



UNIVERSITÀ
DEGLI STUDI
DI PADOVA



PISCOPIA Fellowship Programme co-funded by Marie Curie Actions

Guide for Applicants – Call 2014

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1. GETTING STARTED

This guide is intended as an aid to help applicants correctly fill in the application forms and submit a complete proposal.

However, applicants should always refer to the official call text, where the Programme is described in full: goals, requirements, selection process, evaluation criteria, and so on.

2. BASIC DOCUMENTATION

The PISCOPIA Programme's essential tools to submit the proposal are the following:

1. Official text of the call
2. Guide for Applicants
3. PISCOPIA website: <http://www.unipd.it/en/piscopio-fellowships>
4. PISCOPIA e-portal: <http://unipd.cineca.it/piscopio/>

In order to facilitate participation in the Programme, the official Programme documentation and related news will be posted on the PISCOPIA webpage under "Calls".

Specific questions may be asked by email to: piscopio.grants@unipd.it

3. SUBMISSION OF PROPOSALS

Proposals must be submitted as laid down in the official call. Only complete applications will be accepted, which shall consist of the following parts:

1. Part A: Administrative information and contact details of the applicant. A short description of the research project. Sensitive ethics issues.
2. Part B: Research Proposal. Technical part of the proposal with details of the applicant and the research project.
3. Additional documents:
 - a. Scan copy of the certificate of doctoral degree or proof of 4 years dedicated to working full time in research measured from the date when the researcher obtained the degree which would have formally allowed him/her to embark on a doctorate in Italy (see Official text of the call, Art.2 and instruction below, §5)
 - b. Scan copy of the Identity Card with a colour-photo

The scan copies shall be uploaded as an attachment in the application system online. The original documents can be requested at any time during the application process.

The application forms will be accessible online through the Piscopio e-portal (<http://unipd.cineca.it/piscopio/>) and must be submitted electronically.

The application forms can only be submitted in English.

Character or page limits, if any, are indicated in the relevant sections of the application forms. The information contained beyond this limit will not be considered in the evaluation.

For the deadline of the submission of the proposal please refer to the Official text of the call.

The information in Part A will be primarily taken into account by the PISCOPIA Eligibility Committee to verify that the applicant complies with the requirements of the call, while Part B will be evaluated by independent experts during the Peer review phase and taken into account by the Scientific Panels during the interview.

In case of wrong information or clear inconsistencies between Part A and Part B, the proposal may be rejected.



4. REGISTRATION

1. Go to the PISCOPIA e-portal: <http://unipd.cineca.it/piscopia/>
2. Click on: "If you need to get username and password". Please remember that candidates who applied to PISCOPIA call 2013 need to register and fill in all the forms again.
3. Complete all fields with your personal data. You will automatically receive a username and a password to the specified email address. If you are not Italian, in the field "Birth town" please select "Foreign country". Please pay great attention to the e-mail address provided because your username and password will be sent to this e-mail address. This e-mail address will also be used for any further official communication.
4. Click on "Complete data registration" or go back to <http://unipd.cineca.it/piscopia/> and enter the username and password you received by e-mail.
5. Insert your personal data. For not Italian Applicants: please choose "Foreign country" at the point "City – district". The Italian Tax identification number will be created automatically. Please write down the TAX IDENTIFICATION CODE (CODICE FISCALE). This code is necessary in case you forget your username and/or password and you need to retrieve them.
6. To edit your Application Forms, please click on "Application form" and then on "Edit your application form".

5. INSTRUCTIONS TO COMPLETE THE APPLICATION FORMS: PART A

Part A of the application forms is to be completed and submitted electronically through the Piscopia e-portal (<http://unipd.cineca.it/piscopia/>) in the section "Application form".

Go to "Fill in part A" and complete the fields:

- click on the pencil icon to edit the form 
- click on the written icon to check what you edited 

Most of the fields are mandatory and you cannot submit your proposal if you do not complete them.

- MACRO-AREA and SCIENTIFIC AREA-

This information will be considered for the selection of members of the Scientific Panel.

Click on the "Insert" button and select a Macro-area by choosing the one which best satisfies your research project among the following:

- Physical Sciences and Engineering - PE
- Life Sciences - LS
- Social Sciences and Humanities – SH

After selecting a Macro-area, click on "Select scientific area" to choose the more suitable one. To correct the information, click on the pencil button, then "Delete" and then "Cancel". Once the information has been erased you can insert a new Macro-area and Scientific-area by clicking on the pencil button and then "Insert".

- PERSONAL DATA –

Here you can view the data you provided at the registration stage. Please check them and attach the scan copy of your Identity Document with a recent colour-photo. To do that, you have first to upload the scan copy in the section "Attachments": click on "Attachments" on the left menu, then "Sfoggia", write a brief mandatory description, click on "Upload". To attach your ID, please select "Fill in part A" on the left menu

again, click on the pencil button of “Personal data”, “Select Identity Document from attached files” and once selected the correct attachment: “Update”.

- EMERGENCY CONTACT –

The Emergency Contact is the contact (phone number or e-mail) of the applicant’s closest living relative who stands in for him/her if he/she is not traceable.

- UNIVERSITY DEGREE(S) -

Mandatory field. Please enter at least one degree.

Type of degree: Specify the type of degree: Bachelor's degree, Master degree...

For each degree, please specify if it is undergraduate or postgraduate. For an explanation of the difference refer to:

<http://www.manchester.ac.uk/study/international/british-education-system/types-degree/>

Should the degree have been awarded outside Italy, then, for the sole purposes of this selection procedure, it must be declared as equivalent to an Italian Master’s degree by the Internal Eligibility Committee during the first phase of the selection process (see Art. 2 and 4 of the PISCOPIA Call).

Specify the date of receiving the degree using the format DD/MM/YYYY.

- DOCTORAL DEGREE –

Date of award: specify the date of issue of the doctoral degree using the format DD/MM/YYYY and upload the scan copy of the certificate.

If the certificate hasn’t yet been issued, but the applicant has already passed the doctoral final examination (dissertation defense) before the deadline of the call, he/she must indicate this date as “Date of award” and upload a certificate/official letter issued by his/her Institution stating the expected date of the issue of the doctoral degree.

Should the PhD have been awarded outside Italy, it must have lasted at least three years and must be declared equivalent to an Italian PhD by the Internal Eligibility Committee for the sole purposes of this selection procedure. If not specified, the duration must be declared in an official letter.

- FULL-TIME POST-GRADUATE RESEARCH EXPERIENCE-

Mandatory field only for applicants without PhD: the information provided here must demonstrate the amount of time dedicated to research, from the date when the researcher obtained the degree which would have formally allowed him/her to embark on a doctorate to the closing date of the call. Dedication to research will be considered as the equivalent of full-time work, regardless to having been paid or not. In any case, all credentials, contracts etc. should be documented, as they may be required for verification at any stage of the process.

The applicants who did not obtain a PhD degree before the deadline of the call, but declared to have been enrolled in a PhD Programme for a certain period of time, will have this period calculated as 2/3 full-time equivalent research experience.

- OTHER ACADEMIC QUALIFICATIONS –

Not mandatory field. Please add any other academic qualifications which can be relevant.

- MOBILITY –

Mandatory field. Indicate the period(s) and the Country/Countries in which you have legally resided and/or had your main activity (work, studies...) during the last three years up until the deadline of the submission of the proposal.

- PROJECT DATA –

- *Project title:* The project title must be made understandable for non-specialists in the field.
- *Project acronym:* Assign a short name for the project to be quickly identifiable.
- *Duration time in months:* Automatically filled.
- *Abstract:* The abstract or summary of the project should provide a clear description of the objectives of the project, its implementation, and its scientific and technical relevance. This information will be used in the communication, management and dissemination of the Piscopia Programme, so it should be short, accurate, and should not contain confidential information. It is recommendable to avoid the use of formulas and special characters. Maximum length of 2000 characters (blanks included).

- ERC SECTOR –

You can insert maximum three ERC sectors, also linked to different ERC Area/Panels.
Please choose first one ERC Area/Panel from the list, then one or more ERC sector(s).
This information will be considered for the selection of peer-review experts.

- KEYWORDS -

Enter minimum 3, maximum 5 keywords that characterize your research project.
When you start typing a keyword, a list of possible keywords will be displayed. The proposed keywords are chosen from a database. You have to choose at least three keywords from this database. Two further keywords can be freely chosen.
This information will be considered for the selection of peer-review experts.

- SUPERVISOR and HEAD OF DEPARTMENT -

Each candidate has to identify the most suitable UNIPD research group where he/she wishes to carry out his/her proposed research project and, in agreement with the research group leader, indicate a scientific staff member of the hosting Department as the scientific supervisor of his/her project. For a detailed description of the research groups, please visit <http://www.unipd.it/en/research-groups-university-padova>.

Select the Department of the chosen supervisor and insert his/her name.

Enter “Supervisor and Head of Department” again and then click on “Send mail to supervisor for acceptance”: an e-mail will be automatically sent to the supervisor in order to have his/her acceptance.
After the acceptance of the supervisor you can send an email to the Head of the Department for his/her approval by clicking on the button. **Please keep in mind that to be considered eligible your application must be accepted by the Head of the hosting Department before the closing date of the call.** You shall be able to submit the application only after the acceptance of the Head of the Department.

- SENSITIVE ETHICS ISSUES -

Ethics issues: Answer YES or NO to the proposed questions. All fields are mandatory. If you have answered YES to any of the options please draw up the section “Explanation of ethics issues”.

Explanation of ethics issues: Please explain the benefit and burden of the proposed experiments/research activities and the effects these may have on the research subject.

- DECLARATIONS –

Mandatory field.

- ATTACHMENTS –

Please upload:

- scan copy of your ID card/passport with colour-photo
- for applicants with PhD: scan copy of the doctoral degree (mandatory)
- for applicants who haven't yet received a doctoral degree but have passed the doctoral final examination before the closing date of the call: a certificate/official letter stating the expected date
- for applicants without PhD: proof of 4 years dedicated to working full time in research (contracts, publications, ...)
- Part B (research proposal)

Only .pdf formats will be accepted.

6. SUBMISSION

To submit your proposal, click on the "Submit" button on the left menu and then in order to check and correct possible mistakes "Continue" under the "Check" button. The system will tell you if something is missing or mistakenly written. Please proceed to correct errors to submit the proposal.

7. INSTRUCTIONS TO COMPLETE THE APPLICATION FORMS: PART B

Download the .rtf file "Part B- Research Proposal Template". **Please keep in mind that, in order to be eligible, your proposal must follow this template.**

You can use the downloaded file to write your proposal. Once completed, please convert the file to a .pdf file and upload it in the "Attachment" section in the application system. Go then to section "Part B - Research proposal" and select the attached file.

Part B of the application form shall be completed using the template and meeting the following guidelines:

1. Page A4 size, with a minimum margin of 15 mm, not including the header and footer
2. Font to be used: Arial with size 11 pt minimum and single spaced.
3. Enter the acronym for the research project in the header
4. Number the pages at the bottom, preferably in the format "page X of Y" or similar.
5. Conform to the page limit for each section. Sections B.1 to B.3 may not exceed 14 pages in total.

8. EVALUATION

The selection process consists of three phases described below:

1. Administrative eligibility check
2. International peer-review
3. Interview with the Scientific Panel and final decision

1. Administrative eligibility check

In order to be eligible, applications must meet the requirements set out in Art. 2 of the Call text. In particular, applicants should meet the following eligibility criteria:

- **be experienced researchers**, according to the definition given by the European Commission, i.e. at the time of the relevant deadline for submission of application be in possession of a doctoral degree or have at least four years of full-time equivalent research experience. Proof of the research experience must be provided (e.g. contracts).

Researchers who did not obtain a PhD degree before the deadline of the call, but declared to have been enrolled in a PhD Programme for a certain period of time, will have this period calculated as 2/3 full-time equivalent research experience.

Examples:

Applicants eligible as experienced researchers

A) A researcher who does not have a PhD but has worked full-time in research for the last 4 years after obtaining a university degree giving access to a doctorate prior to the deadline of the proposal submission.

B) A researcher who was awarded a PhD 2 years prior to the call deadline but has not been working in research since.

C) A researcher who was awarded a PhD 4 years prior to the call deadline and has not a permanent position yet.

D) A researcher who worked full time in a research lab for two years after obtaining a university degree giving access to a doctorate and afterwards enrolled in a PhD Programme, without having completed it, yet. The researcher has been doing his/her PhD for three years at the time of the closing date of the call and the calculation will be the following: two years full-time in the research lab count for two years; three years in the PhD Programme count for 2/3, i.e. two years. Total sum: four years full-time equivalent research experience.

Applicants not eligible as experienced researchers

A) A researcher who has 3 years and 8 months full time research experience before the deadline of the proposal submission.

B) A researcher who worked full time in a research lab for one year after obtaining a university degree giving access to a doctorate in Italy and afterwards enrolled in a PhD Programme, without having completed it, yet. The researcher has been doing his/her PhD for three years at the time of the closing date of the call and the calculation will be the following: one year full-time in the research lab counts for one year; three years in the PhD Programme counts for 2/3, i.e. two years. Total sum: three years full-time equivalent research experience.

C) A researcher who enrolled in a PhD Programme three years before the closing date of the call. Calculation: three years in the PhD Programme counts for 2/3, i.e. two years. Total sum: two years full-time equivalent research experience.

- **Mobility requirement:**

Applicants may be of any nationality, provided that at the time of the deadline of the proposal submission they have not lived in Italy for more than 12 months in the 3 years immediately prior to the closing date for submitting proposals. Short stays such as holidays are not taken into account.

Examples:

A) An experienced researcher who lives in Spain and resided for 10 months in Italy in the 3 years prior to the deadline is eligible for a PISCOPIA Incoming Fellowship.

B) An experienced researcher who studied for 14 months in Italy from 2006 to 2008 and then moved to Germany, where she/he works at the time of the call deadline, is eligible for a PISCOPIA Incoming fellowship.

C) An Indian experienced researcher who has lived in the past three years in his/her country is eligible for a PISCOPIA Incoming Fellowship

D) An experienced researcher who studied in Italy for 7 months in 2011 and worked there for 6 months in 2012 is not eligible for a PISCOPIA Incoming fellowship.

E) An Italian experienced researcher, who spent 12 months in Brazil, 6 in Italy and 18 in France immediately prior to the call deadline, is eligible for an Incoming fellowship.

F) A Canadian experienced researcher who has lived in the past three years in Poland is eligible for an Incoming fellowship.

2. International peer-review evaluation

Each proposal will be evaluated by three independent experts. The selection of experts will be made from an international database, which UNIPD has access to, by electronically matching keywords and ERC sectors stemming from the proposals (Part A).

The international experts will evaluate the Part B: research project, scientific level of the applicant and professional growth, corresponding to sections B.1-B.3, and will give scores and comments based on the evaluation criteria. The final score for each proposal is calculated as the average of the total scores given by the three experts.

The proposal is assigned to the experts taking into account the ERC panel and keywords chosen by the applicant.

The experts will evaluate the full project proposal (Part B) and will give a mark and comments according to the evaluation's criteria described in the call. The following table summarizes the evaluation criteria and the threshold/maximum scores.

Evaluation Criteria	Threshold/maximum
1. Research Project	3.75/5
2. Scientific level of the applicant	3.75/5
3. Professional growth	3.25/5
Total score (total sum of the scores assigned to criteria 1,2,3)	12/15

Once the reports of the three experts have been received for each proposal, the average of the scores given for each criterion will be calculated. The average will be then summed up to obtain the final score for this evaluation step (the final score also corresponds to the average of the total scores given by the three experts). On the basis of those results, in order to proceed to the next stage candidates must:

- pass the threshold for each criterion
- obtain a final score of at least 12/15.

Examples:

Candidate	1st evaluation	2nd evaluation	3rd evaluation	Average	Threshold
1. Research Project:	4,30	5,00	4,30	4,533333333	<i>above thresholds</i>
2. Scientific level of the applicant:	4,50	4,20	3,30	4,00	<i>above thresholds</i>
3. Professional growth:	4,20	4,70	4,00	4,30	<i>above thresholds</i>
Final score	13,00	13,90	11,60	12,83333333	<i>above thresholds</i>

The candidate passes all the thresholds and is eligible to be invited for the interview.

Candidate	1st evaluation	2nd evaluation	3rd evaluation	Average	Threshold
1. Research Project:	4,00	3,5	3,50	3,666666667	<i>below thresholds</i>
2. Scientific level of the applicant:	4,50	4,00	3,40	3,966666667	<i>above thresholds</i>
3. Professional growth:	4,00	4,50	4,00	4,166666667	<i>above thresholds</i>
Final score	12,50	12,00	10,90	11,80	<i>below thresholds</i>

The candidate does not pass the threshold of the first criterion and the threshold of the final score, so is not eligible to be invited for the interview.

Candidate	1st evaluation	2nd evaluation	3rd evaluation	Average	Threshold
1. Research Project:	4,00	3,50	3,50	3,666666667	<i>below thresholds</i>
2. Scientific level of the applicant:	4,50	4,00	4,00	4,166666667	<i>above thresholds</i>
3. Professional growth:	4,00	4,50	4,30	4,266666667	<i>above thresholds</i>
Final score	12,50	12,00	11,80	12,1	<i>above thresholds</i>

The candidate does not pass the threshold of the first criterion, so is not eligible to be invited for the interview.

Candidate	1st evaluation	2nd evaluation	3rd evaluation	Average	Threshold
1. Research Project:	4,20	4,00	3,50	3,90	<i>above thresholds</i>
2. Scientific level of the applicant:	4,00	3,70	3,80	3,833333333	<i>above thresholds</i>
3. Professional growth:	3,80	3,00	4,00	3,60	<i>above thresholds</i>
Final score	12,00	10,70	11,30	11,33333333	<i>below thresholds</i>

The candidate does not pass the threshold of the final score, so is not eligible to be invited for the interview.

A proposal will be reviewed by a fourth expert in case both of the following circumstances take place, with reference to the total scores given by the first three experts:

- Two scores are above threshold and one is below (maximum total score is 15 and threshold is 12)
- The difference between the average of the three total scores and the lower score (i.e. the one below threshold) is higher than 2 points.

The total score given by the fourth expert shall replace that of the total score which was below the threshold in the calculation of the average of the total scores for the proposal. All applicants will receive feedback on the outcome of the peer-review evaluation of their application with scores and comments by the reviewers.

Examples:

Candidate	1st evaluation	2nd evaluation	3rd evaluation	Average
1. Research Project:	5,00	4,00	3,00	4,00
2. Scientific level of the applicant:	4,50	4,00	3,50	4,00
3. Professional growth:	4,50	4,50	3,00	4,00
Final score	14,00	12,50	9,50	12,00

Considered that:

- the total scores of the first and the second evaluator are above threshold, and the total score of the third evaluation is below threshold

- the average of the three scores is 12,00 and the difference between this average and the lower score is 2,50;

a fourth evaluator will be invited to review the project and his/her evaluation will replace the third evaluation. In case the above mentioned circumstances occur again, no further evaluator will be invited.

Candidate	1st evaluation	2nd evaluation	3rd evaluation	Average
1. Research Project:	4,00	4,00	3,50	3,833333333
2. Scientific level of the applicant:	4,00	4,00	3,50	3,833333333
3. Professional growth:	4,50	4,50	3,50	4,166666667
Final score	12,50	12,50	10,50	11,80

Considered that:

- the total scores of the first and the second evaluator are above threshold, and the total score of the third evaluation is below threshold

- the average of the three scores is 11,80 and the difference between this average and the lower score is 1,30;

a fourth evaluator will not be invited to review the project as the second criterion is not fulfilled.

Candidate	1st evaluation	2nd evaluation	3rd evaluation	Average
1. Research Project:	3,00	4,00	3,00	3,333333333
2. Scientific level of the applicant:	3,00	4,00	3,50	3,50
3. Professional growth:	3,00	4,50	3,00	3,50
Final score	9,00	12,50	9,50	10,30

Considered that two total scores are below threshold and one is above, the first criterion is not fulfilled and a fourth evaluator will not be invited to review the project.

3. Interview with the Scientific Panel

On the basis of the final scores obtained at the end of the peer-review, one ranking list for each Macro-Area will be drawn up. The number of candidates invited for the interview with the Scientific Panel (step 3) will exactly double the number of available positions. Only applicants having passed the threshold in step 2 will be invited for the interview.

Any proposals of candidates invited to the interview that pose ethics concerns will be taken into account by the PISCOPIA Ethics Committee, composed by experts on research on animals, clinical trials, privacy and data protection, for an Ethical review.

The following criteria will be assessed by the Scientific Panels during the interview:

- Presentation and communication skills (max. 4 points)
- Defence of the scientific project, answers to questions (max. 6 points)
- Motivation for the project, interest in a research/teaching career (max. 5 points)

Proposals failing to meet the threshold of 10 points in the interview will not be placed on the final qualified ranked lists.

Each proposal will be placed in the final ranking list on the basis of its final score, which is the weighted sum of the score assigned after the International peer-review evaluation (60%) and the one assigned after the interview (40%).

CHECKLIST

- I am eligible to submit my application.
- I have been in contact with a researcher from the University of Padova, who is willing to support my application and I have been accepted to carry out my research project in his/her group.
- I have obtained the acceptance from the hosting Department of the University of Padova.
- My application is in accordance with the required formats.
- I have filled in the application forms (Part A and B)
- I have marked the boxes on the declarations at the end of Part A
- I have attached the requested files in .pdf format and have checked that they are virus-free
- I clicked on "Submit"
- I have printed the completed application form and made sure that it is eligible.