

Fundação  
para a Ciência  
e a Tecnologia

**STIMULUS OF SCIENTIFIC EMPLOYMENT,  
INDIVIDUAL SUPPORT CALL (CEECIND)**

**7th EDITION**

**EVALUATION GUIDE**

September 2024

This **Evaluation Guide** sets out the details of the evaluation process and the procedures adopted for the 7th Edition of the Call for the Stimulus of Scientific Employment, Individual Support (CEEC) announced by FCT on July 31, 2024. It complements the other documents establishing the rules of this Call, available [here](#), namely the Call for applications (“*Aviso de Abertura*” - available only in Portuguese), the Regulation for Scientific Employment (REC - available only in Portuguese), the Application Guide, and the Ethical Issues Guide. An English summary of the information contained in the Call for applications is available.

The present Call will be open between September 30 and November 29, 2024. The Hiring Institutions will be able to confirm their support for the respective applications between December 2 and 11, 2024.

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## 1. INTRODUCTION

The *Fundação para a Ciência e a Tecnologia* (FCT), the Portuguese Foundation for Science and Technology, is the public Agency that supports Science and Technology in all areas of knowledge. FCT promotes research talent through sustainable advanced training and consolidation of scientific careers, supports Research Units, fosters international competitiveness and visibility of research and innovation carried out in Portugal, facilitates access to state-of-the-art Research Infrastructures, and encourages knowledge transfer.

FCT funds people (by awarding doctoral scholarships and scientific employment contracts), ideas (through R&D project grants), institutions (Research Units, Associate Laboratories, Collaborative Laboratories, Research Infrastructures and Clinical Academic Centres), as well as International Cooperation.

The aim of this Call is to **fund scientific employment contracts** (salary and associated costs) **for PhD holders**, in the early stages of their careers, based on an international peer review process. The FCT funding of the salary and associated costs under the current Call will last for three consecutive or interpolated years.

The [Call for applications](#) outlines the required features, the evaluation criteria and the number of contracts to be funded.

The applications will be evaluated by 29 Panels of international experts covering all the scientific areas and subareas chosen by the applicants, except if one or more Panels receive less than 50 applications. If that is the case, such Panels will be merged with another evaluation Panel.

## 2. STIMULUS OF SCIENTIFIC EMPLOYMENT – INDIVIDUAL SUPPORT

Strengthening scientific employment in Portugal is central to the Portuguese science-based strategy for economic growth, by which specific financial support is given to the institutions for hiring new researchers with a PhD and thereby contributing to rejuvenation and the dynamism of scientific and academic institutions.

For this purpose, FCT issued the Regulation of Scientific Employment (REC) in 2017, with its most recent update in 2023, which sets out the rules for two types of FCT funding instruments:

- Individual Support, for hiring PhD holders by R&D Portuguese institutions. Applicants submit an individual application to a yearly Call launched by FCT (CEEC IND);
- Institutional Support, for the development of scientific employment by PhD holders in R&D Portuguese institutions (FCT-Tenure). Institutions apply with a scientific employment plan with positions to be funded. It is their responsibility to select the researchers to be hired.

The current CEEC IND Call is aimed at providing funding for the hiring of **400 researchers** holding a PhD degree in any scientific area, and of any nationality. The profile of the applicants should correspond to highly motivated scientists seeking to carry out research in Portuguese Institutions.

Each applicant can only submit one application.

The FCT funding under the 7th Edition of CEEC IND will last for a maximum of 3 years, consecutive or interpolated. Funding **is solely intended for the researcher's salary and its associated costs for the employer**. No other expenses are eligible. The aim of this Call is to fund individuals, not a specific research project.

FCT defines Host Institution as the one where the researcher will be imbedded. The Hiring Institution is the one that celebrates the work contract A Host Institution can simultaneously be the Hiring institution.

Host Institutions eligible for this Call, are all those that compose the National Science and Technology System, such as the R&D Units funded by the Pluriannual Programme of FCT, the Associate Laboratories recognized by FCT and the National Laboratories (*Laboratórios do Estado*).

**Two types of contracts can be funded under this Call**, corresponding to different career stages:

- a) **Junior researcher**: PhD holders for 5 or less years, with limited post-doctoral research experience in the scientific area of the application;
- b) **Assistant researcher**: PhD holders with relevant *curriculum* in the scientific area of the application.

According to the terms of this Call, career interruptions due to parental leave or serious illness may be considered for eligibility purposes regarding the limit of time post-PhD degree for the Junior level.

### **3. COMPONENTS OF THE APPLICATION RELEVANT FOR EVALUATION**

The application comprises five main sections, all relevant for evaluation, which are outlined in Appendix I. Here we describe each of those sections.

- I. **Application general information**, which includes the Research contract level, Title of the Research Plan, Abstract, Keywords for the scientific content of the proposed Research Plan, Main Scientific Area, Secondary Scientific Area, Subarea, and Evaluation Panel (determined according to the selected scientific areas).

Applicants are responsible for choosing the most suitable Scientific Area and Subarea related to their research plan. The Main and Secondary Scientific Areas and the correspondent Subareas that applicants can choose from, as well as their correspondence with the Evaluation Panels, are listed in Appendix II.

II. **Narrative CV**, to be assessed under the Merit of the Applicant (Criterion A), comprises five sections:

- i. **Career profile** - Full overview of the applicant's profile and description of their trajectory as researchers. They should provide their scientific and curricular path in respect to education and training, namely PhD degree; details on professional experience, including information on their current position, and any periods of international experience, when existing; abilities and skills to adequately execute the proposed research plan (in this context, they may include relevant research experience, scientific production and activity beyond the last five years); if they had specific periods of leave from research, such as parental leaves, long-term absence due to illness, periods of work in industry, secondments, volunteering or other non-research activities, explaining how long each interruption lasted, and how those interruption(s) or unconventional path and/or gap(s) in their research career has/have impacted their activity.

In the following sections, applicants should provide information concerning **the last five years**. For each activity, they should inform about the relevance of their contributions by including 'what' those are, 'how' or 'why' they are relevant or important, the roles they played in them, who has benefitted from their outputs/achievements and how.

Exceptions to the five years' period rule apply to researchers who have interrupted their scientific activity due to parental leave and/or serious illness during the last five years. In those cases, the five-year period in consideration can be extended according to the career break(s) explained by the applicant.

- ii. **Contributions to the generation of new ideas, tools, methodologies or knowledge** – Description of activities and contributions such as publications, key data sets, software, intellectual property (patents, licences, trademarks, copyrights, novel assays and reagents), conference presentations and proceedings, research and policy publications, or other scientific, technological, cultural or artistic

achievements. Applicants can also mention any awards they have received in recognition of contributions to the generation of knowledge.

- iii. **Contributions to the development of individuals and/or research teams** – Description of activities and contributions such as project participations, leadership or management, collaborative contributions, team support, teaching activities, workshops or summer schools, the supervision and mentoring of students, their role in past and ongoing funded projects, as well as the management of science, technology and innovation programmes or projects, involvement in collaborations/networks from an organisational to international level;
- iv. **Contributions to the research community and the broader society** – Description of activities and contributions such as editing, reviewing, refereeing, evaluation of funding applications, organisation of events that have benefited the research community, or improved research culture, societal engagement, transfer and dissemination of knowledge, outreach activities, and other types of engagement with the broader society.
- v. **Further details on up to five scientific activities and contributions** - Further details on up to five scientific activities or contributions briefly mentioned in the previous sections that best illustrate the applicant's research work during the last five years

The applicants are instructed to focus on the content and impact of individual research outputs and researcher's contributions, as the assessment **will not be** based on a quantitative approach.



- III. **The Research Plan**, to be assessed under the Merit of the Research Plan (Criterion B), comprises the following sections:
- i. **Background**, providing an overview of the research field, including the state of the art, references to applicant's previous work, and explain the innovative nature of their research plan.
  - ii. **Research plan and methods**, revealing which areas of knowledge the applicant wants to explore, in a time frame of **three years** (maximum funding period) and identification of the major scientific questions they wish to address. This should focus on the main lines of research to explore, including hypotheses and the specific objectives that will be used to address the hypotheses. It should also include a description of how the applicant plan to test and explore their scientific questions, namely the methodologies and techniques intended to be use, and if they plan to engage in scientific collaborations. A reference to the relevance of the research plan in the context of national and/or international scientific community considering the current state of the art should also be present.
  - iii. **Expected outcomes** referring the expected outcomes and impact of applicant's research plan, including societal impact (economic, social, cultural or other), as well as planned scientific dissemination activities.
  - iv. **References** cited in the application.
  - v. **Ethical issues**, when existing, related to the research activities and expected results, together with an explanation of how they will be addressed.

The proposed research plan should focus on the main lines of research that the applicant envisages to explore and how they plan to explore them, within the timeframe of this Call's funding (maximum of **three years**). They are advised to consider their scientific mid/long term goals – which should be explained in their career development plan (following section of the application). This is the reason why applicants are **not** requested to detail a project team, a chronogram or timeline, a risk mitigation plan, and other elements that characterise a regular R&D project.

- IV. **The career development plan**, to be assessed under the Merit of the Research Plan (Criterion B). It should include the applicant's expected career goals, and a description of how the research plan relates to their future career, including the impact of expected outcomes of the research plan on their career development and how they will contribute to (further) consolidate them as an independent researcher. Applicants should also describe their plans to maintain and/or establish national and international collaborations, as well as mentoring of students and researchers, and how each of those activities relate to their career goals.
- V. **Host Institution**, to be assessed under the Merit of the Research Plan (Criterion B), comprises the following information:
- i. **Description of the host conditions** - available conditions (expertise and resources) in the Host Institution to support the development of the proposed research plan;
  - ii. **Integration of the research plan into the host institution's strategy** - how the research plan, the expected results and the applicant's career perspectives fit into the overall research strategy and mission of the Host Institution;
  - iii. **Support statement of the host institution** - information provided by the Host Institution about the conditions to be made available, beyond the minimal requirements, for the applicant's research plan and career development.

The above-mentioned sections have limited numbers of characters, as detailed in Appendix I. Only plain text is allowed, except for DOI references. Any other links or form of presenting information should be disregarded by evaluators.

## 4. EVALUATION CRITERIA

The evaluation of the application is based on the following criteria:

- A. Merit of the Applicant (60%)
- B. Merit of the Research Plan (40%)

### 4.1. CRITERION A

The assessment of the **Merit of the Applicant**, which will account for **60%** of the Final Score, should be based on the information contained in the five components of the **Narrative CV**:

- (i) Career profile;
- (ii) Contributions to the generation of new ideas, tools, methodologies or knowledge;
- (iii) Contributions to the development of individuals and/or research teams;
- (iv) Contributions to the research community and the broader society;
- (v) Further details on up to five scientific activities and contributions.

Sections (ii) to (v) should be focused on the last five years (December 2019- November 2024) <sup>1</sup>.

When assessing this criterion, you should consider the information provided by the applicant in terms of their **quality, relevance, and impact**, rather than in a quantitative way. The different types of activities and contributions should be assessed in an integrated manner, avoiding an additive perspective of the various curricular elements, as if corresponding in their entirety to a single ideal profile.

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<sup>1</sup> As already mentioned, in the case of researchers who have interrupted their scientific activity due to parental leave and/or serious illness during the last five years, the five-year period can be extended according to the career break(s) explained by the applicant.

In your assessment of the Merit of the Applicant, **you also need to consider:**

- the adequacy of the researcher's profile to the proposed research plan.
- the research career level the applicant is applying for;
- the expected scientific maturity of the applicant considering their career path;
- that applicants must not be penalized for aspects that should only be expected in more mature career levels. Instead, you can value more highly, contributions that go further than the applicant's career level;
- the specificities of the scientific area(s) and subarea(s) of each application;
- **only published work should be considered.** Any work in progress or submitted manuscripts should be ignored.

Additionally, according to Decree Law 57/2016,<sup>2</sup> and as part of the FCT's commitment to *The Agreement on Reforming Research Assessment*, as set out by the [Coalition for Advancing Research Assessment \(CoARA\)](#), Evaluation Panels are advised **not to use metrics as a surrogate measure** of the quality of individual outputs and applicant's contributions.

Although being part of the applicant information section, the CIÊNCIAVITAE<sup>3</sup>, which normally contains the applicant's full research track record, should only be used to confirm the information provided in the Narrative CV section.

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<sup>2</sup> Article 5, point 4, paragraph b, states that evaluation criteria should ["not adopt merely quantitative procedures, based on indicators, in counting publications, or in calculating their cumulative impact factors"].

<sup>3</sup> The CIÊNCIA VITAE platform for researchers' curricula was designed by FCT, and implemented in 2018, as a new platform that replaced the former FCT web platforms for CV information of researchers working in Portugal.

## 4.2. CRITERION B

The assessment of the **Merit of the Research Plan**, which will account for **40%** of the Final Score, should be based on the information provided in the following sections of the application:

- Research plan
- Career development plan
- Host Institution

For the evaluation of this criterion, take into consideration the following aspects:

- i. Relevance and innovative nature of the proposed research plan, and the expected progress beyond the current state of the art, and also the applicant's previous work;
- ii. Adequacy of the methodology adopted to the research plan's hypotheses, objectives and expected outcomes;
- iii. How the proposed research plan and its expected outcomes fit into the overall research strategy and mission of the Host Institution;
- iv. Impact of the expected outcomes to the advancement of science and society;
- v. The career development plan, specifically the expected career goals, how the research plan relates to and will impact on the applicant's career development, how the applicant plans to consolidate an independent career, and to maintain and/or establish national and international collaborations in the context of their career goals;
- vi. The additional favourable conditions provided by the Host Institution for the applicant's research plan and career development;
- vii. Whether any ethical issues are identified and properly addressed (when existing), according to the [Ethics Self-Assessment Guide](#);

Keep in mind, when doing your assessment, that the current funding is exclusively meant for the researcher's salary and associated costs, and no additional funding for the execution of the research plan is included. The Panel's assessment of the research plan should focus on the above criteria without considering the existence of funding for its execution or plans for securing such funding.

## 5. SCORING SYSTEM

The assessment of each criterion uses a **10-point scale**, from 1 to 10, with 0.1 increments. as presented in Table I.

**Table I** – Qualitative descriptors for the 10-point scale

Score	Score descriptor
10	Exceptionally strong with no weaknesses
9	Extremely strong with negligible weakness(es)
8	Very strong with one or some minor weakness(es)
7	Strong with minor weaknesses and/or one moderate weakness
6	Strong with several moderate weaknesses
5	Some strengths with significant weaknesses
4	Some strengths with several major weaknesses
3	Few strengths with major weaknesses
2	No strengths and serious weaknesses
1	The information in the application is insufficient for a proper evaluation

An application can be considered **non-assessable** when it:

- a) strays considerably outside the scope of the panel (not applicable to multi/interdisciplinary applications), or
- b) is submitted in a language different from English.

**Each criterion is scored individually with one decimal place.** The Final Score (FS) is presented with **two decimal places**, and is given by the following formula:

$$FS = 0.6A + 0.4B$$

In cases of ties in the Final Score, the score awarded to **criterion B is considered for tie-breaking** purposes.

The minimum Final Score for an application to be considered for funding **is 7**.

Applicants whose application is scored with a FS **lower than 5** will be inhibited from applying in the next edition of the Stimulus of Scientific Employment, Individual Support Call.

## 6. EVALUATION PROCESS

The evaluation process has a general sequence as indicated in Figure 1

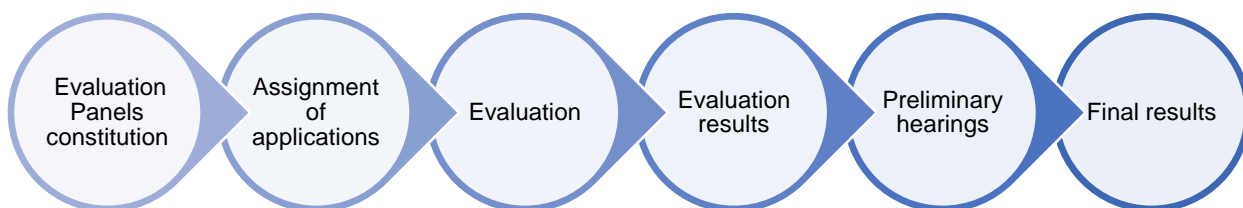


Figure 1: General sequence of the evaluation process.

### 6.1 CONSTITUTION OF THE EVALUATION PANELS

Evaluation Panels are formed by international reviewers appointed by the Board of Directors of FCT and will be announced on the FCT website when the evaluation results are communicated to the applicants. All reviewers are of recognized competence in the scientific areas of the applications under evaluation and cannot be affiliated with any Portuguese R&D Institution.

The constitution of the Evaluation Panels will be coordinated by the team of Scientific officers of the Call and takes into consideration the number of submitted applications and their

scientific areas and subareas, as well as balances of gender and geographical, and institutional distribution of the reviewers' affiliations.

Evaluation Panels receiving less than 50 applications may be merged with the Panel more closely related to the scientific subareas in question. Experts invited as Chair for a Panel that becomes merged will act as Co-Chair.

**No direct contact between applicants and members of the Evaluation Panels is allowed at any stage of the process under penalty of exclusion from the Call.**

**Each Panel has a Chairperson responsible for:**

- 1) Assisting FCT with the Panel's constitution by suggesting possible reviewers (Panel members and external reviewers);
- 2) Assigning the applications to Panel members;
- 3) Keeping the evaluation process within the defined timeframe and contacting Panel members in case of any delays;
- 4) Supporting the FCT team in solving potential Conflicts of Interest identified during the evaluation process;
- 5) Identifying applications that may require an additional assessment due to the absence of a particular expertise in the Panel;
- 6) Assessing up to 10 applications whenever necessary and appropriate;
- 7) Assuring the quality of the reports to be delivered to the applicants;
- 8) Leading the Panel meeting;
- 9) Revising the Panel's responses to the submitted preliminary hearings from the applicants.

The evaluation Panels with more applications can also have a Co-chair with shared responsibilities.



## **6.2 CONFIDENTIALITY AND CONFLICTS OF INTEREST**

### **6.2.1. CONFIDENTIALITY**

The confidentiality of the applications must be protected and evaluators are bound by confidentiality obligations regarding the applications and all stages of the evaluation process. All reviewers involved in the evaluation are asked not to copy, quote, or otherwise use material from the applications. All reviewers are also requested to agree with a statement of confidentiality relative to the contents of the applications, the evaluation process and the evaluation results.

### **6.2.2. CONFLICTS OF INTEREST**

Researchers who applied to the present Call cannot participate in the evaluation process. Those with first-degree relationships, domestic partnership or married to an applicant are also hindered from being a member of the Panel to which the application was submitted.

**Prior to the evaluation process, all Panel members are required to declare Conflicts of Interest (Col), based on the name of the applicant and Host Institution. Additionally, Col can be declared at any moment of the process when not identified prior to the evaluation.**

**In case of a declared Col, that expert will not be involved in the evaluation nor participate in the discussion of the application during the Panel meeting.**

Col identified during the evaluation process must be immediately communicated to the Panel Chair and the FCT, and the application will be reassigned by the Chair to a different reviewer.

### **Disqualifying Conflicts of Interest**

Circumstances that constitute a disqualifying Col are the following:

1. Personal or financial interest in the application's success;
2. Current or planned close scientific cooperation;
3. Research cooperation (e.g., joint publications) within the last 3 years before the

- opening date of the Call;
4. Dependent employment relationship or supervisory relationship (e.g., teacher-student relationship up to and including the post-doctoral phase), within the last 3 years before the opening date of the Call;
  5. Affiliation, or pending transfer, to any Department, Institution or Research Centre involved in the application;
  6. Be an active member in a Council or similar Supervisory Board of the Department, Institution or Research Centre to which the applicant has been affiliated to within the last 3 years or will be connected to in the scope of the application.

### **Potential Conflicts of Interest**

In the case of a **potential Col**, the Panel member must notify FCT, which will analyse and decide if the reviewer is able to perform an unbiased evaluation, removing the declared Col, or if the conflict should rather be maintained and the Panel member excluded from the assessment of the application. A potential Col exists in the following circumstances:

7. Relationships other than first-degree, marriage or domestic partnership; other personal ties or conflicts;
8. Professional relationships, other than those listed under no. 4;
9. Participation in University Bodies other than those listed under no. 6, e.g., Scientific Advisory Committees in research environment;
10. Involvement in a Project with a closely related research topic (competition issues);
11. Participating in an on-going scientific or inter-personal conflict with the applicant(s);
12. Any other circumstances the reviewer feels that may not be impartial.

## 6.3 EVALUATION STAGES AND METHODOLOGY

The evaluation of the CEECIND applications will take place entirely via the myFCT website (<https://myfct.fct.pt>), which is also the platform where the applications are submitted. All meetings will take place via videoconference.

The FCT Scientific Officers will assist and provide guidance to the Evaluation Panels throughout all stages of the process.

### 6.3.1. APPLICATIONS ELIGIBILITY AND ASSIGNMENT

FCT is responsible for verifying the eligibility of the submitted applications according to the binding criteria described in the Call for applications. An application can be declared ineligible at any stage of the evaluation.

Each application will be remotely and **individually assessed by two Panel members**, one lead reviewer (1st reader) of the application and a second (2nd) reader. A third assessment by another Panel member will be required whenever the two initial individual assessments are too far apart, or in other situations deemed necessary by the Panel Chair and/or by FCT.

The Panel Chair is responsible for assigning the readers of each application. An external reviewer may be assigned by the Chair whenever a particular expertise is not covered by the Panel or an additional opinion is needed. External reviewers can be chosen among the members of other Evaluation Panels of the Call or be someone not already involved in this Evaluation process.

The assignment of the applications to Panel members and external reviewers will necessarily take into consideration any declared Conflicts of Interest (CoI), and the matching of the reviewers' expertise with the field of the application.

### 6.3.2. EVALUATION STAGES

After the assignment to the readers, the evaluation of the applications comprises the following stages (Figure 2):

1. Individual stage;
2. Consensus stage;
3. Final Panel meeting.

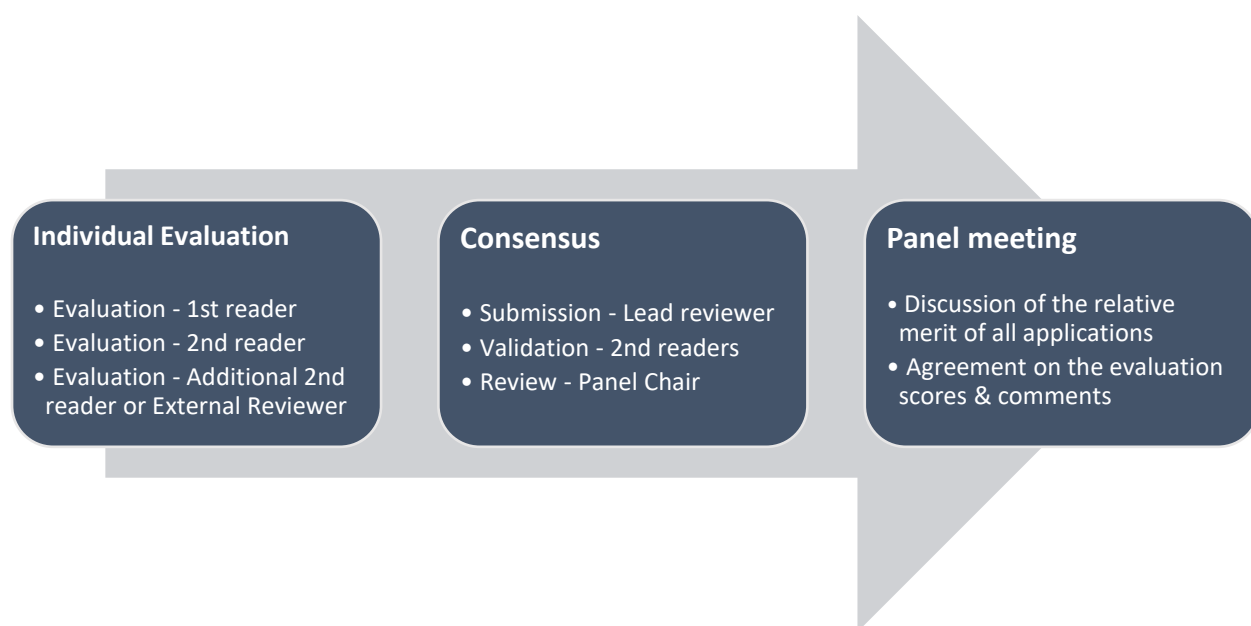


Figure 2. Evaluation stages.

Prior to the individual evaluation, FCT will meet with the Evaluation Panels for a briefing via videoconference, for Panel members to (i) get acquainted with the FCT Scientific Officers, and (ii) clarify this Guide's orientations and the evaluation methodology.

#### 1. Individual Stage

Panel members must submit an individual report with their assessment for each application assigned to them within the established deadline (prior to the beginning of the consensus stage). This report includes:

- Evaluation comments for each criterion, **including strengths and**

**weaknesses;**

- Scores for each criterion;
- When applicable, comments concerning ethical issues;
- Confidential comments to the Evaluation Panel and/or FCT, if necessary.

The quality of the comments to be transmitted to the applicants is of paramount importance. You can find detailed instructions on this matter in section 6.4.

The reviewers should perform their assessments **considering different standards for each research level** (Junior vs. Assistant researcher) and **only based on the information included in the application**.

***Non-assessable applications***

An application can be considered non-assessable when written in a language different from English or when it strays considerably outside the scope of the Panel. In the latter case, the decision to consider the application as non-assessable must be confirmed by the Panel Chair.

Multi/interdisciplinary applications should not be considered non-assessable without strong scientific evidence that they do not fit into the Panel's scope.

If an application is considered out of the scope of the Evaluation Panel, it cannot be moved to a different Panel.

The following procedure should be taken for all non-assessable applications when filling in the individual stage report:

- ✓ Mark the application as non-assessable;
- ✓ State in the report the reason why the Panel could not assess the application.

The Evaluation Panel must jointly validate this decision to consider an application as non-assessable during the Panel meeting.

## 2. Consensus Stage

The Panel member appointed as **1st reader prepares the consensus report** for each application based on the individual assessments including the external expert's assessment, when existing.

If the 1st reader is unable to reach a consensus report based on the individual reviews, the Chair should be informed and settle these differences, or request an additional assessment from either a Panel member or an external reviewer.

The consensus report, similar in structure to the individual reports, is the starting point for the discussion during the Panel meeting. Comments **must include strengths and weaknesses for each evaluation criterion**, be reflected in the given scores (using as reference the qualitative descriptors in Table I of this Guide) and reflect, as much as possible, the perspectives of all the readers.

Reviewers will need to comply with the established deadlines, according to each role (1st or 2nd reader).

## 3. Final Panel Meeting

The Evaluation Panel meeting will be coordinated by the Chair, and Co-chair when existing, to proceed with the following activities:

- **Ensure a fair judgment and an appropriate discussion** of each application;
- Settle the final scores for each criterion, as well as the evaluation comments to be conveyed to the applicants, and **ensure that the scores agree with the comments**. Final comments should be included in the Panel evaluation report by the 1st reader (according to the Guidelines specified in Section 7);
- Guarantee that the adopted criteria are coherent within and across each researcher contract level (Junior vs. Assistant);

- **Prepare a provisional ranked list of all applications** under evaluation for each research contract level;
- Approve a Panel meeting report (minutes), prepared by the Scientific Officer and to be signed by the Chair, addressing the following issues:
  - . Composition of the Evaluation Panel;
  - . Identification of Conflict of Interest;
  - . Working methodology adopted by the Panel;
  - . The provisional ranked list of the applications for each career level.
- Agree on the feedback to FCT on the different aspects of the evaluation process that may help improving procedures in future Calls.

#### **6.4 FEEDBACK TO THE APPLICANTS**

**The quality of the comments to be transmitted to the applicants is of paramount importance in this process.**

All reviewers should comply with the following additional guidelines in the elaboration of the Panel evaluation reports (final report which will be communicated to the applicant).

**Comments must:**

- Identify the strengths and the weaknesses of the application for each criterion.
- Be coherent with the scoring descriptors (see Table I in section 5).
- Be clear and consistent (please check for any contradicting statements).
- Take into consideration the research level of the application (Junior or Assistant).
- Use dispassionate and analytical language.
- Be polite.
- Avoid dismissive statements about the applicant, the proposed research plan, or the

concerned scientific field.

- Address the submitted application and not the proposal reviewers may consider that should have been presented.

**What should be avoided:**

- Metrics in the Panel reports, as (also applicants are discouraged to use Journal or publication metrics, such as impact factors and research performance metrics, in their narrative CV).
- A description or a summary of the application.
- The use of the first person or equivalent (e.g., “I think...”, “This reviewer finds...”). Instead, use expressions such as “The Panel...”.
- Recommendations or advice for improving the application.
- Comments not related to the criterion under evaluation.
- Comments that are too short or too long or the use of inappropriate or vague language.
- Categorical statements that have not been properly verified.
- Scores that do not match the comments.
- Marking down a proposal for the same critical aspect under two different criteria.

## **6.5 SELECTION OF APPLICATIONS FOR FUNDING**

Only the applications with final scores equal to or above 7 are eligible for funding, up to the number of available contracts (400 for the entire Call).

The distribution of available positions by Evaluation Panel and by contract level will be set by the Board of Directors of FCT, following the ranked list for each contract level decided by each Panel, and respecting a proportional distribution of the number of positions per Evaluation Panel and per research contract level in relation to the total number of eligible applications.



## 6.6 PRELIMINARY HEARINGS

Once the evaluation results and the ranked lists agreed at the Panel meetings are communicated, applicants may use their right to dispute the proposed decision in the **preliminary hearing phase**, during the following 10 working days. The applicants must submit their comments in English and address their peers using polite, dispassionate, and analytical language.

After the reception of the applicants' claims, Panel members will be asked to analyse and answer to the preliminary hearings containing comments of scientific nature regarding the evaluation criteria. The Evaluation Panels are responsible for correcting any possible errors or clarifying alleged inaccuracies. The FCT Officers will assist the Panel Chairs in the quality control of each Panel's responses to the submitted preliminary hearings.

**The analysis of the preliminary hearings is neither a second assessment of the application nor an additional opportunity for the applicant to present new information.** It should only serve to identify any error by the Evaluation Panel that may have occurred during the evaluation and that is addressed by the applicant in their claim. Any identified error should be corrected and, depending on its nature, the score of the respective evaluation criterion may be changed accordingly or remain the same.

The evaluation process will only be completed upon the final decision that follows the preliminary hearings period.

## APPENDIX I – APPLICATION SECTIONS AVAILABLE FOR REVIEWERS

### PERSONAL INFORMATION

#### Applicant

Name

Gender

Nationality

ORCID

#### CIÊNCIA VITAE

CIÊNCIA VITAE (pdf file)

#### PhD Degree

Completion Date

PhD graduation country

PhD graduation institution

### APPLICATION GENERAL INFORMATION

#### General Description

Research contract level

Title of the research plan (max. 255 characters)

Abstract (max. 3000 characters)

Keywords (max. 5)

Current Institution

Main Scientific Area

Secondary Scientific Area

Subarea

Evaluation Panel

## **NARRATIVE CV**

Career profile (max. 4000 characters)

Contributions to the generation of new ideas, tools, methodologies or knowledge (max. 5000 characters)

Contributions to the development of individuals and/or research teams (max. 2000 characters)

Contributions to the research community and the broader society (max. 3000 characters)

Further details on up to five scientific activities and contributions (max. 1000 characters each)

## **RESEARCH PLAN**

Background (max. 3000 characters)

Research plan and methods (max. 7000 characters)

Expected outcomes (max. 2000 characters)

References (max. 3000 characters)

Ethical issues (If applicable, max. 2000 characters)

## **CAREER DEVELOPMENT PLAN**

Career development plan (max. 4000 characters)

## **HOST INSTITUTION**

Identification of the Host institution

Description of the host conditions (max. 800 characters)

Integration of the research plan into the host institution's strategy (max. 800 characters)

Support statement of the Host Institution

## APPENDIX II – MAIN AND SECONDARY SCIENTIFIC AREAS, CORRESPONDING SUBAREAS AND EVALUATION PANELS

This Appendix lists the main and secondary scientific areas, and the corresponding subareas, adapted from the OECD's revised Field of Science and Technology Classification - FOS, as well as the respective Evaluation Panels.

Main Scientific Area	Secondary Scientific Area	Subarea	Evaluation Panel
Exact Sciences	Mathematics	Pure Mathematics	Mathematics and Computer and Information Sciences
		Applied Mathematics	
		Statistics and Probability	
		<i>Other, please specify:</i>	
	Computer and Information Sciences	Computer Sciences	
		Information Sciences	
		Bioinformatics	
		Informatics	
		<i>Other, please specify:</i>	
	Physical Sciences	Atomic, Molecular and Chemical Physics	
		Condensed Matter Physics	
		Particles Physics	
		Nuclear Physics	
		Fluids and Plasma Physics	
		Optics	
		Acoustics	
		Astronomy	
		<i>Other, please specify:</i>	
	Chemical Sciences	Organic Chemistry	Chemical Sciences
		Inorganic Chemistry	
Physical Chemistry			
Polymer Science			
Electrochemistry			
Colloid Chemistry			
Analytical Chemistry			
Nuclear Chemistry			
Medicinal Chemistry			
<i>Other, please specify:</i>			

Main Scientific Area	Secondary Scientific Area	Subarea	Evaluation Panel
Natural Sciences	Earth and Environmental Sciences	Geosciences, Multidisciplinary	Earth Sciences
		Mineralogy	
		Palaeontology	
		Geochemistry	
		Geophysics	
		Geology	
		Physical Geography	
		Volcanology	
		Meteorology and Atmospheric Sciences	
		Oceanography	
		Hydrology and Water Resources	
	<i>Other, please specify:</i>		
	Earth and Environmental Sciences	Climatic Research	Environmental Sciences
		Climate Change	
		Environmental Management	
		Ecotoxicology	
		Environmental Monitoring and Impact	
		Natural Resources and Sustainability	
		Waste Management and Valorisation	
		Water and pollution	
<i>Other, please specify:</i>			

Main Scientific Area	Secondary Scientific Area	Subarea	Evaluation Panel	
Natural Sciences	Biological Sciences	Cell Biology	Experimental Biology and Biochemistry	
		Biochemistry		
		Biochemical Research Methods		
		Microbiology		
		Molecular Biology		
		Biophysics		
		Genetics and Heredity		
		Reproductive Biology		
		Virology		
		Developmental Biology		
		<i>Other, please specify:</i>		
	Biological Sciences	Biological Sciences	Plant Sciences and Botany	Biological Sciences
			Zoology, Ornithology, Entomology	
			Marine Biology, Freshwater Biology and Limnology	
			Ecology	
			Biodiversity Conservation	
			Biology (Theoretical, Mathematical)	
			Evolutionary Biology	
			Behavioural Sciences Biology	
			Mycology	
<i>Other, please specify:</i>				

Main Scientific Area	Secondary Scientific Area	Subarea	Evaluation Panel
Engineering and Technology	Civil Engineering	Civil Engineering	Civil and Mechanical Engineering and Engineering Systems
		Architecture Engineering	
		Construction Engineering	
		Transport Engineering	
		Municipal and Structural Engineering	
		<i>Other, please specify:</i>	
	Electrical Engineering, Electronic Engineering, Information Engineering	Electrical and Electronic Engineering	Electrical, Electronic and Information Engineering
		Robotics	
		Automation and Control Systems	
		Communication Engineering and Systems	
		Telecommunications	
		Computer Hardware and Architecture	
	<i>Other, please specify:</i>		
	Mechanical Engineering	Mechanical Engineering	Civil and Mechanical Engineering and Engineering Systems
		Applied Mechanics	
		Thermodynamics	
		Aerospace Engineering	
		Nuclear Engineering	
		Audio Engineering and Reliability Analysis	
		Engineering Systems	
		Renewable Energies	
		<i>Other, please specify:</i>	
	Chemical Engineering	Chemical Engineering	Chemical Engineering
		Chemical Process Engineering	
<i>Other, please specify:</i>			
Materials Engineering	Materials Engineering	Materials Engineering and Nanotechnology	
	Ceramics		
	Coating and Films		
	Composites		
	Paper and Wood		
	Textiles		
	<i>Other, please specify:</i>		

Main Scientific Area	Secondary Scientific Area	Subarea	Evaluation Panel
Engineering and Technology	Medical Engineering	Medical Engineering and Biomedical Engineering	Medical Engineering and Biotechnology
		Laboratory Technology	
		<i>Other, please specify:</i>	
	Environmental Engineering	Environmental Engineering	Environmental Biotechnology and Engineering and Industrial Biotechnology
		Geotechnics	
		Petroleum Engineering, Energy and Fuels	
		Remote Sensing	
		Mining and Mineral Processing	
		Geological Engineering	
		Marine Engineering, Sea Vessels	
		Ocean Engineering	
	<i>Other, please specify:</i>		
	Environmental Biotechnology	Environmental Biotechnology	Environmental Biotechnology and Engineering and Industrial Biotechnology
		Bioremediation, Diagnostic Biotechnologies (DNA Chips and Biosensing Devices) in Environmental Management	
		Environmental Biotechnology related Ethics	
		<i>Other, please specify:</i>	
	Industrial Biotechnology	Industrial Biotechnology	Environmental Biotechnology and Engineering and Industrial Biotechnology
		Bioprocessing Technologies, Biocatalysis and Fermentation	
		Bioproducts, Biomaterials, Bioplastics, Biofuels, Bio-derived Bulk and Fine Chemicals and Bio-derived Novel Materials	
		<i>Other, please specify:</i>	
Nanotechnology	Nanomaterials	Materials Engineering and Nanotechnology	
	Nanoprocesses		
	Nano-Optics and Nanophotonics		
	Modelling at Nanoscale		
	<i>Other, please specify:</i>		



Main Scientific Area	Secondary Scientific Area	Subarea	Evaluation Panel
<b>Medical and Health Sciences</b>	<b>Basic Medicine</b>	Anatomy and Morphology	<b>Basic and Clinical Medicine</b>
		Human Genetics	
		Immunology	
		Neurosciences	
		Pharmacology	
		Toxicology	
		Physiology	
		Pathology	
		Oncobiology	
		<i>Other, please specify:</i>	
	<b>Clinical Medicine</b>	Andrology	
		Obstetrics and Gynecology	
		Paediatrics	
		Cardiac and Cardiovascular System	
		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	
		Infectious Diseases	
		Allergology	
		Rheumatology	
		Endocrinology and Metabolism	
		Gastroenterology and Hepatology	
Urology and Nephrology			
Oncology			

Main Scientific Area	Secondary Scientific Area	Subarea	Evaluation Panel	
Medical and Health Sciences	Clinical Medicine	Ophthalmology	Basic and Clinical Medicine	
		Otorhinolaryngology		
		Psychiatry		
		Clinical Neurology		
		Geriatrics and Gerontology		
		General and Family Medicine		
		Internal Medicine		
		Integrative and Complementary Medicine		
		<i>Other, please specify:</i>		
	Health Sciences	Tropical Medicine		
		Parasitology		
	Health Sciences	Health Sciences	Health Care and Services	Health Sciences
			Health Services and Policies	
			Nursing	
			Nutrition, Dietetics	
			Public Health and Environmental Health	
			Epidemiology	
			Occupational Health	
			Sport and Fitness Sciences	
			Social Biomedical Sciences	
			Medical Ethics	
			Addiction	
			<i>Other, please specify:</i>	
Medical Biotechnology	Medical Biotechnology	Health-related Biotechnology	Medical Engineering and Biotechnology	
		Technologies involving the Manipulation of Cells, Tissues, Organs or the Whole Organism		
		Gene-based Diagnose and Therapies		
		Biomaterials		
		Medical Biotechnology related Ethics		
		<i>Other, please specify:</i>		

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

Main Scientific Area	Secondary Scientific Area	Subarea	Evaluation Panel
Social Sciences	Psychology	Criminal Psychology	Psychology
		Social and Organizational Psychology	
		Cognitive Psychology and Neuropsychology	
		Clinical Psychology	
		Psychology of Development and Learning	
		Educational Psychology	
		Community and Health Psychology	
		<i>Other, please specify:</i>	
	Economics and Business	Economics	Economics and Business
		Business and Management	
		<i>Other, please specify:</i>	
	Educational Sciences	General Education (including Training, Pedagogy, Didactics)	Educational Sciences
		Special Education (to gifted persons, those with learning disabilities)	
		<i>Other, please specify:</i>	
	Sociology	Sociology	Sociology
		Demography	
		Anthropology	
		Ethnology	
		Social Topics (women's and gender studies, social issues, family studies, social work)	
		<i>Other, please specify:</i>	
	Law	Public Law	Media and Communications, Law and Political Science
Criminal Law			
Private Law			
European and International Law			
Human Rights			
<i>Other, please specify:</i>			

Main Scientific Area	Secondary Scientific Area	Subarea	Evaluation Panel
Social Sciences	Political Sciences	Political Science	Media and Communications, Law and Political Science
		Military Sciences	
		Compared Politics	
		Political Theory	
		International Relations	
		Public Policy	
		European Studies	
		<i>Other, please specify:</i>	
	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	
		<i>Other, please specify:</i>	
	Media and Communications	Journalism and Media	Media and Communications, Law and Political Science
		Documental and Information Sciences	
<i>Other, please specify:</i>			

Main Scientific Area	Secondary Scientific Area	Subarea	Evaluation Panel
Humanities	History and Archaeology	Ancient History	History
		Medieval History	
		Modern History	
		Contemporary History	
		History of Science and Technology	
		<i>Other, please specify:</i>	
		Prehistory and Archaeology	Prehistory and Archaeology
		<i>Other, please specify:</i>	
	Languages and Literature	Literature	Languages and Literature
		Portuguese Studies	
		Romanic Studies	
		Anglophone Studies	
		Classical Studies	
		Asian and African Studies	
		Germanic Studies	
		Linguistics	
		<i>Other, please specify:</i>	
	Philosophy, Ethics and Religion	Epistemology in Philosophy of Science	Philosophy, Ethics and Religion
		Metaphysics and Philosophical Anthropology	
		Philosophy of Art	
		Logic	
		History of Philosophy	
		Ethics and Political Philosophy	
Theology and Religion Philosophy			
<i>Other, please specify:</i>			
Arts	Fine Arts	Arts	
	Musicology		
	Visual Performative Arts (Cinema, Television, Drama, Dance, etc.)		
	Art History		
	Conservation and Restoration		
	Museology		
	<i>Other, please specify:</i>		

Main Scientific Area	Secondary Scientific Area	Subarea	Evaluation Panel
<b>Humanities</b>	<b>Arts</b>	Architecture	Architecture, Urbanism, Design and Cultural Heritage
		Urbanism	
		Design	
		Cultural Heritage	
		<i>Other, please specify:</i>	