



CIÊNCIAVITAE

About CIÊNCIAVITAE

CIÊNCIAVITAE is the national curriculum management platform that allows you to create, manage, and disseminate your curriculum quickly and easily.

The main advantages of using this platform are as follows:

Single curriculum: shared among different stakeholders in the national academic-scientific system. The administrative burden on the user and the effort involved in validation/certification tasks by multiple agencies are reduced;

Customizable: the user chooses how, when, and what to share. The "Export curriculum" feature enables you to create multiple versions of your curriculum, tailored to diverse needs, with customizable content for various document formats;

Integrated: CIÊNCIAVITAE is integrated with various national and international systems, such as ORCID, RCAAP, RENATES, etc. Thus, you can reuse information that you have already placed in these systems/databases to build your CV;

Promotes: promote your curriculum by making it public. Thus, other users will be able to find it through the "Find CVs" feature.

You can learn more, [here](#).

Creation of the **CIÊNCIAVITAE** Curriculum

CIÊNCIAVITAE is aimed at everyone, Portuguese or foreign, who participates in the national academic and scientific context.

To create a **CIÊNCIAVITAE**, you need to have a **CIÊNCIA** ID: a unique identifier and authenticator. If you do not yet have a **CIÊNCIA** ID, you can register for one [here](#).

After completing your **CIÊNCIA** ID registration, you will be able to create your **CIÊNCIAVITAE** curriculum [here](#). On the **CIÊNCIAVITAE** platform page, you will find [Frequently Asked Questions \(FAQs\)](#) as well as [Manuals and Tutorials](#) to assist you in this process.

Using **CIÊNCIAVITAE** curriculum in **R&D project applications on the myFCT Platform**

To be able to use the **CIÊNCIAVITAE** curriculum as a source of curricular information in R&D project applications, all team members must have:

1. **CIÊNCIA** ID
2. **CIÊNCIAVITAE** curriculum

The association of a member to the research team requires the principal investigator (PI) to add the new team member's email in the application form of the myFCT platform.

Whenever the PI adds a new member to the team, the member receives an email with a link (myFCT – “Applications I have been associated”) to:

1. Confirm their participation in the application;
2. Associate their **CIÊNCIAVITAE** curriculum.

Confirm that your curriculum is updated before clicking on “**Get CIÊNCIAVITAE CV**”. The link to the **CIÊNCIAVITAE** curriculum in PDF format will be immediately available in the team member's area on myFCT – “Applications I have been associated” and in the application form, along with the date and time of the association. **At the time of the association, you should access the PDF link and confirm your details.**

Any changes to your CIÊNCIAVITAE curriculum after the date and time of association with the application will only be considered if you remove the curriculum (click “Remove”) and make a new association by clicking on “Get CIÊNCIAVITAE CV”.

FCT access to CIÊNCIAVITAE

The FCT accesses a subset of the data recorded in your CIÊNCIAVITAE curriculum in PDF format. This subset includes relevant information for most FCT evaluation processes and is in compliance with the requirements of the new [General Data Protection Regulation](#) (GDPR).

Access via API

CIÊNCIAVITAE provides an API¹ service that enables communication between this platform and other systems.

API access to your **CIÊNCIAVITAE** curriculum is possible even if your curriculum is “Not Published”.

Access to “Public” and “Semi-public” Information

The API access credentials provided to the FCT, by the **CIÊNCIAVITAE** platform, allow this entity to access the information registered in your CV with the privacy levels defined as “Public” and “Semi-public”.

User privacy is of utmost importance to the **CIÊNCIAVITAE** platform. Therefore, users can define the privacy level of each entry in their CV:



Public:

Accessible to: everyone (includes third-party systems)

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Semi-public:

Accessible to: users

[curriculum managers appointed by the user](#)

third-party systems authorized by the user



Private:

Accessible to: users

[curriculum managers appointed by the user](#)

¹ Application Programming Interface: allows data to be transferred between systems.

When submitting an application to FCT, where the source of curriculum information is your **CIÊNCIAVITAE** curriculum, according to Article 6(1)(b) of the new GDPR, the FCT's access to the user's curriculum is lawful.

Under the protocols established for sharing information between the **CIÊNCIAVITAE** platform and third-party systems, the transmitted information cannot be shared with any other person or entity, unless: 1) the information in question is public in another system, or 2) the third-party system informs the user about what information will be shared and with whom it will be shared.

In any case, the **CIÊNCIAVITAE** platform is completely unrelated to how third-party systems use the user's information. Therefore, you should be careful in choosing the systems that access your **CIÊNCIAVITAE** curriculum.

List of Accessed Data

As previously mentioned, the FCT will access a specific subset of information registered in your **CIÊNCIAVITAE** curriculum.

In accordance with Article 5 of the new GDPR, this subset of information adheres to the following principles:

1. Lawfulness, fairness, and transparency;
2. Limitation of purposes;
3. Data minimization;
4. Accuracy;
5. Storage limitation;
6. Integrity and confidentiality.

Please note that some of the data accessed by the FCT may not be subject to evaluation. The FCT evaluation criteria for the curriculum are those explicitly mentioned in the "Guide for Peer Reviewers" of each specific call.

Please note that the “Private” privacy level is the most restrictive in terms of access to the information in your curriculum. Therefore, **ensure that all data you intend to grant access to the FCT is set to the “Public” or “Semi-public” privacy level.** Any information set to “Private” privacy level will not be accessed by the FCT, meaning it will not be available for evaluation.

The **CIÊNCIAVITAE** user and the curriculum managers they appoint are ultimately responsible for managing privacy levels. The **CIÊNCIAVITAE** platform cannot be held responsible for issues arising from this management.

CIÊNCIAVITAE Helpdesk Service

If you have any questions or suggestions about the CIÊNCIAVITAE platform, you can send them to the email address info@cienciavitae.pt.

Helpdesk Service for R&D Project Calls

If you have any questions about the application platform, you can send them to the email address concursoprojetos@fct.pt.