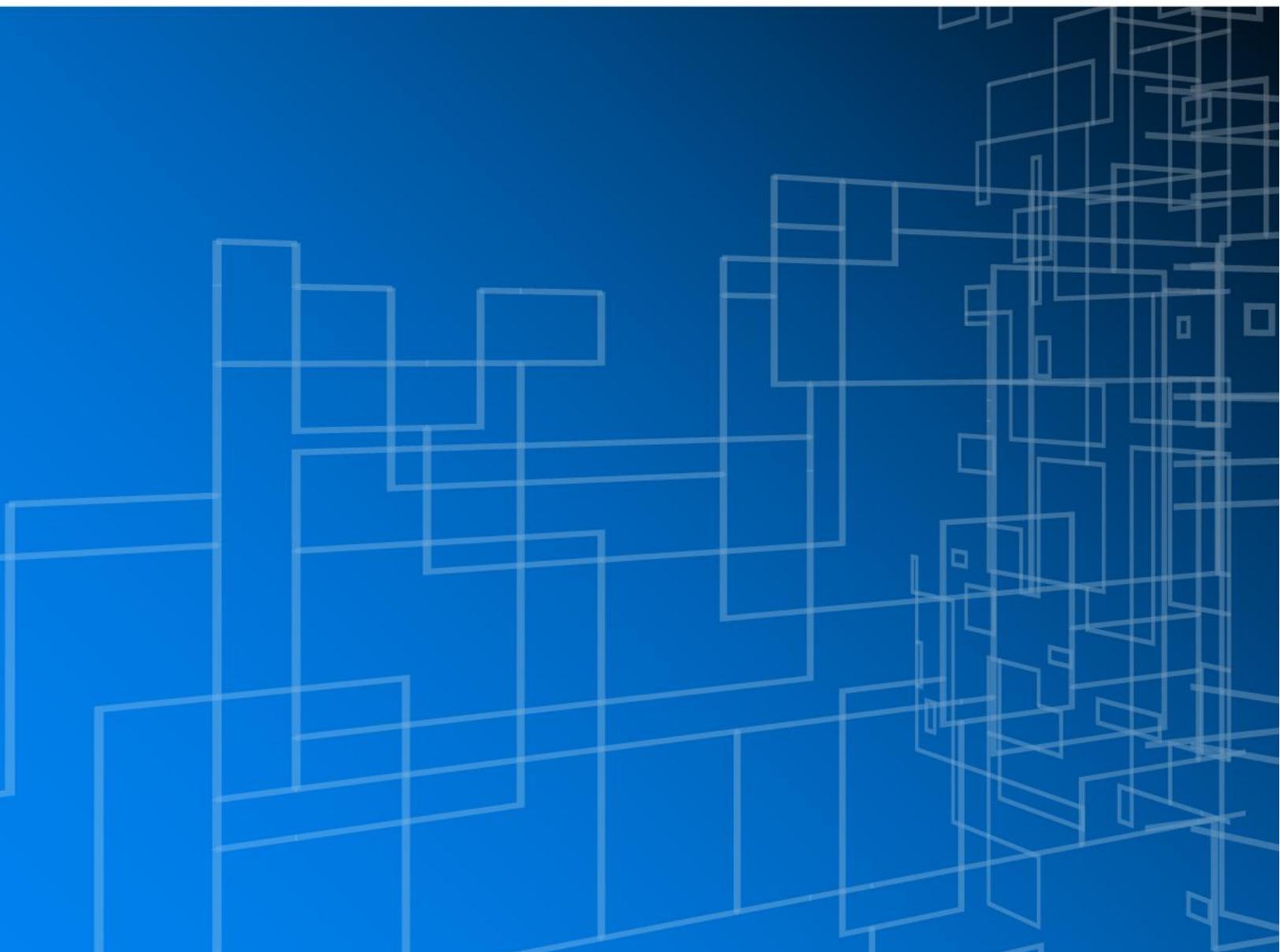




**APPLICATION GUIDE**

# **Call for Exploratory Research Projects in all Scientific Domains 2024**

DECEMBER 2024



This **Application Guide** is intended to support the Principal Investigator (PI) throughout the application process to the Call for Exploratory Research Projects in all Scientific Domains 2024, and to help them preparing and submitting a successful application. This Guide is based on the information available on the Call for Exploratory Research Projects 2024 webpage, particularly the legal documents that define its rules and conditions, including: the Announcement for Proposal Submissions (“*Aviso para Apresentação de Candidaturas*”) and the [FCT Projects Regulation](#) in its current version. On the FCT Call for Exploratory Research Projects in all Scientific Domains 2024 webpage, the PI also finds the Guide for Peer Reviewers, the Ethics Self-Assessment Guide, the CIÊNCIAVITAE Guide, the Methodology for Applying Simplified Costs – Lump Sums, the Data Protection document and a section of FAQs.

The period of applications submission for the current Call is from **December 19, 2024 to 5 p.m. Lisbon time of February 25, 2025**.

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## 1. Call for Exploratory Research Projects in all Scientific Domains 2024

The consolidation and reinforcement of the National System of Science and Technology (NSST) constitute a priority of the national policy for science and technology. It aims to increase the national and international competitiveness of science and technology and its contribution to innovation and transfer of knowledge and at complying to the global aspirations defined in *Agenda 2030: United Nations Sustainable Development Goals (SDGs)*. In this context, it is particularly relevant the promotion and strengthening of the scientific and technological institutions through the participation of research teams in Projects.

Considering these goals, FCT launches the Call for **Exploratory Research Projects 2024**, across all scientific domains, focusing 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.

The **beneficiary entities** can only apply **individually** and must be a legal entity belonging to the non-business entities of the R&I System. The maximum duration of the grant is **18 months** (renewable for 6 months, if duly justified) and the maximum funding for project is **€ 60.000,00**, from the **€ 24 million** of national state budget available for this Call.

The funding to be granted are non-refundable, applying the simplified cost option in the lump sum mode. The contribution is paid upon presentation of evidence and results that demonstrate the effective implementation of the approved project under the contractual terms.

The call is open from **December 19, 2024 to 5 p.m. Lisbon time of February 25, 2025**.

## 2. Prior to Submission

### 2.1 Who may apply

The Principal Investigator (PI) may be national, foreign, and stateless researchers who meet the following requirements by the deadline for submission of applications:

- Physical allocation to the project.
- Hold a doctoral degree at the closing date of the call. The document certifying the doctoral degree must be submitted at the time of the Acceptance Document.
- Have an employment contract or grant contract with the Principal Contractor. In the absence of such a link, at the time of the Acceptance Document a written agreement between the parties must be submitted, according to point c) of item 1 of Article 6 of FCT's Projects Regulation, in which all the institutions must be localized in Portugal.

For eligibility purposes, the following rules are also applied:

- **A researcher may submit only one application as PI** in this call;
- The PI can only participate as a team member in one more application in this call;
- Each researcher (**who is not PI of an application**) can only participate as team member in a **maximum of 2 applications** in the present call;
- The PI of the application 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 previous edition of the "Call for Exploratory Projects in All Scientific Domains 2023" that received a merit of the project score of less than 5.00;
  - PI of projects with rejected final scientific reports due to reasons attributable to the applicant, within the two years prior to the opening date of this call;
  - 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 they acted as PI;
- Applications that have been selected for funding by FCT or other funding agencies will not be accepted;
- Multiple applications for the same project will not be accepted:
  - In the present call;
  - In different calls for proposals that overlap in the period for receiving applications;
  - In the case of applications to calls with different thematic scopes and which take place during different application periods, the recommendation for funding in one of them implies the exclusion from the decision process for the others;
- Related applications, from the same team, submitted to FCT or other funding agencies must be declared in the application;
- **Applications must be submitted in English;**
- Applicants providing false declarations or committing plagiarism in the application will be excluded from the Call.

“Multiple applications” are proposals that fully or partially share the work plan.

## 2.2 Beneficiary Institution

The following non-business Portuguese entities of the R&I are individual beneficiaries:

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

## 2.3 Registration

The application must be submitted using the [myFCT](#) platform. If not registered on the CIÊNCIA ID platform, the candidate must generate a CIÊNCIA ID identifier at: [www.ciencia-id.pt](http://www.ciencia-id.pt)

The candidate should then use the CIÊNCIA ID login credentials to enter the [myFCT](#) platform. The CIÊNCIA ID platform also allows the candidate to complete their CIÊNCIAVITAE, which will also be included in the application. Please note that for the Evaluation Panels to review the candidate's CIÊNCIAVITAE CV, it must be written in English.

## 2.4 What should the candidate know before applying to this call

Before starting an application, make sure to be well informed on the rules governing this Call, by reading the supporting documents.

The terms of eligibility, as well as the rules and requirements of the different phases of the application process, are set forth in the following documents:

- **FCT Projects Regulation** in its current version, which establishes the general terms under which funding may be granted.
- **Announcement for Proposal Submissions** (“*Aviso de Abertura do Concurso*”) for Exploratory Research Projects in all Scientific Domains 2024, which specifies the conditions of this Call.
- **Guide for Peer Reviewers** for the Call for Exploratory Research Projects in all Scientific Domains 2024, which establishes the terms for evaluation under which funding may be granted.
- **Methodology for Applying Simplified Costs – Lump Sums**, for budget definition purposes.

FCT also makes available the following Guides that must also be carefully analysed:

- The **Ethics Self-Assessment Guide**;
- The **CIÊNCIAVITAE Guide**;
- The **Data Protection** document.

## 2.5 General Recommendations to the candidates

- Prepare the application carefully and in a timely manner.
- Read the instructions provided in this Guide and in the Application form thoroughly.
- Familiarize yourself with the structure of the Application form before you begin filling it out. Review all sections in advance to understand what is required and to allow sufficient time

- to gather all the necessary information for submission.
- Ensure that all the institutions to be included in the application are available on the Application form. If an institution is not listed, it must be added via the *Registration of Institutions form* on the [Portal de Ciência e Tecnologia](#) (available only in Portuguese). Please note, **it may take up to two working days** for a new institution to appear on the list after the form is submitted.
  - Contact in advance the researchers to be included in the team and ask them to register on the CIÊNCIA ID platform. Then request them the email address used for CIÊNCIA ID registration and use it for their association to the application.
  - Ensure that an **up-to-dated** version of **CIÊNCIAVITAE curriculum** of **all members** of the research team **is available** to be included in the application form.
  - Verify that **each institution selected** in the application form **has an associated team member**.
  - Prepare the **Lump Sum funding** of the application **carefully and accurately**.
  - Certify that the URL addresses of bibliographical references or other relevant materials remain active throughout the decision-making process.
  - Do not assume that the application form and submission rules are the same as those used in other FCT calls or by other funding agencies.
  - Avoid waiting until the **last minute to validate and correct the application**. There is a myFCT validation process designed to detect possible errors in your application, which may require corrections and additional time. **Be sure to repeat this validation process regularly**.
  - Plan and complete the application process as early as possible. This will ensure that FCT can provide the best possible assistance.
  - Visit the FCT website regularly for updated information regarding the Call.

## 2.6 Additional recommendations for writing a successful application

- Write the application in a way that convinces the panel of experts that the proposed ideas are worthy of funding.
- It is important to clearly describe the institutions involved in the project, highlighting their relevant expertise and contributions to the project's development.
- Remember that the application reflects a commitment, not only from the Principal Investigator, but also from the entire research team.
- Be realistic in terms of expectations, and ensure that, if the proposal is approved, the research team can execute the project as outlined in the application.
- Carefully read the Guide for Peer Reviewers to understand how the application will be evaluated, ensuring that the application addresses those key evaluation points.
- Avoid repeating the same text or full paragraphs in different sections.

## 2.7 How to direct questions to FCT

Any clarifications from FCT can be requested via email, including questions about the application form and technical issues on the myFCT website, please use exclusively the email [concursoprojetos@fct.pt](mailto:concursoprojetos@fct.pt).

Please note that FCT cannot guarantee a response to emails received during the final two working days of the Call's submission period.

## 3. Submission of the Application

The Application form is organized in the following eight sections:

- General Data
- Institutions
- Research Team
- Work Plan
- Indicators
- Budget
- Statement of Commitment
- Validate and Submit

The detailed structure of the Application form, including all the fields and their respective character limits, can be found in Annex I. The following subsections of this guide offer a detailed description of each of the eight sections of the Application form, along with key information on how to complete each field. Please note that many fields have character limits.

We recommend that the PI regularly click on “**Validate and Submit**” while completing the application. This will help identifying any errors, marked with the symbol , so they can be corrected in a timely manner.

### 3.1 Guidelines for filling in the Application form

The following chapters of this Guide provide a detailed description of the information required in each section of the Application form. Many fields have character limits, and only plain text or attachments are allowed. Any other means of presenting additional information (such as links for Dropbox or Google Drive) will be disregarded for evaluation purposes.

Once the application is created on the [myFCT](#) platform, a reference code is automatically generated (in the format YEAR.NUMBER.CALLTYPE; e.g, 2024.0001.PEX). This will be FCT's unique identification code for the application throughout the Call.

You can access the various sections of the Application form via the menu bar on the left-hand side.

### 3.1.1 General Data

#### PROJECT DESCRIPTION

In this section of the form, the project is identified by filling in the following fields:

- **Project title:** the title of the research project should be concise and clear, understandable to a reader with a general scientific background, and appropriate for public dissemination.
- **Project acronym:** assign an acronym for the identification of the project.
- **Keywords:** list up to **4 keywords**.  
These keywords are likely to be used in the peer-review process and should accurately reflect the scientific content of the application, especially for interdisciplinary applications. Avoid repeating words from the title.
- **Main scientific area (Scientific Domain / Scientific Area / Scientific Subarea):** the scientific domain/areas and subareas must be sequentially selected, starting with the scientific domain.  
After filling in these fields, the platform automatically identifies the evaluation panel where the application will be evaluated. Further details on the choices of scientific areas and subareas, and their correspondence with the Evaluation Panels, are available on Annex II.
- **Timetable (start date and duration):** indicate the expected start date of the project in day-month-year format. The project may have a maximum duration of 18 months.  
This indicative start date can be adjusted for projects recommended for funding during the acceptance term signing phase, but it cannot be later than 90 consecutive days from the date of decision notification.

### 3.1.2 Institutions

This section identifies the institutions involved in the project from both administrative and financial management perspectives, as well as in terms of scientific execution. It is divided into the following sections:

- Principal Contractor
- Collaborative Institutions

**Ensure that each Institution indicated in the application has an associated team member.**

#### PRINCIPAL CONTRACTOR

The **Principal Contractor** is the **lead beneficiary entity** responsible for the project and serves as the intermediary with the FCT on behalf of all partners. For approved projects, the Principal

Contractor will receive all payments and subsequently distribute the corresponding amounts to partner institutions.

The Principal Contractor must be based in national territory and have a Tax Identification Number (NIPC). The designation used in the application must match the designation associated with that NIPC.

The Principal Contractor must be one of the beneficiary institutions listed in [section 2.2](#).

The **Research Unit** field, associated with the Principal Contractor, is mandatory and enables the PI to identify which research units are involved in the project's execution. A maximum of 3 research units can be added to the Principal Contractor.

This section also includes a description of the Principal Contractor and its competencies relevant to project development. The Evaluation Panel will consider this information when assessing the adequacy of the host institution's conditions, including technical/scientific capabilities, organizational management and, where applicable, co-funding capacity by companies.

## COLLABORATIVE INSTITUTIONS

Collaborative Institutions are those involved in the project, including foreign institutions, without an associated budget.

If a **beneficiary institution or research unit is not listed**, it must be added using the Institutions Pre-Registration form on the [Portal de Ciência e Tecnologia](#). It may take up to two business days to update the list.

### 3.1.3 Research Team

The research team comprises the PI and other team members who are directly involved in the tasks and activities of the proposed project.

The PI is responsible for overseeing the acceptance process for team members and consultants by monitoring their status and availability of their CVs as required. The following status should be checked:

-  Invitation accepted
-  Awaiting confirmation
-  Invitation declined

**Any team member or consultant, who does not agree to participate in the project, should be removed** from the form by the PI to enable the application submission.

Each researcher can import only one CIÊNCIAVITAE *curriculum* into myFCT per call. Therefore, if a researcher is participating in two applications within this call, once one application is submitted, they will no longer be able to select the “Get CIÊNCIAVITAE CV” button.

The Research Team item is divided into the following sections:

- Principal Investigator
- PI narrative CV
- Members
- Hirings
- Consultant
- Team CV synopsis

### PRINCIPAL INVESTIGATOR

The PI's information (name and CIÊNCIA ID) is auto filled. The PI must complete the following details regarding their participation in the project:

- Institution to which the PI is associated in the scope of the research project;
- PhD completion date;
- CIÊNCIAVITAE permissions and upload.

**You must hold a PhD degree by the closing date of the call.** The completion date of your PhD must be added on this section.

The PI's CV in the CIÊNCIAVITAE platform must be created or updated before it is linked to the application for the Call. **It should be entirely in English.**

Permission for FCT to access the PI's CIÊNCIAVITAE CV must be granted before associating it with the application. By providing this permission, **FCT will access the Public and Semi-public sections of the PI's CV.** Private sections will not be available for evaluation. For further details, please refer to the **CIÊNCIAVITAE Guide.**

The “**Give FCT permission**” button appears in the CIÊNCIAVITAE menu. When clicked, this button opens the CIÊNCIAVITAE platform. Upon returning to the Application form, the button will appear inactive.



**Ensure you provide FCT the access to each section's contents by setting the privacy level to Public or Semi-public.**

By selecting “Get CIÊNCIAVITAE CV”, the CV will be immediately linked to the Application form (in PDF format). Once the import process is complete, a link to the associated CV PDF file, along with the date and time of import, will appear on the Application form.

[+ Get CIÊNCIAVITAE CV](#)

The PI should **review** their **CIÊNCIAVITAE CV PDF file** to ensure all information is accurate.

Any updates to the PI’s CV require re-selecting “Get CIÊNCIAVITAE CV”. **Updates must be made on the CIÊNCIAVITAE platform itself**; to link the updated CV to the application, it is necessary to: (i) remove the previously uploaded document and (ii) select “Get CIÊNCIAVITAE CV” again.

Please note that all content in CIÊNCIAVITAE is exclusively the PI’s responsibility.

The CIÊNCIAVITAE CV will be used by reviewers **only to verify the information** provided in the PI’s Narrative CV, described in the following section.

## PI NARRATIVE CV

The PI Narrative CV is designed to support a comprehensive evaluation of a diverse range of research achievements, emphasizing the quality and impact of individual research outputs and contributions, rather than relying on metrics as a proxy for quality. The narrative CV includes the following sections:

- **Career Profile:** a summary of the PI’s educational background (including PhD completion year), key qualifications, and employment history. If applicable, include details on any career interruptions, such as parental leave, long-term illness, industry work, secondments, volunteer work, or other non-research activities. Describe how these interruptions, or unconventional career paths, or gaps have influenced your research activity.
- **Contributions to Science and Society:** the PI can provide relevant examples of contributions in relation to their career stage and specific scientific area. This section is structured to accommodate various researcher profiles and career stages across different scientific fields. The PI may refer to the guidelines below and select contribution types that most effectively and comprehensively represent their researcher profile and achievements.
  - i. **Contributions to the generation of new ideas, tools, methodologies, or knowledge:** this section should describe how the PI has contributed to generating new ideas, tools, methodologies, or knowledge, highlighting the relevance and impact of these contributions. Examples can include publications, key data sets, software, intellectual property (e.g., patents, licenses, trademarks, copyrights), conference presentations and proceedings, and research or policy publications, as well as other scientific, technological, cultural, or artistic achievements. Any awards

received in recognition of contributions to knowledge generation may also be included. To better inform the Evaluation Panel about the significance of these contributions, the PI should not only specify what these contributions are but also explain how and why they are important, the role they played, and who benefited from these outputs or achievements. Avoid citing publication metrics, such as impact factors, or research performance metrics<sup>1</sup>.

- ii. **Contributions to the development of individuals and/or research teams:** highlight the expertise the PI has provided that has been instrumental in developing individuals and/or teams. This can include participation in projects, leadership or management roles, collaborative contributions, and team support. Relevant activities may involve teaching, workshops, or summer schools (for undergraduates, graduates, and post-grads, as well as junior colleagues), as well as supervision, mentoring, and contributions to the success of teams or advancement of colleagues. The PI should also detail their role in past and ongoing funded projects, as well as their management of science, technology, and innovation programs experience. Additionally, this section can showcase the PI's involvement in collaborations and networks at both organizational and international levels.
- iii. **Contributions to the research community and the broader society:** the PI may include activities that demonstrate their commitment to advancing the research community and engaging with broader society. This includes contributions to outreach and engagement efforts within the research community, such as editing, reviewing, refereeing, evaluating applications, and organizing events that have positively impacted the research community or improved research culture. Societal engagement, knowledge transfer, dissemination of knowledge, outreach activities, and other forms of engagement with the public, private, or non-profit sectors should also be highlighted.
- iv. **Selected outputs and/or activities:** provide additional and detailed information on a **maximum of five scientific outputs and/or activities that best represent the PI's research career and experience**. For each one, the PI should specify their role and its impact on advancing knowledge in the relevant scientific area. Contributions from the previous sections can also be included. If available, please include the DOI for each output.
- v. **Why would this grant be timely for me at this point in my career path and/or in my research?:** the PI should explain why this grant is timely at this point in their career and how it will impact their future research directions and development. Considerations for career and research development potential may include

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<sup>1</sup> Research performance metrics include, but are not limited to, h-index, H-index, i10-index, G-index, HG-index, Q2- index, AR-index, M-quotient, M-index, W-index, E-index, A-index.

scientific production, activities and dissemination, team and project leadership, the establishment of national or international collaborations and networks, and the capacity to enable future research while attracting funding or other resources.

The PI **must avoid repetitive information** in the different fields of the **PI narrative CV section** and focus on the relevant information for the development of the presented application, considering mainly the last **5 effective years of scientific activity**.

## MEMBERS

Team members must be linked to the application by providing their email address. For each team member, the PI must include the following information:

- Email;
- Institution to which the team member is associated in the scope of the research project.

Up to three additional core CVs may be included in the application. The PI is automatically designated as core CV.

Each team member is required to confirm their participation in the application and associate their CIÊNCIAVITAE CV within their myFCT area.

Please ensure that **each institution selected in the application form has a corresponding team member associated with it**.

## HIRINGS

In this section, indicate any additional human resources (contracts and scholarships) required to carry out the project. New hirings should be detailed in the application by completing the following fields:

- Type;
- Institution to which the hiring is associated in the scope of the research project.

## CONSULTANT

Internationally renowned experts in the project's scientific areas who will provide consulting services should be identified. Please, complete the following fields in the application:

- Email
- Framework of consultant's participation

As required to teams members, also consultants should confirm their participation in the application and associate their CIÊNCIAVITAE CV or a PDF file with their CV (maximum 4 MB) in their myFCT personal area.

**Whenever a team member or consultant is associated with the application, they will receive an email to confirm their association with the application.**

## TEAM CV SYNOPSIS

In this field, the PI must justify the **framework and competencies** of the research team and **its alignment with the proposed work plan**. The PI should highlight the team's scientific activities **over the past 5 active years**, noting key scientific achievements that demonstrate the team's expertise in the project's focus area. This information will be considered by the panel when evaluating the team's merit and the suitability of each member's profile to the project's work plan. The **CIÊNCIAVITAE CV** of each team member will be used by the reviewers **only to verify** the details provided in this team CV synopsis.

### 3.1.4 Work Plan

The following suggestions provide guidance on structuring the description of the research plan. The PI is responsible for organizing the structure, which should be tailored to suit the project's scientific subject or interdisciplinary nature. The research plan should be designed to cover an 18-month period, the maximum duration of the project.

The work plan is divided into the following sections:

- Abstract
- State of the art and objectives
- Research plan and methods
- Bibliographic references
- Past publications
- Tasks
- Project timeline and management
- Ethical issues
- 2030 Agenda
- Other projects
- Attachments
- Computing and data

## ABSTRACT

In this section, a summary of the proposal should be provided in both **Portuguese** and **English**, covering an analysis of the state of the art, key objectives, the knowledge and skills available within the team, the strategy and methodologies to be used, and an outline of the project's novelty and expected results.

The PI must specify whether the abstract used by FCT for **public disseminating** will be the same as the one provided earlier. If, for **confidentiality reasons**, the abstract for publication differs, the PI should select the option "**Abstract for publication different**". The content of this field remains the responsibility of the PI.

## STATE OF ART AND OBJECTIVES

In this section, the PI must present an overview of their research field, outlining the current state of the art within the area and detailing how the proposed research is both groundbreaking and potentially impactful. Relevant references to the PI's previous work should also be included. The PI should address the following key questions:

- To what extent does the proposed research **address significant and relevant challenges**?
- How **ambitious are the objectives, and to what degree do they go beyond the current state of the art** (e.g., introducing novel concepts, approaches, or fostering advancements between or across disciplines)?

Additionally, for applications addressing specific Portuguese issues, please ensure your proposal highlights how the Portuguese context or environment differs from or presents unique characteristics compared to global or international contexts.

## RESEARCH PLAN AND METHODS

In this section, the PI should describe the proposed research plan and the methodologies to be used, focusing on the following questions:

- To what extent is the outlined **scientific approach feasible**, bearing in mind the originality and/or groundbreaking potential of the proposal?
- How suitable are the **proposed research methodology and working arrangements** for achieving the project's goals?
- How well are the timelines, resources, and PI's commitment aligned with and justified for the successful execution of the project?
- Which **contingency measures** can the PI anticipate addressing potential bottlenecks in the primary plan?

## BIBLIOGRAPHIC REFERENCES

References cited in the state of art and in the research plan and methods should be listed in this section, with a cross-referencing style chosen by the PI, namely: APA, MLA or Chicago.

Each reference should include the following information: title; authors' names in the order in which they appear in the publication; name of the book or journal; editorial data, if applicable; volume number; page numbers; year of publication. If the publications are available electronically, you can add their URL, although this is not mandatory.

Bibliographical references are not limited to the PI and team members' publications.

## PAST PUBLICATIONS

Include **five key publications** (articles, books or monographs published or accepted for publication) authored or co-authored by the PI and the team members that are significant for demonstrating the project's scientific quality. Select a preferred bibliographic citation style as APA, MLA or Chicago.

To **reorder a publication in the list**, simply click  and drag it to the desired position.

**Ensure that evaluators can easily access these 5 publications by providing complete URLs.** The PI is responsible for keeping these links active throughout the decision-making process.

## TASKS

For each project task, please provide the following details:

- **Task denomination:** a concise and self-explanatory title for the task.
- **Task description and expected results:** clearly outline the objectives within the context of the project. Describe the proposed methodologies and approaches for implementation, the expected outcomes of the task, and how these outcomes serve as prerequisites for subsequent tasks. Detail the connections with other tasks, the roles of each partner and institution involved, and justify the human and material resources required to achieve the expected results.
- **Assigned team member(s):** Identify the team member(s) associated with each task. **All hired or to-be-hired team members**, even those without associated costs, **must be allocated to at least one task**.
- **Person\*month:** Calculate this by multiplying the percentage of each person's dedication to the task by the duration of the task in months.

Examples:

- 1 person at 50% for 6 months = 3 person\*month
  - 1 person at 30% for 6 months = 1,8 person\*month
  - 1 person at 50% for 15 days = 0,25 person\*month
- **Start date** and task **duration** (in months) must be indicated. To **change** the order of a task in the table, click on  and drag it to the desired position.

The application must include tasks planned for the entire duration of the project, **ensuring that there are no gaps without designed activities**.

- **Deliverables and delivery dates**

In this section, you should list the deliverables for each task along with their corresponding deadlines. Deliverables can take various forms, such as reports on specific activities or results, data management plans, compliance with ethics or security requirements, and websites. Only include deliverables that are essential for effective project monitoring.

Please note that FCT's contribution will be disbursed in Lump Sums based on evidence and results demonstrating that the approved project has been executed in accordance with the specified deliverables and budget for each task (refer to details below).

Payments will be made upon the completion of activities in each task. However, it is important to understand that these payments do not depend on the success of the outcomes, which are never guaranteed in research. Additionally, FCT does not require the retention of records detailing the actual costs incurred in these exploratory research projects.

Projects funded through this call will receive an advance payment of 75% of the total approved funding. The final reimbursement, which represents the difference between the total eligible funding and the cumulative payments made, will be processed after a thorough verification and assessment of the project's implementation.

## Budgets

In this section, you should provide a detailed justification for the budget requested to complete the task.

- **Overall cost justification of the task**

As previously mentioned, projects that receive funding approval will be granted an advance payment of 75% of the total approved funding. The final reimbursement will depend on the assessment of the completed tasks and the budget allocated to each task, in accordance with the guidelines outlined in this section.

To accurately estimate and justify the Lump Sum associated with each task, the PI must detail how this amount was determined. This includes breaking down the cost estimates for each budget item or referencing other relevant criteria based on the proposed objectives and research plan. The estimates should be as approximate as possible to the actual costs and must meet the eligibility criteria outlined in no. 4 of the Announcement for Proposal Submissions.

The evaluation panel will consider these cost estimates when assessing the proposed activities under the implementation criterion. Experts will evaluate whether the estimated costs are reasonable and not excessive. Any adjustments to the Lump Sum amount may be reflected in the acceptance document.

- **Amount requested for the task**

The total amount indicated must include the 25% overheads.

Please make sure the information in this section matches the costs stated in the Principal Contractor **Budget** table in application form. For more details on the **Budget** table, please check [section 3.1.6](#).

**Ensure that the total funding requested by the institution aligns with the total costs of the tasks it participates in. To verify this, click on “Overview” in the top right corner of the screen to access the Application Overview, section Tasks, to review the information, as illustrated in the image below:**

Tasks

SUMMARY OF COSTS BY INSTITUTION	
#Principal Contractor	
1. Tarefa 1	20 000,00 €
2. Tarefa 2	1 000,00 €
<b>Total</b>	<b>21 000,00 €</b>

## PROJECT TIMELINE AND MANAGEMENT

In this section, present the list of milestones, the timeline and the description of the management structure of the proposal.

- **Milestones list:** a milestone represents a specific date by which an objective is expected to be achieved, a phase completed, or a result obtained. Each milestone description should detail what can be demonstrated or reported on that date. The **number of milestones is limited to 6**, and you should select the associated task(s) to each milestone.

- **Timeline:** create a timeline description of your project. We recommend using the spreadsheet available in both MS Excel and ODF formats. Once completed, convert the final version to PDF format and upload it as **Timeline.pdf**.

When filling in the timeline, the PI must indicate the following information:

- **Participant(s) involved in the task**, PI and/or team members;
- **Institution responsible for the task**, the acronym of the institution responsible for the task;
- **Additional Institution(s) involved in the task (if applicable)**, the acronyms of the other institutions involved in the task.

The PI should **add a mark** in the timeline for **each milestone (M)** and **deliverable (D)**, when applicable, as shown in the Timeline template.

Please ensure that a legend is added to the timeline indicating the meaning of the acronyms used.

- **Management:** in this section, the PI should outline the project management structure that will be implemented. This should include details on the coordination among participants, the planned meetings, and the reporting structure. The proposed management structure should be tailored to the project's size and consider the involvement of participants from different research units.

## ETHICAL ISSUES

Please indicate whether there are any ethical issues identified in the project. If so, select the ethical statements considered to be the most appropriate and the reasons for your choice. You should mention what are the national and European regulations, as well as the best practices to be followed during the development of the project, regarding those ethical issues. The available options are described in the Ethics Self-Assessment Guide.

## 2030 AGENDA

The Sustainable Development Goals (SDGs) and the 2030 Agenda, adopted by nearly all countries under the United Nations framework, outline global priorities and aspirations for sustainable development by 2030. These goals aim to mobilize worldwide efforts towards a set of common objectives that enhance the quality of life for all current and future citizens. In this section, the PI should identify **one to three** of the 17 SDGs from the United Nations 2030 Agenda.

## OTHER PROJECTS

List all projects approved through peer review that are **led by the PI** and **have started within the last 5 years**, whether they are completed or in progress. Additionally, provide details of all projects led by the PI that have been submitted and are currently undergoing peer review.

For **FCT-funded projects**, once the PI selects the project, all fields will be automatically populated, except for the field titled “Please list the main objectives of the project that you consider relevant for this application”.

For **projects not funded by FCT, or those submitted and currently under evaluation**, the following elements must be completed:

- Add Project
  - Project reference: reference as specified in the funding contract
  - Project status: indicate whether the project is still just an “Application” or if it is “In Progress” or “Completed”
  - Project title
  - Principal Contractor
- Funding
  - Funding entity
  - Total Funding (requested funding, for submitted projects)
- Timetable
  - Start date (an estimative, for submitted projects)
  - Duration (months)
- Relation with the current proposal: For funded projects, please provide a detailed list of results achieved, including any systems or prototypes developed, patents obtained, and academic degrees earned by students who participated in the project, among other relevant outcomes. For submitted projects under evaluation, outline how these projects relate to the current proposal. In both cases, the PI should indicate how the project connects to the research team and the research goals associated with the present proposal.

## ATTACHMENTS

If necessary, you may attach additional documents such as formulas, schemes, diagrams, graphics, images and support letters.

**No other document types will be accepted in this section.**

Please note that this field is limited to **20 MB** per application, and the authorized formats are **PDF, JPEG and PNG**.

## COMPUTING AND DATA

Funded projects can have access to advanced computer resources and research data repositories provided by FCT without further scientific evaluation. This includes computing time in FCT's two supercomputers, Deucalion and MareNostrum 5. To this end, FCT requests applicants to answer some additional questions:

- **Advanced computing**

In this section, the PI should answer the following question(s):

- *The work plan requires advanced computer resources to be provided by FCT? If yes, two additional questions must be answered:*
  - *Do you have previous experience with High Performance Computing? If yes, the PI should describe the previous experience with Performance Computing, indicating the computational platforms used.*
  - *Which of the following amounts of resources (per year) is suitable for your project? The PI should choose one of the three available options and justify the request in the respective box.*

- **Research data**

In this section, the PI should answer the following question(s):

- *You will be generating or collecting research data in the context of your project? If yes, an additional question must be answered:*
  - *The work plan requires access to a research data repository provided by FCT? If yes and if the project will be selected for funding, the beneficiary will have to submit a Research Data Management Plan to FCT within six months of the funding's start date, according to the model provided by FCT. Access to the service will be assessed based on the shared information.*

### 3.1.5 Indicators

#### EXPECTED OUTPUT INDICATORS

The expected outputs provide visibility into the research conducted during the project. These outputs should be realistic and achievable and may include publications, communications, reports, organization of seminars, advanced training and other relevant activities. These indicators will be used to evaluate how well the final results align with those anticipated in the application.

## DISSEMINATION

In the "Dissemination" field, provide a description of the plan for disseminating results and promoting both knowledge and scientific dissemination, as well as the approach for knowledge transfer. Dissemination outputs should be included in the expected indicators and may encompass actions aimed at fostering scientific culture, promoting and sharing knowledge, technical and scientific publications, conferences, seminars, forums, and initiatives targeting specific sectors or audiences.

### 3.1.6 Budget

The Budget section should be completed item by item, detailing the total amounts and providing justification for budgetary needs for each task. This should consider the funding limits and the basic eligibility criteria outlined in points no. 3 and 4 of the Announcement for Proposal Submissions.

The Lump Sum budget information will be used solely for evaluating the reasonableness and feasibility of the proposed project.

## PRINCIPAL CONTRACTOR

In this section, the PI should specify the requested funding for each budget category, along with the corresponding justification.

## FUNDING PLAN

This section presents the project's Global Budget and Funding Plan tables, which will be automatically filled out.

### 3.1.7 Statement of Commitment

The Declaration of Commitment by the PI include the mandatory agreement of the principal researcher, which can be accepted by marking the following check box:

I acknowledge and agree with the terms set out in this statement of commitment

### 3.1.8 Validate and Submit

After completing the application, the PI should click on "Validate and Submit". If any errors are detected in the application form, a list of the issues will be automatically generated, including a brief description of the problem and the section of the form that requires correction.

**The presence of errors will prevent the submission of the application.**

Once the call closes, the PI will no longer have access to the form; however, it will still be possible to access the “Overview” of the submitted application, using a PDF Reader software.

## 4. After the Submission of the Application

### 4.1 Statement of Commitment from the Principal Contractor

The Statement of Commitment of the Principal Contractor will be available on myFCT for approval by the **head of the institution or their designated representative** after the deadline for submitting applications and until **5:00 p.m. Lisbon time of March 11, 2025**, as stipulated in the Announcement for Proposal Submissions.

The agreement with the Statement of Commitment must be submitted in myFCT by using the CIÊNCIA ID credentials of the person(s) to whom the authority has been delegated. The delegation of authority can be managed through the [Portal de Ciência e Tecnologia](#) (PCT).

### 4.2 Delegation of Access in the PCT

The creation of the user group and the delegation of authority to these users for agreeing with the Statement of Commitment of the Principal Contractor are managed in the PCT through the following steps. For more details, please refer to the Access Delegation Manual available on the PCT under the “Help”» “Support Documents” section.

- **1<sup>st</sup> step** – Log in using the credentials of the **Institutional Collective User**<sup>2</sup>.
- **2<sup>nd</sup> step** – Add users to the Administrators Group using their association keys.
- **3<sup>rd</sup> step** – Create the user group responsible for confirming the Statement of Commitment for the applications and delegate the respective access. This step must be performed by one of the individual users of the Administrators Group:
  - a) To create the Group, access the "User Group" menu and enter the desired name for the group.
  - b) Once the group is created, access it and click on "Edit" to add users, using their email or CIÊNCIA ID.
  - c) In the "Access Permissions" menu, select the option "Project Call - statement commitment".
  - d) After accepting the "Terms and Conditions" (see image below), change the permissions to "Totals (inc. Locking)".

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<sup>2</sup> In case the institution does not have the credentials of the Collective User, they should be requested via email [credenciais@fct.pt](mailto:credenciais@fct.pt).

### TERMOS & CONDIÇÕES

1 – A Instituição proponente, à qual foram atribuídas credenciais de acesso à plataforma “Portal de Ciência e Tecnologia”, é responsável por garantir a confidencialidade de todos os dados e informações que lhe venham a ser disponibilizados, em virtude da utilização da referida plataforma, bem como não revelar a ninguém, sem prévio consentimento por escrito da FCT, quaisquer informações que não sejam do domínio público relacionadas com as suas atividades, planos, dados, operações, resultados de investigações, bem como as metodologias usadas.

2 – A Instituição proponente é igualmente responsável por gerir os acessos à plataforma feitos pelo seu pessoal, ao qual lhe impõe as exigências referidas supra, podendo vir a ser responsabilizada por eventuais danos causados na plataforma, em consequência da conduta, dolosa ou negligente, do seu pessoal.

3 – Em caso de acesso à plataforma, em nome da instituição proponente, ou do seu pessoal, por estranhos, incumbe à referida instituição o ónus de participar tal ocorrência à equipa técnica da FCT, responsável por gerir a plataforma.

Tomei conhecimento e concordo com os termos acima enunciados.

Confirmar  Cancelar

### 4.3 Acceptance of Applications in myFCT

The agreement with the Statement of Commitment of the Principal Contractor is completed on myFCT by users to whom the respective competencies have been delegated, using their CIÊNCIA ID credentials.

The "Institutions" » "Ongoing Calls" menu provides **access** to the **list of applications in which the institution participates** in R&D Project calls, whether as a principal contractor or as a participating institution.

Only the Principal Contractor is required to express agreement with the terms outlined in the Statement of Commitment on myFCT. The Principal Contractor must also ensure that the other entities within the proposed project consortium fulfill the obligations set forth in the Statement of Commitment.

For each application listed, the Principal Contractor has access to the following:

- Overview of the application: a simplified version containing public information, accessible by clicking on the application reference.
- Summary of the application / Statement of Commitment: available only when the institution is the principal contractor, accessible by clicking on "Acceptance".

It is mandatory for the Principal Contractor to agree with the terms of the Declaration of Commitment. To this end, the Principal Contractor must check the box at the end of the Statement of Commitment of each application and click on "Submit":

Ao assinalar esta checkbox a Instituição proponente manifesta a sua concordância com os termos enunciados.

After the Principal Contractor accepts the Statement of Commitment, the following confirmation will appear in the “Overview” of the application, accessible to both the Institutions and the Principal Investigator:

**Instituição Proponente (Principal Contractor)**

*Aceite por **XXX** em dd.mm.AAAA – hh:mm em nome de **[Instituição]** por delegação de competências dos responsáveis da instituição.*

## Annex I – Application Form Structure and Character Limit

**Applications must be written in English** and submitted online via a dedicated FCT Web Platform ([myFCT](#)).

Multiple applications of the same project are not allowed. New applications grounded on a previous project should contain substantial modification and update.

### 1. GENERAL DATA

#### 1.1 Project description

- Project title (PT/EN) (**max. 255 characters**)
- Project acronym (**max. 15 characters**)
- Keywords (PT/EN) (**max. 4 keywords**)
- Main scientific area (Scientific domain / Scientific area / Scientific subarea)
- Timetable (start date and duration)

### 2. INSTITUTIONS

#### 2.1 Principal contractor

- Institution
- Research unit – maximum 3
- Institution description and its competencies for the development of the project (**max. 1500 characters**)

#### 2.2 Collaborative Institutions

- Country
- Institution
- Institution description and its competencies for the development of the project (**max. 1500 characters**)

### 3. RESEARCH TEAM

#### 3.1 Principal Investigator

- Institution to which you are associated in the scope of the research project
- PhD completion date
- CIÊNCIAVITAE CV permissions and upload

#### 3.2 PI narrative CV

- Career profile (**max. 2000 characters**)
- Contributions to Science and Society:
  - Contributions to the generation of new ideas, tools, methodologies or knowledge (**max. 2000 characters**)
  - Contributions to the development of individuals and/or research teams (**max. 3000 characters**)
  - Contributions to the research community and the broader society (**max. 3000 characters**)

- Selected outputs and/or activities (**max. 2500 characters**)
- Why would this grant be timely for me at this point in my career path and/or in my research? (**max. 3000 characters**)

### 3.3 Members

- Email
- Institution to which you are associated in the scope of the research project

### 3.4 Hirings

- Type
- Institution to which you are associated in the scope of the research project

### 3.5 Consultant

- Email
- Framework of consultant's participation (**max. 1000 characters**)

### 3.6 Team CV synopsis

- Research team CV synopsis (**max. 6000 characters**)

## 4. WORK PLAN

### 4.1 Abstract

- Abstract in Portuguese (**max. 5000 characters**)
- Abstract in English (**max. 5000 characters**)
- Abstract for publication different? (**max. 5000 characters**)

### 4.2 State of the art and Objectives

- State of the art and objectives (**max. 6000 characters**)

### 4.3 Research plan and methods

- Research plan and methods (**max. 10000 characters**)

### 4.4 Bibliographic references

- Bibliographic references (**max. 10000 characters**)

### 4.5 Past publications

- Order
- Publication (**max. 600 characters**)
- URL

### 4.6 Tasks

- Task denomination (**max. 150 characters**)
- Task description and expected results (**max. 4000 characters**)
- Assigned to
- Person\*month

- Start date
- Duration (months)
- Deliverables and delivery dates (**max. 2500 characters**)
- Budgets:
  - Overall cost justification of the task (**max. 2500 characters**)
  - Amount requested for the task

#### 4.7 Project timeline and management

- Milestones List (add milestone)
  - Denomination
  - Milestone description (**max. 300 characters**)
  - Tasks
  - Date
- Timeline
- Management
  - Description of the management structure (**max. 3000 characters**)

#### 4.8 Ethical issues

- Are there Ethics Issues identified in this project?
- Select the ethical declarations you consider appropriate (if applicable)
- Justification (if applicable) (**max. 3000 characters**)

#### 4.9 2030 Agenda

- Framework of the application for the United Nations SDG 2030 Agenda (**max. 3 SDG**)

#### 4.10 Other projects

- Add project
  - Project reference
  - Project status
  - Project title (in English)
  - Principal contractor
  - Funding
    - Funding entity
    - Total funding
  - Timetable
    - Start date
    - Duration (months)
  - Relation with the current proposal
    - State the main objectives considered relevant for the application being submitted to the present R&D Projects Call (**max. 2000 characters**)

#### 4.11 Attachments

- Documents upload (if applicable)

#### 4.12 Computing and data

- Advanced computing
  - The work plan requires advanced computer resources to be provided by FCT?
  - Do you have previous experience with High Performance Computing? (if applicable)
  - Refer previously used computational platforms (if applicable, **max. 400 characters**)
  - Which of the following amounts of resources (per year) is suitable for your project? (if applicable)
  - Brief justification for the requested computational resources (if applicable, **max. 400 characters**)
- Research data
  - You will be generating or collecting research data in the context of your project?
  - The work plan requires access to a research data repository provided by FCT? (if applicable)

#### 5. INDICATORS

- Expected output indicators
- Dissemination
  - Indicate the dissemination actions of the scientific activity planned in the project (**max. 3000 characters**)

#### 6. BUDGET

##### 6.1 Principal contractor

- Item
- Rationale for requested funding (**max. 3000 characters**)

##### 6.2 Funding plan

- Global budget (automatic filling)
- Funding Plan (automatic filling)

#### 7. STATEMENT OF COMMITMENT

#### 8. VALIDATE AND SUBMIT

## Annex II – Scientific Domains, Areas and Subareas and Evaluations Panels

This section lists the Scientific Domains, Areas and Subareas, according to OECD’s revised Field of Science and Technology – FOS, and the corresponding Evaluation Panels. Each evaluation panel oversees the applications from a set of scientific subareas, as indicated below:

### II.1 From Scientific Subareas to Evaluation Panels

Scientific Domain	Scientific Area	Scientific Subarea	Evaluation Panel
Exact Sciences	Mathematics	Pure Mathematics	Mathematics
		Applied Mathematics	
		Statistics and Probability	
		Other Subareas of Mathematics	
	Computer and Information Sciences	Computer Sciences	Computer and Information Sciences and Informatics
		Information Sciences	
		Bioinformatics	
		Informatics	
	Physical Sciences	Atomic, Molecular and Chemical Physics	Physics
		Condensed Matter Physics	
		Particles Physics	
		Nuclear Physics	
		Fluids and Plasma Physics	
		Optics	
		Acoustics	
		Astronomy	
		Other Subareas of Physical Sciences	
	Chemical Sciences	Organic Chemistry	Chemistry
		Inorganic Chemistry	
		Physical Chemistry	
		Polymer Science	
		Electrochemistry	
		Colloid Chemistry	
		Analytical Chemistry	
		Nuclear Chemistry	
		Other Subareas of Chemical Sciences	

Scientific Domain	Scientific Domain	Scientific Subarea	Evaluation Panel
Natural Sciences	Earth and Related Environmental Sciences	Geosciences, Multidisciplinary	Earth Sciences and Engineering
		Mineralogy	
		Palaeontology	
		Geochemistry	
		Physical Geography	
		Geology	
		Volcanology	
		Meteorology and Atmospheric Sciences	
		Climatic Research	
		Oceanography, Hydrology and Water Resources	
		Geophysics	
		Environmental Sciences	Environmental Sciences
Natural Sciences	Biological Sciences	Cell Biology	Experimental Biology and Biochemistry
		Biochemistry	
		Biochemical Research Methods	
		Microbiology	
		Molecular Biology	
		Biophysics	
		Genetics and Heredity	
		Reproductive Biology	
		Developmental Biology	
		Plant Sciences and Botany	
		Zoology, Ornithology, Entomology	
		Marine Biology, Freshwater Biology and Limnology	
		Ecology	
		Biodiversity Conservation	
		Biology	
		Evolutionary Biology	
		Other Biological Topics	
		Behavioral Sciences Biology	
		Mycology	Clinical Medicine, Immunology and Infection
Virology			

Scientific Domain	Scientific Area	Scientific Subarea	Evaluation Panel
<b>Engineering and Technology</b>	Civil Engineering	Civil Engineering	Civil Engineering
		Architecture Engineering	
		Construction Engineering	
		Transport Engineering	
		Municipal and Structural Engineering	
	Electrical Engineering, Electronic Engineering, Information Engineering	Electrical and Electronic Engineering	Electrical and Electronic Engineering
		Robotics	
		Automation and Control Systems	
		Communication Engineering and Systems	
		Telecommunications	
		Computer Hardware and Architecture	
	Mechanical Engineering	Mechanical Engineering	Mechanical Engineering and Engineering Systems
		Applied Mechanics	
		Thermodynamics	
		Aerospace Engineering	
		Nuclear Engineering	
		Audio Engineering and Reliability Analysis	
		Engineering Systems	
		Renewable Energies	
	Chemical Engineering	Chemical Engineering	Chemical Engineering
		Chemical Process Engineering	
	Materials Engineering	Materials Engineering	Materials Engineering
		Ceramics	
Coating and Films			
Composites			
Paper and Wood			
Textiles			
Medical Engineering	Medical Engineering	Bioengineering and Biotechnology	
	Medical Laboratory Technology		

Scientific Domain	Scientific Area	Scientific Subarea	Evaluation Panel
<b>Engineering and Technology</b>	Environmental Engineering	Environmental Engineering	Environmental Biotechnology and Engineering
		Geotechnics	Earth Sciences and Engineering
		Petroleum Engineering, Energy and Fuels	
		Remote Sensing	
		Mining and Mineral Processing	
		Geological Engineering	
		Marine Engineering	
		Sea Vessels	
	Ocean Engineering		
	Environmental Biotechnology	Environmental Biotechnology	Environmental Biotechnology and Engineering
		Bioremediation, Diagnostic Biotechnologies (DNA Chips and Biosensing Devices) in Environmental Management	
		Environmental Biotechnology related Ethics	
	Industrial Biotechnology	Industrial Biotechnology	Bioengineering and Biotechnology
		Bioprocessing Technologies, Biocatalysis and Fermentation	
		Bioproducts, Biomaterials, Bioplastics, Biofuels, Bio-derived Bulk and Fine Chemicals and Bio-derived Novel Materials	
	Nanotechnology	Nanomaterials	Nanotechnology
		Nanoprocesses	
		Nano-Optics and Nanophotonics	
		Modelling at Nanoscale	
	Other Engineering and Technologies	Food and Beverages	Animal and Veterinary Sciences and Agro-Food Biotechnology

Scientific Domain	Scientific Area	Scientific Subarea	Evaluation Panel	
<b>Medical and Health Sciences</b>	<b>Basic Medicine</b>	Immunology	Clinical Medicine, Immunology and Infection	
		Neurosciences	Neurosciences	
		Medicinal Chemistry	Chemistry	
		Pharmacology and Pharmacy	Basic Medicine	
		Anatomy and Morphology		
		Human Genetics		
		Toxicology		
		Physiology		
		Pathology		
		Oncobiology		
		Other Subareas of Basic Medicine		
		<b>Clinical Medicine</b>		Andrology
	Obstetrics and Gynaecology			
	Paediatrics			
	Cardiac and Cardiovascular Systems			
	Peripheral Vascular Disease			
	Haematology			
	Respiratory Systems			
	Critical Care Medicine and Emergency Medicine			
	Anaesthesiology			
	Orthopaedics			
	Surgery			
	Radiology, Nuclear Medicine and Medical Imaging			
	Transplantation			
	Dentistry, Oral Surgery and Medicine			
	Dermatology and Venereal Diseases			
	Allergy			
	Rheumatology			
	Endocrinology and Metabolism			
	Gastroenterology and Hepatology			
	Urology and Nephrology			
	Oncology			
Ophthalmology				

Scientific Domain	Scientific Area	Scientific Subarea	Evaluation Panel
<b>Medical and Health Sciences</b>	Clinical Medicine	Otorhinolaryngology	Clinical Medicine, Immunology and Infection
		Psychiatry	
		Clinical Neurology	
		Geriatrics and Gerontology	
		General and Internal Medicine	
		Other Clinical Medicine Subjects	
		Integrative and Complementary Medicine	
	Health Sciences	Health Care Sciences and Services	Health and Sport Sciences
		Health Policy and Services	
		Nursing	
		Nutrition, Dietetics	
		Public and Environmental Health	
		Epidemiology	
		Occupational Health	
		Sport and Fitness Sciences	
		Social Biomedical Sciences	
		Medical Ethics	
		Substance Abuse	
		Tropical Medicine	
	Parasitology		
Infectious Diseases			
Medical Biotechnology	Health-related Biotechnology	Bioengineering and Biotechnology	
	Technologies - Manipulation of Cells, Tissues, Organs or the Whole Organisms		
	Technologies - Identification of the Functioning of DNA, Proteins and Enzymes and its relation with the Disease		
	Biomaterials		
	Medical Biotechnology related Ethics		
Other Medical Sciences	Forensic Science	Clinical Medicine, Immunology and Infection	

Scientific Domain	Scientific Area	Scientific Subarea	Evaluation Panel
<b>Agricultural Sciences</b>	Agriculture, Forestry and Fisheries	Agriculture	Agriculture, Forestry and Fisheries
		Forestry	
		Fishery	
		Soil Science	
		Horticulture and Viticulture	
		Agronomy, Plant Breeding and Plant Protection	
	Animal and Dairy Science	Animal and Dairy Science	Animal and Veterinary Sciences and Agro-Food Biotechnology
		Husbandry	
		Pets	
	Veterinary Science	Veterinary Science	
	Agricultural Biotechnology	Agricultural Biotechnology and Food Biotechnology	
		GM Technology (Crops and Livestock) and Livestock Cloning	
		Marker Assisted Selection	
		Diagnostics	
		Biomass Feedstock Production Technologies, Biopharming	
		Agricultural Biotechnology related Ethics	

Scientific Domain	Scientific Area	Scientific Subarea	Evaluation Panel
<b>Social Sciences</b>	Psychology	Psychology (including Human-Machine relations)	Psychology
		Psychology, Special (including Therapy for Learning, Speech, Hearing, Visual and other Physical and Mental Disabilities)	
	Economics and Business	Economics, Econometrics	Economics and Business
		Industrial Relations	
		Business and Management	
	Educational Sciences	Education, General (including Training, Pedagogy, Didactics)	Educational Sciences
		Education, Special (to Gifted Persons, those with Learning Disabilities)	
	Sociology	Sociology	Sociology
		Demography	
		Anthropology	
		Ethnology	
		Social topics (Women's and Gender Studies; Social Issues; Family Studies, Social Work)	
	Law	Law, Criminology, Penology	Law and Political Science
		Other Subareas of Law	
	Political Science	Political Science	Law and Political Science
		Public Administration	
		Organisation Theory	
Social and Economic Geography	Environmental Sciences (Social Aspects)	Social and Economic Geography	
	Cultural and Economic Geography		
	Urban Studies (Planning and Development)		
	Transport Planning and Social Aspects of Transport		
	Other Subareas of Social and Economic Geography		
Media and Communications	Journalism	Media and Communication	
	Information Science (Social Aspects)		
	Library Science		
	Media and Socio-Cultural Communication		
	Other Subareas of Media and Communications		

Scientific Domain	Scientific Area	Scientific Subarea	Evaluation Panel
<b>Humanities</b>	History and Archaeology	History	History and Archaeology
		Archaeology	
		History of Science and Technology	
	Languages and Literature	General Language Studies	Languages and Literature
		Specific Languages	
		General Literature Studies	
		Literary Theory	
		Specific Literatures	
		Linguistics	
		Other Subareas of Languages and Literature	
	Philosophy, Ethics and Religion	Philosophy	Philosophy
		Ethics	
		Theology	
		Religious Studies	
	Arts	Arts	Arts
		Design and Architecture	
		Performing Arts Studies (Musicology, Theatre Science, Dramaturgy)	
		Folklore Studies	
		Studies on Film, Radio and Television	
		Art History	
Other Subareas of Arts			

## II.2 Scientific Subareas allocated to each Evaluation Panel

Evaluation Panel	Scientific Area	Scientific Subarea
Mathematics	Mathematics	Pure Mathematics
		Applied Mathematics
		Statistics and Probability
		Other Subareas of Mathematics
Computer and Information Sciences and Informatics	Computer and Information Sciences	Computer Sciences
		Information Sciences
		Bioinformatics
		Informatics
Physics	Physical Sciences	Atomic, Molecular and Chemical Physics
		Condensed Matter Physics
		Particles Physics
		Nuclear Physics
		Fluids and Plasma Physics
		Optics
		Acoustics
		Astronomy
Chemistry	Chemical Sciences	Organic Chemistry
		Inorganic Chemistry
		Physical Chemistry
		Polymer Science
		Electrochemistry
		Colloid Chemistry
		Analytical Chemistry
		Nuclear Chemistry
		Other Subareas of Chemical Sciences
	Basic Medicine	Medicinal Chemistry
Civil Engineering	Civil Engineering	Civil Engineering
		Architecture Engineering
		Construction Engineering
		Transport Engineering
		Municipal and Structural Engineering

Evaluation Panel	Scientific Area	Scientific Subarea
Electrical and Electronic Engineering	Electrical Engineering, Electronic Engineering, Information Engineering	Electrical and Electronic Engineering
		Robotics
		Automation and Control Systems
		Communication Engineering and Systems
		Telecommunications
		Computer Hardware and Architecture
Mechanical Engineering and Engineering Systems	Mechanical Engineering	Mechanical Engineering
		Applied Mechanics
		Thermodynamics
		Aerospace Engineering
		Nuclear Engineering
		Audio Engineering and Reliability Analysis
		Engineering Systems
		Renewable Energies
	Environmental Engineering	Marine Engineering
		Sea Vessels
		Ocean Engineering
Chemical Engineering	Chemical Engineering	Chemical Engineering
		Chemical Process Engineering
Materials Engineering	Materials Engineering	Materials Engineering
		Ceramics
		Coating and Films
		Composites
		Paper and Wood
		Textiles

Evaluation Panel	Scientific Area	Scientific Subarea	
Bioengineering and Biotechnology	Medical Engineering	Medical Engineering	
		Medical Laboratory Technology	
	Industrial Biotechnology	Industrial Biotechnology	
		Bioprocessing Technologies, Biocatalysis and Fermentation	
		Bioproducts, Biomaterials, Bioplastics, Biofuels, Bio-derived Bulk and Fine Chemicals and Bio-derived Novel Materials	
	Medical Biotechnology	Health-related Biotechnology	
		Technologies - Manipulation of Cells, Tissues, Organs or the Whole Organisms	
		Technologies - Identification of the Functioning of DNA, Proteins and Enzymes and its relation with the Disease	
		Biomaterials	
		Medical Biotechnology related Ethics	
	Nanotechnology	Nanotechnology	Nanomaterials
			Nanoprocesses
			Nano-Optics and Nanophotonics
			Modelling at Nanoscale
	Earth Sciences and Engineering	Environmental Engineering	Geological Engineering
Geotechnics			
Petroleum Engineering, Energy and Fuels			
Remote Sensing			
Mining and Mineral Processing			
Earth and Related Environmental Sciences		Geosciences, Multidisciplinary	
		Mineralogy	
		Palaeontology	
		Geochemistry	
		Physical Geography	
		Geology	
		Volcanology	
		Meteorology and Atmospheric Sciences	
		Climatic Research	
		Oceanography, Hydrology and Water Resources	
Geophysics			

Evaluation Panel	Scientific Area	Scientific Subarea
Environmental Sciences	Earth and Related Environmental Sciences	Environmental Sciences
Environmental Biotechnology and Engineering	Environmental Engineering	Environmental Engineering
	Environmental Biotechnology	Environmental Biotechnology
		Bioremediation, Diagnostic Biotechnologies (DNA Chips and Biosensing Devices) in Environmental Management
		Environmental Biotechnology related Ethics
Biological Sciences	Biological Sciences	Plant Sciences and Botany
		Zoology, Ornithology, Entomology
		Marine Biology, Freshwater Biology and Limnology
		Ecology
		Biodiversity Conservation
		Biology
		Evolutionary Biology
		Behavioural Sciences Biology
		Mycology
		Other Biological Topics
Agriculture, Forestry and Fisheries	Agriculture, Forestry and Fisheries	Agriculture
		Forestry
		Fishery
		Soil Science
		Horticulture and Viticulture
		Agronomy, Plant Breeding and Plant Protection

Evaluation Panel	Scientific Area	Scientific Subarea	
Animal and Veterinary Sciences and Agro-Food Biotechnology	Animal and Dairy Science	Animal and Dairy Science	
		Husbandry	
		Pets	
	Veterinary Science	Veterinary Science	
	Agricultural Biotechnology	Agricultural Biotechnology	Agricultural Biotechnology and Food Biotechnology
			GM Technology (Crops and Livestock) and Livestock Cloning
			Marker Assisted Selection
			Diagnostics
			Biomass Feedstock Production Technologies, Biopharming
	Other Engineering and Technologies	Agricultural Biotechnology related Ethics	
	Experimental Biology and Biochemistry	Biological Sciences	Cell Biology
			Biochemistry
			Biochemical Research Methods
Biophysics			
Genetics and Heredity			
Reproductive Biology			
Developmental Biology			
Microbiology			
Molecular Biology			
Neurosciences	Basic Medicine	Neurosciences	
Basic Medicine	Basic Medicine	Anatomy and Morphology	
		Human Genetics	
		Pharmacology and Pharmacy	
		Toxicology	
		Physiology	
		Pathology	
		Oncobiology	
		Other Subareas of Basic Medicine	

Evaluation Panel	Scientific Area	Scientific Subarea
Clinical Medicine, Immunology and Infection	Basic Medicine	Immunology
	Health Sciences	Tropical Medicine
		Parasitology
		Infectious Diseases
	Clinical Medicine	Andrology
		Obstetrics and Gynaecology
		Paediatrics
		Cardiac and Cardiovascular Systems
		Peripheral Vascular Disease
		Haematology
		Respiratory Systems
		Critical Care Medicine and Emergency Medicine
		Anaesthesiology
		Orthopaedics
		Surgery
		Radiology, Nuclear Medicine and Medical Imaging
		Transplantation
		Dentistry, Oral Surgery and Medicine
		Dermatology and Venereal Diseases
		Allergy
		Rheumatology
		Endocrinology and Metabolism
		Gastroenterology and Hepatology
		Urology and Nephrology
		Oncology
		Ophthalmology
		Otorhinolaryngology
		Psychiatry
		Clinical Neurology
		Geriatrics and Gerontology
	General and Internal Medicine	
	Other Clinical Medicine Subjects	
	Integrative and Complementary Medicine	
Biological Sciences	Virology	
Other Medical Sciences	Forensic Science	

Evaluation Panel	Scientific Area	Scientific Subarea
Health and Sport Sciences	Health Sciences	Health Care Sciences and Services
		Health Policy and Services
		Nursing
		Nutrition, Dietetics
		Public and Environmental Health
		Epidemiology
		Occupational Health
		Sport and Fitness Sciences
		Social Biomedical Sciences
		Medical Ethics
		Substance Abuse
Psychology	Psychology	Psychology (including Human-Machine relations)
		Psychology, Special (including Therapy for Learning, Speech, Hearing, Visual and other Physical and Mental Disabilities)
Economics and Business	Economics and Business	Economics, Econometrics
		Industrial Relations
		Business and Management
Educational Sciences	Educational Sciences	Education, General (including Training, Pedagogy, Didactics)
		Education, Special (to Gifted Persons, those with Learning Disabilities)
Sociology	Sociology	Sociology
		Demography
		Anthropology
		Ethnology
		Social topics (Women's and Gender Studies; Social Issues; Family Studies, Social Work)
Law and Political Science	Law	Law, Criminology, Penology
		Other Subareas of Law
	Political Science	Political Science
		Public Administration
		Organisation Theory

Evaluation Panel	Scientific Area	Scientific Subarea
Social and Economic Geography	Social and Economic Geography	Environmental Sciences (Social Aspects)
		Cultural and Economic Geography
		Urban Studies (Planning and Development)
		Transport Planning and Social Aspects of Transport
		Other Subareas of Social and Economic Geography
Media and Communication	Media and Communications	Journalism
		Information Science (Social Aspects)
		Library Science
		Media and Socio-Cultural Communication
		Other Subareas of Media and Communications
History and Archaeology	History and Archaeology	History
		Archaeology
		History of Science and Technology
Languages and Literature	Languages and Literature	General Language Studies
		Specific Languages
		General Literature Studies
		Literary Theory
		Specific Literatures
		Linguistics
		Other Subareas of Languages and Literature
Philosophy	Philosophy, Ethics and Religion	Philosophy
		Ethics
		Theology
		Religious Studies
Arts	Arts	Arts
		Design and Architecture
		Performing Arts Studies (Musicology, Theatre Science, Dramaturgy)
		Folklore Studies
		Studies on Film, Radio and Television
		Art History
		Other Subareas of Arts

## Annex III – Data Protection

In the context of the **Call for Exploratory Research Projects in all Scientific Domains 2024**, hereinafter referred to as **PEX2024**, personal data is collected and processed in accordance with the General Data Protection Regulation (GDPR), approved by Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016, concerning the protection of natural persons with regard to the processing of personal data and the free movement of such data, effective as of 25 May 2018, and in compliance with Law No. 58/2019, of 8 August, which ensures the implementation of the GDPR in the national legal framework.

### Data Controller

The *Fundação para a Ciência e Tecnologia, I.P.*, hereinafter FCT, assumes the role of data controller, with its registered office at Av. D. Carlos I, 126, 1249-074 Lisbon, telephone: +351 21 3924300.

### Data Protection Officer

FCT has appointed a Data Protection Officer, who can be contacted directly via email at [dpo@fct.pt](mailto:dpo@fct.pt) for all matters related to the processing of personal data carried out by FCT.

### Purpose and Legal Basis for Processing

Personal data is collected exclusively for the purpose of Managing Funding and Co-funding Instruments, and its processing is lawful as it is necessary:

- **For the performance of a contract** to which the data subject is a party, or to **carry out pre-contractual measures** at the request of the data subject, under Article 6(1)(b) of the GDPR;
- **To comply with legal obligations**, under Article 6(1)(c) of the GDPR, as specified in points (a) and (c) of Article 3(2) of FCT's Organic Law, approved by Decree-Law 55/2013, of 17 April;
- **For the performance of a task carried out in the public interest by FCT**, under Article 6(1)(e) of the GDPR, based on Regulation No. 999/2016, in its current wording, *i.e.*, amended and republished by Regulation no. 5/2024 and corrected by the Declaration of Rectification no. 366/2024/2, published in the *Diário da República*, 2<sup>nd</sup> series, no. 100, of May 23, 2024, which establishes the conditions for access and support rules for projects funded exclusively by national funds through FCT.

FCT may also process personal data for **purposes of public interest archiving, scientific or historical research, or statistical purposes**, respecting the principle of data minimization,

including anonymization or pseudonymization of the data, whenever these means can achieve the intended purposes.

### Collection of Personal Data

Within the scope of PEX2024, personal data is collected in two phases:

1. **During Application:** Data necessary to validate the eligibility and merit of the application is collected.
2. **During the Funding Phase:** Additional data, mainly financial and related to project execution and accountability, is collected.

In the different stages of the call, the personal data collected is categorized as follows:

- **Application Phase:** During the PEX2024 application process, common and special categories of personal data are collected. These are provided directly by the principal investigator through a specific form and submission via the myFCT platform.
- **Funding and Contract Management Phase:** After the application is approved, additional personal data is collected during the contracting and funding management process. This may include financial information and sensitive data (e.g., disability degree) related to project execution.

Within the scope of PEX2024, personal data is collected:

- a) **Directly from the data subjects**, who provide it through application forms and online platforms made available, specifically, the myFCT platform, where the entire application, evaluation, and funding approval process is submitted in a single system; the CIÊNCIA ID Platform, which houses the national identifier for accessing various science services; the CIÊNCIAVITAE platform, containing the CVs of all team members associated with the research team; and the Science and Technology Portal (PCT), where data of entities responsible for applications is collected, and communication with FCT's interlocutors (individual and collective) takes place, aiming to significantly improve procedural efficiency.
- b) **Indirectly from the data subjects**, through beneficiary entities providing personal data related to applications or cases where principal investigators provide data on team members.

### Description of Data Subjects and Categories of Personal Data

Personal data processed under PEX2024 call includes the following:

### **a) Categories of Data Subjects:**

Researchers, academics, students, PhD holders, among other beneficiaries involved in the Portuguese scientific system, particularly those in higher education institutions, their research units, State Laboratories, Associated or International Laboratories based in Portugal, non-profit private institutions focused on R&D activities (including Collaborative Laboratories and Technology and Innovation Centres), representatives of other public and private institutions engaged in scientific research activities, representatives of companies involved in SR&TD projects led by non-business entities in the R&I system, representatives of foreign institutions as project partners, participants of collaborating institutions, principal investigators, co-principal investigators, research team members, coordinators, reviewers (independent experts and external reviewers, national or international, affiliated with national or international institutions).

### **b) Categories of Personal Data:**

#### **Common:**

- Civil Identification: Full name, surname, date of birth, gender, civil identification and/or passport number, and taxpayer number;
- Contact Information: Institutional email address, city, and country or region of residence;
- Academic and Professional Activity: Professional status, educational background, academic or professional trajectory, academic degree, job titles, scientific identification, and project identification;
- Physical Data: Image in paper or video format, if applicable;
- Financial Information: Including IBAN.

#### **Special:**

- Criminal Records: Penal convictions and offenses, if applicable;
- Health Information: Details in documents necessary to justify eligibility during the project period.

For the services associated with the myFCT, CIÊNCIA ID, CIÊNCIAVITAE, and PCT platforms, various categories of personal data may also be collected concerning different data subjects for different processing purposes as defined by the Privacy Policies applicable to each platform.

### **Sharing Personal Data with Third Parties**

In the context of fulfilling legal obligations related to the purpose of Managing Financing and Co-financing Instruments, the data is disclosed to the Ministry of Education, Science and Innovation for the necessary acts of approval, without excluding other entities not mentioned but legally authorized to request, collect, and process the data in question.

## **Processors**

Personal data may be transmitted to processors who process it on behalf of FCT. In such cases, FCT ensures contractual measures are in place to guarantee that subcontractors respect and protect the subject's personal data.

These entities must provide written guarantees of adequate technical and organizational measures in compliance with applicable privacy and data protection laws, formalized through a contract signed between FCT and each third-party entity.

## **Data Transfer to Third Countries**

For personal data processing within the scope and purpose indicated, personal data may be transferred internationally to both European Economic Area countries and third countries. In such cases, FCT formalizes these international data transfers only with entities offering adequate guarantees of technical and organizational measures to comply with applicable privacy and data protection laws and ensure the protection of data subjects' rights.

## **Retention Period**

The retention period for personal data is set by legal or regulatory norms or, in their absence, as necessary to achieve the purpose for which the data was collected and processed.

Data is retained in a manner that allows the identification of data subjects only as long as necessary for the purpose for which it is processed, subject to compliance with legal obligations requiring a specific retention period or the exercise of FCT's legitimate rights and interests.

For archiving in the public interest, scientific or historical research, or statistical purposes, FCT may retain some data for longer periods while applying appropriate safeguards for the rights and freedoms of data subjects, as per the applicable legislation. These safeguards involve adopting technical and organizational measures to ensure data minimization and pseudonymization.

## **Rights of Data Subjects**

Using any of the contacts above, and within the legal limits, data subjects have the right to request access to their personal data, rectification or erasure, restriction of processing, and data portability when technically feasible. They may also object to processing or withdraw consent at any time if applicable.

## Notification and Complaint

In addition to notifying FCT through the available contacts at <https://www.fct.pt/contactos>, data subjects may file a complaint directly with the National Data Protection Commission ([www.cnpd.pt](http://www.cnpd.pt)) using the contacts provided by this entity.

## General Measures Adopted to Ensure Personal Data Security

To ensure personal data protection, FCT implements strict, internationally recognized rules that apply to all individuals handling personal data lawfully.

Accordingly, technical and organizational security measures are in place to protect the personal data provided to FCT, as well as the confidentiality, integrity, and authenticity of processed data. Personal data stored by FCT is encrypted and anonymized whenever possible, subject to access control based on the principle of least privilege.

In this context, processes involving the publication of approved and non-approved application lists and reviewers panel lists are structured to ensure that data is findable, accessible, interoperable, and reusable by default.

Additionally, FCT continuously reviews information security standards to ensure not only continuous improvement but also to stay updated on new threats, implementing necessary countermeasures.



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