

CALL FOR APPLICATIONS

OFFICIAL ANNOUNCEMENT OF INTERNATIONAL INCOMING RESEARCHERS WITHIN THE INTERNATIONAL EXCELLENCE CAMPUS “SMART ENERGY”

PROGRAM (CEISEP)

(1 May 2016 Resolution by the Rectors of Universidad Rey Juan Carlos and Universidad de Alcalá)

1. OBJECTIVE AND PURPOSE

Universidad Rey Juan Carlos (URJC) and Universidad de Alcalá (UAH) are launching an international programme under the framework of the International Excellence Campus (CEI) “Smart Energy” for incoming mobility, called CEISEP. The main objective of CEISEP is to provide excellent training and career development opportunities for researchers, within the CEI “Smart Energy” focused on Clean Energy Technologies and Smart Cities. These funded researchers can make significant steps in their scientific careers. This program is supported by the Spanish “Ministerio de Educación Cultura y Deporte” through the following actions (BOE on December 10th, 2015 - BOE-A-2015-13413 -):

- **Action IV.** Program of short-stays for researchers. Total budget: **48.004** euros.
- **Acción V.** Program of talent attraction for the incorporation of researchers. Total budget: **127.242,4** euros.

Through CEISEP, researchers who are not residents in Spain are enabled to carry out extended periods of research in one of URJC and/or UAH research groups. Researchers are entirely free in the choice of their research topic and research group, but always related with CEI “Smart Energy” focus areas. To support the researchers in their professional advancement, all fellows will have a supervisor who will be required to set up and check the research work.

Applications will be evaluated by transparent processes and criteria, and candidates will be notified through an openly accessible web mechanism. The evaluation process is based on a peer-review process which will be done by the **CEISEP Evaluation Panel** which will be formed by the following 6 experts: 2 Vice- Rector (one from URJC and the other from UAH), 2 Directors of Technology Transfer Offices (URJC and UAH) and 2 External Experts. The CEISEP Programme is complementary and coherent with others URJC and UAH supported initiatives that currently facilitate the incorporation of international talent. Likewise, CEISEP is also expected to have positive effects in the CEI “Smart Energy” final evaluation which will be held on October 2016, and in particular through its policy of ‘Concentrating Talent’.

2. DESCRIPTION

For this call, the CEISEP programme offers:

- **Action A:** Two contracts with duration of 12 months for Post-doctoral Researchers supported by action V.
- **Action B:** Several short-stay grants with a minimum duration of 3 months and a maximum duration of 6 months for Pre-doctoral Researchers supported by action IV. In this action the budget allows the financial support up to 24 months.

Scientists of any nationality may apply, provided that they are not residents in Spain during the two years prior to the call deadline (see point 3).

Applicants can submit their proposal, which should be adjusted to the research lines of the corresponding Research Groups, in one of the areas of the CEISEP program:

- Clean Energy Technologies
- Smart Cities

3. APPLICATION PROCEDURE

The period for the submission of applications will end on **June 30, 2016 at 12:00 A.M.CET**. All applications will be made through (CEISEP Electronic Management System) an online system available at: www.campusenergiainteligente.es. The official language for this call is English; applications filled out in any other language will not be eligible.

Applicants ought to fill the **Appendix A** of the Call. The submitted documentation may not be modified after the call deadline.

4. ELEGIBILITY CRITERIA

The eligibility criteria for the applicants are as follows:

ACTION A: CEISEP Post-doctoral Researchers:

a) Applicants must have a doctorate and post-doctoral research experience (full-time equivalent) appropriate to the CEISEP thematic areas to which they apply at the time of recruitment. These years of experience are measured from the date the researcher obtained his/her first doctoral degree. The main objective of this scheme is to provide researchers with training to deepen and/or broaden their skills and to begin or consolidate their own independent research team or project.

b) Applicants must engage in international mobility. Applicants must not have resided or carried out their main activity in Spain during the two years prior to the call deadline.

c) Applicants may be of any nationality. This includes researchers with Spanish nationality, who have not been residents in Spain during the two years prior to the call deadline.

ACTION B: CEISEP Pre-doctoral Researchers:

a) Applicants must be pre-doctoral researchers from a PhD Program related with CEISEP thematic areas to which they apply at the time of recruitment. The main objective of this scheme is to provide researchers with training to deepen and/or broaden their skills in the framework of his/her thesis.

b) Applicants must engage in international mobility. Applicants must not have resided or carried out their main activity in Spain during the two years prior to the call deadline.

c) Applicants may be of any nationality. This includes researchers with Spanish nationality, who has not been residents in Spain during the two years prior to the call deadline.

The eligibility criteria for applications are as follows:

Each application must:

- a) be completed as indicated in point 3
- b) be submitted before the call deadline as indicated in point 3.
- c) include only one candidate
- d) include a tentative starting date

Each candidate can only submit one application in this call. The proposal can include research groups from both universities URJC and UAH working in collaborative projects (see point 5).

5. SELECTION AND EVALUATION CRITERIA

The eligibility check will be executed after the call deadline. The submitted documentation may not be modified after the call deadline. All eligible applications will be included in the evaluation process. Applications from ineligible applicants / ineligible proposals will not be evaluated. CEISEP will send a notification to the ineligible applicant. This notification will be sent within 15 calendar days after the deadline.

Evaluation process

Evaluation will focus on the scientific and technological quality of the proposal, the applicant as well as the hosting research group experience. In case of need, CEISEP Evaluation Panel might request a remote interview. Evaluation will also focus on the expected impact of the fellowship on the researcher's career. The evaluation Panel will examine the strategic aspects of the application in relation to the objectives of the CEISEP-program.

Evaluation criteria

The evaluation criteria is based on five items. The weight of each item will be different for applicants in the two actions (see the following table). A threshold of 70 points is established.

EVALUATION CRITERIA	ACTION A	ACTION B
Joint URJC-UAH Proposal	20	10
Excellence of applicant	40	40
Excellence of the project	20	20
Impact	10	20
Excellence of Research Group and supervisor	10	10
Total Score	100	100

For each action of CEISEP program, a Resolution signed by both Rectors with a ranking list will be published and indicating the successful applicants. The results will not be published prior to 30 September 2016.

For Action B, funding will be awarded until the budget is depleted. For both actions, the University will reserve the right to leave vacancies when candidates have not passed the threshold in the evaluation process.

An Evaluation Summary Report and a notification letter will be sent by e-mail to each applicant informing them of the evaluation results. The applicants will also receive information about the possibility of starting a redress procedure, in line with the provisions of the national law "*Ley 30/1992, de 26 de noviembre, de Régimen Jurídico de las Administraciones Públicas y del Procedimiento Administrativo Común*". Redress request cannot be made regards to the scientific criteria of the panel but only regards to the procedure and eligibility criteria.

In the following 30 days after reception of the evaluation result, successful applicants will have to accept the fellowship and sign the corresponding agreement.

6. EMPLOYMENT /GRANT CONDITIONS

Two different conditions have been defined depending on the specific action:

- **Action A.** Post-doctoral Researchers will receive a gross salary per month of **2.760 €** in twelve installments (this salary is subjected to the fiscal obligations and Social Security costs established by current Spanish legislation) and a maximum mobility allowance of 600 €.

- **Action B.** Pre-doctoral Researchers will receive a grant of **1.500 €** per month during the research stay and a maximum mobility allowance of 600 €.

Successful applicants are expected to start within 2 months after the publication of the Resolution, unless there are circumstances (such as visa problems, other professional commitments...), preventing the fellow from doing so. In such case, these circumstances must be adequately justified.

In case of ACTION B, this CEISEP call contributes to the internationalization of doctoral programs and the possibility of adopting joint supervision of doctoral studies leading to the award of a dual doctoral degree.

Moreover, research groups hosting the candidate will receive an additional budget for minor laboratory equipment.

-For **Action A:** A maximum allowance of **18.000 €**

-For **Action B:** A maximum allowance of **2.400 €**

7. RIGHTS OF CONTRACTED PERSONNEL/FELLOWSHIP

- a) Receipt of the corresponding payments, as established in point 6 of this call.
- b) Obtaining the cooperation and support from the URJC and UAH Universities necessary to carry out research work.
- c) Benefits from any corresponding intellectual and industrial property rights arising from research activity, according to the legislation and regulations currently in effect (paragraph 14).
- d) Use of URJC and UAH Universities central services and participation in the whole of its activities in accordance with internal regulations.
- e) Enjoyment of URJC and UAH Universities faculty rights, benefits and privileges.
- f) Having a supervisor and a Personal Career Development Plan.

8. OBLIGATIONS OF CONTRACTED PERSONNEL/FELLOWSHIP

- a) According to researcher nationality, permits allowing the candidate to work under contract, in the terms established by the current legislation (ACTION A).
- b) Adherence to the internal rules and particular regulations of the University as well as those of the corresponding academic department where the candidate is finally enrolled.
- c) Full-time incorporation within the department in the period indicated in point 6 of this call.
- d) Declaration, in any advertising or scientific publication, of his/her assignment to the URJC and UAH within the corresponding research groups, under CEISEP program.
- e) For Action A, the researcher must send a scientific report with the most promising results after 6 months of his/her incorporation in the research group.
- f) For both actions, within 30 days after the end of the project, the fellows must submit their final scientific report.
- g) All scientific reports must be sent to the CEISEP Evaluation Panel.
- h) Fellows are asked to sign all essential documents to ensure the confidentiality policy of URJC and UAH
- i) Acknowledgement in any diffusion activities of the program, of the participation of URJC and UAH.
- j) Collaboration with the Communication Service of URJC and UAH in the dissemination activities of CEISEP.
- j) For ACTION A: Fellows must carry out 4 hours workshop within International Doctoral School framework under the cross training activities program for pre-doctoral students.

9. OBLIGATIONS OF THE UNIVERSITIES

a) Full access to the facilities and material means of the research group for the researchers in order to carry out their work as well as guaranteeing the rights and provisions enjoyed by personnel of a similar category.

b) Obtaining the fellowship and execution of the corresponding contract will not bind the University to any commitment to later incorporate the recipient into its faculty.

10. INCOMPATIBILITIES OF CONTRACTED PERSONNEL (ACTION A)

a) The condition of being contracted in this program is incompatible with other contractual or statutory links that could take away from the exclusivity of dedication to research.

b) Other academic activities (courses, conferences or speaking engagements) or research (books or articles), directly associated with research, may be authorized, as long as they are of a sporadic and not of a habitual nature.

11. CONTRACT EXECUTION (ACTION A)

In order to execute the labour contract, the beneficiary must present the following documents before the date of incorporation:

- A copy of his/her identity card or passport.
- A certified photocopy of his/her degree.
- A photocopy of his/her Social Security number (if beneficiary does not have one, it shall be necessary to apply for one in any Social Security office).
- Bank account information.
- A passport photo.

- Non-European Union beneficiaries must present the corresponding work permit which allows them to work under contract.
- Proof that the candidate has been engaged in international mobility not living in Spain in the two years prior to the call deadline. (vg, home institution's certificate).

The documents must be notarized if necessary.

12. CONTRACT MODIFICATIONS (ACTION A)

Interruptions

When the research requests a temporal cancellation of the contract due to justified reasons and legally established, this will automatically be extended for an equivalent period but not longer than the deadline of the CEISEP project (31/12/2017).

Contract termination

URJC and UAH, as the employer of funded researchers, have the right to cancel the contract that has already been awarded in the following situations:

- a) the contract has been accepted but has not commenced within the timeline, unless for justified reasons (e.g. difficulties in obtaining the necessary documents).
- b) the contract is interrupted without justified reasons.
- c) justified suspension of a maximum of 30 days is not considered a cause for cancellation.
- d) The evaluation of scientific reports, required in paragraph 8e) and 8f), has not successfully been passed.

Contract Resignation

Should the fellow not be able to conclude his/her fellowship period for personal reasons, he/she must promptly notify the CEISEP Evaluation Panel.

13. DATA PROTECTION

- a) The information provided by the candidates will be incorporated into a file of the URJC and UAH with the aim of processing and awarding the fellowship.
- b) According to Organic Law 15/1999 of December 13 regarding protection of personal information, persons who wish to do so may exercise their right to access, rectify and cancel their data in the IT Service of the host universities.

14. INTELLECTUAL PROPERTY RIGHTS

Concerning Intellectual Property Rights regulations, each researcher hired within CEISEP Program will follow the host employer university IPR Policy in terms of authorship, ownership and exploitation benefits of the R&D project results.

Móstoles, May 24, 2016,

Rector URJC

Rector UAH

Fdo. Fernando Suárez Bilbao

Fdo. Fernando Galván Reula

APPENDIX A

CALL FOR APPLICATIONS. INTERNATIONAL EXCELLENCE CAMPUS “SMART ENERGY” PROGRAM (CEISEP)

RESEARCH PROPOSAL

CALL REFERENCE	2016/CEISEP-001	
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Proposal Title

PROPOSAL ACRONYM

ACTION A: POST-DOCTORAL RESEARCHERS

ACTION B: PRE-DOCTORAL RESEARCHERS

- **SUPERVISOR**

Name:

Contact Details:

- **RESEARCH GROUP**

Name:

University:

- **CANDIDATE**

Name:

Passport number:

Contact Details:

- **REQUIRED PERIOD (ONLY FOR ACTION B)**

Proposal summary (half page, 2000 characters, abstract)

Motivation of the Applicant (1 page, aprox. 4000 characters,)

CV of the supervisor and Research Group (Max. 8 pages)

CV of the Applicant (Max. 8 pages)

Description of the project (Max. 10 pages)

Impact (Max. 2 pages)

GUIDE FOR APPENDIX A

Proposal Summary, (Max. half page)

Motivation of the Applicant, (Max. one page)

CV of the supervisor and Research Group (Max. 8 pages)

- Research Experience of the group related with the main International Excellence Campus “Smart Energy” topics: Clean Energy and Smart Cities.
- Main Results of the research group: Publications, Patents, Projects, within 5 last years.
- Participation in training programs (Doctorate, Master, Workshops, Awards...) related with CEI “Smart Energy” topics.
- Brief summary of the supervisor’s CV.

Curriculum vitae of the Applicant (maximum 8 pages which includes a CV and a list of main achievements). In the description of your *Curriculum vitae* applicant must take into account the evaluation criteria of this part:

- Research experience.
- Research results including research publications, contributions to congresses and patents.
- Teaching experience in graduate and post-graduate studies.
- Independent thinking and leadership qualities, supervision of Ph.D.
- International commitment, participation and directions of research projects.

Description of the project (maximum 10 pages). In the description of the proposed project applicant must take into account the evaluation criteria of this part:

- Joint Proposal URJC-UAH within CEI “Smart Energy” thematic areas.
- Scientific and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal.
- Innovative nature and originality of the project, and relationship to the 'state of the art' of research in the field. Ambitious objectives. Novel or unconventional concepts and/or approaches.
- Appropriateness of research methodology and approach.
- Feasibility of the project. Achievable objectives.

- Measures for the communication and results dissemination.

Impact (maximum 2 pages). In the description of the impact of the proposal must take into account the evaluation criteria of this part:

- Potential impact and benefit of this fellowship on his/her research career.
- Social and Economical expected impact.
- Clarity of the training plan (CEISEP- Pre-doctoral Researchers scheme) or research plan (CEISEP- Postdoctoral Experienced Researchers scheme).
- Potential of the scheme to further improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence.
- Benefit of the mobility to URJC and UAH in specific departments/institutes.