



## Call for proposals 1 – post-doc 2010 – Incoming

This call for proposals has been issued according to article 22 of the provincial law of 2 August 2005, n. 14 (provincial law on research) with the financial support of the European Commission, within the context of the 7<sup>th</sup> research framework programme for the period 2007-2013 - "People" specific programme - Marie Curie actions - COFUND - "Trentino - The Trentino programme of research, training and mobility of post-doctoral researchers" project.

### 1. Subject of the call and financial resources

The Autonomous Province of Trento, by means of this call for proposals, will finance 100% of the costs of projects submitted by young researchers and carried out in cooperation with a research organisation, which has its registered office or an operating centre inside Trento province.

The financial resources destined for this call for proposals amount to 2.250.000,00 Euro.

### 2. Aims

This call for proposals has the following aims:

- to encourage the mobility of young researchers of any nationality towards the Trentino research system;
- to contribute towards the internationalisation of the Trentino research system;
- to generate spin-offs on the Trentino research system, by supporting initiatives which provide for measurable results in both qualitative and quantitative terms;
- to select a restricted number of projects of high scientific quality, focusing on the following objectives:
  - to encourage the professional development of talented young researchers, who will be able to realise a specific research project within a Trentino research organisation;
  - to encourage the training, mobility and career development of researchers.

### 3. Areas of research

The research projects will be selected from the following subject areas, falling within the priority areas for research as defined in the long-term research programme, approved with the resolution of the provincial government n. 2365 of 10 November 2006:

- environment, climate and biodiversity;
- local development and competitiveness;
- genomics and biotechnologies;
- information technology and telecommunications "ICT";
- nano and micro-technologies;
- technologies for sustainable construction, renewable sources and area management.

### 4. Requirements for application

The proposing researcher must have a PhD, obtained in Italy or abroad no more than three years before the deadline of this call.

The proposing researcher must not have had any working relationship (including any fellowship, scholarship, research grant, contract, cooperation) with any research organisations which have their registered office or operating centres inside Trento Province, longer than 30 days on the whole, during the two years before the deadline of this call.

## 5. Project features

The project must have a duration of between two and three years and the annual cost must not exceed 50.000,00 Euro.

Project proposals must be formulated in such a way as to allow evaluation of the following elements:

- the objectives and subject of the research;
- methods for implementation of the project;
- financial plan and description of expenditure;
- equipment and other facilities available at the host organisation in order to support the implementation of the project.

The project must be formulated in such a way as to allow the starting up of research activities no longer than ninety days from the date the host organisation has been notified of the decision to fund the project by the Director of the University and Scientific Research Department.

The project may be written in Italian or in English.

In the event of funding, the project abstract may be published by the Province.

## 6. Documentation required for application

The documents required for application must be submitted through a research organisation with registered office or operating centres inside Trento Province (host organisation) and consist of:

- a. application form by the host organisation;
- b. declaration by the proposing researcher;
- c. research project;
- d. attachments.

a. The application form must be signed by the legal representative, or his/her delegate, of the host organisation and must contain:

- the data for the host organisation;
- the brief data for the project;
- the data for the researcher;
- the undertaking by the host organisation to play host to the researcher and support the research activities, guaranteeing access to the infrastructures and services necessary to realise the project;
- the reasons behind the decision to act as host for the researcher;
- the career development plan for the researcher;
- the declaration by the host organisation stating that the project does not regard activities which have already been carried out or which are underway within the organisation. In the event of extensions to existing activities, reference to this must be made;
- the declaration that the costs of the project are additional to the ordinary activities of the host organisation and that they are not covered by the Province or by other bodies.

b. The declaration by the proposing researcher must be signed by the researcher and must contain:

- the research organisation which has undertaken to submit the project;
- the undertaking to carry out the research respecting both the provisions contained in the call for proposals and the internal procedures of the host organisation.

c. The research project must be signed by the proposing researcher and must contain:

1. project title;
2. acronym;

3. thematic area;
4. disciplinary scientific field;
5. data for the proposing researcher and for the host organisation;
6. abstract;
7. key words;
8. duration in months;
9. project description;
10. presentation of the proposing researcher and of the hosting research group;
11. financial plan.

All the above listed documents are generated following the headings requested by the system, as stated in article 7 and provided for in the specific format, available to all interested parties at the internet site:

[http://www.uniricerca.provincia.tn.it/bandi\\_ricerca/-Sottomissione\\_bandi/](http://www.uniricerca.provincia.tn.it/bandi_ricerca/-Sottomissione_bandi/) in the section "Fac-simile".

d. The attachments consist of:

- a copy of the proposing researcher's ID;
- a copy of the ID of the host organisation legal representative or of his/her delegate;
- the proposing researcher's curriculum vitae signed by the researcher;
- the Gantt chart;
- the ethical issues table signed by the proposing researcher.

All the submitted documentation, considered to be strictly confidential, will not be returned.

## **7. How to submit a project proposal**

The submission of proposals provides for a preparatory registration phase for the host organisation and proposing researcher at the following address:

[http://www.uniricerca.provincia.tn.it/bandi\\_ricerca](http://www.uniricerca.provincia.tn.it/bandi_ricerca)

The service will start from 12<sup>th</sup> May 2010, that is the first day after the publication of the abstract of the call for proposals in the official bulletin of the Autonomous Region of Trentino Alto-Adige.

Proposals must be submitted by 5.00 p.m. of 13<sup>th</sup> July 2010, using the internet service at the same address.

Information on how to register and submit project proposals can be found in the section "Guide to Compilation".

The internet service allows the electronic submission of the documents listed in points a), b) and c) of article 6.

The same internet service allows printing of the submitted documentation as well.

A € 14,62 revenue stamp must be put on the application form.

The paper documents must be signed according to the instructions given in article 6 and, along with all the attachments, must be handed in during the working hours (Monday to Thursday from 9.00 to 12.45 and from 14.30 to 15.45, Friday from 9.00 to 12.45) or sent by registered mail with acknowledgement of receipt, within seven days starting from closing date of the call for proposals to the following address:

Servizio Università e ricerca scientifica  
Provincia Autonoma di Trento  
Via Romagnosi, 9 – 38122 Trento

In the event of discrepancies, the copy submitted through the Internet service shall be considered valid.

## 8. Circumstances causing the exclusion from the evaluation phase

The following circumstances will cause the exclusion of the project from the evaluation phase:

1. the project does not fall within one of the research areas foreseen in the call for proposals;
2. submission of more than one research project by the same researcher;
3. lack of the requirements as indicated in article 4;
4. failure to hand in or send the paper documents or one of the documents listed in points a), b) and c) of article 6;
5. absence of signatures on the documents.

On the contrary, it is allowed to make up for possible lack of one of the attachments listed in point d) of article 6.

## 9. Methods and criteria for the evaluation of research projects

Evaluation of research projects is carried out by the Technical and Scientific Committee for Research and Innovation, hereinafter referred to as the "Committee", which is an advisory body of the Autonomous Province of Trento. The evaluation is carried out on the basis of the following criteria, given in order of priority:

- a) **research project:** originality and feasibility of the research, strategic potential, also in terms of enhancing new experience and/or career development; organisation of the project, clarity of deadlines and suitability of methods chosen;
- b) **proposing researcher:** level of scientific and professional background, quality of publications, capacity to carry out independent research, potential for leading and managing projects, extent and quality of scientific work;
- c) **coherence with the aims of the call for proposals,** motivation of the host organisation, career development plan for the researcher.

The evaluation will be expressed numerically out of a possible total of eighty points, distributed as follows:

- criterion a) up to 40 points;
- criterion b) up to 30 points;
- criterion c) up to 10 points.

The Committee will compile a specific evaluation sheet for each project and give its assessment for the purposes of defining a list of projects considered to be admissible for funding, on the basis of the merit. When formulating their assessment, the Committee may redefine the project costs, should these be considered not appropriate.

Projects obtaining a minimum score of 60 points will be included within the list.

In the event of equal scores, preference will be given, in order of priority:

1. to projects presented by female researchers;
2. to projects presented by younger researchers.

## 10. Approval of the list and acceptance of funding

Approval of the list shall take place with a resolution of the provincial government, within one hundred and twenty days from the deadline for this call for proposals.

Funding for the projects, according to their position in the list and in so far as this is compatible with the financial resources available, will be established by a decision of the Director of the University and Scientific Research Department, within fifteen days from the date of the resolution stated above.

The funding will be cancelled if the researcher does not communicate his acceptance, through the host organisation, within the period of thirty days from the date of notification of the decision of the Director of the University and Scientific Research Department.

The research activity must start within ninety days from the date of notification of the funding and must be communicated to the University and Scientific Research Department within fifteen days from the beginning of the research activity.

The communication of acceptance must be accompanied by the following:

- a statutory declaration by the researcher, undertaking to work full-time and exclusively on the project and stating that s/he is currently working only on the realisation of the project at the host organisation;
- a copy of the contract stipulated between the host organisation and the researcher, for a duration equivalent to the project.

The list shall be valid for three hundred days from the date of its approval.

In the event of availability of funds, the Director of the University and Scientific Research Department shall provide for the funding of further projects from the currently valid list.

### **11. Responsibility of the researcher and host organisation**

The proposing researcher takes scientific and management responsibility for the project.

Following the request of the University and Scientific Research Department, the proposing researcher and the host organisation must supply all explanations, information and documentation considered necessary at any time.

It is the responsibility of the host organisation:

- to provide the researcher with all the means necessary to realise the project for the whole duration of the contract, including the infrastructure, equipment and products;
- to pay the fees and any other benefits provided for the law to the researcher.

### **12. Types of eligible costs**

The types of eligible costs are as follows:

- a) costs for research activities:
  - a.1) cost for the proposing researcher, including all legal obligations which are in charge of the host organisation;
  - a.2) costs for execution of the project:
    - consumables;
    - travel expenses, excluding subsistence allowances;
    - costs for the dissemination of results;
    - durable equipment, limited to technical-financial depreciation charges;
  - a.3) other costs directly related to the research activities, when recognised as eligible by the provincial Technical and Scientific Committee for Research and Innovation.

All costs must be suitably described.

- b) a lump sum of a maximum of 10% of costs stated in paragraph a) for supporting research activities, awarded to the host organisation.

Only additional expenses over and beyond the standard activities of the host organisation are admissible for funding, relating specifically to the implementation of the project, according to the categories indicated above and on the basis of the financial plan described in the project.

The funding must be used for costs incurred during the duration of the research project and related strictly and exclusively to the project.

Expenditure already covered and granted for whatever purpose by the Province, on the basis of other provincial laws, or by European Community funding is not admissible.

### **13. Disbursement of funding**

The funding will be assigned to the host organisation, which will see to carrying out all the administrative procedures necessary for the realisation of the project.

Disbursement of the funding will take place on the basis of periodic cash requirements, requested by the administrative director of the host organisation and endorsed by the proposing researcher.

The amounts paid on the basis of cash requirements may not exceed 95% of the funding awarded.

Requests for the disbursement of funding following the first one, which must not exceed a maximum of 10% of the overall funding, must be accompanied by a summary of the costs incurred, demonstrating that at least 80% of the amounts previously disbursed by the Province have been used.

Payment of the balance between the accepted costs and the amounts already disbursed will be made once the final report has been checked, within the limits of the funding granted.

## **14. Scientific and financial reports**

### **14.1 Interim reports**

Within sixty days from the end of each year following the starting up of the project, the following must be submitted:

- a) a scientific report, signed by the researcher and accompanied by a summary designed for publication, supplying the relevant information relating to:
  - development of the project;
  - preliminary results obtained;
  - any changes as compared to the original project;
- b) a financial report summarising the costs incurred and any income obtained, endorsed by the administrative director of the host organisation and by the researcher.

### **14.2 Final reports**

Within ninety days from the end of the project, the following must be submitted:

- a) a scientific report, signed by the researcher and accompanied by a summary designed for publication, supplying the relevant information relating to:
  - development of the project;
  - results obtained;
  - any changes as compared to the original project;
  - prospects for further developments;
- b) a financial report of the costs incurred and any income obtained, endorsed by the administrative director of the host organisation and by the researcher;
- c) an administrative act in case of public bodies, or a self attested affidavit in case of private subjects, where the host organisation certifies that the project has been realised and the total amount of the costs incurred and of the income obtained.

The final financial report must be accompanied by a report issued by the auditing body of the host organisation or, in the absence of such a body, by external auditors. The auditors shall certify the existence and validity of the documentation proving the costs and income indicated in the financial reports. In the event that the final balance is certified, this documentation is not necessary.

At the same time the financial report is submitted, the host organisation shall also pay the Province any excess amount received in funding as compared to the amount accounted for in the financial report. On completion of examination of the report, any further sums shown to have been paid in excess, as compared to the funding due, must be returned within thirty days of the request being made.

The scientific and financial reports must be drawn up according to the forms made available by the University and Scientific Research Department.

## **15. Extensions, suspensions, renunciations and changes in the financial plan of the project**

Any requests or communications regarding the project must be sent by the researcher to the University and Scientific Research Department through the host organisation.

Extensions, suspensions, conclusions in advance and changes in the financial plan exceeding 30% of the grand total of the project costs shall be established by a decision of the Director of the University and Scientific Research Department.

The duration of the project may be extended only once for a maximum of six months, following a justified request, subject to evaluation by the Committee.

Suspension of the project due to parental leave, according to the legislative decree of 26 March 2001, n. 151 and subsequent amendments, or for serious reasons, does not constitute an extension to the project.

Justified suspension of the project shall be provided for after consultation with the Committee.

Suspension for serious reasons may have a maximum duration of 12 months. Once this period has expired, the project is considered to have been interrupted.

During the period of suspension no costs may be attributed to the execution of the project.

In the event that the researcher is forced to give up the research activities during the project, for exceptional and absolutely unforeseeable reasons, the project will be considered to have been interrupted on the date that activities cease, which must be communicated promptly.

Within thirty days of interruption of the project the final report provided for in article 14.2 must be submitted. The Committee will evaluate the extent of realisation of the project as compared to the initial objectives and will propose the re-definition of the funding.

In the event of interruption in the first year of activities the funding may be cancelled.

While the overall amount of eligible costs continues to be valid and must be considered binding, during the execution of the project it is allowed to set off between the various cost items, also in case of inclusion of new items, up to 30% of the total amount specified in article 12, paragraph a), and between the annuities provided for in the financial plan approved.

Any requests for the inclusion of cost items not provided for or for other changes in the financial plan, if higher than 30% as above mentioned, shall be subject to evaluation by the Committee.

Significant changes to each cost item must be pointed out when submitting the financial report as specified in article 14.

## **16. Monitoring and evaluation methods for the projects funded**

Monitoring of the project is carried out by the Province, with the consulting of the Committee, through:

- evaluation of the interim scientific and financial reports;
- possible visits to the host organisations.

Should it emerge from the monitoring that the project is not being carried out in accordance with the approved project plan, specific requirements designed to remove the irregularities will be sent to the researcher and the host organisation, following a proposal from the Committee.

In the event that these directives are not complied with, the provisions contained in article 17 shall apply.

The absence of communications regarding the results of monitoring or the evaluation of reports does not imply a positive assessment by the Committee.

## **17. Suspension, recalculation or cancellation of funding**

The Committee may propose the suspension of the project in the event of a negative outcome following monitoring.

Suspension shall be established by a decision of the Director of the University and Scientific Research Department and shall fix the deadline by which the researcher and host organisation are required to provide information explaining the irregularities. On the basis of an evaluation of these elements, the Committee may propose:

- the continuation of the project, revising the date of conclusion;
- the re-definition of the project with consequent recalculation of funding;
- the interruption of the project, while recognising the activities carried out;
- the total cancellation of the funding granted.

The consequent decisions shall be taken with a decree of the Director of the University and Scientific Research Department.

During the period of suspension no costs linked to the execution of the project may be attributed. In the event of the final report not being approved by the Committee, the Director of the University and Scientific Research Department may decide the following:

- the re-definition of funding;
- the total cancellation of the funding granted.

In the following circumstances, the project shall be considered to have been inadequately implemented, leading to the partial or total cancellation of funding:

- failure to present the interim scientific and financial reports by the deadline;
- failure to present the final scientific and financial reports by the deadline;
- failure to collaborate with monitoring activities;
- failure to provide information regarding significant events or changes to the project plan approved.

Amounts already paid pertaining to funding subsequently cancelled or amounts of recalculated funding, paid in excess, shall be recovered by setting off the amounts due according to other provincial grants or through the repayment of the amounts, with the addition of the simple interest at the official rate, calculated starting from the date of the cancelling decision up to the date the amounts are repaid, according to the regulations in force.

#### **18. Ownership of research results**

The results of the project, understood as any patents and intellectual property rights achievable and related possibilities for financial exploitation, shall belong to the Province, with the exception of the researcher's right to be recognised as the author.

Any works, papers or products relating to the project must mention the Autonomous Province of Trento and make specific reference to this call for proposals.

#### **19. European co-funding**

In the event of funding, the host organisation and the researcher are required to observe the provisions of the grant agreement stipulated between the European Commission and the Autonomous Province of Trento, which regulates the terms of co-funding for the "Trentino - The Trentino programme of research, training and mobility of post-doctoral researchers" project, within the context of the 7th research framework programme for the period 2007-2013 - "People" specific programme - Marie Curie actions - COFUND.

The project can be consulted at the address:

[http://www.uniricerca.provincia.tn.it /bandi\\_ricerca](http://www.uniricerca.provincia.tn.it /bandi_ricerca)

#### **20. Privacy**

All the data supplied will be handled respecting the provisions of the legislative decree of 30 June 2003, n. 196 (Code for the protection of personal data).

According to article 13 of D.Lgs 196/2003, participants in the call for proposals are informed that:

1. handling of the data will take place exclusively in relation to the execution of procedures linked to the implementation of this call for proposals, adopting printed material, IT media and computer technology and all appropriate measures to guarantee confidentiality;
2. the provision of data is compulsory in order to carry out the procedures linked to the implementation of this call for proposals;
3. the proprietor handling the data shall be the Autonomous Province of Trento;
4. the person responsible for the handling of the data shall be the Director of the University and Scientific Research Department;
5. at any time, the persons concerned may exercise their rights in relation to the proprietor handling the data, according to article 7 of D.Lgs 196/2003.