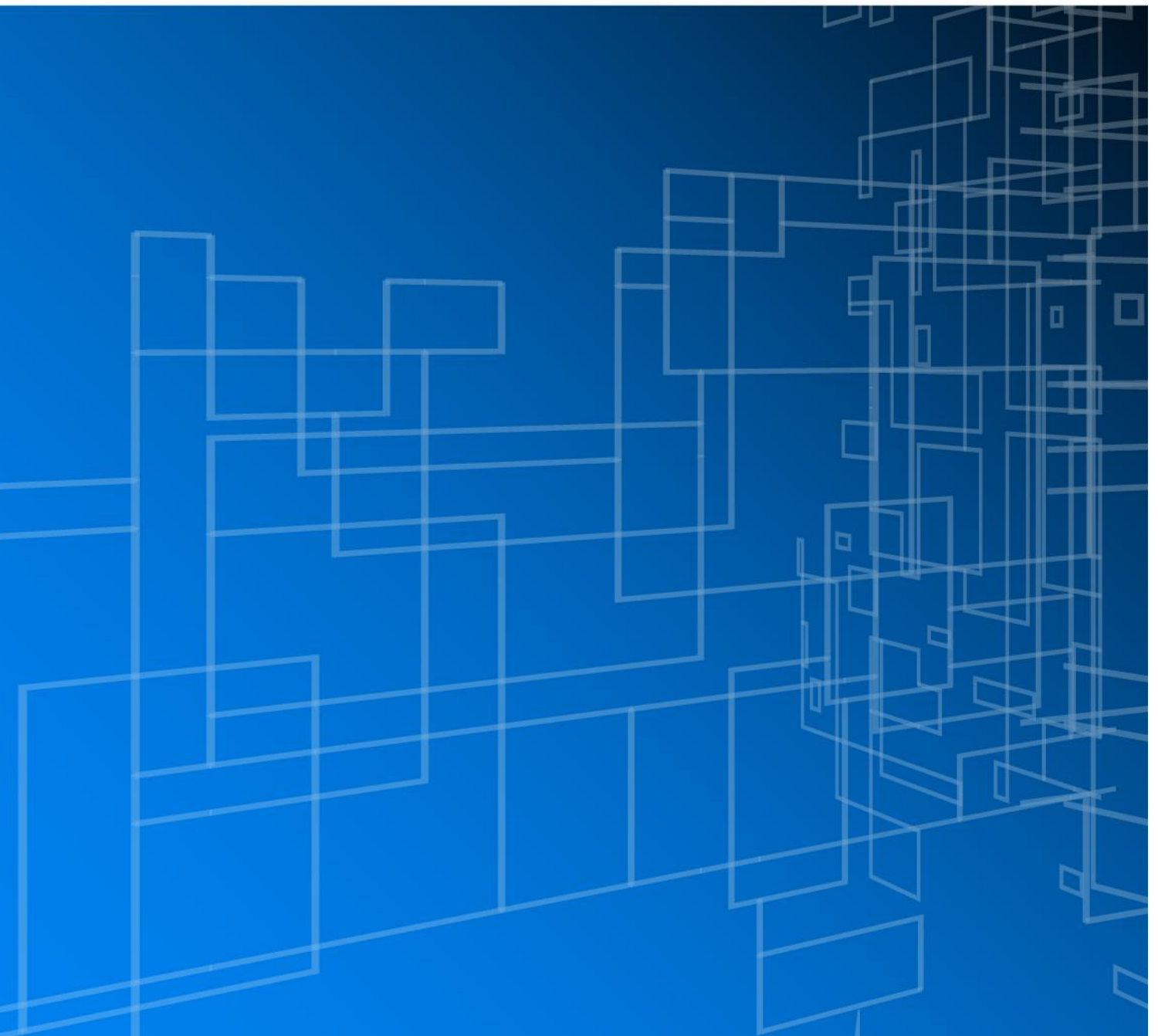


FAQs

Call for Exploratory Research Projects in all Scientific Domains 2024

DECEMBER 2024



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A. General Questions

1. What has changed in this edition of the call compared to the 2023 edition?

- a. The definition of an exploratory research project within the scope of this call:
the proposals should focus on original projects for younger researchers, and on ideas or concepts with a high degree of novelty that demonstrate disruptive potential, compared to previous work, for more experienced researchers.
- b. The value of each project amounts to a maximum of 60,000 euros.
- c. The Principal Investigator (PI) can participate as a team member in no more than one other application in this call.
- d. Each researcher (who is not a PI of an application) can participate as a team member in a maximum of two applications within the scope of this call.
- e. In this call, the PI cannot be:
 - PI of a project selected for funding in the "Call for Exploratory Projects in All Scientific Domains 2023";
 - PI of an application submitted in the "Call for Exploratory Projects in All Scientific Domains 2023" that received a merit of the project score of less than 5.00.
- f. In the absence of a contract between the PI and the Principal Contractor, and if the project is approved for funding, the PI must present, at the time of submission of the Acceptance Document, a written agreement between the parties, as stipulated in point 1(c) of Article 6 of the FCT Projects Regulation. In all cases, the involved institutions must be localized in Portugal.

2. What essential documents and useful links should be consulted when preparing the application?

The main documents and useful links when preparing an application for the call are:

- [Call's webpage](#)
- [Ciência ID](#)
- [myFCT](#)
- [CIÊNCIAVITAE](#)
- [Announcement for Proposal Submissions of the Call for Exploratory Research Projects in all Scientific Domains 2024](#)
- [FCT Projects Regulation](#)
- [Application Guide](#)
- [Guide for Peer Reviewers](#)
- [CIÊNCIAVITAE Guide](#)
- [Ethics Self-Assessment Guide](#)
- [Agenda 2030: United Nations Sustainable Development Goals \(SDGs\)](#)
- [Open Access to Scientific Publications](#)

3. Which platform should I use to submit the application?

The application must be completed and submitted directly on the myFCT platform (available at: <https://myfct.fct.pt/>).

To access the myFCT platform, you must have a CIÊNCIA ID, your unique national identifier and authenticator that allows you to access various science services. If you do not yet have this identifier, you can register at: <https://www.ciencia-id.pt/CiencialD/Passo1.aspx>.

4. What are the technical requirements for using FCT information systems?

FCT information systems support the two latest versions of the following browsers:

- Google Chrome;
- Mozilla Firefox;
- Microsoft Edge;
- Apple Safari (only for macOS) at a minimum resolution of 1280 x 720 px.

5. In which language should the application be written?

According to point 8 of the Announcement for Proposal Submissions of the Call for Exploratory Research Projects in all Scientific Domains 2024, applications must be submitted in **English**.

We remind you that the evaluation is carried out by panels of independent experts affiliated with foreign institutions.

6. Is there any limit regarding the project start date?

The start date indicated in the application is indicative and may change later.

According to Article 18 of the FCT Projects Regulation funded exclusively by national funds, the project start date cannot exceed 90 days after the date of notification of the funding decision.

7. What is the maximum duration of each project?

According to point 3 of the Announcement for Proposal Submissions of the Call for Exploratory Research Projects in all Scientific Domains 2024, exploratory research projects will have a maximum duration of **18 months**, extendable by up to 6 additional months in duly justified cases.

8. What is the maximum funding limit per project?

According to point 3 of the Announcement for Proposal Submissions of the Call for Exploratory Research Projects in all Scientific Domains 2024, exploratory research projects have a maximum funding limit of **60,000 euros**.

9. When I choose the scientific area and subarea, am I also choosing the evaluation panel?

Yes, the combination of scientific area and subarea will determine the evaluation panel where the application will be assessed, as indicated in the Annex I of the Announcement for Proposal Submissions of the Call for Exploratory Research Projects in all Scientific Domains 2024. This information becomes automatically available after the respective selection and is also presented in the application "Overview" on myFCT. You should ensure that the panel resulting from your selection of the scientific area and subarea is the most appropriate for evaluating your application.


10. Is there a minimum score for the Merit of the Project as a condition for accessing the current edition of the Call as well as the next edition of the R&D Projects Call in All Scientific Domains?

Yes, according to the established in points 6 and 7 of the Announcement for Proposal Submissions of the Call for Exploratory Research Projects in all Scientific Domains 2024, Principal Investigators of applications that received or receive a Merit of the Project score below 5.00 are prohibited from submitting an application, as a PI, in this and the next edition of the R&D projects call in all scientific domains, respectively.

11. Is there a minimum score for the Merit of the Project as a condition for project funding eligibility?

Yes, according to the established in point 7 of the Announcement for Proposal Submissions of the Call for Exploratory Research Projects in all Scientific Domains 2024, for the purposes of selection and funding decision, projects that obtain a final Merit of the Project score equal to or greater than 5.00 on a scale from 1 to 9 are considered eligible and subject to ranking.

12. Can I edit my application after submission?

Yes, you can edit your application if the submission period is still open. To do this, the PI should go to "My Applications", click on  **Modify** next to the application reference, and change its status to draft. After editing the application, the PI is fully responsible for re-submitting it. Once the call is closed, the PI will no longer have access to the application form and will only be able to visualize the proposal through its "Overview".

13. Is there a tiebreaker criterion for applications with the same Merit of the Project?

Yes, as a tiebreaker for applications with the same Merit of the Project (MP), the scores assigned to sub-criteria A2, B1, A1, B2, and C will be used successively and in descending order, according to point 7 of the Announcement for Proposal Submissions of the Call for Exploratory Research Projects in all Scientific Domains 2024.

14. What are the character limits, including spaces, for the various fields in the form?

The character limits per field in the form are available in the following table:

Section	Subsection	Field	Characters/ Word Limits
General Data	Project Description	Project Title	255
General Data	Project Description	Project Acronym	15
General Data	Project Description	Keywords	max. 4
Institutions	Principal Contractor/ Collaborative institutions	Institution description and its competencies for the development of the project	1 500
Research Team	PI narrative CV	Carrer profile	2 000
Research Team	PI narrative CV	Contributions to the generation of new ideas, tools, methodologies or knowledge	2000
Research Team	PI narrative CV	Contributions to the development of individuals and/or research teams	3000
Research Team	PI narrative CV	Contributions to the research community and the broader society	3000
Research Team	PI narrative CV	Selected outputs and/or activities	2500
Research Team	PI narrative CV	Why would this grant be timely for me at this point in my career path and/or in my research?	3000
Research Team	Consultant	Framework of consultants' participation	1000
Research Team	Team CV synopsis	Research team CV synopsis	6 000
Work Plan	Abstract	Abstract in PT/EN	5 000
Work Plan	State of the art and Objectives	State of the art and objectives	6 000
Work Plan	Research plan and methods	Research plan and methods	10 000
Work Plan	Bibliographic references	Bibliographic references	10 000
Work Plan	Past publications	Past publications	600
Work Plan	Add task	Task description and expected results	4 000
Work Plan	Add task	Deliverables and delivery dates	2500
Work Plan	Add task	Overall cost justification of the task	2500
Work Plan	Project timeline and management	Milestones description	300
Work Plan	Project timeline and management	Description of the management structure	3000
Work Plan	Ethical issues	Justification	3 000
Work Plan	2030 Agenda	Framework of the application for the United Nations SDG 2030 Agenda	Max. 3 SDG
Work Plan	Other projects	State the main objectives considered relevant for the application being submitted to the present R&D Projects Call	2 000

Section	Subsection	Field	Characters/ Word Limits
Work Plan	Computing and Data	Refer previously used computational platforms	400
Work Plan	Computing and Data	Brief justification for the requested computational resources.	400
Indicators	Expected output indicators	Indicate the dissemination actions of the scientific activity planned in the project	3 000
Budget	Principal Contractor	Rationale for requested funding	3 000

15. What are the mandatory documents to be attached to the application?

According to point 10 of the Announcement for Proposal Submissions of the Call for Exploratory Research Projects in all Scientific Domains 2024, applications are submitted in an electronic form, which must include the file with the timeline to be associated with the application in the "Timeline" area of the "Project timeline and management" section.

To generate the timeline, you can use appropriate software tools for this purpose or adapt the Excel file presented as an example in the application form. Convert it to PDF format with the name `timeline.pdf` and upload it in the "Timeline" section of the application form.

Please note that files with very long names, accents, or other special characters, such as quotes or parentheses, may compromise the correct visualization of the documents.

16. What documents are allowed in the "Attachments" section of the application form?

In the "Attachments" section of the application form, only the following documents are allowed: formulas, schemes, diagrams, charts, images, or support letters.

Other types of documents will not be considered in the "Attachments" section. Information made available through other platforms, such as Dropbox or Google Drive, will not be considered for evaluation.

This field is limited to 20 MB per application, and the authorized formats include PDF, JPEG, and PNG.

17. In what language should the support letters be written?

Support letters for a project must be presented in English and can be submitted electronically in the "Attachments" section of the application form.

Please note that the evaluation is carried out by panels of independent experts affiliated with foreign institutions.

18. Is the agreement with the Statement of Commitment mandatory?

Yes. Before submitting the application, the PI must express their agreement with the terms stated in the Statement of Commitment.

After submitting the application, the head of the Principal Contractor must also accept the application by agreeing with the terms stated in the Declaration of Commitment available on myFCT, by **5.00 p.m. Lisbon time, of March 11, 2025**, as defined in the Announcement for Proposal Submissions of the Call for Exploratory Research Projects in all Scientific Domains 2024.

The Statement of Commitment of the Principal Contractor will be available on myFCT through the access credentials delegated to the respective authority. The delegation of competencies is carried out on the *Portal de Ciência e Tecnologia*.

19. Which institutions must agree with the Statement of Commitment?

Only the Principal Contractor must express agreement with the terms stated in the Statement of Commitment on myFCT. The Principal Contractor must ensure that the other entities that make up the project consortium (when applicable) also comply with the obligations stated in this statement.

20. What is the TIN of FCT to authorize the consultation of an institution's tax situation?

503 904 040

21. What is the NISS of FCT to authorize the consultation of an institution's social security status?

2000 4040 865

22. By what deadline can questions be sent to the support address for the call?

Candidates should organize all questions that may arise from the analysis of the documentation related to the call and the application submission process and send them to FCT as early as possible to avoid a concentration of requests close to the call's closing date. FCT cannot guarantee timely responses to clarification requests sent within the last 2 working days of the application submission period.

23. I am unable to submit my application, what could be the reason?

The presence of errors or unfilled fields in the form prevents the submission of the application. Once the application is completed, clicking "Validate and Submit" will validate all mandatory fields.

When there are errors in the application, a list of problems found is provided, indicating the section and field where they occur, along with a brief description of the issue that led to the error.

The applicant should proceed accordingly to correct the identified errors. The application can only be submitted once the form is fully validated, meaning there are no errors or omissions in the form.

B. Questions related to Institutions

24. What types of institutions can apply as beneficiary entities?

The eligible beneficiary entities within the scope of the Call for Exploratory Research Projects in all Scientific Domains 2024, according to point 2 of the Announcement for Proposal Submissions, are non-business Portuguese entities of the R&I system, namely:

- i. Higher Education Institutions, their institutes, and R&D units;
- ii. State, international or associated Laboratories with head offices in Portugal;
- iii. Non-profit private institutions whose main objective is R&D activities, including Collaborative Laboratories (CoLab) and Centres for Technology and Innovation (CTI);
- iv. Other non-profit private and public institutions developing or participating in scientific research activities.

25. In the menu for selecting the principal contractor to include in the application, the institution I want to select is missing. What should I do?

If the institution meets the eligibility criteria for beneficiaries but is not on the list, you should fill out the Institution Registration Form through the [Portal de Ciência e Tecnologia](#). The availability of a new institution may take up to two business days after completing the form.

26. Can companies be the Principal Contractor?

No. According to Article 3 of the Regulation of projects funded exclusively by national funds, the projects are led by non-business entities of the R&I system.

27. Can exploratory projects have participating institutions in the application?

No. As stipulated in point 3 of the Announcement for Proposal Submissions of the Call for Exploratory Research Projects in All Scientific Domains 2024, exploratory projects must be individual projects, presented by a single beneficiary, the principal contractor. If other institutions are involved in the project, they cannot have an associated budget and must be listed in the collaborative institutions section.

28. What are collaborative institutions?

Collaborative institutions are the institutions involved in the project, including foreign institutions, without an associated budget. It is emphasized that if you choose to include a collaborative institution, it is mandatory to have at least one research team member allocated to it.

29. In the menu for selecting collaborative institutions, a necessary institution is missing. How should I proceed?

If the collaborative institution is not on the list, you should fill out the Institution Registration Form through the [Portal de Ciência e Tecnologia](#). The availability of a new institution may take up to two business days after completing the form.

C. Questions related to the Research Team

30. What are the eligibility conditions that the PI must meet?

According to point 6.2 of the Announcement for Proposal Submissions of the Call for Exploratory Research Projects in all Scientific Domains 2024, the conditions that the PI must meet are:

- a) Have physical allocation to the project.
- b) Hold a doctoral degree by the application deadline, with supporting documentation to be submitted during the contractualization phase.
- c) Have an employment contract or grant contract with the Principal Contractor. In the absence of such a relation, at the time of the Acceptance Document, a written agreement between the parties must be submitted, according to point 1(c) of Article 6 of the FCT Projects Regulation, in which all the institutions must be localized in Portugal.
- d) Can only submit one application as PI in this call.
- e) Cannot be (i) PI of a funded project submitted to the "Call for Exploratory Projects in All Scientific Domains 2023"; (ii) PI of an application submitted in the "Call for Exploratory Projects in All Scientific Domains 2023" that received a merit of the project score of less than 5.00; (iii) PI of projects whose final scientific report was rejected, for reasons attributable to them, within the two years prior to the opening date of this call; (iv) in a situation of unjustified non-fulfilment of the regulatory requirements regarding the presentation of reports on scientific execution of projects concluded and financed through FCT and in which acted as PI.
- f) Can only participate as a team member in no more than one other application in this call.

31. Does the Principal Investigator have to belong to the Principal Contractor?

The PI must have an employment contract or a grant contract with the Principal Contractor, according to point 6.2 of the Call for Exploratory Research Projects in all Scientific Domains 2024.

In the absence of a contract, and if the project is approved for funding, an agreement between the parties must be presented at the time of submission of the Acceptance Document, as stipulated in point 1(c) of Article 6 of the FCT Projects Regulation, which can only involve institutions localized in Portugal.

32. What does the written agreement between the parties consist of?

When there is no contractual relation (grant contract or employment contract) between the Principal Contractor and the PI, there must be a written agreement between them, in which the Institution accepts that the researcher assumes the role of PI of the project, under the responsibility of the Principal Contractor. This agreement should be tripartite if the PI's contractual relation is with an institution different from the Principal Contractor and there is no pre-existing agreement between the two institutions allowing the researcher with a contract at one institution to carry out R&D activities at the Principal Contractor of the application.

The written agreement between the parties should only be presented at the time of submission of the Acceptance Document, if the application is approved for funding, as stipulated in point 1(c) of

Article 6 of the FCT Projects Regulation, which can only involve institutions located in national territory.

Given the diversity of situations that may configure this agreement, FCT does not provide a template, and its preparation is the responsibility of the beneficiary entity (Principal Contractor).

33. I am currently the PI of an exploratory project awarded in the previous edition of the “Call for Exploratory Projects in All Scientific Domains 2023”. Am I eligible as a PI in the Call for Exploratory Research Projects in all Scientific Domains 2024?

No, you are not eligible as a PI in this edition of the call.

34. I am currently the PI of a funded project (IC&DT or PEX) in the 2022 edition of the Call for R&D Projects in All Scientific Domains. Am I eligible as a PI in the Call for Exploratory Research Projects in all Scientific Domains 2024?

Yes, you are eligible as a PI in this edition of the call.

35. Can a PhD holder exclusively contracted under an ongoing project submit an application in this call as Principal Investigator?

Yes, formally nothing prevents them from applying as Principal Investigator (PI). However, if the researcher is contracted 100% on an ongoing project, if the new application is proposed for funding, the PI will be unable to contract if the contract under the other project is still ongoing.

36. What are the eligibility conditions that the research team members must meet?

According to points 6.2 and 6.3 of the Announcement for Proposal Submissions of the Call for Exploratory Research Projects in all Scientific Domains 2024:

- If you are the PI of an application in this call, you can participate as a team member in no more than one other application in this call.
- If you are not the PI of an application in this call, you can participate as a team member in a maximum of two applications in this call.

37. Can foreign researchers participate in the research team?

Yes, foreign researchers can participate in the research team. If they are affiliated with foreign institutions and travel within the scope of the project, the expenses may be considered eligible if presented through national institutions and carried out in compliance with the legal regulations governing public expenditure, particularly Decree-Law No. 106/98 of April 24 and Decree-Law No. 192/95 of July 28, in their current versions.

38. How are the research team members associated with the project?

The association of the research team members with the project is carried out by the PI by indicating the email addresses of the researchers (with which they are registered in CIÊNCIA ID) in the "Research Team" section of the application form.

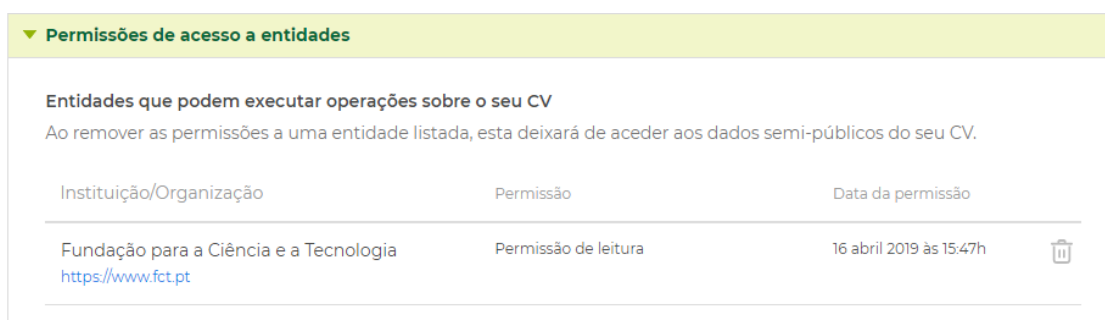
For each member, the PI must fill in the following information:

- Email
- Core CV
- Institution to which they are associated within the scope of the research project

Subsequently, the researchers will receive a message to confirm their association in myFCT and will need to:

- a. "+ Give FCT permission" to access their CIÊNCIAVITAE CV. FCT will only have access to CV data that is semi-public or public.

To change the access level of their CV, they should access their CIÊNCIAVITAE and check in the "Settings" section, under "Entity access permissions", if FCT is already listed, as shown in the following image:



- b. "+ Get CIÊNCIAVITAE CV", which will be associated with the application. Before this step, the researcher should confirm that their CV is updated in CIÊNCIAVITAE. Simultaneously, they should confirm the information in the obtained PDF file.

39. What is the address to create a CIÊNCIA ID?

The address to create a CIÊNCIA ID is <https://www.ciencia-id.pt/CiencialD/HomePage.aspx>.

40. What is the address to create/update the CIÊNCIAVITAE curriculum?

The address to create/update the CIÊNCIAVITAE curriculum is:

<https://www.cienciavitae.pt/?lang=en>

We suggest consulting the CIÊNCIAVITAE Guide to support Project Calls.

All research team members must ensure, in a timely manner, that FCT is granted permission to access their curricula. If any of the members to be included in the research team have not done so, the PI will not be able to submit the application.

The PI and other research team members should:

1. Set the information to which FCT will have access as "Public" or "Semi-public". Any information set to "Private" will not be available for evaluation;
2. Grant permission for FCT to access their CIÊNCIAVITAE CV.

Questions about CIÊNCIAVITAE should be sent to info@cienciavitae.pt.

41. How can a team member update their CV in the application?

The CV update in the application should be carried out by the team member, and to do so, they should follow the steps described below:

1. Log in to their myFCT area;
2. In the "Applications" tab, click on "Applications I have been associated";
3. Click on the reference of the specific application;
4. Click "Proceed";
5. In the CV section, click "Remove";
6. Click "+ Get CIÊNCIAVITAE CV".

42. I can't update my CIÊNCIAVITAE CV, what might have happened?

Each researcher will have only one CIÊNCIAVITAE CV imported into myFCT for each projects call. Thus, the CIÊNCIAVITAE CV of a researcher participating in two applications (the maximum allowed in this call), either as PI or team member, can no longer be re-imported into myFCT once one of these applications is submitted.

43. Do the research team members need to grant permission to FCT to access their CIÊNCIAVITAE curricula?

Yes, the research team members need to grant permission to FCT to access their CIÊNCIAVITAE curricula.

The Principal Investigator must ensure, in a timely manner, that the respective members grant FCT permission to access their CIÊNCIAVITAE curricula. If any of the members to be included in the research team have not done so, the PI will not be able to submit the application.

44. When are the curricula of the research team members copied to the application?

The CIÊNCIAVITAE curricula of the research team members will be attached to the applications when each member clicks the "+ Get CIÊNCIAVITAE CV" button. Questions about CIÊNCIAVITAE should be sent to info@cienciavitae.pt.

45. In which language should the curricula vitae be written?

The *Curriculum Vitae* of all members of the research team in a project application must be written in English, with obvious exceptions: postal addresses, publication titles (in the original language), etc. According to point 8 of the "Announcement for Proposal Submissions to the Call for Exploratory Research Projects in all Scientific Domains 2024", applications must be submitted in English, including CVs and possible attachments.

It is emphasized that the evaluation is carried out by panels of independent experts affiliated with foreign institutions, as stipulated in point 7 of the Announcement for Proposal Submissions, with one of the evaluation criteria for applications being the scientific merit of the PI and the research team (B1).

Although the evaluation of the criterion Scientific Merit of the PI and the research team (B1) focuses on the fields "PI Narrative CV" and "Research Team CV Synopsis", the curricula provided may be consulted by the evaluation panel to confirm any aspect that the panel considers relevant about the PI and/or team members.

46. What is the purpose of the "PI Narrative CV"?

The narrative CV aims to provide a more comprehensive and effective evaluation of the career paths of researchers working in Portugal. This system seeks to simultaneously promote more qualitative, robust, and integrated evaluation methodologies. The PI can therefore highlight the aspects they consider most relevant in their personal journey and indicate any particular situations that have affected their scientific activity, such as parental leaves or disability due to illness.

It is recommended to consult the Application Guide, as this document details and describes the various sections of this CV in depth.

47. What is intended with the "Research Team CV Synopsis" field?

In the "Research Team CV Synopsis" field, the PI should justify the framework and competencies of the research team and its coherence with the proposed work plan. It should focus on the last 5 effective years of scientific activity of the research team, indicating the most relevant scientific achievements of the research team and demonstrating the integrated competence of all its members in the proposed project area.

This will be one of the main fields considered by the panel in the evaluation of sub-criterion B1 "Scientific Merit of the PI and the Research Team."

48. Do the PI Narrative CV and the Research Team CV Synopsis replace the association of CIÊNCIAVITAE CVs?

No. The association of CIÊNCIAVITAE CVs for the PI and research team members is mandatory, so you cannot submit the application without fulfilling this requirement. However, the evaluation of the criterion "Scientific Merit of the PI and the Research Team" (B1) will focus on the fields "PI Narrative CV" and "Research Team CV Synopsis," with the CIÊNCIAVITAE CVs provided as a

standardized source of information to confirm any aspect that the evaluation panel considers relevant about the PI and/or team members.

49. Is there a maximum limit on the number of applications a researcher can apply for as a PI or Team Member?

Yes, there is. As a PI or Team Member, there is a limit of association with 2 applications in this call.

50. Can retired researchers join the research team of projects or even be Principal Investigators?

From a scientific point of view, there is nothing to prevent retired researchers from joining the research team of projects or serving as Principal Investigators (see, however, evaluation criterion B2).

51. What is the difference between BI-a and BI-b Research Grants?

The (BI-a) Research Grant – *PhD students or graduates and masters enrolled in Non-Degree Granting Courses (CNCG)* is intended for R&D activities to be carried out by PhD students or by graduates and masters enrolled in CNCG.

The (BI-b) Research Grant – *Master's students, integrated master's students, or graduates and masters enrolled in CNCG* is intended for R&D activities to be carried out by master's students, integrated master's students, or by graduates and masters enrolled in CNCG.

In the case of the monthly maintenance allowance for BIs granted to graduates and masters enrolled in non-degree granting courses, it is up to the contracting entity, based on the planned R&D activities or other criteria, to define the most appropriate amount from the table to be awarded.

52. What happens if the PI terminates their contractual relationship with the contractor institution during the execution of the project?

In this case, and to remain as PI, there must be a written agreement between the parties (PI and principal contractor), which must be communicated to FCT.

53. Can the PI and other members of the research team be indicated as new hires?

No, since they are identified by name as members of the research team.

New hires cannot be nominal and must follow a competitive procedure in accordance with current legislation.

54. Can a member of the research team apply for a research grant call open within the project?

Yes, a team member can apply for a research grant call within the same project. However, it should be noted that the awarding of grants within the projects is subject to competition and contracting by the beneficiary entities, as provided for in the Research Fellowship Statute (Law No. 40/2004, of August 18, as currently amended) and the FCT Research Fellowship Regulation.

55. Can a postdoctoral fellow, PI of a funded project, become a contracted researcher without a competitive procedure?

No. All new hires of PhDs must follow the stipulations of Decree-Law No. 57/2016, of August 29, amended by Law No. 57/2017, of July 19, so it is not possible to assign a work contract to the PI without a competitive procedure.

56. What is meant by a project consultant?

A national or foreign researcher, not affiliated with the institutions participating in the project, with recognized international scientific merit in the project's scientific areas.

The need for the consultancy to be provided must be justified in the application, highlighting the phases of the project in which it will be carried out. It should be noted that presenting communications at conferences or other scientific meetings is not considered a consultancy service.

57. Where can the Consultants' CVs be submitted?

Consultants are introduced in the "Research Team/Consultant" section of the application form.

Upon accepting participation in the project, the consultant, in their myFCT area, must link their CIÊNCIAVITAE CV or, alternatively, a PDF file with their CV.

D. Questions related to funding / budget

58. What is the cost option applied to this call?

The support to be granted under this Call is non-refundable, applying the [Methodology for Applying Simplified Costs - Lump Sums](#) in the form of a lump sum.

The contribution to the project is paid against the presentation of evidence and results that demonstrate the effective completion of the approved project under the contracted terms.

59. What are the main funding rules under the simplified cost option by fixed amount?

The main funding rules by fixed amount are:

1. Payments of the fixed amounts contracted for each project are made against validation of evidence demonstrating the effective completion, in whole or in part, of the various approved tasks;
2. Evidence of completion includes progress or final project reports, which encompass all outputs or result indicators. These will be subject to verification and validation and serve as measurement indicators for assessing execution levels. Real costs incurred during the development of the approved project are neither necessary nor constitute evidence of task completion;
3. Under Article no. 25 of Regulation No. 999/2016, as currently amended, projects are subject to management verifications carried out by FCT, or entities designated by it, and by all entities with powers for this purpose, in accordance with applicable regulations. These verifications may include a detailed analysis of all indicators, in addition to progress or final project reports. For this purpose, beneficiary entities are required to prepare and keep the project dossier up to date, recording all operations that occurred throughout the project lifecycle, including the systematization of all evidence of project completion (e.g., technical documents, publications, prototypes or deliverables, documents relevant to good research practices such as laboratory books or other documents, as well as other evidence of the work carried out);
4. As predicted in Article no. 27 of Regulation No. 999/2016, as currently amended, FCT is responsible for verifying the effective completion of approved projects and paying beneficiaries according to the established funding conditions and rules. Without prejudice to other monitoring and control mechanisms that may be adopted, project monitoring and verification will be carried out as follows:
 - Evaluation of the work, results, and indicators reported by beneficiaries in progress reports and the final scientific report;
 - On-site verification of projects, focusing on the evidence associated with the physical execution of the project, which may be carried out by defining a sample of projects.

60. What expenses can I consider when filling out the application for defining the project budget?

For the purposes of defining the budget, refer to the terms defined in the “[Methodology for Applying Simplified Costs – Lump Sums](#)”, as well as Articles no. 8 and 9 of the FCT Projects Regulation.

Thus, cost and resource estimates are the basis for defining the fixed amount of the project and must result from an approximation to the real cost methodology, being subject to the same eligibility rules. That is, only expenses and limits eligible in the real cost methodology can be included in the project cost estimates.

61. Can I account for the cost related to the remuneration of researchers on secondment or assignment in the forecast of the Human Resources budget of the project?

For the purposes of determining the budget, regarding eligible and non-eligible expenses, the terms defined in Articles no. 8 and 9 of Regulation No. 999/2016, as currently amended, are applied. Estimates of costs and resources required are the basis for defining the fixed amount of the project and must result from an approximation to the real cost methodology, being subject to the same eligibility rules. That is, only expenses and limits eligible in the real cost methodology can be included in the project cost estimates.

Thus, the cost related to the remuneration of researchers on secondment or assignment can only be accounted for in the forecast budget if it effectively represents a cost supported by the beneficiary entity, duly accounted for and supported by a fiscally accepted document, in accordance with the aforementioned articles of the FCT Projects Regulation. It should also be noted that the possible non-allocation of remuneration costs for researchers on secondment or assignment does not represent an impediment to their participation as members of the research team.

