fct Fundação
para a Ciência
e a Tecnologia

FAQ
Frequently Asked Questions

Call for PhD Studentships in all Scientific Domains 2023

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March 2023

INDEX

ACRONYMS

COI – Conflict of Interests

FCT – *Fundação para a Ciência e a Tecnologia, I.P.*

NAE – Non-Academic Entity

MyFCT – FCT Information and Management System

CV – *Curriculum Vitae*

DGES – Directorate General for Higher Education (*Direção Geral do Ensino Superior*)

HEI – Higher Education Institution

1 - INFORMATIONS ON THE APPLICATION

1.1 - On which platform should I submit the application?

Application must be completed and submitted directly in the MyFCT platform (available at: https://myfctMyFCT.fct.pt/).

To access the MyFCT platform you need to have a CIÊNCIA ID, your unique national identifier and authenticator that allows you to have access to various science services. If you do not yet have this identifier, you can register through the address: https://www.ciencia-id.pt/CienciaID/Passo1.aspx).

CIÊNCIA ID allows access to the MyFCT platform and to the platform where the curriculum must be filled in – **CIÊNCIA**VITAE (available through: https://cienciavitae.pt/) that will be associated with the application.

For a better user experience in MyFCT, FCT recommends the use of the Chrome or Firefox browsers, preferably.

1.2 - How can I get additional help/information in order to fill in the application form?

For help filling in the application form, please consult the documents supporting the Call, namely the Notice of the Call, the Evaluation Guide and the Application Guide. This latter document contains a more detailed description of each field of the form.

For questions related to this Call that you consider relevant and for which you cannot find an answer in those documents, please use the exclusive helpline info.bolsas@fct.pt, which will be available until 5pm of March 31st; you are asked to indicate, in the subject of the message, the reference of your application, as well as your role in it (applicant, supervisor, co-supervisor, issuer of the letter of recommendation, etc.).

It should be emphasized that questions should be clearly presented and contextualized with the subject you wish to be clarified on. They should also be timely placed, to allow a response in time to ensure effective assistance in the submission of the application.

1.3 - May I submit an application in both funding lines of the Call for PhD Studentships in all Scientific Domains 2023?

No. **You may only submit a single application**, i.e., you must first choose the funding line in which you wish to submit your application and verify if you meet the admissibility requirements described in the Notice of the Call. If you submit two applications, one in the regular line corresponding to the academic environment and the other in the specific line, in a non-academic environment, both applications will be cancelled.

1.4 - I submitted my application in the specific line in a non-academic environment. If the application does not meet all the specific admissibility requirements, can it be transferred to the regular application line?

No. After the final submission of the application it is not possible for it to be transferred between funding lines.

1.5 - Under what circumstances may my application be considered non-assessable?

In both funding lines, an application will be considered non-assessable when a violation of at least one of the mandatory admissibility requirements of the applicant or application is identified.

Additionally, in the regular application line, an application will be considered non-assessable when it strays considerably from the scientific field in which it was submitted.

1.6 - I applied for last year's Call for PhD Studentships. Will the personal and academic data I have filled in last year be automatically transferred to the 2023's form?

No. Each call is independent, so you must fill in all the fields on the form.

1.7 - Which criteria must my application meet to be admissible in the specific line of application in a non-academic environment of the Call for PhD Studentships in all Scientific Domains 2023?

Besides complying with the admissibility requirements set out in point 4.2 of the Notice of the Call, to apply in the **specific line** in a non-academic environment, you must also meet the following cumulative conditions set out in point 4.3 of the mentioned Notice:

a) The work plan must take place partially in a non-academic environment, namely in companies, Collaborative Laboratories, Technology and Innovation Centres, Interface Centres, Public Administration or third sector entities;

b) It is mandatory to indicate **at least one non-academic host institution with activity in Portugal and at least one academic host institution (national or foreign);**

c) **Associate at least two supervisors** and respective *Curriculum Vitae*, one of which must be associated with the non-academic institution with activity in Portugal and the other must be associated with the academic institution;

d) **Remain in the same non-academic entity with activity in Portugal for a minimum period of 12 months** (consecutive or interpolated), this period must be clearly indicated in the timeline.

Applicants must also highlight the contribution of non-academic entities to the development of the work included in the research plan, as well as demonstrate the relevance of the work plan itself for the objectives and activity areas of those entities, in the "**Justification**" field that appears when the applicant indicates that the host institution is non-academic.

1.8 - What are academic and non-academic entities?

Academic entities are all the entities of production and dissemination of knowledge, national or international, including public and private higher education institutions, R&D units, Associated Laboratories, as well as other private non-profit institutions mainly developing R&D activities.

The **non-academic** host institutions are considered to be all entities not included in the academic environment, as previously characterized. For instance, this line includes Companies, Collaborative Laboratories, Technology and Innovation Centers and other Interface Centers,

Public Administration entities, State Laboratories, Hospitals, Museums, Libraries, Regulatory Entities, or third sector entities.

For more information on **studentships in a non-academic** environment, see also: https://www.fct.pt/en/bolsas-de-doutoramento-em-ambiente-nao-academico/.

1.9 - What are Third Sector Entities?

The third sector includes all private entities of public utility originating from the civil society. Thus, the third sector includes all non-profit and non-governmental organizations in which the objective is to provide services of a public nature, acting voluntarily with the civil society, aiming at its improvement. Within the scope of this call, the following will be considered as third sector entities: Associations, Foundations, Local Development Institutions, Charities, Museums, Non-Governmental Organizations (NGOs), Private Institutions of Social Solidarity (IPSS), Mutual Associations, Cooperatives, among others.

Applicants who choose third sector entities as host institutions may apply for the specific line of application in a non-academic environment of the Call for PhD Studentships in all Scientific Domains 2023.

1.10 - Host institutions that are simultaneously Associated Laboratories and Technology and Innovation Centers are considered, within the scope of this call, academic or non-academic entities?

They are considered academic entities.

1.11 - Host institutions that are simultaneously R&D Units and Technology and Innovation Centers are considered, within the scope of this call, academic or non-academic entities?

They are considered academic entities.

1.12 - In which language should I submit the application?

The application form should be filled out either in Portuguese or in English as well as all uploaded documents, namely: CVs (applicants and supervisors), recommendation letters, timeline, declaration of institutional support and other annexes.

The documents presented in a different language, rather than Portuguese or English, will not be considered for evaluation purposes.

1.13 - To apply to this call, do I need to have an ORCID ID?

No, an ORCID ID is optional for applicants and supervisors. You may submit the application even if the ORCID section is in a "Not Filled in" status.

You may create an ORCID identifier by registering as a new user at https://orcid.org/register, where an ORCID identification number will be assigned to you. This number appears on the left-hand side of the screen under your name. It consists of 16 digits in four groups of four, e.g., http://orcid.org/xxxx-xxxx-xxxx-xxxx.

1.14 - How to make my ORCID ID visible in the application?

If you intend to associate your ORCID identifier in your application, you must access the menu "Profile> ORCID" on the top-right side of your personal MyFCT area and authorize ORCID ID access. There is also a field in the **CIÊNCIA**VITAE CV to indicate your ORCID.

Please note that any elements present in ORCID that are not mentioned in the application in the submitted CV (**CIÊNCIA**VITAE and CV Synopsis) will not be considered by the evaluation panel.

1.15 - When selecting the field and subfield, will I be selecting the evaluation panel as well?

Yes, in the applications submitted in the regular line of application, the main scientific field/secondary scientific field/subfield combination will determine the evaluation panel in which your application will be evaluated, and the designation of the panel that results from this combination is indicated in the application form. You should ensure that the panel resulting from your subfield selection is the most appropriate for evaluating your application, by consulting the Evaluation Guide.

Applications submitted in the specific line in a non-academic environment will be evaluated by one or more specific evaluation panels, the constitution and organization of which will take into consideration both the scientific areas selected by the applicants and the number of submitted applications.

1.16 - I am not sure about which scientific field to choose. What should I do?

The prime purpose of indicating a main scientific field is to associate your application with an evaluation panel of the scientific area where your work plan best fits, so that it is evaluated by the most appropriate set of experts, as described in the Evaluation Guide.

1.17 - What should I select under Subfield?

You should select the scientific subfield that better matches the thematic area of the work plan and which is included in the Main Scientific Field. Only when none of the subfields mentioned in the Evaluation Guide fits the work plan of your application, should you select the option "Other", then indicating the most appropriate designation.

1.18 - What are both in Portugal and abroad studentships?

In these kind of studentships, the applicant carries out a work plan in Portugal and in another country, under co-supervision. The length of stays abroad is limited to 24 months (No. 8 of Article 6 of the FCT Regulation for Studentships and Fellowships).

For a both in Portugal and abroad fellowship it is mandatory to:

i)   Indicate a foreign host institution;
ii)   Associate a member of the supervising team affiliated with the indicated foreign institution.

The applicant should also justify the reasons for choosing the institution(s) abroad for the development of the work plan. If the described conditions are not guaranteed, the application is automatically converted to a PhD studentship in Portugal, being evaluated accordingly.

1.19 - I intend to apply in the regular line of application, in an academic environment. May I apply for a PhD studentship that takes place entirely or partially abroad?

Yes, you may apply for:

   i)   a **both in Portugal and abroad studentship** if the work plan will be carried out partially in foreign institutions, or
   ii) an **abroad studentship** if the work plan takes place entirely in a foreign institution.

In both cases, you must prove that you are a citizen permanently and usually living in Portugal at the starting date of the studentship, under the terms of No. 2 of Article 9 of the Regulation for Studentships and Fellowships. This requirement is applicable to both national and foreign citizens.

When conditionally granting the studentship, at the time of signing the contract, it is mandatory to present the documental proof, namely the permanent residence permit valid on the date required for the start of the studentship, or the residence certificate ("*Atestado de Residência*", for national citizens). These documents are not required for application submission.

When selecting an "Abroad" or "Both in Portugal and Abroad" studentship, you must fill in a specific form field to justify your choice, explaining the reasons for developing your research partly or fully abroad. The justification must be clear and detailed.

1.20 - I intend to submit an application in the specific line, in a non-academic environment. May I apply for a studentship that takes place entirely abroad?

No. It is not possible in this line to apply for a studentship abroad. In the specific line in non-academic environment, you can only opt for a studentship in Portugal or for a both in Portugal and abroad studentship. If you apply for a both in Portugal and abroad studentship you must prove that you are a citizen permanently and usually living in Portugal at the starting date of the studentship, under the terms of No. 2 of Article 9 of the Regulation for Studentships and Fellowships. This requirement is applicable to both national and foreign citizens.

When conditionally granting the studentship, at the time of signing the contract, it is mandatory to present the documental proof, namely the permanent residence permit valid on the date required for the start of the studentship, or the residence certificate ("*Atestado de Residência*", for national citizens). These documents are not required for application submission.

When selecting the "Both in Portugal and Abroad" studentship option, you must fill in a specific field to justify the reasons why you choose to develop your work plan abroad, at the indicated institution(s).

1.21 - What is the difference between the work plan starting date and the studentship starting date?

In most situations, these dates will coincide, as the beginning of the studentship is the starting point for the execution of the work plan submitted in the application. However, if your studentship is intended to complete a work plan that you have already been developing, and which is part of the doctoral studies in which you are or intend to be enrolled in, you should specify the date on which the work plan has begun.

The studentship starting date is the date from which you will receive the monthly stipend and it cannot, therefore, be earlier than the work plan starting date. This date must comply with the period referred in the Notice of the present call, which is between September 1st 2023 and August 1st 2024.

1.22 - What should I indicate under Periods of Stay Abroad?

In both in Portugal and abroad studentships applications, you should always specify the starting date and the length of the periods you plan to stay abroad, which is a rule applicable to both the regular line and to the specific line of applications in a non-academic environment as well; this period cannot exceed the 24-month limit.

1.23 - I am a citizen of a non-EU member country. May I apply to a PhD studentship?

Yes, applicants who are citizens of third-party states are admissible to the 2023 Call for PhD Studentships, when complying with the requirements mentioned in points 4.1, 4.2 of the Notice of the Call, as well as point 4.3, in the case of the specific line of application.

1.24 - Do I need to submit a proof of residence in the application?

No. At the application stage, it is not necessary to present any document proving the residence in Portugal. Only at the contracting stage, applicants who will benefit from a both in Portugal and abroad studentship, or an abroad studentship, will need to prove that they have permanent and regular residence in Portugal. Applicants who wish to carry out their research fully in Portugal do not need to present proof of residence in the country, not even in the contracting stage. This requirement is applicable to both national and foreign citizens.

1.25 - Is there a possibility of increasing the studentship amount, as long as the costs are not supported by FCT?

Yes. The possibility of increasing the amount of the studentship allowance by the host entity is granted by the Research Fellowship Holder Statute (EBI). However, it is safeguarded, that No. 4 of Article 13 of the EBI establishes that the increase cannot entail any change to the work plan.

2 - ACADEMIC DEGREES

2.1 - Which certificates should I include in the application?

Whenever possible, you should include the certificates of qualification of all your academic career, accompanied by the respective supplement to the diploma, when available.

In the case of post-Bologna degrees, the 1st and 2nd study cycle certificates should be included.

In the case of integrated Master's degrees i) a single certificate may be submitted including both cycles and indicating the final grade (studies equal to or greater than 300 ECTS) or ii) the certificates of the 1st and 2nd cycle of the integrated Master study may be presented separately.

In the case of pre-Bologna courses, the Graduate certificate and the Master's certificate should be presented.

Although the presentation of all academic certificates is not mandatory in the application, it should be noted that their submission is required to determine the score of sub-criterion A1 (Academic Career), in accordance with what is established in Table 1 of the Evaluation Guide (annex to the Notice of the Call) point 2.1.1. **If you do not present any academic degree certificate, the sub-criterion A1 will be scored 0 (A1=0).**

2.2 - Should I include in the application form a certificate indicating the classifications obtained in all the completed disciplines?

The submission of this document is optional and does not replace the submission of an academic degree certificate with an express indication of the final grade obtained, in order to enable the application of Table 1 of the Evaluation Guide (Annex to the Notice of the Call).

2.3 - I have PDF documents corresponding to each page of a certificate. How should I submit them?

You are suggested to merge the several PDF files into a single file, using an appropriate software.

2.4 - Should I include certificates for all academic degrees I hold?

The submission of all academic certificates is not mandatory in the application. However, we emphasize the importance of its presentation, since the classification to be assigned in sub-criterion A1 (academic career) depends directly on the final classifications registered in the degree certificates submitted. The score to be awarded in sub-criterion A1 will depend, as established in Table 1 of the Evaluation Guide (annex to the Notice of the Call), on the presentation of the academic certificates stating the final classification obtained, and in case of foreign degrees' certificates, on the submission of the conversion of classifications to the Portuguese grading scale. **If you do not present any academic degree certificate, the sub-criterion A1 will be scored 0 (A1=0).**

2.5 - I hold a two-stage higher education qualification, having obtained a grade of 13 in the 1st study cycle (graduate degree) and 17 in the 2nd study cycle (masters). How will the score of my academic career be calculated?

Applicants are required to specify the grades obtained in the 1st and 2nd study cycles, as well as the ECTS completed, in the application form. The following formula will be used to calculate the applicant's average grade:

Final grade average (first degree +Masters) = (Final Grade 1st cycle + Final Grade 2nd cycle) / 2

In the above example the average grade would be: (13 + 17)/2 = 15, so the academic career score would be 3.5 (out of 5), by applying Table 1 of the Evaluation Guide (annex to the Notice of the Call).

2.6 - I have a foreign degree. How should I proceed?

For academic degrees issued by a non-Portuguese higher education institution you must submit the recognition of your degree and the conversion of the final grade to the Portuguese grading scale, to apply the scores established in Table 1 of the Evaluation Guide (annex to the Notice of the Call) to calculate the classification of sub-criterion A1 (academic career). To obtain the recognition of foreign academic degrees and diplomas, as well as the conversion of the respective final grade to the Portuguese grading scale, you should contact a Portuguese public higher education institution (HEI), or the Directorate General for Higher Education (*Direção-Geral do Ensino Superior*, DGES). The DGES website has more information on how to proceed: https://www.dges.gov.pt/en.

2.7 - My qualification certificate is recognized by the Apostille of the Hague Convention. Am I exempt from recognition by the DGES or by a Portuguese HEI?

No. The presentation of diplomas with an apostille and recognized by the Apostille of the Hague Convention does not exempt the presentation of the degree recognition and the conversion of the respective final grade to the Portuguese grading scale.

2.8 - My academic degrees were obtained abroad: do I need to obtain recognition of all my foreign academic degrees?

The classification to be assigned to sub-criterion A1 (academic career), by applying the Table 1 scores of the Evaluation Guide (annex of the Notice of the Call), will only consider the grades that are duly proven by the submission of the registration of the degrees and the respective conversion of the final grade to the Portuguese grading scale of the academic degrees submitted. **If these documents are not presented, the minimum score (A1 = 0) will be assigned in this sub-criterion.**

2.9 - What is the supplement/annex to the diploma?

It is a supplementary document, which contains detailed information about the programme, the grades, and the education institution, from an international mobility perspective. In Portugal it is regulated by *Portaria* No. 30/2008 of 10 January.

2.10 - Should I include the supplement/annex to the diploma?

This document should be included whenever applicable, that is, whenever it is provided by the degree-awarding institution. This document, despite being of optional submission in the application, is relevant to check or verify the final classification and the number of credits (ECTS) of the degrees indicated in the application.

2.11 - What is the Percentile?

The percentile is a statistical indicator that shows the relative position of the final grades obtained in the rank list of grades in the year in which the student was awarded the degree, in the same education establishment and in the same course.

2.12 - Should I include the "Percentile"?

This document should be included whenever possible, that is, whenever it is provided by the degree-awarding institution.

2.13 - May I apply for a PhD Studentship without a Graduate degree and/or a Master's degree?

Yes, you may.

3 - BONUS

3.1 - Are applicants with a proven degree of disabilities granted any bonuses?

Yes. Applicants with a proven degree of disability shall have a bonus of 20% on criterion A – Merit of the Applicant if the disability is equal or above 90%, or a bonus of 10% if the disability is equal or above 60% and under 90%. Disabilities of less than 60% are not awarded bonuses.

3.2 - Which document should I submit to attest the degree of disability?

The only accepted document to attest the degree of disability is the "*Atestado Médico de Incapacidade Multiuso*" – AMIM, issued according to the Decree-Law No. 202/96, of 23 of October, in its current version. Any other document presented will not be considered for bonus application.

4 - PREVIOUS FELLOWSHIPS

4.1 - When is a studentship/fellowship considered to be directly funded by FCT?

Whenever the contract is established between FCT and the studentship/fellowship holder

4.2 - I previously had a PhD studentship directly funded by FCT. May I still apply for a PhD studentship in this call?

No.

To apply for this call, you cannot have benefited from a PhD or a PhD in industry studentship directly funded by FCT, regardless of its duration.

To apply, you also cannot hold a doctoral degree.

5 - PROFESSIONAL ACTIVITY

5.1 - Is it possible to hold a job at the same time as the studentship/fellowship?

Work carried out by the studentship holder falls under conditions of exclusivity, not being allowed the exercise of a professional or remunerated activity, public or private, including the exercise of liberal profession, according to the established in Article 5 of the Research Fellowship Holder Statute (EBI) approved by Law 40/2004 of 18 August 2004, in its current versions, and under the terms set forth in the FCT Regulation for Studentships and Fellowships (Article 16).

Exceptionally, the activities described in No. 3 and 4 of Article 5 of the EBI may be considered compatible with the regime of exclusive dedication, which, however, cannot compromise the execution of the work plan. The compliance with the exclusive dedication regime is carried out by FCT's analysis for each case, at the contracting stage, requiring the involvement of the supervisor, who is the responsible for supervising the application of this regime. This analysis is based, at this stage, on the activities reported on the starting date of the studentship, although the legal regime applies throughout the entire grant. See also the FAQ on the exclusive dedication regime.

5.2 - My professional activity is compatible with the studentship according to Article 5 of the Research Fellow Statute. Which procedures should I follow?

You will have to:

i) Specify in the respective field of the application form the activity to be carried out, indicating the institution, the nature of the labour relationship, function/role and number of weekly hours;

ii) Attach a document provided by the institution where you will carry out the activity, indicating the information mentioned in the previous point. If it is impossible to obtain the abovementioned document, this may be substituted by an affidavit indicating the activity, labour relationship, function/role and number of weekly hours.

iii) Fill in all the fields related to the professional activity before the association of your supervisor.

Your supervisor must, in her/his personal area, "Supervisor area", indicate if the work plan is feasible or not feasible with the accumulation of the declared activities, and justify her/his answer. Without your supervisor's answer, it will not be possible to validate and submit your application.

In case the applicant changes her/his answer in the field of professional activity, namely, by submitting a new professional activity, after the supervisor's answer, the latter will receive a new notification. It is not mandatory for the supervisor to change the declaration previously submitted if she/he wishes to keep the information already filled in.

The abovementioned does not invalidate the fact that, in case of studentship granting and for the contracting process, clarifications and/or additional supporting documents regarding the declared professional status are required.

5.3 - I am not able to provide the required documents relating to my professional status. How should I proceed?

When it is not possible to obtain such documents, during the application submission period, the applicant may provide instead a statement indicating the activity, nature of the employment contract, position and the number of weekly working hours, assuming full responsibility for the validity of the information provided.

In case of conditional granting, for studentship contract, the documental proof of the professional status must be presented.

6 - CURRICULUM VITAE

6.1 - What type of curriculum vitae must I submit in my PhD studentship application?

Applicants may only use the curricular management platform **CIÊNCIA**VITAE.

To create a CV in **CIÊNCIA**VITAE platform you need to have a CIÊNCIA ID unique identifier. If you still do not have a CIÊNCIA ID identifier, you may register at: https://www.ciencia-id.pt/CienciaID/HomePage.aspx.

After this first registration, you may then create your CV in the **CIÊNCIA**VITAE platform, available at: https://www.cienciavitae.pt/.

At the platform webpage you may find useful information for the creation and management of your CV, namely, the user manual and frequently asked questions (FAQs). **CIÊNCIA**VITAE has a helpdesk to answer questions available through the address: info@cienciavitae.pt. **The content of CIÊNCIAVITAE CV is your responsibility and you should confirm the accuracy of its information.**

6.2 - What kind of curriculum vitae (CV) can supervisors associate to applications for a PhD studentship?

Supervisors may use the **CIÊNCIA**VITAE curriculum management platform, or they can choose to submit a CV in PDF format (generated, for example, from a Word document), a situation that is only recommended in case of impossibility of using the **CIÊNCIA**VITAE platform.

To create a CV in **CIÊNCIA**VITAE platform the supervisor needs to have a CIÊNCIA ID unique identifier. If he/she still does not have a CIÊNCIA ID identifier, he/she may register at: https://www.ciencia-id.pt/CienciaID/HomePage.aspx.

After this first registration, he/she may then create the CV in the **CIÊNCIA**VITAE platform, available at: https://www.cienciavitae.pt/.

At the platform webpage it is possible to find useful information for the creation and management of the CV, namely, the user manual and frequently asked questions (FAQ). **CIÊNCIA**VITAE has a helpdesk to answer questions available through the address: info@cienciavitae.pt. **The content of CIÊNCIAVITAE CV is each one's responsibility and both applicant and supervisor should confirm the accuracy of its information.**

6.3 - How may I associate the CIÊNCIAVITAE CV to my application?

To associate the **CIÊNCIA**VITAE *curriculum* you need to:

- Grant access to FCT, for each field you want to make public;
- Verify all the levels of access in each field you wish to be available for evaluation;
- Check all the levels of access of fields containing personal data that you wish to share.

When you create your *curriculum vitae* in the **CIÊNCIA**VITAE platform, please make sure that your access level is defined as "Public" or "Semi-Public". Only then will your curricular data, namely education, affiliation, outputs, etc., become accessible to FCT. In case you select the "Private" mode, it will not be possible to access your data.

In the scope of the application, it is mandatory to grant access to FCT in order to access your **CIÊNCIA**VITAE information.

The curriculum vitae will be available after clicking on "Obtain CV **CIÊNCIA**VITAE". The link for the PDF version of your CV will then be available in the application platform, followed by the date and hour of association. Any change in the **CIÊNCIA**VITAE curriculum after the date and time of association will only be considered if you **remove the CV (click on "Remove") and make a new association** by clicking again on "Obtain CV **CIÊNCIA**VITAE " again.

You should also consult, for each CV field, the specific subset of information recorded in your **CIÊNCIA**VITAE CV to which FCT will have access, by consulting the Excel file provided in the "Guide to FCT calls on the MyFCT platform".

6.4 - What is the CV Synopsis?

The CV Synopsis is a mandatory field in the application form. In this field, applicants must clearly and succinctly identify the most relevant elements of their academic and professional career, such as academic and complementary training, scientific production and publications, communications at conferences, participation and organization of events, awards, professional or civic experience and other situations considered relevant for the CV assessment. This information will be analysed by the evaluators in an integrated way with the **CIÊNCIA**VITAE CV, to better appreciate the applicant's academic, scientific, professional, and civic path.

6.5 - Does the CV Synopsis replace the association of CIÊNCIAVITAE CV?

No. It is mandatory to associate the **CIÊNCIA**VITAE, to enable the submission of the application. In the CV Synopsis you should highlight the most relevant aspects of your academic, professional and scientific path, which you consider to be the most pertinent for the evaluation of your application.

7 - DOCUMENTS OF MANDATORY SUBMISSION

7.1 - Am I required to submit the document that better represents my scientific/professional career?

Yes. The submission of this document is mandatory.

7.2 - What type of document may be submitted as illustrative of my scientific/professional career?

The relevant document depends on the applicant's career, and, in particular, on his/her research area. These may include, for example:

- Scientific publications, such as papers in national or international journals, books, book chapters, poster or oral communications at national or international conferences, scientific reports, PhD theses, monographies, among others;
- Clear demonstration of scientific or professional achievements, such as, for example, an artistic performance or work of art; within the artistic demonstrations scope, the submission of a portfolio will be accepted, only when properly structured;
- Technical reports prepared in the scope of the professional career or proof of other accomplishments developed under professional or civic activities.

The document should, in both cases, attest to the applicant's ability concerning the application being submitted.

One should **not** submit in this field academic degree certificates, CVs, or documents illustrating applicant's career path, as they will not be considered for evaluation purposes. If a compilation of various documents is submitted in this field (for example: article, master's thesis, award, etc.), only the first element presented in the file will be evaluated, and the following ones will be ignored.

7.3 - In which format can be submitted the documents that illustrate my scientific/professional career?

Documents in JPEG, PNG or PDF format may be submitted in the proper field of the application form, up to a maximum size of 12 MB.

7.4 - Do I have to submit a motivation letter?

Yes, it is mandatory to present a motivation letter in the appropriate field of the application form, with a limit of 750 words.

8 - RECOMMENDATION LETTERS

8.1 - How many recommendation letters are required?

It is not mandatory to submit any recommendation letters, but its submission is relevant for evaluation purposes. If you choose to submit recommendation letters, a maximum of 2 letters will be accepted, so if any of the submitted files contain a compilation of letters, only the first letter presented in each submitted file will be evaluated, ignoring the following ones.

Note: Although the submission of the recommendation letters is optional, whenever a request for a letter of recommendation is sent, the validation of the application depends on the submission of this document by the issuer. Hence, if this request is not fulfilled, the applicant

will have to remove the letter request by clicking on the "Remove" icon, and then request a letter from a different issuer, or choose to submit the application without a recommendation letter.

8.2 - What are "Closed" recommendation letters?

These letters are issued and submitted in the form directly by the issuer. In this type of letter, the applicant will not have access to its content, only being able to check, through the indication "OK" in the respective field of the form, whether it has already been submitted. It should be noted that the submission of the recommendation letters must be carried out before the application is submitted.

8.3 - May the recommendation letters be submitted directly by the candidate (open letter)?

No. It is only possible to submit "closed" recommendation letters. If you choose to submit one or a maximum of two recommendation letters, you must provide the name, the affiliation institution, and the email of the issuer of the respective letter, and the FCT's information system, with the information provided by the applicant, will notify the issuer with the necessary information to proceed with the submission of the letter. When the issuer submits the recommendation letter, an "OK" message will be shown in the summary table of the "Recommendation Letters" section; until this moment, the respective field under the "Document" item will be empty.

Letters of recommendation submitted in other fields of the form will not be considered, for instance, if submitted in the Attachments section.

8.4 - Is there a template for recommendation letters?

There is no set template, so the issuer is free to choose how to write it. However, each letter of recommendation should include a reference to this call and to the proposed work plan, explain the context in which the referee knows the work and characteristics of the applicant, indicate what makes him/her able to attest to the applicant's qualities, and the referee's opinion on how the applicant's profile is suited to the work plan. For evaluation purposes, letters issued by members of the supervising team shall not be considered.

Recommendation letters may be written in Portuguese or in English. Letters written in a different language than the indicated ones, will not be considered for evaluation purposes.

The two letters must be distinct, signed by the issuer, and clearly identify the respective referee, so we advise the applicant to advert the issuer about the importance of identifying himself/herself in the submitted document.

8.5 - May the recommendation letters be written by the supervisors?

The letters issued by the members of the supervising team shall not be considered for evaluation purposes. The recommendation letters should be issued by third parties, not involved in the application, being this an opportunity for the candidate to make evidence of different supports to his/her application.

8.6 - May the recommendation letters be written in other languages, besides Portuguese and English?

No. The recommendation letters, such as the other documents submitted in the application, can only be written in Portuguese or in English, under penalty of non-admission of the application. Letters written in a different language than the indicated ones, will not be considered for evaluation purposes.

9 - WORK PLAN

9.1 - Am I required to include one (or a maximum of 3) of the 17 objectives of the UN Sustainable Development Goals (2030 Agenda)?

If your work plan falls within one of the goals set out in Agenda 2030 of the United Nations, you should indicate one or maximum 3 of the 17 listed goals. If you consider that your work plan does not fit into any of the goals, you must select the option "No alignment with any of the SDGs".

This information will only be used for statistics and is not relevant for evaluation purposes.

9.2 - Is it mandatory to indicate an Intelligent Specialisation Area?

Yes, you must indicate at least one Intelligent Specialisation Area. Exceptionally you can select others, if you consider that your application relates to more than one of the 6 indicated domains.

9.3 – Does the indication of an Intelligent Specialisation Area and the objectives of the UN 2030 Agenda determine the panel on which my application will be evaluated or have any impact on the evaluation?

No. This indication is intended for statistical purposes only and will not be considered for evaluation.

9.4 - Where can I learn more about the Intelligent Specialisation Areas?

You can consult the framing and objectives defined for each of the six Priority Domains of ENEI 2030 – National Strategy for Intelligent Specialization 2030, in the document produced by ANI – *Agência Nacional de Inovação*, available **here**.

9.5 - What is the Abstract?

This is a summary of the applicant's proposed work plan.

9.6 - What is meant by State of the Art?

It is the current scientific knowledge in the field of research in which the applicant intends to development his/her work plan. This information is meant to frame the proposed work in the existing knowledge and its potential impact in terms of original scientific contribution.

9.7 - What are the Objectives?

The objectives correspond to the goals intended to be achieved, in terms of research, by carrying out your work plan.

9.8 - What is meant by Detailed Description?

This is a description of your work plan, in sufficient detail to allow the panel to evaluate the proposal. You must include namely the methodologies and tasks to be developed, and corresponding implementation deadlines and/or any contingency measures, if applicable.

9.9 - Am I required to include a timeline for my work plan?

Yes, it is mandatory to submit a timeline showing the scheduling of the tasks proposed in the work plan, the place where the tasks will be performed, as well as the main milestones to be achieved, including the expected period for submission of the thesis, or of the scientific work leading to the doctoral degree, at the university, as to allow the panel to better evaluate the feasibility of the proposed work plan. The monitoring of your studentship by FCT will consider the accomplishment of these milestones and schedule.

In case the application is submitted in the specific line in a non-academic environment, the timeline must also clearly consider the minimum period of 12 months (consecutive or interpolated) in the non-academic host institution with activity in Portugal.

9.10 - My work plan has ethical issues. Is it mandatory to submit the approval of the ethics committee?

Whenever the work plan's scientific area, methodology or results include ethical questions, these should be clearly identified and justified (in the respective field of the application form), explaining how they will be addressed.

It is not mandatory to submit the approval from the ethics committee; however, if you already have this document, you may include it in the application. To help identifying these questions, the ethics self-assessment guide should be consulted (Ethics Guide).

9.11 - Is its mandatory to include a declaration of institutional support?

No, the presentation of a declaration of institutional support is optional, but may be relevant to demonstrate the planned cooperation between all the entities or researchers besides the identified host institutions and associated supervisors. When, applicable, this will allow the evaluation panel to better analyse the relevance of the cooperation and the work plan feasibility.

10 - HOSTING CONDITIONS

10.1 - What is a host institution?

Is the institution where the proposed research will be carried out. The maximum number of host institutions to be included in the application is: N + 1, where N is the total number of supervisors. You must indicate, at least, one host institution.

10.2 - I will apply on the regular line. Can I have a Non-Academic entity as the only host institution?

No. In this line you must have an academic host institution. In addition, you may appoint other institutions of a different nature.

10.3 - I will apply on the regular line. In addition to the academic institution, I intend to have a non-academic entity as a host institution. Will this collaboration be valued in the evaluation of the application?

An application submitted to the regular line, which has indicated as a host institution one or more non-academic entities (NAE) will not see this collaboration valued in the context of the evaluation. In other words, the non-academic entity NAE will be assessed in the context of the entire host environment and in view of its contribution to the implementation of the work plan.

Thus, in order for this configuration to be valued, it is suggested that the submission of the application be made through the specific line of application in a non-academic environment, whenever the admissibility requirements are met.

10.4 - I will apply for the specific line, in a non-academic environment. Is it mandatory to have an academic institution as a host institution?

Yes. You must indicate a host institution of an academic nature, which may be national or foreign, as well as have associated to the application an affiliated supervisor in the same institution. In addition, it is also mandatory to indicate the non-academic host institution, with activity in Portugal, as well as the association of a supervisor from that institution.

10.5 - I will apply to the specific line, in a non-academic environment. How much time do I have to spend at a non-academic institution with activity in Portugal?

You must remain in the host institution of a non-academic nature, with activity in Portugal, for a minimum period of 12 months (consecutive or interpolated).

In situations in which the candidate indicates two or more NAE, he/she must remain in the NAE with activity in Portugal for a minimum period of 12 months, not being obliged to an equal period in the remaining NAE. That is, after fulfilling the admissibility requirement at the NAE with activity in Portugal, the applicant can spend an undetermined period in the remaining NAE.

10.6 - I will apply to the specific line, in a non-academic environment. Do I have to submit, in the application, a declaration from the non-academic entity(ies) confirming the length of stay?

No. The declaration from the non-academic entity(ies) confirming the length of stay is mandatory at the contracting stage, if the application is recommended for studentship award.

10.7 – When I indicate that my host institution is non-academic, a "Justification" field appears, stating "*In this field you must characterize and frame the Non-Academic Entity within the context of the work plan*". What kind of information should I point out in this field?

In this field, the applicant should frame the selected non-academic entity in the context of the work plan, highlighting the expected contribution of those entities to its execution. He/she should also demonstrate the relevance of the work plan itself to the aims and activity areas of the non-academic entity. The information recorded in this justification will underlie the assessment of sub-criterion C3 - Framing of the non-academic entity(ies) in the context of the work plan, which will have a minimum relative weigh of 50% within the scope of this criterion C – Merit of the Hosting Conditions.

10.8 - What is meant by NUTS II?

This is the second level Nomenclature of the Territorial Units for statistical Purposes. Applicants are required to indicate the region where their host institution is located (North, Centre, Lisbon, Alentejo, Algarve, Azores, Madeira).

10.9 – My host institution had the maximum score in the last FCT evaluation of the R&D units. Will I achieve the maximum score in criterion C?

There is no direct relationship between the score given to R&D units and the classification to be achieved in criterion C in this call. The evaluation of criterion C – Merit of the Hosting Conditions is based on the information contained in the CVs of the supervisors associated to the application and on the applicant's explanation about, to what extent and in what way, the supervisors and the selected host institutions provide the ideal and necessary conditions for the development of the work plan. Thus, the evaluation of this criterion also depends on the applicant's demonstration about the adequacy of the indicated hosting conditions, and the score obtained will depend on the panel's judgment as to the merits of what is provided in the application.

10.10 - What is it meant by Doctoral Granting Institution?

The institution that will award the PhD degree.

10.11 – What is the role of supervisors?

Supervisors are responsible for monitoring and guiding the research work. Supervisors are responsible for certifying to FCT how the work plan is taking place at the time of studentship renewal and at the end of the grant.

10.12 - Who may be a supervisor?

They may be higher education institution professors or researchers or, in the case of the specific line in a non-academic environment, the supervisor may be any element linked to the non-academic institution.

10.13 – Must the supervisor hold a PhD degree?

No. The role of scientific supervisor does not require specific qualifications and is described in article 5-A of the Research Fellowship Holder Statute.

10.14 - May staff hired by non-academic entities be scientific supervisors of a work plan even if they do not hold a PhD?

Yes. The role of scientific supervisor of a work plan submitted in this call does not require a specific qualification and is described in Article 5-A of the Research Fellowship Holder Statute.

10.15 - I intend to apply for the specific line, in a non-academic environment. How many supervisors must I have?

You must have two supervisors. One associated to the academic host institution, and another one associated to the non-academic host institution with activity in Portugal, where the development of the work plan will take place for a minimum period of 12 months (consecutive or interpolated).

10.16 - Does the (co)supervisor have to be affiliated with the host institution?

Yes, only in exceptional circumstances will other situations be accepted. The (co)supervisor shall be associated with the host institution to guarantee continuous and fruitful work with the fellowship holder. The evaluation panel will judge the suitability of other situations, though FCT's generic guidance is that these should be reflected in the score awarded to the hosting conditions.

10.17 - I have more than one supervisor. How should I proceed?

Each application may have only one supervisor and up to two co-supervisors.

Thus, in the application, you must assign the supervisor role to one of the members of the supervising team, selecting the role of co-supervisor to the others.

10.18 - Is there an upper limit to the number of students that a supervisor may supervise?

There is no defined limit to the number of students being supervised by a single supervisor.

10.19 - What will my supervisor need to do to associate to my application?

After receiving the invitation from the MyFCT platform, your supervisor(s) must access the respective personal area – "Supervisor Area" – and perform the following actions:

a) Register in the CIÊNCIA ID information system, if they have not already done so;

b) Access to MyFCT portal using the respective credentials;

c) Indicate the ORCID identifier in MyFCT profile if he/she wishes to do so. This information is optional;

d) Indicate **all** of her/his current affiliation institutions, including higher education institution and R&D unit, if applicable, or, for example, R&D unit and company;

e) Present a curriculum vitae in one of the following options (curricula submitted in any other way will not be considered):
- Filling in and updating your curricular data in the **CIÊNCIA**VITAE platform (ensuring that all relevant fields are made visible to FCT);
- Submitting your curriculum vitae in a PDF file;

f) Comment on the feasibility of the work plan ("Feasible" or "Not feasible") when the applicant declares that he/she wishes to maintain a professional activity; this action is only applicable to supervisors and not to co-supervisors;

g) Confirm her/his association to the application.

The supervisor has the list of supervisions (lateral left menu), *i.e.*, the list of applicants who have associated her/him as a supervisor or co-supervisor in the respective Calls. In the summary view of supervisions, the supervisor can verify the application status (draft or submitted) and access to the global view of applications, by clicking on the respective references.

NOTE: Applicants must ensure that their supervisor is correctly associated to the application and that they have submitted their CV in Portuguese or English and, in the case of a CV from the **CIÊNCIA**VITAE platform, must also check that the fields with relevant information are visible. This verification is possible through application's "Overview". Please note that, if the supervisor uploads a new version of the CV (**CIÊNCIA**VITAE or PDF CV) in his/her personal area during the application submission period, this last version of the CV will be the one that will be made available for evaluation and may be consulted by the applicant through the application Overview screen.

10.20 - Is it possible to see the content of the supervisor's CV in my application?

Yes, it is possible through the Overview (available in the upper right corner of the form) to access the CV file by clicking on the name of the associated supervisor. Make sure that your supervisor is correctly associated to your application and, also, that he/she has submitted his/her CV in Portuguese or in English and, in case it is a CV of the **CIÊNCIA**VITAE platform, you should also check that the fields with relevant information are visible.

10.21 - Do co-supervisors have to fill out a curriculum vitae and associate themselves with my application?

Yes, co-supervisors will also have to submit their CV through the **CIÊNCIA**VITAE platform or by submitting a PDF file, and associate to the application following the same steps described for the supervisor, except for the comment on the feasibility of the work plan when the applicant declares to maintain a professional activity, as this action is only applicable to supervisors and not to co-supervisors.

In case the applicant describes, in any of the fields of the application form, the collaboration of co-supervisors that are not associated to the application, the respective participation should not be considered in the evaluation; the panel should only analyse the CV of supervisor, and co-supervisor, if applicable, whose association to the application was successfully confirmed.

10.22 - May I submit the application form before the association of my supervisor and co-supervisors to my application?

No. The process of submitting the application form depends, among other requirements, on the confirmation of the association of the scientific advisor and the co-supervisors, whenever appointed by the applicant in the field regarding the hosting conditions. The submission of the application depends also on the submission of the comment relative to the applicant's professional situation by the supervisor.

In case there is any co-supervisor who is indicated by the applicant, but who has not completed their association, the application submission will only be possible if the applicant removes the indicated co-supervisor in the respective field in the form. It should also be noted that, in these circumstances, any mention in the application to the co-supervisor removed from the proper field, will not be considered for the application's evaluation.

10.23 - Will I need to include my supervisor's acceptance statement and that of the host institution in my application?

No, these documents are not requested in the application form, and will only be required for the studentship contract, in case of studentship award.

10.24 - What is expected in the description of the Adequacy of Hosting Conditions for the full implementation of the work plan?

In this field, the applicant must show the scientific merit and experience of the supervising team (supervisors and co-supervisors) in the scientific area of the work plan as well as its suitability to supervise the application, by highlighting aspects of the respective *curricula* that are relevant to carry out the tasks proposed for the work plan. The role of each supervisor should be clearly explained, highlighting the relevance of each one's participation and complementarity for the development and feasibility of the work plan.

In this field, you must also mention the quality and suitability of the conditions made available by the host institutions, as well as indicate the tasks to be performed in each of the institutions, if more than one is selected. You should avoid generic descriptions of the host institutions.

11 - INSTRUCTIONS FOR (CO)SUPERVISORS

11.1 - May the supervisor/co-supervisor's CVs be in other languages besides Portuguese and English?

The supervisors' CVs must be written in Portuguese or in English, and *curricula* in other language will not be considered for evaluation.

11.2 - What type of curriculum vitae may (co)supervisors associate to my PhD application?

Supervisors may choose to submit their CV through the CIÊNCIAVITAE platform or by uploading the CV in a PDF file, a situation that is only advised in case the use of the **CIÊNCIA**VITAE platform is not possible.

11.3 - I am a supervisor/co-supervisor. What will I need to do to associate myself to my student's application?

After receiving the invitation to participate as a (co)supervisor by e-mail, you must access your personal area – "Supervisor Area" – and perform the following actions:

a) Register in the CIÊNCIA ID information system, if they have not already done so;
b) Access to MyFCT portal using the respective credentials;
c) Indicate the ORCID identifier in MyFCT profile, if you wish to do so. This information is optional;
d) Indicate **all** of your **current** affiliation institutions, including higher education institution, R&D Unit, non-academic entity (for example company), always employing the official designation of the institutions;
e) Present a *curriculum vitae* in one of the following options (curricula submitted in any other way will not be considered):
   • Filling in and updating your curricular data in the CIÊNCIAVITAE platform;
   • Submitting your *curriculum vitae* in a PDF file;
f) Comment on the feasibility of the work plan ("Feasible" or "Not feasible") when the applicant declares that he/she wishes to maintain a professional activity; this action is only applicable to supervisors and not to co-supervisors;
g) Confirm your association to the application.

You have the list of supervisions (lateral left menu), *i.e.*, the list of applicants who have associated you as a supervisor or co-supervisor in the respective Calls. In the summary view of supervisions, you may verify the application status (draft or submitted) and access to the global view of applications, by clicking on the respective references.

Please note that, if the supervisor uploads a new version of the CV (**CIÊNCIA**VITAE or PDF of the CV) to his/her personal area during the application submission period, this last version of the CV will be the one available for evaluation and in the Overview of the application, in all applications to which the supervisor is associated.

12 - APPLICATION SUBMISSION

12.1 - May I change or edit my application after submission?

Yes. During the period of applications' submission, you may validate, submit, and re-edit your application whenever necessary. In the latter case, if you want to edit an already submitted application, you must select the option "Modify".

When you decide to modify your application, it will return to Draft and will no longer be considered as submitted to the Call. Hence, **you will have to repeat the submission process before the established deadline**. **Different versions of the application will not be recorded.** When the application submission period is over, applicants can only consult the application by accessing the overview of the application, which displays its global content. You may also make a PDF file of the submitted version, available in the upper right corner of the "Overview" screen.

It is strongly recommended that, before submitting the application, you check that all the fields have been filled in, and all the correct files have been uploaded.

Please note that you may only submit one application in one of the funding lines, so it is not possible to submit an application in both funding lines, under penalty of cancellation of all applications submitted.

12.2 - May I submit the form before the association of my supervisor?

No, the form may only be submitted after your supervisor and co-supervisors associate themselves to your application.

12.3 - I am not able to submit my application, what is the reason?

The existence of errors or lack of information in the form prevents the submission of the application.

After completing the application, you must click on "Validate and Submit". At this point, all mandatory fields will be validated. For optional sections, whenever you start filling in the respective fields, the system will validate the obligation to fill in all the fields that comprise that section. If there are errors in the application, the list of issues is provided, with an indication of the section and field in which they occur, and a brief indication of the problem leading to the error. The applicant must proceed accordingly to correct the identified errors.

The process of submitting the application form depends on the confirmation of the association of the scientific supervisor and co-supervisors, if any. The submission of the application also depends on the confirmation of the following declarations:

- "I hereby declare that I have read and understood the content of all the documents regulating the call";

- "I hereby declare that the information contained in the application form and attached documents is true, and I am aware that providing false declarations or committing acts of plagiarism determines the exclusion from the call";

- "I hereby declare, under oath, that I will remain for at least 12 months (consecutive or interpolated), in the same non-academic host institution with activity in Portugal."

The application can only be submitted after the form is fully validated, *i.e.*, when there is no longer any error or lack of information in the form.

12.4 - Is it necessary to send paper documents or hard copies to attach to my application?

No. All the necessary documents to submit and evaluate your application should be uploaded within the appropriate fields of the application form; FCT will not accept any paper or emailed documents (see also Article 10 of the FCT Regulation for Studentships and Fellowships).

12.5 - When will the results be made available?

The deadline for the disclosure of the results is 90 working days, after the deadline for application submission, as defined in the Notice of the Call, in compliance with the Code of Administrative Procedure (*Código do Procedimento Administrativo*, CPA).

12.6 - Which fields of my application will be visible to other applicants for the same panel?

The fields of the application form that will be made public when the results are published are duly identified in the "Overview" (available in the upper right corner of the form) of the application with the blue circular icon "P" and with the caption "**Public Information**".

All applicants within the same panel will have access to the information included in these fields.

12.7 - Will the Public Information fields be visible to all the call applicants?

No, these fields, as well as the evaluation reports of your application, will be visible only to applicants from the same panel to which you are applying for.