FCT Fundação
para a Ciência
e a Tecnologia

Application Guide

Call for PhD Studentships – 2021

_____

February 2021

TABLE OF CONTENTS

ACRONYMNS

CV – *Curriculum Vitae*

FAQs – Frequently Asked Questions

EBI – Research Fellowship Holder Statute

FCT – Fundação para a Ciência e a Tecnologia, I.P.

RBI – FCT Regulation for Studentships and Fellowships

SDG – United Nations Sustainable Development Goals for the 2030 Agenda

USEFUL LINKS

FCT webpage for the Call for PhD Studentships – 2021:

https://www.fct.pt/apoios/bolsas/concursos/individuais2021.phtml.en

***my*FCT**: https://myfct.fct.pt

FAQs: https://www.fct.pt/apoios/bolsas/concursos/docs/Bolsas_2021_FAQs_EN.pdf

CIÊNCIA ID: https://www.ciencia-id.pt

CIÊNCIAVITAE: https://cienciavitae.pt

ORCID: https://orcid.org

DGES – Directorate General for Higher Education (*Direção Geral do Ensino Superior*):

https://www.dges.gov.pt/pt

1.   INTRODUCTION

The Application Guide is a document that intends to assist the applicants in submitting their applications for the Call for PhD Studentships – 2021.

> **This guide does not replace or override the information specified in the Research Fellowship Holder Statute (EBI), in the FCT Regulation for Research Studentships and Fellowships (RBI) or in the Notice of the Call and respective Annex I (Evaluation Guide).**

2.   BEFORE SUBMITTING YOUR APPLICATION

2.1 Who can apply?

All individuals who satisfy the requirements specified in the FCT Regulation for Research Studentships and Fellowships (RBI), in the Research Fellowship Holder Statute (EBI) and in the Notice of the Call may apply to the 2021 Call for PhD Studentships. Therefore, before you start to prepare your application, read these documents and the Evaluation Guide (Annex I of the Notice of the Call) carefully. FCT also recommends the reading of the **CIÊNCIA**VITAE Guide,the documents *What is New* and FAQs, available at the FCT webpage and at the myFCT platform.

It should be noted that, in this edition of the call, applicants who hold a doctoral degree will not be eligible, nor those who have benefited from a PhD studentship directly financed by FCT, regardless of its duration.

2.2 Registration on the FCT Information System – myFCT

Registration on FCT Information System (myFCT) is initially made through **CIÊNCIA** ID platform, where you will be assigned a unique identifier and authenticator – **CIÊNCIA** ID.

The registration in this platform provides access to applicants and supervisors, with a single ID, to the platforms of curricular and application management, **CIÊNCIA**VITAE and **myFCT**, respectively. myFCT portal was designed to support the cycle of funding in all its stages: application, evaluation, granting and management of funding in a single information system, where the application will be submitted.

2.3 Curricular management platform – CIÊNCIAVITAE

In the Call for PhD Studentships – 2021, applicants may only use the curricular management platform **CIÊNCIA**VITAE. This platform produces a unique CV that may be used nationally or internationally.

To create a CV in **CIÊNCIA**VITAE platform you need to have a **CIÊNCIA** ID unique identifier. If you still do not have a **CIÊNCIA** ID identifier, you may register at: https://www.ciencia-id.pt/CienciaID/HomePage.aspx.

After this first registration, you may then create your CV in the **CIÊNCIA**VITAE platform, available at: https://www.cienciavitae.pt/.

At the platform webpage you may find useful information for the creation and management of your CV, namely, the user manual and frequently asked questions (FAQs). **CIÊNCIA**VITAE has a helpdesk to answer questions available through the address: info@cienciavitae.pt.

2.4 Unique researcher ORCID ID record

This registration is **optional** for applicants and supervisors.

In case you would like to create an ORCID identifier, you will have to register as a new user at https://orcid.org/register. An ORCID identification number will be assigned to you. This number appears on the left hand side of the screen under your name. It consists of 16 digits in four groups of four, e.g., http://orcid.org/xxxx-xxxx-xxxx-xxxx.

If you intend to associate your ORCID identifier in your personal data of myFCT you should fill in the information on the menu "Profile> ORCID".

Using the unique identifier **neither dispenses nor substitutes the analysis** of the **applicants and supervisors' CVs** by the evaluation panel. Any elements present in ORCID not mentioned in the submitted CVs **will not be considered**.

The information made available in the ORCID ID will only be visible if the "Public" profile option is selected. The ORCID profile will not be "frozen" when the application is submitted but will rather be the one that is available at whichever time the evaluators access it.

It is possible to submit the application even if the ORCID section is in a "**Not Filled in**" status.

2.5 Application platform

Access to the application platform is made using **CIÊNCIA** ID unique identifier on the myFCT portal: https://myfct.fct.pt/. For a better user experience in myFCT, FCT recommends the preferred use of **Chrome** or **Firefox** browsers.

In myFCT you will have access to:

1. Main page, with information about the Call;

2. Applicant's area, linked to the application form – **2021 Call for PhD Studentships** – and information about the respective deadlines;

3. Applicant's area and the respective area for supervisors and co-supervisors;

4. Notifications (list of messages indicated in the top right menu highlighted in the left side of the user's name).

2.6 Application Form

To access the application form, it is necessary to select the call – **2021 Call for PhD Studentships** – and click on the button "Start application". A reference will be automatically generated and will be used as the unique identification of the application until the end of the call. You can only register and submit **a single application**. However, even after being submitted, this application may be re-edited and submitted again (see point 2.6.2 of this Guide), within the deadline indicated for the submission of applications.

The form is filled in directly in the platform, and it is always available to view or edit; for that, you just need to click on the application reference, selecting the respective option.

2020.00128.BD ▼

 👁 View

 ✏ Edit

 ✖ Remove

2.6.1 Structure of the Form

The form is organized in such a way that its content provides relevant information to the evaluators, being composed of the following sections:

1. Personal Data
2. Application Data
3. Work Plan
4. Hosting Conditions
5. Validate and Submit

In point 3 of this Guide is specified the necessary content and information in each section of the application form.

In addition to the fields for filling in with your proposal information, you have also available the global view of the form and the validation area that allows the identification and correction of errors related to the process of filling in and submitting the application form.

2.6.2 Application Form Submission

During the period of applications' submission you may validate, submit, and edit again your application, as much as necessary. In this case, if you intend to modify a submitted application, you should click on "Modify", as indicated in the figure. **When you decide to modify your application, it will return to *Draft* and you will have to repeat the submission** before the established deadline to submit applications. Different versions of the application will not be recorded.
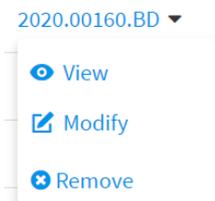
2.6.3 Specific Features of the Form: Word Limit, Optional Fields and Public Information Fields

Some fields of the form have a limited number of words. If you exceed the number of words specified for each specific field, it will not be possible to submit the application. Text-limited fields have a counter to help you control the words filled in.

Optional fields are identified on the form; FCT strongly recommends the filling in of those fields which have the label "Whenever applicable". Please note that, when you start filling in any optional section (e.g., "Previous Fellowships"), the respective subfields will be mandatory.

The fields of the application form that will be made public when the results are published are duly identified in the **Overview** (available in the upper right corner of the form) of the application with the caption "Public Information", determining that all candidates on the same panel will have access to the information included in these fields.

2.7 General Recommendations

FCT suggests that you follow the following recommendations when preparing your application:

- **Plan and complete the application process as early as possible**, in order to ensure that you will have time to obtain support from FCT, if necessary;
- Carefully read the **recommendations** provided in this **Guide**, in the **Notice of the Call**, **Evaluation Guide (Annex I of the Notice of the Call)**, **FAQs** and on the **form** itself. Most questions are answered in these documents; therefore, we **recommend that you read them carefully before contacting FCT**.
- Validate the form frequently to detect eventual errors of filling in;
- Always verify and confirm the appearance of the text filled in, checking if it corresponds to the one you wish to submit;
- Preferably, fill in the fields of each section in a sequential manner;
- In order to search for the desired option in the form fields with drop list, you can write a keyword so that all options containing that word are listed. If none of the results correspond to you were searching for, you can add a new entry by clicking on "Create new"/"Add institution" in the fields with these options;
- Use a software able to combine several PDF files into a single one, in case you need to upload several documents in a field that allows a single file upload;

- Preferably, assign self-explanatory names to the uploaded files (such as *Timeline*), avoiding generic names (do not use accents, spaces or special characters);

- Avoid submitting your application close to the deadline established for the submission of applications;

- In case you submit an application and later decide to modify it, **please guarantee that you submit it again before de the deadline** established for the submission of applications;

- You should not assume that the form and the rules for submission are the same as for previous calls. Some changes have been introduced in the 2021 Call (please check the document "What is new in the 2021 Call?").

- Complete and update your **CV in the CIÊNCIAVITAE curriculum management platform**. **This is the information that will be considered for the purposes of evaluation**, and must therefore present all scientific productions and activities duly referenced and identified, with as much information as possible. For example, the authorship of publications should mention the complete list of authors, in the correct order; papers should include the respective DOI, whenever applicable, as patents should also indicate the respective reference; in case you have hold research fellowships, you should also mention the respective duration, reference, funding institution, under penalty of not being considered. The same principles should be adopted by supervisors when filling in their CVs;

- **If you update your CV on the CIÊNCIAVITAE platform**, during the application submission period, **which you intent to see reproduced in your application, you must re-associate your CV with your application**;

- Know the evaluation criteria and sub-criteria presented in the Evaluation Guide (Annex I of the Notice of the Call);

- Before submitting your application, read again all fields of the form and review all the attached documents, to confirm that all information included is in accordance with what was intended, also enabling the identification and correction of possible lapses, for example, the submission of a wrong document.

2.8 Admissibility requirements

Under penalty of non-admission of the application, it is mandatory to:

- Associate your updated *curriculum vitae* (CV), with the respective curricular elements, in the **CIÊNCIA**VITAE platform; applications in which the CVs include only name, CIÊNCIA ID and ORCID, without the filling in of the curricular fields, will be considered as non-eligible;

- Present a **detailed description of your work plan** for the research activities to be developed;

- Ensure that the **scientific supervisor confirms her/his association** to the application, as well as supervisors, if applicable, and submits the respective *curriculum vitae*; supervisors may submit their CV through **CIÊNCIA**VITAE platform or through the upload of a PDF file;

- Present a **motivation letter**, in the respective field of the form, in which the applicant explains the reasons of her/his application, presenting her/his scientific and/or professional career and how it fits the proposed work plan, if applicable. In the letter of motivation, the applicant may also explain the reasons of her/his choice regarding the selected most representative document or achievement;

- Submit **2 recommendation letters**, open or closed, signed by the respective referees. These letters

should include the context of the academic and/or professional relationship of the applicant with the referee and should also indicate the reference to this Call; recommendation letters should not be mere supervision acceptance letters, for example, and might eventually refer to the maturity and adequacy of applicant's profile to the proposed work plan; applicants should clearly transmit these general indications to their referees, highlighting the importance of identifying themselves on the letter that shall be associated to the application;

- **Submit the most representative document** of her/his scientific/professional path;
- **Present the timeline** of the workplan, indicating the main tasks and milestones to be achieved;
- Write the **application, and all of its related documents**, including motivation and recommendation letters, in **Portuguese** or **English**. This is also applicable to the information presented by the supervisors.

2.9 How to address questions to FCT

Questions related to the application, application form or its filling in should be sent to FCT through the following email address info.bolsas@fct.pt, referring to "Concurso Bolsas 2021"/"2021 Studentships Call" in the message subject. In case you have already started your application, you should also mention its reference, indicating it in the subject of the email: "Concurso Bolsas 2021/2021 Studentships Call – 2020.XXXXX.BD".

FCT cannot guarantee a timely answer to requests of clarification addressed within to 2 working days before the application submission deadline.

We recommend that, before contacting FCT, you should carefully read all the documents related to the Call, including the list of FAQs, available at the FCT website.

3. PROPOSAL PREPARATION

To help you in the preparation of your proposal, a detailed description of the application form is presented, indicating the relevant information that should be included in each field and what are its conditions.

3.1 Personal Data

Applicants and supervisors personal data shown in the form are directly imported from the **CIÊNCIA** ID account. In case the information displayed in this page is inaccurate of incomplete, you should update it directly in the **CIÊNCIA** ID platform.

Additionally, in the **CIÊNCIA**VITAE platform you should also fill in the fields related to your personal data. These data may be available, or not, in the PDF version of your CV that will be associated to your application, depending on your choice to make your personal data public or semi-public to the FCT.

3.2 Academic Degrees

To be eligible in this call, it is a determining condition that you do not hold a PhD degree. Therefore, applicants must sign, under honour, the checkbox "I declare not to hold a doctoral degree".

The submission of degree certificates is not a mandatory admissibility requirement; its presentation may only occur upon granting the studentship. Nevertheless, the presentation of the **degree certificates in the application**

form is determinant for evaluation purposes, namely to **calculate the score of A1**, a sub-criterion of the Merit of the Applicant. Similarly, in case of academic degrees obtained abroad, only degrees with the respective records of recognition/equivalence and conversion to the Portuguese grading scale will be considered to calculate the score of A1 sub-criterion.

Therefore, for the use of the scores indicated in Table 1 of the Notice of the Call, it is **mandatory** to submit the **academic degree certificates**, in the application form, indicating the final grade and, when applicable, the respective records of **recognition/equivalence and conversion to the Portuguese grading scale**. Without the presentation of these documents sub-criterion A1 will be scored 0 (A1=0).

3.2.1   Academic Degrees Obtained in Portugal

In case of academic degrees obtained in Portugal, according to the respective situation, applicants must comply with the following:

- For post-Bologna academic degrees, applicants should specify the grades obtained in the 1st and/or 2nd study cycles, as well as the corresponding ECTS;
- In case of integrated master degrees, for whom the institutions do not provide separate grades for the 1st and 2nd cycle of study, it should be submitted the final academic degree detailing the final grade of both cycles, as well as the total number of ECTS;
- For pre-Bologna academic degrees, applicants should indicate the grade obtained for the graduate and/or master degrees, respectively.

For each of your academic degrees, you should click on the "Add Academic Degree" button, then select the respective option from the drop list and fill in the respective mandatory fields.

Repeat this action in case you wish to add one more academic degree.

In case your academic degree is not included in the drop list, please select the option that most approximately corresponds to it and use the "Degree Designation" field for a more detailed description.

3.2.2   Academic Degrees Obtained Abroad

In order to comply with the foreseen applicable Portuguese legislation regarding the recognition of foreign qualifications, all the rights inherent to academic degrees granted by foreign higher education institutions is duly recognised to the holders of these degrees. This recognition is subject to the presentation of the **academic degrees recognition and conversion of the final grade to the Portuguese grading scale**, requested to the Dean of a public Portuguese University, the Head of a Public Polytechnic Institute or the Director-General for Higher Education; or by the presentation of the **recognition/equivalence**, registered by a public higher education institution.

The legal regime applicable to the recognition procedures is approved by the Decree-Law no. 66/2018, of 16 August, if requested after 1 January 2019. According to this decree-law, there are three types of recognition in Portugal: automatic recognition, level recognition and specific recognition. For requests submitted before 1 January 2019, the applicable legal procedure is ratified by Decree-Law 341/2007, of 12 October, and regulated by Decree no. 227/2017, of 25 July, or, alternatively, for equivalence processes, the request is governed by the Decree-Law no. 283/83, of 21 June.

For further information, we recommend you to visit the website of the Directorate General for Higher Education (*Direção-Geral do Ensino Superior*, DGES): https://www.dges.gov.pt/en.

Applicants with foreign academic degrees should:

- Select the country where the degree was obtained;

- Indicate the academic degree granting institution;

- Indicate the year of conclusion of the degree;

- Select the type of recognition in the drop list;

- Indicate the original final grade of that degree;

- Specify the grade converted to the Portuguese grading scale, in case your degree has been converted by a public Portuguese Higher Education Institution or by DGES;

- Upload the recognition/equivalence of the degree and the conversion of the final grade to the Portuguese grading scale issued by a public Portuguese Higher Education Institution or by DGES.

We again highlight that the submission of both the recognition of academic degrees and the respective final grade conversion **is mandatory for the calculation of the sub-criterion A1 and the respective scores application indicated in Table 1** of the Notice of the Call.

In case the applicant presents only the record of recognition/equivalence of the degree obtained abroad, without the grade conversion to the Portuguese grading scale, it will not be possible to calculate sub-criterion A1. Nevertheless, the record of recognition/equivalence of the degree may be considered within the scope of sub-criterion A2 (Personal curriculum) evaluation.

3.2.3 Annexes Submission (Submit whenever applicable)

Applicants should submit the certificates corresponding to each indicated degree, also indicating the grade for each subject, whenever possible (max. PDF file size 4 MB). In case the degree certificate and the certificate of the grade obtained in all curricular units are independent documents, please combine both documents into a single PDF file and upload it into the field "Attachments".

You can also submit the **diploma supplement** and your **Percentile**; the upload of both documents are optional.

The **diploma annex** is a diploma's supplementary document containing detailed information concerning the training carried out, the number of ECTS, results obtained and the characteristics of the education institution, from an international mobility perspective; we recommend the submission of this document.

The **Percentile** in the concluded degree is a document that allocates the grade obtained by a student within the total of grades awarded in the year in which the student obtained the degree, at the same education institution and for the same course.

FCT recommends that you submit all the documents you have regarding the conclusion of your academic degrees, including, for example, the respective diploma supplements.

All the documentation necessary for application evaluation should be uploaded within the appropriate fields of the application form; FCT will not accept any paper or emailed documents.

3.3 Disability degree

The option "No disability" appears as a default in this field, applicable to candidates without disability; in this case it is not necessary to submit any document. In case of disability, equal to or above 60% and under 90%, or above 90%, you should select the corresponding option in the drop list and upload the respective document. The *Atestado de Incapacidade Multiuso* is the accepted document to attest the applicant's disability. In compliance with the applicable legislation, no other document to certify disability will be accepted, including medical certificates, issued by medical boards or any other entities.

3.4 Previous Fellowships (Fill in whenever applicable)

The field "Previous Fellowships" should be filled in whenever applicable, *i.e.*, whenever you have benefited from a research fellowship, regardless the funding entity.

To specify the fellowships that you have held previously, you should "Add Fellowship" and fill in the fields regarding the year of conclusion, reference, duration, affiliation and funding institutions. Applicants should only declare fellowships for which they are beneficiaries and under which they have signed a contract with the funding institution. This concept does not include participation in projects financed by grants awarded to third parties.

On this screen, the candidate will also have to answer, under honour, that he/she has not benefited from any doctoral or doctoral studentship in companies directly financed by FCT, regardless of its duration.

3.5 Professional Activity

Studentship holders are obliged to exclusive dedication, in accordance with the terms established in the Research Fellowship Holder Statute (EBI).

If you wish to maintain a professional activity compatible with the studentship under the terms of Art. 5 of the EBI, you need to indicate the following **mandatory information**:

- Specify the activity to be carried out, indicating the institution, nature of the labour relationship, function/role and number of weekly hours;

- Attach a document provided by the institution where you will carry out the activity, indicating the information mentioned in the previous bullet point. If it is impossible to obtain the abovementioned document, this may be substituted by an affidavit indicating the activity, labour relationship, function/role and number of weekly hours.

- Fill in all the fields related to the professional activity before the association of your supervisor.

In this case, your supervisor must, in her/his personal area, indicate if the declared activity(ies) is/are feasible or not feasible together with the proposed work plan, and justify her/his answer. Whenever the applicant declares that he/she wishes to maintain a professional activity and changes this information, after the scientific supervisor has answered to the feasibility question, a notification will be sent to the supervisor; however, it is not necessary for the supervisor to comment again if he/she intends to keep the information previously stated. p. The completion of this field, as well as the supervisor' opinion on the feasibility of the work plan, does not invalidate the need for additional clarifications in the contracting stage, in case of granting the studentship.

3.6 Curriculum Vitae

The *curriculum vitae* to be associated with the application is the CV imported from the **CIÊNCIA**VITAE curricular management platform.

Applicants are not allowed to use CVs from other platforms or in PDF format.

To use the **CIÊNCIA**VITAE *curriculum* you need to:

- **Grant access to FCT**;
- **Verify all the levels of access in each field you wish to be available** for evaluation;
- Check all the levels of access of fields containing personal data that you wish to share.

When you create your *curriculum vitae* in the **CIÊNCIA**VITAE platform, please make sure that your access level is defined as "**Public**" or "**Semi-Public**". Only then will your curricular data, namely education, affiliation, outputs, etc., become accessible to FCT. In case you select the "Private" mode, it will not be possible to access your data.

In the scope of the application, it **is mandatory to grant access to FCT** in order to access your **CIÊNCIA**VITAE information.

The *curriculum vitae* will be available after clicking on "Obtain CV (CienciaVitae)". The link for the PDF version of your CV will then be available in the application platform, followed by the date and hour of association. Any change in the **CIÊNCIA**VITAE curriculum after the date and time of association will only be considered if you remove the CV (click on "**Remove**"), and make a **new association** by clicking on "Get CV from **CIÊNCIA**VITAE" again.

Of note, you should consult which specific subset of the information recorded in your CV **CIÊNCIA**VITAE that FCT will access, for each field of the CV, in the Excel file provided in the "CIÊNCIAVITAE Guide to FCT calls on the MyFCT platform".

FCT also recommends that you verify that the information on your CV corresponds to what should be reviewed by the evaluation panel, ensuring that the information is as complete as possible. For example, the list of authors of publications or intellectual property registries must be complete and in the original order, which may include

the respective access links, as well as it should indicate your role in congresses, projects or other activities participation.

The same rules and recommendations are also applicable to supervisors' CVs.

3.7 Application Data

3.7.1 Scientific Field Selection

Select the **main scientific field**, the **secondary scientific field** and **subfield** that better matches the proposed work plan, according to the scientific fields and respective evaluation panels shown in Annex I of the Notice of the Call (Evaluation Guide). In case none of the listed subfields matches your work plan, you should select the option "… - Other", indicating the most suitable designation in the field that will be made available after selecting this option.

The combination of the main scientific field/secondary field/subfield will determine the evaluation panel where the application will be assessed. Before submitting your application, **you should always confirm if this selection corresponds to the panel where you wish to have your application evaluated**. Filling in of these fields should be done sequentially – Main Scientific Field/Secondary Field/Subfield –, in order to reveal the name of the panel in the application form.

Applicant's selected scientific fields and subfield are her/his responsibility and **cannot be changed by the evaluation panel**; therefore, applications cannot be transferred into an alternative panel.

3.7.2 Designation of Doctoral Programme (maximum 60 words)

In this field you must indicate the name of the doctoral programme in which you are enrolled or in which you intend to enrol. In case of granting the studentship, the respective proof of enrolment must be submitted during the contracting process.

3.7.3 Country where the Studentship will be held

Specify where the studentship will be held – in Portugal, both in Portugal and abroad or abroad, depending on whether the work plan will be carried out entirely, partially or not at all in a national institution, respectively.

In case of studentship held both in Portugal and abroad, it is **mandatory** to identify: i) a foreign host institution, ii) a supervisor/co-supervisor affiliated to the foreign host institution indicated, beside the Portuguese institution and supervisor. The lack of this information implies the **conversion of the application to a PhD studentship in Portugal**, being evaluated accordingly.

For studentships held both in Portugal and abroad, the period of the work plan that takes place in the foreign institution may not, in any case, exceed 24 months (see No. 8, Art. 6 of the RBI).

3.7.4　Periods of Stay Abroad

In case of studentships held both in Portugal and abroad, the form will only be completed if you add at least one period of stay abroad; you should then indicate the starting date and the duration of the stay that, in total, cannot exceed 24 months.

3.7.5　Studentship Abroad

If you intend to carry out your work plan exclusively abroad, when selecting the respective option "Abroad", a specific justification field will appear, where you should clearly explain the reasons for your choice, namely the reason why no national institutions are included.

3.8　Motivation Letter (maximum 750 words)

The **motivation letter** is a **mandatory** and fundamental element of the application. In this edition of the call, the motivation should be written in a specific field of the form, therefore, it is not an additional document to be submitted. In your letter, you must objectively explain the reasons that lead you to apply and consider that you have the adequate conditions to successfully carry out the proposed work plan. You may also mention the reasons for choosing the document or artistic achievement which you considered the most representative or explanatory of your scientific and/or professional career.

3.9　Recommendation Letters

The **recommendation letters are mandatory**; two recommendation letters are required, which **must be different and signed by the respective issuers**. Only letters written in Portuguese or English will be accepted. Recommendation letters written in alternative languages will not be considered and the application will be considered non-admissible.

Similarly, letters that do not mention who the referee is, will not be considered, determining the non-admissibility of the application. There is no set format for the recommendation letters; the content is up to whoever writes the letters. However, they should include, preferably, the reference to this call, the context in which the referee is familiar with the applicant work and qualities, as well as her/his opinion regarding the maturity and adequacy of the applicant's profile to perform the proposed work plan.

The applicant may choose to submit either an "Open" or a "Closed" recommendation letter. In the first case, the letters should be scanned and uploaded in the respective field of the form. In the latter case, the applicant should provide the name, affiliation institution and email of the referee to whom the letter will be requested, and the FCT's information system will issue the referee. The message sent to the referee will contain all the necessary information for letter submission. When her/his recommendation letter is submitted, an "OK" message will be shown in the summary table of the section "Letters and Other Documents"; until this moment, the respective field (under the "Document" item) will be empty.

3.10　Most Representative Document

Applicants must present a document that they consider to be the most representative of their scientific and/or professional career path as, for example, a scientific publication, conference communication, panel presentation,

scientific report or master's thesis, proof of scientific or professional performance, performance or artistic creation. Qualifications certificates, *Curriculum vitae*, portfolios or documents with a summary of the candidate's path should not be submitted in this field, as these will not be considered for evaluation. Even if the application is admissible, it will be penalized in sub-criterion A2 evaluation.

This document is of **mandatory submission** and PDF, JPEG or PNG format files are allowed, up to a maximum size of 12 MB.

3.11 Work Plan

This section of the application form concerns the proposed work plan. It shows the overall vision of the research proposal and provides access to each specific field within the work plan.

3.11.1 Work Plan Resume

In this field you should indicate:

- The **title** of the work plan; this should be concise, understandable for anyone with a general scientific background and adequate for public disclosure;
- The **abstract** of the work plan;
- Four to six **keywords** that best describe the work plan;
- The United Nations Sustainable Development Goals (SDG) – 2030 Agenda.

These fields are **mandatory**.

3.11.2 Abstract (maximum 150 words)

This section is a synthesis of the applicant's work plan. A summary should be clear and well structured, showing that the applicant is able to summarise the object of research, the aims of the project and the main expected contributions of the research work.

3.11.3 The United Nations Sustainable Development Goals (SDG) – 2030 Agenda

In the field United Nations Sustainable Development Goals (SDG) you should indicate one, or up to three, of the 17 United Nations SDGs (2030 Agenda).

In the "United Nations Sustainable Development Goals" field you should select one, or up to a maximum of three, of the 17 goals of the United Nations Sustainable Development Agenda, that fit in your work plan. In case any of the goals matches the proposed work plan, you should select the option "No alignment with any of the SDGs".

The information regarding the 17 United Nations Sustainable Development Goals is available at: https://sustainabledevelopment.un.org/post2015/transformingourworld.

3.11.4 State of the Art (maximum 500 words)

The state of the art, or literature review, brings together, analyses and discusses published work in the area of the work plan. Its purpose is to provide a theoretical grounding for the object of research, by referring to previous

studies, which should be confronted and interrelated, especially if they are contradictory to each other; you should also point out the originality of your proposal.

3.11.5 Objectives (maximum 300 words)

The purpose of this field is to provide a description of the main research questions to be addressed and the goals to attain.

3.11.6 Detailed description (maximum 1000 words)

This field should contain the detailed work plan and a description of how the aims of the research project will be achieved. The descriptions should provide all the necessary elements to allow assessment by the evaluation panel, namely the methodological approach, description of tasks, their interrelatedness, sequence and schedule. It may also include a contingency plan, describing, in this case, how eventual unforeseen events might be resolved.

3.11.7 Timeline and Additional Attachments

So that the Evaluation Panel may analyse the feasibility of the proposed work plan, the applicant may include a chart with milestones for the different tasks. The presentation of a **timeline is mandatory** but is highly recommended. To make a timeline you may use specific software tools or an Excel file that should then be converted into a PDF file.

If considered necessary, you may also include additional documents containing formulas, schematics, diagrams, charts or images in this field (optional). In any case, the annexes should only be examples or demonstrations of what has been described in the various fields of the application form and, therefore, should not be considered its extension. This field should not be used as an extension of the information described in the form field as it will not be considered for application's evaluation.

If you plan to develop part of your work in collaboration with additional institutions, besides your host institution(s), you may submit a "Letter of Support", attesting for the respective collaboration. Any situation that may support the feasibility of your proposal, such as the approval of data collection, access to facilities or to equipment, amongst others, may be validated through letters of support that should be issued and signed by the responsible of the collaboration in the institution where the work plan will be carried out.

The presentation of the letter of support is optional and the maximum space per application is 10 MB (e.g., 5 documents of 2 MB each). The authorised formats are JPEG, PNG and PDF.

3.11.8 Bibliographic references (maximum 30 references)

Use this field to specify bibliographic references, up to a maximum of 30, that support your work plan, detailing all the necessary elements that will enable the panel to identify them. You should format your bibliographic list in a consistent manner and according to a scientific approved referencing style as, for example, the APA (American Psychological Association) style. This field has a limited space of 10000 characters, indicated in the respective counter.

3.11.9 Ethical issues (maximum 500 words)

Whenever the theme, methodology or results of the work plan involve ethical issues, you should check "Yes" in the answer to the question "Does your work plan involve ethical issues?". In this case, a specific field will appear on the form where you must clearly identify the ethical issues in your proposal, explaining how they will be addressed. To help identify these issues, the self-assessment guide for ethical issues (Ethics Guide) should be consulted. It will not be necessary to present, at this stage of the application, the respective approval issued by the ethics committee. However, if you hold this document, and if you so wish, you can present it in the "Timeline and additional Attachments" field, referred in point 3.11.7.

3.12 Hosting Conditions

This information is **mandatory**.

The hosting conditions concern:

- Host institution(s): institution(s) where you are going to develop your work plan;
- Institution that grants the degree: higher education institution(s) that will grant the PhD degree;
- Supervisors: responsible for monitoring and supervising the research work;
- Adequacy of the supervising team.

3.12.1 Host Institution

In this field, the applicant should indicate the host institution. The following fields should be filled in:

- Country;
- Institution (presents one or two levels according to the following example: 1) Universidade de Lisboa and 2) Universidade de Lisboa – Faculdade de Ciências, respectively);
- Department (Whenever applicable).

In the list of institutions are included the national higher education institutions and R&D units. You should find your institution by indicating its partial or complete name. **The field "Department" should be indicated whenever applicable**, for each of the indicated institutions.

If you do not find your host institution in the available list, you should "Add institution" and add the respective information.

In case of applications held both in Portugal and abroad, in addition to the Portuguese host institution, it is **mandatory** to indicate the foreigner institution where the research work will be developed.

The number of supervisors associated to the application defines the limit of host institutions. **The limit is defined by: N supervisors + 1**. Therefore, **at most, 4 host institutions may be indicated**, in cases where 1 supervisor and 2 co-supervisors are proposed.

3.12.2 Doctoral Granting Institution

In this area the applicant should indicate the institution(s) granting the PhD degree, after selecting the country where the degree will be granted. If you select Portugal, the available list will present all the national institutions granting this degree, in one or two levels as exemplified in the previous point; when you select other country, you should use the option "Add institution" to indicate the respective institution.

You may specify up to 4 doctoral granting institutions. This is in cases of double degree or inter-university doctoral programmes, respectively.

3.12.3 Supervisors (maximum 3)

The purpose of this field is to identify the supervisor and co-supervisor(s) who will take on the responsibility for monitoring and supervising the applicant's research project.

Each application can have **a maximum of three associated supervisors, with one being the main supervisor (mandatory) and the other two co-supervisors (optional)**. Excluding exceptional circumstances, duly explained, the supervisor and supervisors must be associated at least to one of the host institution, in order to guarantee a continuous and fruitful work with the grantee. The evaluation panel will decide if other situations are suitable or not; the general guidance given by FCT is that this should be reflected in the analysis of the feasibility conditions of the work programme.

Any fully active researcher holding a PhD may be a supervisor or co-supervisor.

At this stage of the application process, the supervisor's letter of support, and the host and doctoral granting institutions' acceptance statements do not have to be submitted. These documents will only be necessary upon studentship granting.

To associate your supervisor and co-supervisors, you should select the role of each one (supervisor or co-supervisor) and the respective email (it does not have to be the registration email in the **CIÊNCIA** ID platform) and select the option "Send request". A message will be sent indicating the applicant's name, application reference and link to the supervisor area where he/she should answer yes/no to the association request.

To **change the role of a supervisor, you will have to remove the associated supervisor and send a new request** with the corrected role indication.

Your supervisor(s) should access the respective personal area – "Supervisor Area" – and perform the following actions:

1. Register in the **CIÊNCIA** ID information system, if they have not already done so;
2. Access to myFCT portal using the respective credentials;
3. Indicate the ORCID identifier in myFCT profile, if you wish to do so. **This information is optional**;
4. **Indicate <u>all of her/his affiliation institutions</u>**, including higher education institution and R&D unit, if applicable, or, for example, R&D unit and company ;
5. Present a *curriculum vitae* in one of the following options (curricula submitted in any other way will not be considered):
   - Filling in and updating your curricular data in the **CIÊNCIA**VITAE platform;

- Submitting your *curriculum vitae* in a PDF file;
6. Comment on the feasibility of the work plan ("Feasible" or "Not feasible") when the applicant declares that he/she wishes to maintain a professional activity; this action is only applicable to supervisors and not to co-supervisors;
7. Confirm her/his association to the application.

The supervisor will not have to fill in any specific form, he/she must provide only his curriculum vitae, indicate all his affiliation and collaboration institutions, such as, for example, higher education institution and research unit(s), pronouncing also on the professional situation, if it is declared by the candidate, and confirm the association with the candidate's application.

Any change to the CV on the **CIÊNCIA**VITAE platform, after it has been obtained in the application form, even during the period in which the call is open, will not be reflected in the CV which will be available for evaluation. If you want to include new information to be reflected in the application, you must delete it by clicking "Remove" and clicking "Get CV from CIÊNCIAVITAE" again to submit an updated version of your CV.

In the case of supervisors with more than one student, the **CIÊNCIA**VITAE CV associated with the respective applications will correspond, in all cases, to its **latest version of the CV association**, as long as during the indicated period for the application submission.

The supervisor has the list of supervisions (lateral left menu), *i.e.*, the list of applicants who have associated her/him as a supervisor or co-supervisor in this Call. In the summary view of supervisions, the supervisor can verify the application status (draft or submitted) and access to the global view of applications, by clicking on the respective references.

3.12.3.1 Supervisor (mandatory)

You must associate one supervisor to your application. If you have additional supervisors, you can associate them as co-supervisors (**maximum two**).

Only the supervisor will have to comment on the feasibility of the work plan, if the candidate declares that he/she intends to maintain a professional activity during the PhD studentship period. In case the applicant changes her/his answer in the field of professional activity, namely, by submitting a new professional activity, after the supervisor's answer, he/she will receive a new notification, but it will not be necessary to comment on the declared situation again, in case the supervisor intends to maintain the previous answer.

3.12.3.2 Co-supervisor (maximum 2, optional)

In case you associate one or two co-supervisors, the information aforementioned (point 3.10.3) is **mandatory**.

For application assessment, it is mandatory that the co-supervisors are associated to the application.

The application form can only be submitted after the confirmation of association to your application, performed by (both) supervisor and co-supervisors, if applicable.

3.12.3.3 Adequacy of Supervising Team (maximum 500 words)

In this field, you should describe the adequacy of the supervising team (including supervisor and co-supervisors, if applicable) and the means available at the host institution(s) for the full implementation of the work plan. Generalist descriptions about the host institution(s) should be avoided; instead, it should be emphasized the resources available at the institution and necessary for the development of the work plan, as well as explained how each of the supervisors should contribute to the supervision of activities and how their skills are necessary and complementary. This description is decisive within the scope of the evaluation of criterion C, Merit of Hosting Conditions.

4. APPLICATION SUBMISSION

Before submitting your application, FCT suggests reading and verifying all the elements of the application, namely by analysing its overview, rectifying any inaccuracies detected, verifying the lack of lapses, spelling errors and uniform use of the selected language (Portuguese or English).

After completing the application, you must click on "Validate and Submit". At this point, all mandatory fields will be validated. For optional sections, whenever you start filling in the respective fields, the system will validate the obligation to fill in all the fields that comprise that section.

If there are errors in the application, the list of issues is provided, with an indication of the section and field in which they occur, and a brief indication of the problem leading to the error. The applicant must proceed accordingly to correct the identified errors. **The existence of errors prevents the application submission.**

The process of submitting the application form depends, among other factors, on the confirmation of the association of the scientific supervisor and the co-supervisor(s), if any. These procedures must be carried out by the applicant and supervisors, as soon as the form is completed.

The submission of the application also depends on the confirmation of the following declarations:

i)   I hereby declare that I have read and understood the content of all the documents regulating the call.

ii)   I hereby declare that the information contained in the application form and attached documents is true, and I am aware that providing false declarations or committing acts of plagiarism determines the exclusion from the call.

The application can only be submitted after the form is fully validated, *i.e.*, when there is no longer any error or lack of information in the form.

In addition to the messages of incorrect or incomplete information in the mandatory fields, warning messages for particular situations will also be displayed in this area, such as the date and time of the CV's association or the option of not submitting any degree certificates.

After the application **submission**, the candidate will be able to:

- **Change the application content, which returns to the draft state**, and is no longer considered as being submitted to the Call. The applicant must therefore submit the application again, within the deadline

indicated for the submission of applications (March 31st 2021, until 5:00 pm, Lisbon time). When the application submission period is over, applicants can only consult the application.

- **Overview the application, viewing its global content. You can also make a PDF file of the submitted version,** available in the upper right corner of the overview screen.

Please note that providing **false declarations** or committing acts of plagiarism in the application form, will determine the **exclusion from the Call**, regardless of the phase of the Call in which they are detected.