area SH for a period of 2 years. In case the PI does not hold a permanent position at Unipd, the budget will comprise a grant covering research costs of maximum EUR 140,000 for the macro-areas LS and PE and EUR 80,000 for the macro-area SH for a period of 2 years + the gross salary of the PI (up to EUR 80,000 for two years) (Table 2).

STARS-CoG (figures in K€)	Max. amount covering research costs PE: Physical Sciences and Engineering Domain	Max. amount covering research costs LS: Life Sciences Domain	Max. amount covering research costs SH: Social Sciences and Humanities Domain	Max. amount covering the PI contract (gross amount for 2 years)
PI holding a permanent position at Unipd	140	140	80	N.A.
PI not holding a permanent position at Unipd	140	140	80	80

Table 2 – Eligible STARS-CoG costs

STARS-WiC Projects may be funded up to a maximum of 140,000 Euros for the LS and PE domains, and a maximum of 80,000 Euros for the SH domain (Table 3) for a period of 2 years.

STARS-WiC (Figures in K€)	Max. amount covering research costs PE: Physical Sciences and Engineering Domain	Max. amount covering research costs LS: Life Sciences Domain	Max. amount covering research costs SH: Social Sciences and Humanities Domain	Max. amount covering the PI contract
PI holding a permanent position at Unipd	140	140	80	N.A.

Table 3 – Eligible STARS-WiC costs

The contribution for research costs will cover costs for personnel, equipment, travel, consumables, publications and other costs needed to carry out the project (see budget table on page 32).

Examples:

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

A candidate applies for a StG, Macro-Area SH and holds a position at Unipd: s(he) can ask for max 80.000€ for costs related to his/her research. No money for his/her salary is foreseen.

A candidate applies for a CoG, Macro-Area LS and holds a position at Unipd: s(he) can ask for max 140.000€ for costs related to his/her research. No money for his/her salary is foreseen.

Proposal allocation to a Scientific Area

The allocation of proposals to the various scientific areas will be based on the expressed preference of the applicant (PI).

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

The initial allocation to a Scientific Area 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 regulations of the country in which the degree was awarded.

However, the actual time lapse between the date of the PhD award and the deadline specified in the call (30 November 2018) 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 **long-term illness** (over ninety days for the PI or a close family member: child or spouse) 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 acknowledged that, in certain fields, there are doctoral titles that enjoy the same status as and represent variants of the PhD. All of them have similar content requirements. Potential applicants are invited to consult the following document 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 as doctoral degrees (ISCED 6 – 1997 classification or ISCED 8 – 2011 classification¹) may correspond to the intermediate steps towards the completion of doctoral education and they should not be therefore considered as PhD-equivalent.

A list of research doctorate titles awarded in the United States that have the same status as and present variants of the PhD within certain fields is available on line². These doctorate titles are also recognized as PhD-equivalent by the U.S. National Science Foundation (NSF).

Medical Doctors (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 (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-

¹ Information on ISCED Mapping is available at the following link: <http://www.uis.unesco.org>

² <http://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-structure-us.html>

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/her first PhD on 1/5/2010. S(he) is not eligible because s(he) obtained his/her degree since more than 7 years prior to 30/11/2018

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/her PhD on 1/6/2017. S(he) is not eligible because s(he) obtained his/her degree since less than 2 years prior to 30/11/2018.

A candidate was awarded a MD on 1/6/2007 and a PhD on 1/10/2013. S(he) has worked as Associate Professor since 1/1/2011. His/her professorship appointment required doctoral equivalency. S(he) is not eligible for a STARS StG because the earliest degree that makes the applicant eligible is the MD and s(he) obtained it since more than 9 years prior to 30/11/2018.

A candidate was awarded a MD on 1/1/2006 and a PhD on 1/09/2012. S(he) has worked as a Researcher since 1/1/2012. His/her appointment did not require doctoral equivalency. S(he) is eligible for a STARS StG because the earliest degree that makes the applicant eligible is the PhD and s(he) obtained it since less than 7 years prior to 30/11/2018.

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. S(he) is not eligible because s(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 his/her first Doctoral qualification on 1/4/2013. S(he) is not eligible for a Consolidator Grant, but s(he) is eligible for a Starting Grant.

Evaluation Criteria – Procedures for the STARS@UNIPD 2019 Call

Unipd will appoint an Evaluation Committee as to select the winning project proposals. It will be nominated by the Rector of Unipd and composed of maximum 25 external experts of recognized international prestige, in the 3 ERC Macro-areas: PE - Physical Sciences and Engineering; LS - Life Sciences; SH - Social Sciences and Humanities. The Committee will work in three Sub-committees, one for each Macro-area, composed of maximum 10, 9 and 6 experts (PE=10, LS=9, SH=6). If no projects are submitted within an area, no experts will be appointed in that area. Sub-committees will also make use of independent reviewers in the particular scientific areas of individual projects. The Evaluation Committee will be chaired by three coordinators (acting as Presidents of the Sub-committees) who will coordinate the work of the three Sub-committees.

Experts in the Evaluation Committee perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are independent, impartial and objective, and behave in a professional manner.

For all STARS@UNIPD grants, scientific excellence is the sole criterion of evaluation. It will be applied in conjunction to the evaluation of both: the ground-breaking nature, ambition and feasibility of the research project; the intellectual capacity, creativity and commitment of the Principal Investigator.

Proposals are submitted in a single stage and evaluated in two steps by the experts against the following criteria (Table 4).

1. Research Project

Ground-breaking nature, ambition and feasibility

Ground-breaking nature and potential impact of the research project

To what extent does the proposed research address important challenges?

To what extent are the objectives ambitious and beyond the state of the art (e.g. novel concepts and approaches or developments across disciplines)?

To what extent is the proposed research high risk/high gain (i.e. if successful, the payoffs will be very significant, but there is a higher-than-normal risk that the research project does not entirely fulfill its aims)?

Scientific Approach

To what extent is the outlined scientific approach feasible bearing in mind that the proposed research is high risk/high gain (based on the Extended Synopsis)?

To what extent are the proposed research methodology and working arrangements appropriate to achieve the goals of the project (based on the full Scientific Proposal)?

To what extent does the proposal involve the development of novel methodology (based on the full Scientific Proposal)?

To what extent are the proposed timescales, resources and PI's commitments adequate and properly justified (based on the full Scientific Proposal)?

2. Principal Investigator

Intellectual capacity, creativity and commitment

Intellectual capacity and creativity

To what extent has the PI demonstrated the ability to propose and conduct ground-breaking research?

To what extent does the PI provide evidence of creative independent thinking?

To what extent does the PI have the required scientific expertise and capacity to successfully execute the project ?

(Table 4 – Evaluation criteria)

Conflicts of interest: under the terms of the expert's contract, all experts must declare any conflict of interest beforehand and must immediately inform the STARS@UNIPD Internal Commission if they detect a conflict of interest at any time during the course of the evaluation.

Confidentiality: the expert's contract also requires experts to maintain strict confidentiality with respect to the whole evaluation process. They must follow any instructions given by the STARS@Unipd Internal Commission to ensure this. Under no

circumstances may an expert attempt to contact an applicant on his/her own account, either during the evaluation or afterwards.

Indicative timetable for the STARS@UNIPD 2019 Call for proposals

Call opening	10 January 2019
Deadline for application	2 April 2019 hrs: 1 p.m.
Eligibility check	30 April 2019
Evaluation Step 1	30 June 2019
Evaluation Step 2	30 September 2019
Interview	October 2019
Evaluation results (publication of fundable projects ranking list)	15 November 2019
Financed Projects ranking approval	30 November 2019
Date of projects beginning	1 January 2020
Deadline for signing the PI STG or COG contract (assegno di ricerca)	31 March 2020

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**: the scientific proposal.

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

1. Proposals must be submitted electronically, please do not send anything by e-mail or snail 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 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 access the system again, you can continue filling in the proposal by clicking on: "Modifica/Edit".
5. Proposals must be written in English. In case of documents written in any other language, the application must also include an English translation thereof.
6. For further information, please write to: stars.grants@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 mentioned above.

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

8. Proposals' contents are registered via the electronic submission system and entered into a database to support the evaluation process.

1. HOW TO REGISTER AND ACCESS THE SYSTEM

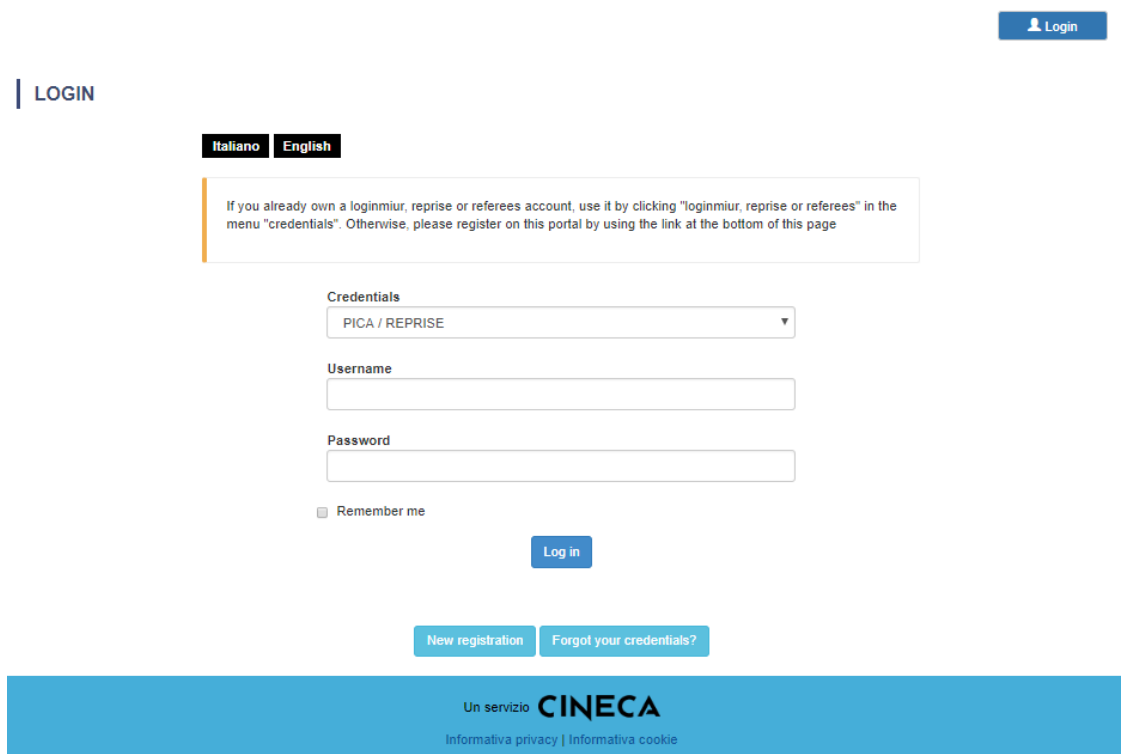
The submission system is open from 10 January 2019 to 2 April 2019 at 1 p.m. (Padova local time – Italy time zone). To access the system, please go to <https://pica.cineca.it/unipd/>.

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



The screenshot shows the login/registration interface. At the top right is a blue "Login" button with a user icon. Below it is a "LOGIN" header. There are two language tabs: "Italiano" and "English". A yellow-bordered box contains the text: "If you already own a loginmiur, reprise or referees account, use it by clicking 'loginmiur, reprise or referees' in the menu 'credentials'. Otherwise, please register on this portal by using the link at the bottom of this page". Below this are three input fields: "Credentials" (a dropdown menu showing "PICA / REPRISE"), "Username", and "Password". There is a "Remember me" checkbox. A blue "Log in" button is positioned below the fields. At the bottom, there are two buttons: "New registration" and "Forgot your credentials?". The footer is a blue bar with the text "Un servizio CINECA" and "Informativa privacy | Informativa cookie".

Fig. 2 – User registration

The screenshot shows a registration page with a 'Login' button in the top right. Below it is a 'REGISTER' section. At the top of the registration area, there are two language selection buttons: 'Italiano' and 'English'. Below these is a light blue banner with the text 'Register on pica.cineca.it'. The main form is titled 'Credentials' and contains three input fields: 'Username', 'Email', and 'Password'. Below the 'Username' field, there is a note: 'please to use the format FirstnameLastname'. Below the 'Password' field, there is a note: 'minimum length of 8 characters with at least one digit, the following characters are not allowed: | < > " ' ? + % ='.

After having completed all the requested fields, please click on “New registration” (Fig. 3); the system will send an email to the email address you indicated informing you on how to confirm your registration. In case you do not receive such email message, please write to unipadova@cineca.it.

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.
- I declare to be aware of the [notice](#) about personal data protection, provided by the competent authority, as stated in art. 13 of the UE regulation 2016/679

[New registration](#) [Reset](#)

2. ACCESS TO THE APPLICATION PROCEDURE

Once you have registered, you can log in to <https://pica.cineca.it/unipd> with your credentials, select STARS and thus enter the submission portal (Fig. 4):

Fig. 4 – Application form.

The screenshot shows the application submission portal. At the top, it reads 'UNIVERSITÀ DEGLI STUDI DI PADOVA - SUPPORTING TALENT IN RESEARCH @ UNIVERSITY OF PADOVA - STARS 2019'. Below this, it displays the 'Apertura/Opening date: 10-01-2019 13:00', 'Chiusura/Closing date: 02-04-2019 13:00', and 'Cod: bando-stars2019'. The main content area shows 'Domande in bozza / Draft applications 0' and 'Domande presentate / Submitted application 0'. At the bottom, there is a green button labeled 'Compila una nuova domanda / New submission'.

Click on “Compila una nuova domanda/New submission” to start a new submission.

[Compila una nuova domanda / New submission](#)

3. PROPOSAL SECTIONS

In Fig. 5 you can find the index of the sections of the proposal.

Fig. 5 – Index - Proposal sections.



Please remember to click on “Salva e prosegui/Save and proceed” after you have entered the requested data in each section.

If there is no error, the system will let you go to the next section. If there are, an error message will be displayed: data must be corrected in order to proceed further.

3.1. Registrazione progetto/Application

Based on the eligibility criteria established in Art. 2 of the call for proposals, you shall select the type of grant to which you intend to apply (you may only choose one):

- a) Starting Grants (StGs)
- b) Consolidator Grants (CoGs)
- c) Wild Card Grants (WiCs)

You shall write title, acronym, abstract, budget, ERC area of the project and at least one keyword among the ERC ones, that can be selected from the dropdown-list.

Concerning the Budget (Fig. 6), please write the PI costs and the total estimated eligible costs (including the PI costs), which must correspond to the categories of the budget table in the Research Proposal PART 2 (see page 32)

Fig. 6 Budget section

Budget/ Budget

Costo del PI / PI cost

• Dato obbligatorio / Mandatory field

Totale costi eleggibili / Total estimated eligible costs

• Dato obbligatorio / Mandatory field

Durata 24 mesi / Duration 24 months

Please indicate also your hosting Department and, in case of StG, your Scientific Reference Person.

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

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

3.3. Dati anagrafici e recapiti/Personal and Contact Data

This section already contains data that were entered during the registration procedure; you shall fill in the empty fields only. In case one or more of your personal data are incorrect, you can modify the information on your User profile, which can be found on the top right of the webpage.

3.4. Titoli di studio/Qualifications

Please fill in the fields with the information regarding your PhD degree. Write your PhD thesis title in the field "Descrizione/Description". You shall upload a copy of the certificate or a self-certification (self-certification may be accepted only for Italian and EU citizens holding a PhD awarded by an Italian University).

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

In case of MD, please see the instructions specified in section "Medical Doctors (applicants holding a degree in medicine)" of this Guide (p. 7) and insert your MD qualification details as appropriate. You may have the possibility to upload the certificate for the proof of appointment in the field of extension.

Fig. 7 – Qualifications – Possible extension of eligibility period

EVENTUALE ESTENSIONE DEL PERIODO DI ELEGGIBILITÀ / POSSIBLE EXTENSION OF THE ELIGIBILITY PERIOD

Estensione del periodo di eleggibilità / Extension of the eligibility period

SI / Yes

No

• Dato obbligatorio / Mandatory field

Copia documenti giustificativi estensione / Supporting documents

Descrizione/Description

3.5. Allegati/Attachments

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

a) Starting Grants (StGs)

- a1. Research proposal (Part B1 - Extended Synopsis; CV and Track Record)
- a2. Research proposal (Part B2 - Scientific Proposal)
- a3. Letter of Commitment only IF the PI does NOT hold a permanent position at Unipd
- a4. Copy of valid ID

b) Consolidator Grants (CoGs)

- b1. Research proposal (Part B1 - Extended Synopsis; CV and Track Record)
- b2. Research proposal (Part B2 - Scientific Proposal)
- b3. Letter of Commitment only IF the PI does NOT hold a permanent position at Unipd
- b4. Copy of valid ID

c) Wild Card Grants (WiCs)

- c1. Research proposal (Part B2 - Scientific Proposal)
- c2. Summary Report by ERCEA
- c3. Copy of valid ID

3.6. Dichiarazioni finali / Final Declarations

This section comprises a number of statements that need to be undersigned.
For PIs applying for a Starting grant, there is the declaration of the actual duration in months of research grants previously awarded ("*assegno di ricerca*" 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. Ethics issue table

Please reply to the questions related to ethics issues in the last two sections and upload the relevant supporting documents if needed.

4. SUBMISSION OF THE PROPOSAL

At this point you will view your application in the dashboard, please verify whether it is complete and then submit it by clicking on "Presenta/Submit" (Fig. 8)

Fig. 8 Dashboard with status and possible actions for the drafted proposal.

UNIVERSITÀ DEGLI STUDI DI PADOVA - SUPPORTING TALENT IN RESEARCH @ UNIVERSITY OF PADOVA - STARS 2019

Apertura/Opening date: 10-01-2019 13:00 Chiusura/Closing date: 02-04-2019 13:00 Cod: bando-stars2019

Domande in bozza / Draft applications 1
 Domande presentate / Submitted application 0

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
143600	in bozza/draft	yyyy-mm-dd HH:MM:SS	Modifica/Edit Verifica/Verify Presenta/Submit

[Compila una nuova domanda / New submission](#)

If the application procedure has been correctly completed, scroll down and click the button “firma/sign” at the end of the page, the system will then generate a .pdf file of the proposal.

In case of error, a warning message will be displayed: errors must be corrected to proceed.

In order to complete the submission, sign the document. Three options for signature will be shown (Fig. 9), please note that for foreign applicants only the first option will be displayed (“no digital signature”).

Fig. 9 Signature options

FIRMA DIGITALE / DIGITAL SIGNATURE

Crusotto/Dashboard Domanda/Application Id: 144176

Il sistema supporta le seguenti modalità / The following options are available:

Firma il documento manualmente / Sign the application (no digital signature)

Per firmare manualmente il documento è necessario scaricare il PDF del documento sul proprio computer, stamparlo, firmarlo manualmente, effettuarne la scansione in un file PDF e caricare quest'ultimo sul sito. / If you can't sign the document digitally as specified in the other sections you need to download the pdf file of the application, print it, sign it in original, scan it in a pdf file and upload it again on the website.

ATTENZIONE: la scansione, oltre alle pagine della domanda, dovrà contenere nell'ultima pagina la copia di un documento di identità in corso di validità (questo passaggio non è necessario se la copia del documento di identità è stata inserita tra gli allegati alla domanda) / WATCH OUT: the copy of a valid identity document must be included as the last page of the scanned pdf, after the application form pages (this step can be dispensed with if a copy of the document was uploaded as an attachment of the application form)

Firma il documento sul server ConFirma / Sign the application on the server using ConFirma service

Per firmare digitalmente il documento è necessario avere una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) compatibile con il servizio ConFirma. Dopo la firma sarà possibile scaricare il PDF firmato / In order to sign digitally the application it is necessary to have an hardware (e.g. smart card or USB with digital signature certificate issued by an approved certification body) compatible with ConFirma service. After signing, applicants can download the signed pdf application

Firma digitalmente il documento sul tuo personal computer / Sign the application digitally on your pc

Per firmare digitalmente il documento è necessario avere una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) e software di firma digitale con cui generare, a partire dal file PDF del documento scaricato da questo sito, il file firmato in formato pdf.p7m da ricaricare sul sito stesso / In order to sign digitally the application it is necessary to have an hardware (e.g. smart card or USB with digital signature certificate issued by an approved certification body) and a software for digital signatures in order to create a pdf.p7m file from the pdf file downloaded from this site. The pdf.p7m file must be uploaded in the website again

When the signed PDF of the proposal is uploaded, please press “Send the application” to successfully send the proposal (Fig. 10).

An email message confirming the submission of the proposal will be sent to your account.

Fig. 10 “No digital signature” procedure

FIRMA MANUALE / HANDWRITTEN SIGNATURE

Firma il documento manualmente / Sign the application (no digital signature)

- 1 Scaricare (download) la form già compilata / Download your filled-in form
- 2 Stampare la domanda / Print out the application
- 3 Firmare in modo leggibile con inchiostro scuro l'ultima pagina della domanda stampata / Sign the last page of the printed application legibly, with dark ink
- 4 Effettuare la scansione, in un unico file PDF, della domanda firmata e del documento d'identità fronte/retro / Scan your signed application and your identity document (both sides), within a single PDF document N.B. Il documento d'identità non è necessario se già caricato all'interno della domanda / The identity document is not required if already uploaded in the application form
- 5 Effettuare l'upload del file PDF / Upload the PDF document
 Nessun file selezionato

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. 11 and Fig. 12).

Fig. 11 Withdrawal of the application

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
143071	presentata/submitted	yyyy-mm-dd HH:MM:SS	<input type="button" value="Modifica/Edit"/> <input type="button" value="Visualizza/View"/> <input type="button" value="Ritira/Withdraw"/> <input type="button" value="PDF domanda/Application PDF"/> <input type="button" value="PDF domanda firmata/Signed PDF"/>

Fig. 12 Withdrawal of the application

The screenshot shows a web form titled "UNIVERSITÀ DEGLI STUDI DI PADOVA - SUPPORTING TALENT IN RESEARCH @ UNIVERSITY OF PADOVA - STARS 2019 - RITIRO". The main heading is "Domanda di ritiro dalla procedura selettiva / Request for Withdrawal of Application". Below this, there is a red-bordered box containing the text "PER IL BANDO SUPPORTING TALENT IN RESEARCH @ UNIVERSITY OF PADOVA - STARS 2019 / CALL SUPPORTING TALENT IN RESEARCH @ UNIVERSITY OF PADOVA - STARS 2019".

The form contains several input fields:

- ID domanda da ritirare / ID Application:** A text box containing the number "143071".
- Bando / Call:** A text box containing "Università degli Studi di Padova - Supporting Talent Research @ University of Padova - STARS 2019".
- Ateneo / University:** A text box containing "Università di Padova".
- Motivazione: / Justification:** A text box containing the word "test".

There is a checkbox labeled "desidero ritirare la domanda / I wish to withdraw my application" which is checked. Below it, a red dot indicates a "Dato obbligatorio / Mandatory field".

At the bottom of the form is a blue button labeled "Salva e torna al cruscotto / Save and back to dashboard".

At the bottom of the page, there is a logo for "CINECA" with the text "In collaborazione con" and "Supporto tecnico: unipadova@cineca.it".

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

Firma il ritiro/Sign withdraw

Please follow the instructions for signature procedures.

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

6. INTERVIEW

STARS-StG and STARS-CoG candidates admitted to Step 2 of the selection process, will be invited for an interview with the Sub-committee of the relevant Macro-area. 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.

In case of Skype interviews, candidates 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 connections are required to make the candidates' 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 of the interview. Unipd will register the elements proving that the interview has (or has not) taken place, including log files proving whether the connection has been established and any other element the Sub-committee considers useful to prove that the interview has (or has not) been completed. In the event the Sub-committee is not able to complete the interview in full in three attempts, this will be evaluated on the basis of what has been discussed and considered successfully terminated. It will not be replaced with or integrated by any other forms of interview.

7. ADDITIONAL INFORMATION

The call for proposals is jointly managed by the Research and Quality Office and the International Research Office of the University of Padova:

- for questions or information about the proposal submission, please refer to the Research and Quality Office: stars.grants@unipd.it;
- for questions or information about the evaluation procedure, please refer to the International Research Office: talent.stars@unipd.it.

For technical questions regarding the electronic submission system, please contact the CINECA staff:

- Phone: +39 051 61 71 971
- e-mail: unipadova@ceneca.it

Instructions for completing 'Part B' of the proposal

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

Part B1 (including cover page, sections a, b, and c) and
 Part B2 (including sections a, b, and c).

The templates for these two parts are available in this guide (page. 26). They can be downloaded at the following links: <https://www.unipd.it/en/stars2019> (Unipd website in English) or <https://www.unipd.it/stars2019> (Unipd website in Italian) and their use is mandatory.

PIs 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 including the feasibility of the scientific proposal 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 section as well as the maximum length of each section or its sub-sections 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 Department for the Project

Proposal full title
 Proposal Acronym
 Proposal duration in months
 Proposal summary (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 as 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, Connection to the STARS proposal

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

The Principal Investigator (PI) must provide a list of achievements reflecting his/her 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 their PhD supervisor as co-author (properly referenced, field relevant bibliometric indicators may also be included); preprints may be included, if freely available from a preprint server (preprints should be properly referenced and either a link to the preprint or a DOI should be provided);
2. **Research monographs and any translations thereof;**
3. **Granted patent(s);**
4. **Invited presentations to internationally established conferences and/or international advanced schools;**
5. **Prizes/awards/academy memberships.**

Part B2

Part B2 Sections a, b, and c:

The scientific proposal (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 33. References do not count towards the page limit.

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

Clearly specify 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 fulfill the objectives for the duration of the project. Requested resources should be reasonable and fully justified in the proposal. The requested grant should be consistent with the actual needs to fulfill the objectives of the project.

Specify briefly your commitment to the 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.

Supporting Documents

Any additional annexes, including documents related to the PhD, the host Department "Letter of Commitment", the evaluation summary report and a scanned copy of a valid ID card or passport, as well as any relevant documents connected to the applicants' 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 Grant, who do not hold a permanent position at Unipd 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 electronic submission system.

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 raise questions which require sound ethical assessment in order to ensure that research supported by a STARS grant complies with fundamental ethical principles (see "Ethics issues table", page 32).

The completion of the Ethics table available on the electronic submission system is compulsory for each type of Grant.

Areas excluded from funding:

- (i) Research activity aiming at human cloning for reproductive purposes;
- (ii) Research activity intended to modify the genetic makeup of human beings that could make such changes heritable (apart from research relating to cancer treatment of the gonads, which may 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;
- (iv) Research that leads to the destruction of human embryos

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
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 more questions in the Ethics Issues Table, applicants must provide a detailed explanation on how to address the ethics issues .

Please include any supporting documents, such as any authorization 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 uploaded in the electronic submission system.

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 NO direct or indirect contact is permitted between the PI or any team member or any person linked to the PI or to Unipd, AND any expert involved in the peer review evaluation of a STARS proposal. Any such contact may result in the decision to exclude the concerned proposal from the present call.

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

**STARS Grants 2019
TEMPLATES**

Starting/Consolidator Grant (please choose one)

Research proposal [Part B1]

<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 short description of your research proposal, it will serve in the evaluation process and in communications to contact 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 2,000 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, [References do not count towards the page limits])

[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.]

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

Section b: Curriculum Vitae (max. 2 pages)

[Please use the following template. It should be modified only if 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 AND AWARDS

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

• **REVIEWING ACTIVITIES (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

<i>Project Title</i>	<i>Funding source</i>	<i>Amount (Euros)</i>	<i>Period (start-end date)</i>	<i>Role of the PI</i>	<i>Connection to the current STARS proposal³</i>

Grant applications

<i>Project Title</i>	<i>Funding source</i>	<i>Amount (Euros)</i>	<i>Period (expected start-end date)</i>	<i>Role of the PI</i>	<i>Connection to the current STARS proposal³</i>

³ Clearly describe any scientific overlap between your STARS application and any current research grants or on-going grant applications.

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

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

Starting/Consolidator/Wild Card Grants (please choose one)

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 (2.0 cm side and 1.5 cm 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 fulfill 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
	Personnel	PI	
		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.

Briefly specify your commitment to the project in the *resources* section. Please note that you should perform and complete your proposed research activity in full and you are engaging with the University of Padova in submitting a ERC application by the end of your project (Article 6, STARS@UNIPD 2019 Call for proposals).

Useful Links regarding rules and policies at UNIPD

The following resources are mentioned in the “STARS GRANTS 2019 Call for proposals” and in the present STARS GRANTS 2019 “Guide for Applicants & Application templates”.

Please note that the short name Unipd stands for University of Padova, Italy.

- University of Padova (Unipd) Internal Regulation for the award of research grants pursuant to art. 22 of Law 240/2010 (in Italian)

https://www.unipd.it/sites/unipd.it/files/2017/Reg_assegni_2016.pdf

- The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C) | *Carta europea e Codice di reclutamento dei ricercatori*

<https://www.unipd.it/en/hr-excellence-research> (in English)

<https://www.unipd.it/carta-europea-codice-reclutamento-ricercatori> (in Italian)

- Rules and recommendations regarding Open access publications at the University of Padova (in Italian)

<https://www.unipd.it/sites/unipd.it/files/2017/REG%20accesso%20aperto%20produz%20scientifica%2001082017.pdf>

- Data protection and personal data handling
Rules and recommendations adopted at Unipd

<https://www.unipd.it/privacy> (in Italian)

<https://www.unipd.it/en/privacy> (in English)

EU GDPR - General Data Protection Regulation 2016/679, art. 13

<http://www.privacy-regulation.eu/en/13.htm>

- EU Regulation 428/2009 concerning dual use items in the sense of Regulation

[https://eur-](https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:134:0001:0269:en:PDF)

[lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:134:0001:0269:en:PDF](https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:134:0001:0269:en:PDF)

Ethics issues table

You will find the following questions in the last two sections of the online platform for electronic submission. This template is just for your prior consideration and you should not upload it.

1. HUMAN EMBRYOS/FOETUSES		
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
Are they obtained from biobank?	Yes	No
4. PERSONAL DATA		
Does your research involve personal data collection and/or processing?	Yes	No
IF YES		

Does it involve the collection and/or processing of sensitive personal data (e.g: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction) ?	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
IF YES		
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 authorization 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 (maximum number of characters allowed: 1,000)		

I hereby 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.

**[Print on the official letterhead of the University of Padova
Hosting Department - Please note that the Letter is mandatory for PIs that do
not hold a permanent position at Unipd]**

**Letter of commitment of the hosting Department
STARS Grants Call 2019**

The University of Padova (*Università degli Studi di Padova*), Department of << name, in English, of the Department that is associated to the proposal >> (*Dipartimento di <<name, in Italian, of the Department that is associated to the proposal>>*), confirms its intention to host << Name of the PI>>, PI of the project << Title - acronym of the project >>.

Should the proposal be funded, the University of Padova, Department of <<name of the Department>> commits itself to:

a) employ the Principal Investigator for the duration of the grant [**only if the PI is not employed by 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

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Signature of the Head of Department

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