

UNA4CAREER

1st CALL FOR APPLICATIONS

TEXT OF THE CALL

13 July 2020

U4C

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1. PURPOSE OF THE CALL AND NORMATIVE FRAMEWORK

The purpose of this call, on a competitive basis, is the incorporation of postdoctoral researchers in the research groups of the Complutense University of Madrid (UCM) classified as “excellent” for its development of 36-month research projects in any area of knowledge.

The score of “excellent” comes from the External Evaluation of the Research Groups of the Complutense University (UCM) carried out by the Spanish National Research Agency¹.

The research projects should serve to expand competencies, improve employability and provide access to professional career opportunities in Europe for contracted doctors. In this way, this call contributes to the implementation of the principles and good practices of the Marie Skłodowska-Curie Actions that co-finance it through the UNA4CAREER programme².

This call will finance 20 fellowships within the following knowledge areas: Health, Experimental Sciences, Humanities and Social Sciences. The knowledge area in which the applications will be evaluated will be determined by the candidate in their application.

The Centre and Department that the beneficiaries will join must be those assigned by their tutors.

This call is governed by the following regulatory framework:

- Call “Marie Skłodowska-Curie Actions: Co-funding of regional, national and international programmes, H2020-MSCA-COFUND-2020”³
- Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administration⁴
- Articles of Association of the Complutense University of Madrid (DECREE 32/2017, of 21 March, of the Board of Governors)⁵

¹ <https://www.una4career.eu/download/3895/>

² <https://www.una4career.eu>

³ https://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/main/h2020-wp1820-msca_en.pdf

⁴ <https://www.boe.es/eli/es/l/2015/10/01/39/con>

⁵ https://www.bocm.es/boletin/CM_Orden_BOCM/2017/03/24/BOCM-20170324-7.PDF

2. NATURE OF THE FELLOWSHIPS

2.1 A full-time employment contract and exclusive dedication to the research project for which it has been funded will be formalised. The contract will last one year, renewable annually for a maximum duration of three. The renewal is subject to the positive evaluation of the research activity carried out each year.

Once the maximum term of the contract expires, the employment relationship will be terminated.

2.2 The functions of the contracted party will be:

1. Of a research nature, joining an “excellent” research group to carry out the tasks described in the technical proposal contained in her/his application. For the supervision of the proposed research activity, she/he will have a tutor researcher nominated in her/his application who must be an active, permanent PDI doctor of the UCM and a member of the “excellent” research group in which she/he will carry out the activity.
2. Optionally, of a teaching nature: the contracted party will have the possibility of collaborating as a teacher, in undergraduate and/or master's degree subjects, among those assigned to the Department or Centre in which he/she is incorporated (those assigned by the tutor researcher) and related to the former's field of knowledge, up to a maximum of 80 hours per year. The corresponding Department will guarantee compliance with this teaching collaboration. The teaching collaboration will be authorized by the vice-rector's office with teaching competencies and will be supervised by the Department and/or Centre.

3. REQUIREMENTS OF THE APPLICANTS

3.1. Applicants who meet the following requirements at the end of the application submission period may be beneficiaries:

1. They have not resided or carried out their main activity in Spain for more than 16 months in the three years prior to the deadline for submitting applications⁶;
2. Be doctors on the closing date of the call. This requirement will be considered met when the applicant is in possession of the title of doctor, or can

⁶ Due to the events surrounding the COVID-19 pandemic, and given the widespread global restrictions on mobility during that pandemic, this previous period is extended from the usual 12 months within the framework of the Individual Marie Skłodowska Curie Actions, to 16 months.

prove the successful defence of her/his thesis by means of the corresponding certificate, on the deadline for submitting applications.

3.2. Applications must be made in collaboration with a UCM research group to which the tutor researcher is linked. This research group:

1. must have been classified as “excellent” in the external evaluation of UCM Research groups by the Spanish National Research Agency (AEI)¹;
2. must certify that it has the appropriate conditions (equipment, space, etc.) to carry out the activities proposed by the applicant. This accreditation requires presentation of the candidate's application accompanied by a letter of commitment signed by the director of the research group, with the approval of the director of to which the tutor researcher is attached, according to the standard template (Annex I).

3.3. Those applications in which either the applicant or the research group do not meet the requirements established in point 3 herein will be excluded. The change of the tutor researcher or research group will not be allowed once the application has been submitted.

4. DOCUMENTATION AND FORMALISATION OF THE APPLICATION

4.1. Each candidate may submit a single application. Applicants who submit more than one application will be excluded from the selection process.

4.2. The period for submitting applications will be between 13 July and 13 September 2020.

4.3. Applicants will formalise their request through the online application enabled for that purpose. This online application may be accessed from the website of the European Office of the UCM⁷ and from the website of UNA4CAREER⁸.

4.4. The procedure for formalising applications is described below:

a) First, the applicant will complete the application using the online application, attaching the following documentation:

1. In the case of Spanish citizens or residents in Spain, a copy of the national identity document, residence card or EU registration certificate. Foreigners not residing in Spain must provide a copy of their passport.

⁷ <https://oficinaeuropea.ucm.es/>

⁸ <https://www.una4career.eu>

2. Documentary accreditation to comply with the mobility requirement established in point 3.1.1 of this call.
3. Documentary accreditation of the condition of doctor as established in point 3.1.3 of this call.
4. Technical proposal (according to standard template Annex II⁹). The technical proposal template sets the page limit for the different sections. Applications in which the page limits established for the technical proposal are exceeded will be rejected.
5. Mobility form, which will contain information about the applicant's geographic mobility in the three years prior to the deadline for submitting applications (according to the standard template, Annex III⁹).
6. Letter of commitment (according to the standard template, Annex I⁹) signed by the director of the research group to which the applicant's tutor researcher belongs, certifying that the group has adequate equipment and space for the applicant to carry out the proposed research activity.
7. Those applications that involve secondments during the project must be accompanied by letters of commitment from the institutions hosting these secondments, following a standard template (Annex IV⁹).
8. Sworn statement of the veracity of the data provided (Annex V⁹).

b) All documents submitted must be in PDF format and written in English. Should the supporting documentation referred to in point 4.4.a sections 2 and 3 not be in English, a copy of the original document must be provided accompanied by a translation of this documentation into this language.

c) Upon completion, the applicant will validate and finalise her/his application through the corresponding option in the online application. From then on, no changes can be made.

d) Failure to submit the application in a timely manner according to the procedure described will result in the exclusion of the applicant.

4.5. Applicants are linked to the data and documentation that they have recorded or provided in their applications, and can only request their modification by a written justification, within the period established for the submission of applications. Any errors of fact, be they material or arithmetic, that might be noticed in the request, may be corrected at any time ex officio or at the request of the interested party. Falsification or manipulation of any document will deny the applicant the right to participate in the selection process, whosever responsibility it may be.

⁹ Downloadable from the website of the European R&D Office of the UCM, <https://ofici-naeuropea.ucm.es/>, and from the website of UNA4CAREER, <https://www.una4career.eu>.

4.6. The email that appears in the requests will be considered the only one valid for notification purposes, except as established in the rest of this call, where that published in the media mentioned will substitute the former, in accordance with the provisions of article 45.1 b) of Law 39/2015, of 1 October, of the Common Administrative Procedure of Public Administrations. The applicant will be solely responsible for all errors in the consignment thereof, as well as the communication of any changes after the request. For these purposes, applicants expressly accept that notifications be made by email.

4.7. Submission of the application implies acceptance by the interested party of all terms and conditions established in this call.

5. ADMISSION OF APPLICANTS AND CORRECTION PROCEDURES

5.1. After the deadline for submitting applications, the UCM Rector's Office will issue a Resolution within a maximum period of 10 business days, declaring the provisional list of admitted and excluded applicants approved. Publication¹⁰ of this resolution shall constitute notification pursuant to art. 45.1.b of Law 39/2015, of 1 October, of the Common Administrative Procedure of Public Administrations. The list of applicants admitted to participate in the selection process will include names, surnames and knowledge areas. The list of those excluded will also include the reasons for exclusion.

The following will be grounds for exclusion:

- that any document in the application is not legible, accessible, printable, or fails to meet the requirements established in point 4.4.b of this call;
- that the maximum number of pages is not respected in the scientific report and that the editing standards (font or font size, etc.) established in the corresponding template are not respected;
- that the applicant has submitted more than one application, in which case all applications from the same applicant will be excluded;
- that the application is not submitted using the official templates provided;
- that the application is not complete and includes all the administrative data and attachments specified in the call;
- that the request has not been sent through the online application provided for this purpose;
- that the applicant is not accredited with a doctor certificate in accordance with point 3.1.3 of this call;

¹⁰ Published on the website of the European R&D Office of the UCM (<https://oficinaeuropea.ucm.es/>) and on the website of UNA4CAREER (<https://www.una4career.eu>)

- that the applicant does not prove compliance with the mobility criteria in accordance with point 3.1.1 of this call;
- that the applicant's tutor researcher does not belong to an "excellent" research group.

5.2. Applicants expressly excluded, as well as others who do not appear on the list of those admitted or excluded, will have a period of ten working days, as from the day after the publication of the previous Resolution, to correct the defect that has caused their exclusion or omission.

5.3. The correction will be formalised through the online application enabled for it, and the necessary documentation for the correction attached, as appropriate.

5.4. Applicants who, within the indicated period, fail to rectify the exclusion or allege its omission, justifying their right to be included in the list of admitted candidates, will be definitively excluded from participation in the selection process.

5.5. In any case, in order to avoid errors and, if they do occur, make it possible to correct them in a timely manner, applicants must verify, under their sole responsibility, not only that they are not included in the list of excluded candidates, but also that their data is included in the relevant list of those admitted.

5.6. During the rectification period, the applications submitted may not be reformulated nor may any documentary evidence of merits not provided in the application period be presented. Likewise, no changes may be made that involve reformulation of the application in the phases of evaluation, selection or incorporation of the beneficiaries. In neither of these phases will changes of research group or tutor researcher be accepted. The incorporation or modification of documents proving merits during the correction period will justify exclusion of the application.

5.7. At the end of the application correction period, the Rector's Office will issue a Resolution declaring the final list of admitted and excluded applicants. Publication¹⁰ of the resolution will have the effects of a notification made.

5.8. If at any time during the selection procedure it becomes known that any of the applicants do not have all the requirements demanded by this call, they will be excluded from this procedure.

6. CANDIDATE SELECTION

The candidate selection process consists of two phases.

For the first phase of the process (evaluation of applications), four panels of evaluators will be constituted corresponding to each of the four restricted knowledge areas to which applications may be made: Health, Experimental Sciences, Humanities and Social Sciences. These panels will be composed of sufficient international experts to deal with the number of applications received in the corresponding knowledge area, among which a Chairperson will be appointed. To avoid conflicts of interest, no member of the UCM may participate as a member of the panels.

For the second phase of the process (concession), a Selection Committee will be constituted, which will be made up of the Vice-rectors responsible for research at the universities comprising the Una Europa Alliance¹¹ and by the four chairpersons of the panels. The Selection Committee will be chaired by the Vice-Rector responsible for research at the UCM.

An observer will be present throughout the evaluation process, who will be responsible for ensuring that the process is fair and transparent, and supporting the organisation of the tasks established for the panels and the Selection Committee. The observer may provide guidance on the procedure, but will not participate in the evaluation or express their opinion.

6.1. SELECTION PROCEDURE

6.1.1 Phase 1: Evaluation of applications

1. Evaluation of the technical proposals: the technical proposals included in the applications will be sent to the corresponding panel according to the knowledge area that has been selected by the applicant.

Two members of the panel will classify the project separately according to the evaluation criteria established in point 6.2.1 of this call, resulting in a duly justified quantitative evaluation with the evaluator's comments.

The average of the scores awarded by the two members of the panel will be used to prepare the priority lists of applications. If the difference between their scores is greater than 30% of the highest one, the Chairperson will commission a third panel member to independently evaluate the project. In such

¹¹ <https://www.una-europa.eu/>

cases, the average rating of the two closest scores will be used to prepare the prioritized lists.

To conclude this process, a ranking list will be prepared with the scores obtained by all applicants, combining the priority lists of the four panels, from which the 40 applicants (in case the total number of applicants exceeds this number) who have obtained the best scores will be extracted and who will undergo a personal interview.

2. Personal interviews: two panel members will participate in the interviews with the applicants and the chairperson will be present to guarantee compliance with the established evaluation procedures. The interviews will be carried out by videoconference.

The interviews will have the following structure:

- I. presentation of the applicant;
- II. presentation of the technical proposal with specific mention of mobility, secondments and two-way knowledge transfer between the applicant and the host group;
- III. explanation by the applicant of the impact the grant will have on the development of her/his professional career;
- IV. questions.

After the interviews, each panel member will rank the applicant separately according to the evaluation criteria established in point 6.2.2 of this call, resulting in a duly justified quantitative assessment with the panel member's comments. With the result of the average of the individual ratings made by each panel member, a new priority list will be created and sent to the Selection Committee.

6.1.2 Phase 2: Concession

The Selection Committee will be responsible for proposing the beneficiaries, according to the priority list provided by the panel chairpersons. The Selection Committee will review the priority list and may change the order of applications so that at least two proposals are awarded in each of the four knowledge areas, as long as the qualification obtained by the applicant benefiting from the change in order does not deviate more than 15% from the average of the first twenty applicants. The remaining beneficiaries will follow the strict order of the priority list.

For the award of the fellowships, the Selection Committee will prepare a list of applicants divided by the top twenty classified and a reserve list in case some of the selected applicants decide to withdraw or cannot continue their fellowships for any reason. The highest ranked applicants will be proposed as beneficiaries.

However, prior to the start of the fellowships, the applications of the beneficiaries will be submitted to an ethical review by an Ethics Committee established for this purpose. This Committee will determine whether the projects of the beneficiaries contain any relevant ethical aspect that has not been adequately addressed. For each project, the Ethics Committee will issue a binding report including, if necessary, the changes to be carried out on the ethical aspects described in these projects, of which the beneficiaries will be notified. The beneficiaries will have a maximum period of one month from the date of notification of the report to carry out these changes and present them to the Ethics Committee for review and acceptance. If after this period the beneficiary does not meet the requirements of the report, her/his right to the fellowship will lapse.

6.2 EVALUATION CRITERIA

6.2.1 Evaluation criteria for technical proposals

The criteria that will be used in the evaluation phase to quantitatively assess the technical proposals will be excellence, impact, and implementation, each one being rated according to the following table:

Excellence	Score
Applicant's CV	1.00
Novelty and advance of the state-of-the-art of the proposed research	2.00
Adequacy and quality of the interdisciplinary, international and intersectoral dimension of the research plan. From the maximum of three and a half points (3.50) of this criterion, only one (1.00) may be given to proposals with secondments in non-academic organisations. Analysis and adaptation of the gender aspects involved in the research	3.50
Quality and suitability of training and the two-way transfer of knowledge between the contracted party and the host group (including organisations where secondments are to be made)	1.50
Potential of the applicant to reach or reinforce her/his professional maturity/independence during the project (including secondments)	2.00

Impact	Score
Improvement in applicants' professional career development and future academic and professional prospects	4.00
Quality of the measures proposed to exploit and disseminate the project results	3.00
Quality of the measures proposed to communicate the project activities to the different target audiences	3.00
Implementation	Score
Feasibility of the implementation plan	8.00
Risk management	2.00

In order to calculate the final score of each project, a weighted average of the scores will be made in each of the criteria, by applying a weight to each of them that will be given by the following table:

	Excellence	Impact	Implementation
Weight	50%	30%	20%

As a result, a score from 0 to 10 with four significant decimal places will be obtained.

6.2.2 Evaluation criteria for interviews

Two criteria will be taken into account in establishing the interview score, namely,

- the candidate's communication skills: ability to defend her/his project during interviews (4 points);
- scientific independence and leadership: how the candidate shows evidence of emerging scientific independence and leadership during the interview (6 points).

The final score for each interview will be from 0 to 10 with four significant decimal places.

A weighted average of the score obtained for the technical proposal and for the interview will be calculated in order to prepare the priority list referred to in point 6.1.1.2 of this call. The weighting applied to each score is given by the following table:

	Technical proposal	Interview
Weight	85%	15%

As a result, a score from 0 to 10 with four significant decimal places will be obtained.

6.2.3 Tie-breaking criteria

In the event of a tie, the proposal with the highest score will prevail in an evaluation criterion of the determined technical proposal in order to prepare the priority lists referred to in point 6.1.1 of this call, and the order to be considered is that shown in the following table:

	Excellence	Impact	Implementation
Priority in the event of a tie	1	2	3

7. LIST OF BENEFICIARIES AND ALLEGATION PROCEDURES

7.1. After the evaluation process, the provisional list of proposed beneficiaries and the evaluation of all candidates will be made public¹⁰.

Candidates who are not included in the list of proposed beneficiaries will be considered non-beneficiaries for all effects and purposes and will become part of the reserve list.

Allegations against the aforementioned provisional relationship may be presented to the Vice-Rector's Office with competencies in Research, within 15 calendar days, as from the day following its publication. Only allegations that reveal procedural errors during the evaluation process will be accepted; in no case will allegations be raised that discuss the scientific or technical criteria of the evaluators.

7.2. At the end of the previous term and after examining the allegations, if any, the UCM Rector's Office will publish the award resolution together with the final list of candidates who have passed the selection process with the final evaluation of all candidates¹⁰. Incorporation of the beneficiaries will only be effective upon accreditation of fulfilment of the requirements and the veracity of the merits invoked in the application, and presentation of proof of having passed the ethical examination referred to in point 6.1.2 of this call, in accordance with the procedure described therein.

7.3. The maximum term to resolve and publish the resolution of the procedure will be eight months from the end of the period for submitting applications. Once this period has elapsed without the resolution being published, the applications submitted may be deemed rejected.

7.4. The publication of both the provisional relationship and the final resolution¹⁰ will constitute notification.

8. FINANCING

The financing of this call, for a maximum amount of € 1,157,520.00, will be charged to the budget allocation G/6409900/3000 of the Budget of the Complutense University of Madrid, in which credit has been reserved in the 2021 financial year, according to accounting document no. 1001332621.

9. SEPARATE BUDGET FOR PROJECTS

The separate budget for fellowships is made up of two items.

- Contracting cost. This amounts to 46,032 euros per year (monthly unit cost of 3,836 euros). Social security contributions paid by the employer and the applicant are included in the total cost of the fellowship.
- Cost of research, training, travel and secondments. This is a monthly unit cost of 987 euros that will be used to cover expenses related to the activities inherent to the proposed research project, including those incurred from secondments (travel, accommodation, research expenses at destination).

10. NATURE AND CONDITIONS OF USE

10.1. The beneficiary will sign a full-time employment contract, stating exclusive dedication to the research project that has been included in their application. The initial duration of the fellowships will be 1 year, extendable annually, without the accumulated duration of the initial contract plus the extension being able to exceed three years.

10.2. If the beneficiary would like to waive the contract, this waiver must be submitted to the Research Service 15 calendar days in advance, having economic and administrative effects from the day the cancellation of the contract occurs.

10.3. Beneficiaries will be fully dedicated to the activities that are the object of this call. In particular, they cannot be the beneficiary of two Marie Skłodowska-Curie Actions at the same time.

10.4. The fellowships will be incompatible with the validity of any other employment contract entered into by the contracted personnel.

For other types of activities, the provisions of the current regulations on incompatibilities of personnel at the service of Public Administrations and the specific regulations of the UCM will be followed.

The beneficiary must notify the Vice-Rector's Office with competencies in Research of any situation of incompatibility.

10.5. Beneficiaries will benefit from the rights derived from it from the date of their incorporation into the research group.

11. OBLIGATIONS OF THE BENEFICIARIES

11.1. Acceptance of the contract by the beneficiary will imply compliance with all the rules set forth in this call, and specifically:

- a. Present the contract acceptance and registration documents required in the concession Resolution and in the terms established therein, and satisfy all requirements derived from the ethical review referred to in point 6.1.2 of the call prior to the start of the project.
- b. If any beneficiary fails to present the documentation within the established period, it will be understood that they waive the contract and their application will be terminated by a resolution declaring them in default of their right.
- c. Join the Department and present the corresponding incorporation certificate to the Research Service within the terms established in the concession Resolution.
If any beneficiary fails to join their destination centre within the indicated period or prove their incorporation within the established term, it will be understood that they renounce it and forego their application. Any cost of Social Security contributions and surcharges that may be imposed for this breach will be paid by the beneficiary.
- d. Diligently comply with the work plan established in the technical proposal, adjusting themselves to the rules thereof, with exclusive dedication to this function.
- e. Remain in the Department to which the contract refers, and any change of tutor researcher will require authorization of the Vice-rector with competencies in Research, after a favourable report from the

previous tutor researcher and approval of the Director of the Department.

- f. Make reference to the funding received through the present call of the UCM and the Marie Skłodowska-Curie actions in publications and any other results that may derive from the research activities carried out during the contract period.
- g. Follow the instructions made available by the European R&D Office, for the release of all those publications that may derive from this research.
- h. Undergo intermediate scientific-technical evaluations, on an annual basis.
- i. Present within one month of the end of the contract, due to termination of the maximum period of the contract or by resignation, a final report consisting of: a description of the research work carried out and the results obtained. This report must have the approval of the tutor researcher.

11.2. Failure to comply with the rules set out in this call may lead to the revocation of the concession and the obligation to reimburse the corresponding amount.

12. FINAL RULE

An appeal for reinstatement may be filed against this Resolution before this Rectorate, which exhausts the administrative process, within a period of one month, as from the day of its publication (articles 112, 123 and 124 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations). Otherwise an administrative contentious appeal may be filed within a period of two months, as from the day following the publication of the aforementioned Resolution, before the Court of Contentious-Administrative Law of Madrid (articles 8.3 and 46.1 of Law 29/1998, of 13 July, regulating the Contentious-Administrative Jurisdiction).

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