

Exploratory funding for international projects of the Instituto de Estudos Medievais

In order to promote the preparation of competitive applications for calls for research funded by the European Commission, the Instituto de Estudos Medievais (IEM) promotes annual calls for exploratory funding for international proposals, directed to all its members who are integrated PhD researchers.

This exploratory funding is included in the framework of the Multi-annual Funding Contract-Programme of the I&D Unit (2020-2023), a collaboration between the Fundação para a Ciência e a Tecnologia, I.P. and the Universidade Nova de Lisboa (IEM NOVA FCSH), as specified in number 1 of Article 45 of Decree Law number 63/2019 of 16 May, published in Series I of the Diário da República under number 94, which established the legal framework of the Institutions that are dedicated to research and development in accordance with the Rules and Procedures of Evaluation and Multi-Annual Funding of the I&D Unit, with number 503/2017, of 26 September, published in Series II of the Diário da República under number 186.

REGULATIONS

Article 1

Terms

The exploratory funding for international proposals promoted by the IEM is granted yearly to up to two applications that lead to the preparation of calls for proposals funded by the European Commission, in accordance with the following criteria and procedures.

Article 2

Criteria

1. Eligible for this funding are integrated PhD researchers of the IEM and other researchers who are formally committed to being integrated in the IEM for purposes of the exploratory funding, and to remaining in that position if they win the tender to which they applied.
2. Not eligible are applications of responsible researchers who have already received “Exploratory funding for international projects” in previous editions, of the IEM or of NOVA.FCSH.
3. The aim is to encourage the preparation of proposals funded by the European Commission. Hence, apart from submitting the application for funding by the European Commission, the responsible researcher must ensure that his scientific team (listed in paragraph b) of section no. 1 of Article 3) submits no less than two publications in journals of the Web of Science and Scopus within a stipulated timeframe.
4. Applications to scientific research networks will not be considered.
5. The Exploratory Funding will have a maximum duration of 12 months and a maximum cost of €5,000 (five thousand euros) per application.
6. The Responsible Researcher (RR), is obliged to attend at least one workshop specialising in applications for international funding.
7. Funding is intended for activities associated with the preparation of applications, not for research.

Only the following expenditures are considered eligible:

- a) Human resources: grants for assisting in the preparation of applications;

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- b) Missions: travel and accommodation of members of the team;
 - c) Acquisitions and services: translations and revisions of texts, training of the Responsible Researcher (RR);
 - d) Attending specialised training workshop(s).

Expenditures encompassed by the funds granted will follow the rules of eligibility of the IEM's funding entities, especially those of the Fundação para Ciência e a Tecnologia, I. P. – Funding UIDB/00749/2020 and UIDP/00749/2020. All acquisition processes will be managed by the Research Unit.

Article 3

Applications

1. All applications must be sent in digital format, and must include:

- a) A presentation of the research project to be submitted
 - i. Call to which the project is intended to be submitted;
 - ii. Title and acronym of the project;
 - iii. Summary of the project (maximum 5 lines);
 - iv. Key words;
 - v. Brief description of the project (maximum two A4 pages);
 - 1. Objectives
 - 2. Partnerships (academic and non-academic)
 - 3. Succinct description of the potential research plan
 - 4. Expected results
 - 5. Impact of the proposal (academic, social, economic, etc.)
 - 6. Prospects (future plans, subsequent steps, other sources of funding for the project)
 - vi. Description of the research team of NOVA FCSH (if required): participating researchers, fields of specialty and work developed in the area to which they intend to apply, (previous experience participating in

international research projects, other relevant information); (maximum 1 page).

vii. Description of the partner research teams, if applicable (participating researchers, with their respective institutional affiliations, fields of specialty, and work carried out in the area to which they intend to apply, previous partnerships with the NOVA FCSH team, prior participation in international research projects, other relevant information and declaration of interest in participating in the project); (maximum 1 page).

viii. Assessment of the likelihood of the application being approved by the European Commission, with a brief justification;

b. Presentation of the work plan for exploratory funding:

i. Scheduling of the application's preparation activities (12 months from the exploratory funding);

ii. Demonstration of understanding of the conditions, objectives and contexts of the funding being applied for.

iii. Projected number of publications to be submitted during the Exploratory Funding period;

iv. Budget required for this exploratory funding, with description of expenditures;

2. The applications must be sent to the email incentivosiem@fcsb.unl.pt , and will only be accepted if they include all the elements specified in point 1 of this article.

3. Applications must be presented between 1 and 31 October of the previous calendar year, and will be scrutinised before 30 of November. Funding will commence on 1 January of the following calendar year.

Article 4

Jury, evaluation, results and previous hearing

1. It is the responsibility of the administration of the IEM to select the applications that will be the beneficiaries of the present funding, after a process of evaluation.
2. For the purpose of constituting the jury, the Administration will request the collaboration of three members of the Scientific Commission. Whenever possible, the scientific fields of the proposals should be represented. The evaluators of each cycle cannot include mentors of applications.
3. The evaluation criteria for the applications are:
 - a) Internationalisation of the RR's CV (publications, projects, orientations) – 30%
 - b) Partnerships (suitability to the delineated objectives, previous team experience in international projects and potential for future collaborations) – 20%. If the project does not involve partners, that 20% will be integrated in the evaluation process, which will then ascend to 50%.
 - c) Expected results and future prospects for exploratory funding – 20%.
 - d) Feasibility, sustainability and suitability of proposals for exploratory funding – 30%.
4. The densification of the criteria specified in 3 will be decided by the jury at the beginning of the evaluation session and recorded in the minutes of the meeting.
5. At the end of the evaluation, a brief written report will be drafted by the members of the evaluating committee, and will include an attachment with the individual reviews.

6. Upon receipt of the results by the evaluation committee, the IEM's administration will publish these within 30 days after the end of the application period.

7. Applicants have the right to be heard before the final decision is taken, whereby they have a maximum deadline of 10 working days to present any contention, counting from the date of notification of the decision, in case of rejection of the respective reasons. In the terms of number 3 of Article 121 of the Code of Administrative Procedures, the realisation of the aforementioned hearing will suspend the counting of the deadline for the purpose of implementing the decision.

Article 5

Declaration of agreement and execution of the project

1. After the results are announced, the researcher responsible for the application will be asked to sign the Agreement Declaration defined by the IEM, whereby he/she will assume responsibility for the proper execution of the project in accordance with the terms and deadlines stipulated in the approved application.

2. The responsible researcher must submit a progress report to the IEM with the summary of activities during the first 6 months, within 30 days of the end of the above-mentioned period.

3. The responsible researcher must submit to the IEM, within three months of the closing of the Exploratory Funding, proof of submission of the proposal and of previous publications, certifying compliance with the defined objective for the exploratory funding.

4. In the case of non-compliance with the Regulations and Terms, the Responsible Researcher may not reapply to Exploratory Funding in subsequent years.

Article 6

Review

This regulation may be revised by the IEM.

Article 7

Doubts and omissions

All doubts or omissions that result from the present regulations are resolved by the Director of the IEM, with no appeal of his/her decision.

Article 8

Obligations

Regarding the missions performed, and acquisitions and services and their respective expenditures encompassed by the exploratory funding for international projects of the Instituto de Estudos Medievais, recipients agree to respect the norms of disclosure of the IEM funding entities, particularly those of the Fundação para Ciência e a Tecnologia, I. P. – Funding UIDB/00749/2020 and UIDP/00749/2020.

Article 9

RGPD

All personal data provided by the Responsible Researchers will be used exclusively for the present funding.

Article 10

Implementation

The present regulation became effective the day after its approval in the meeting of the Scientific Commission of the Instituto de Estudos Medievais held on 24 June, 2022.