

GUIDE FOR APPLICANTS. 2022 BEATRIU DE PINÓS CALL.

Beatriu de Pinós grants for the hiring of post-doctoral research staff in the science and technology system of Catalonia.

This guide does not have any legal value and is based on the rules and conditions contained in the Catalan General law on Subsidies, AGAUR's Grants General Requirements, Beatriu de Pinós Call for proposals and the AGAUR Guidelines on Evaluation and Selection of Proposals, all of which can be consulted at the [AGAUR](#) website.

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Modification data: 23/02/2023. Correct the wording of the first sentence of section 1.7.c to express the correct complementary amount defined for the 3 years of the grant.

Introduction

This **Guide for Applicants** contains the essential information to guide applicants through the mechanics of preparing and submitting a proposal. It contains information on the Beatriu de Pinós Call for grants for the hiring of post-doctoral research staff in the science and technology system of Catalonia and it must be read in conjunction with the Call-Specific Document and AGAUR Guidelines on evaluation and selection.

1. About the Beatriu de Pinós Programme

1.1. Purpose.

The Beatriu de Pinós (BP) Programme grants the contract of **outstanding postdoctoral researchers** to enhance their career perspectives and assist them in obtaining an independent research position. These grants provide financial support to individual mobility proposals presented by postdoctoral researchers in liaison with a host organisation established in Catalonia. Postdoctoral researchers applying to this action need to develop a research and training project for the total duration of the grant that will enable them to progress in the development of their career. The grant is expected to be part of a structured, long-term Personal Career Development Plan that is coherent with past achievements and clearly defines the future aims of the researchers.

1.2. Organisation and people involved.

Proposals involve a single host organisation operating within Catalonia. The project proposals are submitted by the BP candidates in liaison with a host organisation which is represented by the scientist in charge of the proposal.

1.3. Contract modalities and duration.

If a proposal is successfully evaluated and funded, an agreement will be concluded between AGAUR and the host organisation. The BP grants have duration of 3 years.

It is highly recommended to start the fellowships on the 1st or the 15th of each month.

1.4. The topic of the Project.

The BP programme has a bottom-up approach as research topics are chosen freely by the applicants. For evaluation reasons, proposals are classified under seven major areas of science known as 'panels'. The seven panels correspond to the following research topics:

- arts and humanities.
- biomedicine
- sciences
- health and medical sciences
- natural and agri-food sciences
- social sciences
- engineering, technology, and architecture

In the application form, the applicant first chooses the panel to which the proposal will be associated and that should be considered as its core discipline. The selection of this section will determine the expertise area that will appear in the first drop-down menu. The candidate can select the expertise area that best fits to his/her project. These two selections will determine the evaluation panel. An additional second scientific area and keywords are used to define the other disciplines that may be involved. The choice of panel and keywords will guide AGAUR in the selection of experts for proposal evaluation. There is no predefined budget allocation among panels in this call. The budget will be distributed over the panels based on the proportion of eligible proposals received in each panel to ensure equal successful opportunities to the candidates.

[Here](#), you can find the scientific areas of knowledge that correspond to each AGAUR section.

1.5. Eligibility criteria for participating organisations, researchers and rules for mobility.

Eligibility criteria must be fulfilled at the deadline for proposals submission. After the call deadline, submitted proposals will be checked for eligibility and those proposals that do not meet the criteria will not undergo evaluation and will be rejected. The eligibility criteria will be checked based on the information provided by the applicant in the proposal according to the application form. Even if at a later stage, an eligibility criterion is found not to be fulfilled (e.g. due to incorrect or false information contained in the proposal), the proposal will be rejected.

The eligible **host institutions** Universities within the Catalan university system, research centres, hospital foundations and Unique Scientific and Technical Infrastructures (ICTS) operating within Catalonia may benefit from these grants. Host organisations should demonstrate their capacity to train their fellows and provide appropriate facilities and infrastructure. Science and technology parks, technology centres, technology activity support centres and technology dissemination centres are excluded from this call.

BP grants are directed exclusively to researchers of any nationality who must:

- 1) Be in possession of a **PhD degree** obtained between 1st January 2015 and 31st December 2020. In specific situations such as having taken maternity or paternity leave, have dependant children under the age of 6 or having taken care of people with a legally recognised physical, mental or sensory disability, having suffered a serious illness or accident that requires major surgery or hospital treatment and which causes temporary incapacity for the person's normal occupation or activity for a minimum continuous period of 6 months, have undergone any of the situations provided for in article 1 of Organic Law 1/2004, of 28 December, on comprehensive protection measures against gender violence, have a degree of disability which is greater than or equal to 33%, as issued by the evaluation and orientation teams at the Government of Catalonia care centres for people with functional diversity, or being recognized as having refugee status under the 1951 Refugee Convention a PhD obtained between 1st January 2013 and 31st December 2020.

- 2) Have, at the time of joining the host organisation, a minimum of **two years of postdoctoral** experience outside Spain. The two-year postdoctoral experience, regardless of the type of relationship may have been developed in different institutions provided that the overall period of the postdoctoral fellowship is two years or longer.
- 3) Meet the following **transnational mobility condition**: must not have resided or carried out their main activity in Spain for more than twelve (12) months in the three (3) years immediately prior to the deadline for submitting applications.

One (1) of the grants is reserved for candidates with a level of disability equal or greater than to 33%, as issued by the evaluation and guidance teams at the Government of Catalonia care centres for people with functional diversity or equivalent.

EXAMPLES of the transnational mobility conditions:

- a) The candidate has a contract in Spain for 13 months at the deadline for the proposal submission. The candidate claims that he/she has been on holidays for 1 month and he/she has not been resided in Spain for that period. *The candidate **does not fulfil the eligibility criteria.***
- b) The candidate has a contract in Spain for 11 months at the deadline for the proposal submission. Previously, the candidate has been working for 25 months in UK. *The candidate **does fulfil the eligibility criteria.***
- c) The candidate has a contract in Spain for 11 months at the deadline for the proposal submission. During the 25 previous months, the candidate has been 3 months unemployed living in Spain. The rest of the time has been working in France and USA. *The candidate **does not fulfil the eligibility criteria.***

1.6. Expected activities.

The main activities of a BP proposal will be based on a training-through-research project prepared by the *BP candidate* in liaison with the *host organisation and the responsible researcher of the grant*. The project should aim to reach a realistic and well-defined objective in terms of career advancement, for example strengthening or attaining a leading independent position, or resuming a research career after a break. The project will be shaped in order to develop and widen the competences of the researcher significantly, in particular in terms of multi- or interdisciplinary expertise, inter-sectoral experience and/or complementary skills such as communication skills, entrepreneurship, ethical issues, intellectual property rights, knowledge transfer, etc.

Candidates are encouraged to propose secondments to:

- Other academic and research institutions associated with the project they are carrying out.
- Non-academic organisations, including the public administrations, non-governmental organisations, and private enterprises, if they significantly contribute to the impact of the grant.

In both cases the total stays may not exceed 9 months, be this one single period or divided into shorter mobility periods. The research stays must always have the approval of the lead

researcher and the beneficiary entity of the grant.

Fellows are also encouraged to participate in international conferences and scientific workshops in order to further enhance their presentation and communication skills and to improve their scientific interactions.

The proposal must also include both:

- Dissemination activities and exploitation of the results to the scientific, industrial communities and other actors.
- Communication activities of the project and their results to a non-specialized and general audience to bring researchers closer to general public and generate public awareness of the value of science for the benefit of society.

1.7. Host institution commitment

Host institutions must follow the **European Charter for Researchers** and **Code of Conduct** for the Recruitment of Researchers (C&C principles), in particular, regarding:

- Working conditions
- Recruitment
- Career development

Host institutions are strongly encouraged to ensure that the hired research staff under the BP grants have the same rights and benefits (access to infrastructures and facilities, services, etc.) of the researchers of the host institution with the same or similar category.

1.8. Financial regime

The financial support for the BP Grant comprises three components:

- a) A *monthly living allowance* of 45.635,62 € per year, which covers the fellow's gross salary and the employer's charges. The candidate will receive a minimum gross salary of 34.416,00 € per year.
- b) An amount for compensation costs for termination of the contract due to expiration of the agreed time, with an amount equivalent to that provided for fixed-term contracts in Article 49 of the Revised Text of the Labour Act with a maximum of 3,441.60 euros per grant.
- c) A *research and training allowance* of 12,000.00 € for the 3 years of the grant. This contribution is managed by the host organisation for expenses related exclusively to the participation of the researcher in research and training activities.

If any partial withdrawal occurs entailing the justification of a contract term of less than 18 months, the maximum justifiable amount of the complementary grant shall be 6,000.00 (six thousand) euros.

It may cover costs such as: attending and participating in conferences and training courses (including management skills, communication, and dissemination skills, IPR issues, entrepreneurship, etc), workshops, scientific visits, memberships in scientific associations, academic journal subscription fees, the purchase of bibliographic material



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etc. Also purchase of consumables or goods, office and laboratory accessories (paper, pens, toner, ink cartridges, test tubes, etc) and a computer device for personal use by the candidate, intellectual property rights-associated costs and acquisition of specific software.

Are not eligible costs: office and scientific or technical durable goods (computers, fax machines other business machines or office furniture) or technical or computing costs or services.

Overall, **this contribution is to be understood as a support to the researcher to develop their training and networking activities.** The host institution must cover other costs connected to hosting the fellow in its premises and those related to the implementation of the research project.



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2. How to apply - Turning your idea into an effective proposal

2.1. Scientist in charge

It refers to the participant who is taking the lead in the preparation of the proposal as the "proposal coordinator". The coordinator acts as the point of contact between the participant and AGAUR. However, the provisional application can be submitted either by the candidate or the proposal coordinator.

The BP candidate and the scientist in charge **cannot be the same person**. The evaluation results will be sent to the scientist in charge as well as to the BP candidate.

Refer to the description of the BP-2022 in the Call-Specific legal document to check the **eligibility criteria** and any other special conditions that apply. Refer also to the **evaluation criteria** against which your proposal will be assessed. These are given in the Call-Specific legal documents. The independent experts are instructed that proposals submitted must be evaluated exclusively against the published criteria.

2.2. Presenting your proposal

A proposal has two parts:

- **The administrative form** contains information about the proposal, the host institution and the applicant. This information will be encoded in a structured database for further processing to produce, for example, statistics and evaluation reports. This information will also be used by the experts and the AGAUR staff during the evaluation process.
- A "template" proposal document entitled **Annex to the application**. Applicants should strictly follow this structure and page limits when presenting the scientific and technical content of their proposal. This Annex is designed to highlight those aspects that will be assessed against the **evaluation criteria**. It covers, among other things, the nature of the proposed work, the training activities, the participants, the planning of the proposal, and the impacts that might be expected to arise from the proposed work.

Consider that **no improvements to the application will be accepted after the deadline for submission of applications**. The evaluation will be carried out exclusively on the information provided in the form and in the corresponding annexes. If the report is left blank or is illegible, the evaluation will be carried out solely on the information provided on the form in the initial submission period.

The experts will evaluate the proposal based on the information given, so make sure that it is precise and complete. Omitting requested information will almost certainly lead to lower scores and possible rejection. The candidate or the proposal coordinator must fill, upload and submit the administrative form and the Annex of the proposal in the "Procedures" webpage of the Generalitat de Catalunya.

If a proposal does not contain both parts, it will be considered ineligible and will not be

evaluated. Please be aware that there will be strong competition. Therefore, edit your proposal carefully. Put yourself in the place of an expert evaluator; please refer to the evaluation criteria given in the Call-Specific Guide. Ask experienced colleagues to review your draft and use their advice to improve it before submission.

This call does not allow referees' assessments to support the application.

2.3. Proposal language

Proposals should be written in Catalan, Spanish or English although it is highly recommended to write it using English.

We highly recommend using only one language along the proposal.

2.4. Proposal submission

Proposals must be submitted electronically using the “Procedures” webpage of the Generalitat de Catalunya, as follows:

First Step: Enter the [Procedures](#) webpage and search for the “Beatriu de Pinós call”.

You can also access the “Procedures” webpage through AGAUR’s page by clicking on scholarships and grants tab and then the research grants section.

Second Step: Open and fill in the application form (See Annex 1 of this guide) and click the “save button” to save it. You will receive an e-mail in the e-mail that you have introduced to receive information. This mail will contain a link where you will be able to recover the form and the information already introduced. The application form for the BP22 call is an HTML form that cannot be directly downloaded in your computer. To save the information introduced in the form, you must click on the SAVE button placed at the end of the form and then the link is sent in the reported e-mail.

Third Step: Download and fill in the document entitled “Annex of the application” (See Annex 2 of this guide) and save it in your computer. Once completed, convert the document to PDF format and attach it to the application form. The form together with the Annex constitutes the entire proposal package you need to apply for this grant.

Fourth Step: Send the application. When the proposal is successfully submitted, the service will generate a message that indicates that the proposal has been received. This automatic message contains the official acknowledgement of receipt that must be downloaded in your computer, and you must keep.

For the proposal template or **Annex of the application** you must use exclusively PDF. Other file formats will not be accepted by the system. The limit of the size of this document together with the application form is **10 Mbytes**. Please, use simple names for the annex that must be attached to the form and avoid using symbols.

Only a single PDF file comprising the complete **Annex to the application** can be uploaded to the administrative form. **Any other documents (recommendation letters, company brochures, supporting documentation, reports, audio, video, multimedia etc.) attached to the PDF annex, sent electronically or by post will be disregarded.**

Reaching this step means that the proposal is submitted by the responsible researcher (i.e., sent to AGAUR for evaluation). It does not mean that the proposal is valid, complete, and eligible in all aspects. In case of missing information, AGAUR would request the applicant additional documents that should be presented within the period given to supply the amendment.

After that, there will be a second stage of application. In this period, the institutions will access to the AGAUR grant management application (BOGA) to confirm or decline submission of applications.

Multiple Submissions

Applicants are reminded that only **one** proposal may be submitted **at any one time** for any BP action.

2.5. About the deadlines

Proposals must be submitted on or before the deadline specified in the Call (**from the day following the publication date of this Resolution in the DOGC until 9 March 2023 at 14:00 local time in Barcelona**).

The Electronic Submission Services of the Generalitat de Catalunya for this call will be closed at the call deadline. After that moment, access to the Electronic Submission Services for the call in question will be impossible. **We recommend you do not wait until the last moment before submitting your proposal. Call deadlines are absolutely final and are strictly enforced.**

2.6. Proposal evaluation:

The evaluation of the applications shall be carried out in two (2) stages.

Stage One: An individual, online evaluation of each application is carried out by external experts in their respective fields of expertise, considering the specific characteristics of their field of research. At least two individual evaluations will be carried to each file. The experts assigned to each application will be selected according to the field of research and key words provided by the candidates in the administrative form.

This stage on evaluation will provide a scientific/technical grade, expressed on a scale from 0 to 10 based on the following criteria and weightings:

- a) Candidate's CV (Total weight 45%)
- b) host entity (Total weight 25%)
- c) The project and research and training activities (Total weight 10%)
- d) Impact (Total weight 20%)

See Annex 2 of this guide for the drafting information of each section.

The final score of this evaluation stage will provide an initial classification for the proposals, which must be subsequently reviewed.

Stage Two: Evaluation committees will be constituted in the form of panels for each of the knowledge areas, in accordance with the evaluation sections of the AGAUR.

These evaluation committees are made up of outside experts, with a recognised track record and from different academic fields, providing a cross-cutting, multidisciplinary vision in line with the mechanisms established by the AGAUR Assessment Regulation. The panels review all scores obtained in stage one, bearing in mind the assessment criteria and weightings described in the terms and conditions, the specific features of the different areas of knowledge making up each of the fields and the complementary interdisciplinary assessment contributed by the members of each panel. On the basis of this review, each panel agrees upon a definitive score for each application, which may confirm the provisional scores from Stage One or agree upon a new, duly supported one.

3. Ethics principles

Ethics is an integral part of research and compliance with the relevant ethics provisions is essential from the beginning to the end of the project. Actions funded under this programme shall respect the ethical principles and applicable laws of the European Union, its Member States and international law, including the European Charter and Convention for the Protection of Human Rights and Fundamental Freedoms and its additional protocols.

Please remember that research activities in BP projects should respect fundamental ethics principles which include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals as well as the need to vouch for the protection of the environment. Although research ethics is most developed within the context of medical research and life sciences, is of crucial importance for all scientific domains such as social sciences, humanities or the communication and information technologies. Informed consent and confidentiality are as important for a sociological study as they are for clinical research. There is a strong connection between research ethics and human rights. Ethical research conduct implies the application of fundamental ethical principles and integrity to scientific research. Special attention will be paid to the principle of proportionality, the right to privacy, the protection of personal data, the right to physical and mental integrity, the right to non-discrimination, to the need to vouch for the protection of the environment as well of protection of human health.

In this sense, funded activities will focus exclusively on civil applications and the following fields of research will not be financed under the BP programme:

- *Research activity aiming at human cloning for reproductive purposes.*
- *Research activity intended to modify the genetic heritage of human beings which could make such changes heritable (except for research related to the treatment of gonadal cancer, which can be funded).*
- *Research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.*

For human embryonic stem cell research, financial support for research activities involving destroying human embryos is excluded, including for the procurement of stem cells

All those activities carried out outside the European Union must comply with European legislation and that which is a target country.

The projects submitted under this call to the AGAUR will include an auto-evaluation check box page in the Annex of the application with specific ethical research integrity issues that may arise in the research activities of the proposal. Even if they believe that no ethics concerns arise in their proposal, it is important to complete the Ethics section of the proposal.

4. Other sources of help

The Call-Specific Guides give references to further sources of help for this call. In particular:

-A **help desk on the "[Procedures](#)" webpage** has been set up to deal with technical questions related to the Electronic Submission.

- [Heu Ethical Issues](#).

- [Ethics self-assessment](#)

- The **European Charter for Researchers** and the **Code of Conduct** for their recruitment can be downloaded from [Euraxess](#).

- AGAUR's [HR Strategy for Researchers](#)

Annex 1- Instructions for completing online administrative forms of the Proposal.

Details of the researcher of the host institution responsible for the application

Scientific in charge or supervisor data and contact details
It is the scientist in charge (and not the fellow researcher which will be granted by the BP grant) of the proposal.

Details of the applicant institution

University/Research Centre/Hospital Foundation
The name under which the host organization is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, in the national official register, etc.

Legal address
It is the address of the entity's Head Office.

Details of the candidate

Researchers personal data
It is the BP fellow personal data.

Career break after PhD
Indicate if you are a candidate with a level of disability equal or greater than 33% issued as stated in the bases or whether you have had a career break due to maternity/paternity leave, have had dependant children under the age of 6 or having taken care of people with a legally recognized physical, mental or sensory disability or have suffered a long term illness and/or temporary incapacity as described in the terms and conditions or you are a researcher with recognized refugee status according to the 1951 Refugee Convention or have recognized refugee status according to the Geneva Convention of 1951 or you have undergone any of the situations provided for in article 1 of Organic Law 1/2004, of 28 December, on comprehensive protection measures against gender violence. This information constitutes a direct measure to encourage researchers to resume research after a career break and treat them on equal conditions of competition among all applicants.

Academic details (PhD and details of the doctoral thesis)

PhD details
Specify the doctorate degree, year of award, University and country in which the PhD was obtained

Details of the doctoral thesis
Indicate the title and university (in case it is a different university than that in which the PhD was obtained) and PhD supervisor data.

Details of the completed or ongoing postdoctoral stay outside Spain

Postdoctoral research experience
The information provided in this field should reflect the candidate's full-time postdoctoral research experience outside Spain at the time of the deadline for submission.

Details of the planned research project

Proposal Title
The complete title of the Project or the research activities planned.

AGAUR section
From the drop-down menu, select 1 of the 7 AGAUR sections. This will be the section assigned to your proposal. The selection of the AGAUR section will determine the first area of expertise that you will be able to choose.

Area of expertise 1
From this drop-down menu, choose one Area of expertise. The only available areas of expertise will be the ones related to the AGAUR section that you have selected previously.

Area of expertise 2
If necessary, select from the drop-down menu, a second area of expertise for the proposal. You will freely choose this section among all the AGAUR areas of expertise. It is not predefined by the AGAUR section previously selected. e.

Keywords
Enter a number of keywords that you consider sufficient to characterize the scope of your proposal.

Ethical Issues of the planned research project

Research involves personal or genetic data, research on humans or the use of
Indicate whether your project involves personal or genetic data, research on humans or the use of biological samples of human origin (mark yes/no).

biological samples of human
origin

Research on animals

Indicate whether your project involves research on animals (mark yes/no).

Attached documentation

To complete the application, form the **Annex to the application** document must be attached. This document contains the general information of the proposal which includes among others the information of the candidate and the proposal coordinator, the host institution, the project and training activities description, and impact of the proposal.

Annex 2 – Instructions for drafting the "Annex to the application" of the proposal.

Examine this document carefully before preparing your proposal. This annex provides a template to help you to structure your proposal.

Make sure that:

- You use the **correct template** and do **not exceed the limit of pages** for each section or group of sections. **The titles and tables, etc of the Normalised annex cannot be modified.**
- The **proposal submitted is complete**. Incomplete proposals will only be evaluated with the information included in the Annex. Missing information will negatively affect the proposal evaluation. **No improvements to the application will be accepted after the deadline for submission of applications.**

Annex to the application is structured as follows:

Sections A, B and C have together a total limit of 27 pages. This can be distributed according to the needs of each proposal.

A.- Candidate CV (45%):

Information about the research experience (focusing on the postdoctoral period) and academic experience (including doctoral courses, date of defence of the thesis and certificate), contracts, research publication and funded research projects, international mobility, and inter-sector experience in partnership projects with companies and in the transfer of knowledge to the private sector. Applicants must submit a list of their most important publications, pointing out the most relevant to their research proposal, as well as their main contributions and their most relevant scientific activities. It will also be valued the autonomy, initiative, independent thought and leadership abilities of the candidate. **Please follow the provided template and consider the limitations for each group of sections.**

B.- Host entity (25%)

This section must include a brief description of The scientific record and international impact of both the researcher responsible for the grant and the recipient research group and its suitability to the specific field of knowledge of the proposal, the experience of the researcher responsible for the grant, the recipient group and the host entity in hiring and training of research staff and their ability to implement and coordinate the planned research and training activities, as well as the ability to insert trained staff into the research system. The suitability of the recipient entity's infrastructures and facilities is also valued. The suitability of the recipient entity's infrastructures and facilities relevant to the proposal is also valued.

C.- Description of the research project, and training and specialization activities (10%)

This section must include a description of the research project, with special reference to the clarity in the formulation of the problem, state of the art, and the innovative nature and

originality of the proposed research. If relevant include the inter-/multidisciplinarity and gender dimension.

This section must also include a description of goals, methodological focus, the work plan and the foreseen training activities and secondments of the project. Provision for stays is highly recommended. Stays planned in non-academic undertakings shall be viewed positively.

AGAUR highly recommends the use of the unique researcher identifier ORCID (Open Researcher and Contributor ID). It must be included in the application form as well as in the annex to the application and it will help the process of evaluation. You can find more information in the [ORCID](#) website.

D.- IMPACT:

The impact section has a total weight of 20 %. It includes 2 subsections focusing on the impact on the research field of the proposal (section D1) and the dissemination and communication activities (section D2). It has a total limit of 3 pages:

D1) Potential and strategic impact in the field of research and in the development of new products and processes obtained through the project/activities planned in the proposal (10%).

In this section describe the potential and strategic impact in the field of research of the proposal and if apply describe the development of new products and processes obtained through the project and activities planned in the proposal.

D2) Dissemination and communication activities (10%)

The activities of dissemination and communication include both measures of dissemination of the research results, exploitation of results and intellectual property as well as communication and public engagement strategy to general audiences. The new knowledge generated by the action should be used wherever possible to enhance the career of the candidate, to advance research, to foster innovation, and to promote the interest in research profession among the public.

The following sections of the European Charter for Researchers refer specifically to public engagement and dissemination:

Public engagement

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and the public's concerns.

Dissemination, exploitation of results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular,

are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.