

Terms and conditions of the call for applications for the Universitat Oberta de Catalunya's "Research Connections" grants

The Universitat Oberta de Catalunya ("UOC") seeks to strengthen its links with other research undertakings and foster the participation of its teaching and research staff in collaborative projects.

1. PURPOSE

The purpose of this call for applications is the awarding of grants to fund research stays, as well as the formulation of collaborative research projects, under the provisions of these terms and conditions.

More specifically, the main objectives of this call for applications are:

- To incentivize teaching and research staff ("TRS") from other universities or research centres outside of Catalonia to carry out research stays at the UOC.
- To encourage UOC TRS to carry out research stays in universities or research centres outside of Catalonia.
- The participation of UOC TRS in meetings, training courses and infodays, amongst other events, with the purpose of helping formulate a proposal for submitting a collaborative project.

For the purposes of the present call, a collaborative project is defined as that requiring synergy between different researchers or research groups from different fields and disciplines that, by means of a proper dynamic of shared work, can better achieve specific goals that they would possibly not have achieved on their own, or do so by improved optimization of in-house resources.

2. GRANT TYPES

This call for applications offers two grant types:

a) **Outgoing UOC teaching and research staff:**



- i. Attendance at infodays and training, lobbying and networking courses, amongst other events, to help formulate a proposal for submitting a collaborative project.
- ii. Travel for holding meetings to prepare a collaborative project proposal for a short-term period.
- iii. Placements for carrying on research activities, including the possibility of preparing a joint project, for a medium-term period.

b) Incoming teaching and research staff: The goal is to foster collaboration between UOC TRS and staff from other universities and research centres by means of the carrying out of research stays at the UOC.

3. GRANT BENEFICIARIES

The grants in this call for applications are aimed at all UOC teaching and research staff. Excluded from this call are all staff assigned to an IN3 research group, and Doctoral School pre-doc researchers.

Additionally, for the "incoming" type, the beneficiaries of this call are TRS from other universities and research centres wishing to come to carry out a research stay at the UOC.

4. REQUIREMENTS FOR SUBMITTING AN APPLICATION

Outgoing UOC TRS wishing to apply for one of the aforementioned grants must compulsorily fulfil all the following requirements:

- Possess an Open Researcher and Contributor ID (ORCID).
- Have up-to-date academic output in the Integral Research Manager (Gestor Integral de Recerca, "GIR"), deposited, insofar as it does not affect an intellectual property right, in the O2 Repository.

Incoming TRS wishing to apply for one of the aforementioned grants must compulsorily fulfil all the following requirements:

- Possess, in due order, if required, all permits for entry and residence in Spain.
- Demonstrate an undertaking to have public or private medical insurance cover for the entire period of the stay.

5. DOCUMENTATION THAT MUST BE SUBMITTED

The documentation that must be submitted for applications from UOC TRS shall be the following:

- **A brief report or work plan** for the proposal for the intended **collaborative project**. The report – or draft – must contain the collaborative project's fit with one or more of the **UOC's strategic lines**. Additionally, it must include the actions for disseminating the possible outcomes arising from within the framework of the intended project, as well as the presence on social media and traditional media, and in communication products and other dissemination actions.
- If applicable, **the timetable** of the relevant event, infoday, training course, etc.
- **Formal declaration** by the **applicant** confirming that there is no double funding arising from other grants or aid for the same item awarded by other public or private undertakings.
- **A detailed budget** following the template provided in this call. This document need not be submitted in the case of applying for research stay grants.

In addition to the aforementioned documentation, applications for outgoing research stays must submit the following information:

- A copy of the **letter of acceptance** from the institution/undertaking at which the stay will take place.
- **Authorization** from the UOC **faculty dean or department director** to which the applicant belongs agreeing to the stay.

Incoming university and research centre TRS applying for a stay at the UOC must submit the following documentation:

- **Current identity document**. Non-EU citizens must submit a photocopy of their current valid passport with an expiration date at least six months after the end date of the research stay.
- An up-to-date **curriculum vitae**.
- **A letter of authorization** from their **originating university or research centre** granting them permission to carry out the research stay at the UOC.
- **A letter of authorization** from the faculty dean or research centre director at the **UOC** where the stay is intended to be carried out, which must identify the member of the UOC research staff who will supervise and assist with the applicant's research stay.
- **A work plan and execution period** for the stay, which must include the actions for disseminating the possible outcomes arising from within the framework of the intended project, as well as the presence on social media and traditional media, and in communication products and other dissemination actions.
- **A motivational cover letter on the research stay**.
- Two **reference letters**.

- Document demonstrating the holding of **current health insurance**, public or private, for the entire period of the stay. This document must be issued at least 15 days prior to the commencement of the stay. If not, the grant awarded shall be revoked.

6. APPLICATION PERIOD AND PROCESSING

The **period** for submitting applications shall run from the publication of this call until **12 April 2020**.

Applications from UOC TRS can only be **made via the internet**, using the GIR Researcher's Website, accessing the **Submit application** link within the call file and attaching the documentation specified in the "Documentation that must be submitted" section.

After submitting the application, applicants must send an email notifying the fact to preaward_ari@uoc.edu. Within three business days of making the application, you will receive a message from UOC R&I confirming the registration of your application and, if applicable, any amendments that need to be made.

Applications from staff from other universities and research centres must be sent by email to preaward_ari@uoc.edu, attaching the documentation specified in the "Documentation that must be submitted" section. The subject line of the message must read "AUOC - RSCONNECTIONS – Candidate name". Within three business days of making the application, applicants will receive a message confirming receipt and, if applicable, indicating any amendments that need to be made to the application.

For additional information or in case of any doubts regarding this call for applications, please send an email to preaward_ari@uoc.edu.

7. SELECTION BODY AND CRITERIA

The UOC Research and Innovation Committee ("CRI") shall be the body responsible for evaluating the applications submitted for this call.

The selection criteria for both types of grant to be taken into account for this evaluation are those listed below, with a maximum weighting of 100 points.

- **CV** (up to 20 points). Account shall be taken of the applicant's professional and academic career in the evaluation. In this regard, in the case of UOC TRS, account shall only be taken of the information gathered and updated in the GIR tool.



- **4 academic milestones submitted by the candidate** (up to 15 points). A brief, qualitative explanation must be given, highlighting their importance in the applicant's research career and also citing their scientific and social impact, as well as their match with the project proposed to the UOC. These academic milestones may include, among others, preprints, training given, contribution to consortia, scientific dissemination, patents, key databases, software, etc.

The journal's impact factor is not required in the case of publications presented as academic milestones. Paper citations or other metrics can be given, but they are not indispensable.

- **Report or work plan of the collaborative project** it is intended to carry out (up to 65 points) which must include the actions for disseminating the possible outcomes arising from within the framework of the intended project, as well as the presence on social media and traditional media, and in communication products and other dissemination actions.

8. DECISION AND PERIOD FOR APPEALS

Applications submitted shall be evaluated by the Research and Innovation Committee at the meeting set to be held on **22 April 2020**, in line with the aforementioned criteria.

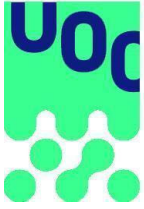
The provisional decision on the grants contained in this call shall be published on the UOC e-Noticeboard, accessible from this [link](#), beginning **27 April 2020**.

After the date of publication on the UOC e-Noticeboard and until **4 May 2020**, applicants may submit appeals, addressed to the UOC CRI, to the email address preaward_ari@uoc.edu.

The UOC CRI undertakes to resolve upon any appeals received and publish the **final decision** on the UOC e-Noticeboard from **11 May 2020**.

Additionally, UOC R&I shall notify grant beneficiaries, within **10 business days of the final decision**, of the procedure to follow to receive and implement the grant awarded.

If, during the implementation period of the awarded grant, the beneficiary decides to renounce it, he or she must provide immediate notice of the fact in writing to postaward_ari@uoc.edu. In such a case, renouncement of the grant shall entail repayment of any amounts paid over before the date of submission of the renouncement. Additionally, any beneficiary renouncing a grant may be replaced by the following candidate with the highest score included on the waiting list.



9. BUDGET

The **overall budget** available to the present call, which comes from the UOC's internal funds, is **40,000 euros**.

The **funding** granted for both kinds of research stay grants shall be calculated pursuant to Annex I hereto. It shall be granted for a minimum period of **2** and a **maximum of 12 weeks**.

Under no circumstances does the **maximum funding** determine the length of the stay. Should the length of the stay exceed the maximum weeks funded, any expenses incurred shall be borne by the beneficiary.

Grants received for research stays **shall be allocated exclusively to covering travel, accommodation, subsistence and other stay-related expenses**.

10. EXECUTION OF THE GRANT AWARDED

Grants received within the framework of this call shall be used exclusively for the purpose for which they have been awarded and must be duly supported as stipulated in the "Documentary support" section of this call.

In the case of UOC TRS, the **implementation period** for the grant awarded shall be 2 January 2020 to 31 December 2020.

In the case of TRS from other universities and research centres, the implementation period shall be from the date of the final decision on awarding the grant until 31 December 2020.

Budgetary management of the grants received, in their two forms, shall be carried out as follows:

- a) Grants for outgoing UOC TRS; specifically, by sub-type:
 - i. Attendance at infodays and training, lobbying and networking courses, amongst other events, to help formulate a proposal for submitting a collaborative project.
 - ii. Short-term travel for holding meetings to prepare a collaborative project proposal.

These shall be managed by the UOC R&I in accordance with all applicable regulations. For more information, please send an email to postaward_ari@uoc.edu.



- a) Grants for outgoing UOC TRS:
- iii. Medium-term placements for carrying on research activities, including the possibility of preparing a joint project.

The amount of the grant shall be received in the form of a single payment into the FUOC payroll and shall be subject to the withholdings established in applicable regulations. Travel expenses for the placement and any other associated payment (for booking accommodation, etc.) shall be the responsibility of each individual beneficiary.

- b) Other institutions' incoming TRS:

Researchers from other universities and research centres must provide details of the bank account into which they wish to receive payment of the grant awarded.

This grant shall be deposited into it on the following basis:

- Reimbursement of the average transport price for travelling to Barcelona from their place of origin shall be paid over upon commencement of the stay and after submission of the tickets, invoice or other documentation demonstrating purchase and use by the beneficiary.



The maximum price paid to the beneficiary is that stipulated in Annex I hereto.

- 50% of the monthly grant shall be issued upon commencement of the research stay.
- The remaining 50% of the grant shall be provided upon conclusion of the stay and after submission of the supporting documentation detailed in the next section.



The CRI reserves the right to modify the payment form and period in necessary cases, provided that the beneficiary so requests, with due justification and support.

11. BENEFICIARY OBLIGATIONS

Beneficiaries of this call's grants have an obligation to:

- Demonstrate to the UOC their fulfilment of the requirements and conditions establishing the awarding and/or enjoyment of the grant.
- Submit themselves to any testing required to verify, if applicable, fulfilment and enforcement of the established conditions.
- To carry on the activity for which the grant has been awarded under the terms, conditions and time frames established herein.

- To place on record in any research outcome arising from the activity for which the grant has been awarded the phrase "In collaboration with the UOC"
- Comply with the UOC's Rules on Rights and Duties, the policy regarding email use, the Code of Ethics, the Organizational and Operational Regulations, and all other regulations that may be approved and become applicable during the stay at the UOC.
- Show attitudes and conducts that are consistent with the values of a culture that fosters peace and democratic values.

Breach of any of the aforementioned terms and conditions shall entail the revocation of the grant and the obligation to repay the total amount thereof.

12. DOCUMENTARY SUPPORT

Within **three months** of the conclusion of the activity for which the grant has been awarded, UOC TRS must submit the following documentation:

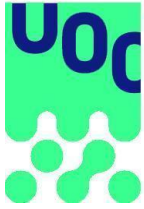
- **A report** including a description of the activity carried on and the milestones achieved with regard to the work plan or report submitted, and also a brief account of the opportunities detected (contacts, themes, funding options, etc.) that may be associated with the UOC's research interests.
- Updating of the information on the GIR system with details of the activity carried on during the stay in question and, insofar as it does not affect the protection of an intellectual property right, deposited in the O2 repository.

TRS from other universities and research centres who have carried out a stay at the UOC must submit, within **fifteen business days** of the end date of their stay at the UOC, the following documentation:

- **A report** including a **description of the activity carried on** and its achievements, with regard to the work plan or report submitted with the application.
- **An assessment report** by the **member of UOC staff responsible** for the stay.
- Any **supporting documentation** for the **achievements made** during the stay at the UOC: records of dissemination, academic output, research projects, etc.

13. DATA PROTECTION

This call for applications is subject to the UOC's [Confidentiality and Personal Data Protection Policy](#).



Pursuant to Law 3/2018, of 5 December, on personal data protection and guaranteeing digital rights, and Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data ("the GDPR"), candidates are hereby informed of the following.

Data controller

Fundació per a la Universitat Oberta de Catalunya

Avinguda del Tibidabo, 39-43, Barcelona

The contact details of the data protection officer for queries, complaints, the exercise of rights and comments related to data protection is: dpd@uoc.edu.

Purpose of the processing

Management of the call for applications for the Universitat Oberta de Catalunya's "Research Connections" grants for the 2020 annual period.

Publication of their personal identification number on the e-Noticeboard of the UOC's E-Services Portal for the purpose of publicizing the results of the grant award process.

Storage period

Data are stored for the time required to manage the call for applications for the Universitat Oberta de Catalunya's "Research Connections" grants for the 2020 annual period.

Lawful basis for processing

The data subject's consent.

Recipients of assignments or international transfers

No assignments have been contemplated.

No international transfers of data have been contemplated.

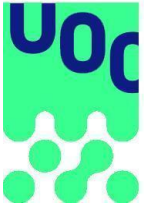
Rights of the data subjects

Rights to access, rectification, deletion and the portability of their data, and the restriction of and objection to processing, may be exercised by sending an email request to fuoc_pd@uoc.edu.

Data subjects may submit a claim to a supervisory authority, specifically in the Member State in which they have their normal place of residence or place of work or in which the alleged breach took place, if they consider that the processing of personal data breaches the GDPR.

The supervisory authority in Catalonia is the [APDCAT](#).

14. JURISDICTION



The present terms and conditions are governed by Spanish laws.

Any disputes or litigation arising from these terms and conditions and the grants awarded will be resolved by the courts of the City of Barcelona. Applicants and beneficiaries hereby renounce any other jurisdiction that may be applicable to them.

Barcelona, 19 February of 2020

A handwritten signature in blue ink, appearing to read 'Marta Aymerich Martínez', enclosed within a blue oval.

Marta Aymerich Martínez
President of the Research and Innovation Committee

APPENDIX I

The following table shows the maximum amounts funded for travel between Barcelona and the destination centre, according to the distance shown by the [distance calculator](#) of Europe's Erasmus+ programme.

| Distance between Barcelona and the destination centre | Amount |
|--|---------------|
| Between 100 and 499 km | 180 euros |
| Between 500 and 1,999 km | 275 euros |
| Between 2,000 and 2,999 km | 360 euros |
| Between 3,000 and 3,999 km | 530 euros |
| Between 4,000 and 7,999 km | 820 euros |
| 8,000 km or more | 1,500 euros |
| European regions outside the continent | |
| Iceland, outermost and overseas regions | 770 euros |
| Malta and Cyprus | 720 euros |

For stays by other institutions' TRS, the above table shall also be taken into account for calculating the maximum fundable amount for travel between their place of origin and Barcelona.

The following table shows the maximum weekly allowance amounts funded, by destination country:



| Country | Weekly amount |
|---|----------------------------|
| Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, the United Kingdom, Sweden, Canada, Japan, South Korea, Australia, New Zealand, the United States, Israel, Switzerland | €300.00 |
| Germany, Austria, Belgium, Cyprus, Spain, France, Greece, Italy, Malta, the Netherlands, Portugal | €250.00 |
| North Macedonia, Bulgaria, Croatia, Slovakia, Slovenia, Estonia, Hungary, Latvia, Lithuania, Poland, the Czech Republic, Romania, Turkey | €200.00 |
| Remaining countries | 700 euros per month |

Other institutions' TRS travelling to Barcelona shall receive a **monthly payment of 1,200 euros**, or the applicable proportional part.