Support Guide for FCT Calls on the myFCT Platform

About **CIÊNCIA**VITAE

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

The main advantages of using this platform are as follows:

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

Customizable: the user chooses how, when, and what to share. The "Export curriculum" feature allows you to create multiple versions of the curriculum suitable for different needs: customizable content and various document formats;

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

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

You can learn more, here.

Creation of the CIÊNCIAVITAE Curriculum

CIÊNCIAVITAE is aimed at all individuals, Portuguese or foreign, who participate in the national academic-scientific context.

To create a **CIÊNCIA**VITAE, you need to have a **CIÊNCIA** ID, a unique identifier and authenticator. If you do not yet have a **CIÊNCIA** ID, you can register for one here.

After completing your **CIÊNCIA** ID registration, you will be able to create your **CIÊNCIA**VITAE curriculum here. On the **CIÊNCIA**VITAE platform page, you will find Frequently Asked Questions and Manuals and Tutorials that will assist you in this process.

Using the CIÊNCIAVITAE in **FCT Calls** on the **MyFCT** Platform

The association of your CV with the application is done on the MyFCT platform, in the application form. For the MyFCT platform to obtain your **CIÊNCIA**VITAE curriculum, you will need to confirm FCT's access to your curriculum in the application form.

Subsequently, you should click on "**Get CIÊNCIAVITAE CV**". The link to the curriculum in PDF format will then be made available on the application platform, indicating the date and time of the association.

Any **changes to your CIÊNCIA**VITAE **curriculum after the date and time of association** will only be considered if you proceed with a **new association** by clicking on "**Get CIÊNCIAVITAE CV**."

Creating the CIÊNCIAVITAE Narrative Curriculum

To start creating the narrative curriculum in **CIÊNCIA**VITAE, you must first access your profile. Follow the steps below:

1. Go to https://www.cienciavitae.pt
2. Click on "**Login**" in the top right corner.
3. Log in with your Ciência ID credentials (or register if you don't have an account yet).
4. After logging in, click on "**Narrative**" in the main menu to access the functional area where you can write your narrative curriculum
5. Click on ⋮ and select "Edit" to fill in the necessary information.

What is the Narrative CV?

The narrative curriculum allows you to present your academic and professional path in a contextualized manner, highlighting scientific contributions, social impact, collaborative activities, and any other relevant aspects of your identity as a researcher.

Video Tutorial

Watch the video tutorial on how to fill in the Narrative section on the **CIÊNCIA**VITAE platform.

On the **CIÊNCIA**VITAE platform page, you will find a Frequently Asked Questions section that will help guide you through the process.

Using the CIÊNCIAVITAE **Narrative Curriculum** in **FCT Calls** on the **myFCT Platform**

The narrative curriculum filled out on the CIÊNCIAVITAE platform can be directly imported into the application form on the myFCT platform by clicking the "**Get Narrative CV**" button.

Applicants can choose to import the entire narrative curriculum or only specific sections, according to their preference.

Once imported, the information will be automatically pre-filled in the respective sections on the myFCT platform, allowing the applicant to edit or modify the content directly within that platform if they wish.

It is important to note that changes made on the myFCT platform will not be reflected in the narrative curriculum version stored on the **CIÊNCIA**VITAE platform.

Additionally, any modifications made on the **CIÊNCIA**VITAE platform after the initial import will only be considered in the application if a new import is carried out by repeating the process using the "**Get Narrative CV**" button.

Access of the FCT to the CIÊNCIAVITAE

The FCT will access a subset of the data recorded in your CIÊNCIAVITAE. This subset includes information relevant to most of the FCT evaluation processes and complies with the requirements of the new General Data Protection Regulation (GDPR).

Access via API

CIÊNCIAVITAE provides an API[1] service that enables communication between this platform and other systems.

Accessing your **CIÊNCIA**VITAE via API is possible even if your curriculum is not published on the platform.

Access to "Public" and "Semi-public" Information

The API access credentials provided to the FCT by the **CIÊNCIA**VITAE platform allow this entity to access the information recorded in your CV with the privacy levels of "Public" and "Semi-public".

User privacy is of utmost importance to the **CIÊNCIA**VITAE platform. Therefore, users have the ability to define the privacy level of each record in their CV:

- **Public**:
  Accessible to: everyone (includes third-party systems)
  This information can be used under a CC BY (4.0) Attribution License.

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

Semi-public:

Accessible to: user

curriculum managers appointed by the user

third-party systems authorized by the user

Private:

Accessible to: user

curriculum managers appointed by the user

When submitting an application to the FCT where the source of curriculum information is your **CIÊNCIA**VITAE curriculum, according to Article 6(1)(b) of the new GDPR, the FCT's access to the user's curriculum is lawful. Since the information collected in the context of this application represents pre-contractual diligence required by the user, consent is given when choosing to use **CIÊNCIA**VITAE. Therefore, consent for FCT's access to your CV will not be requested in this application.

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

However, the **CIÊNCIA**VITAE platform is completely unrelated to how third-party systems use the user's information. Therefore, users should be careful in choosing the systems that access their **CIÊNCIA**VITAE.

List of Accessed Data

As previously mentioned, the FCT will access a specific subset of information recorded in your **CIÊNCIA**VITAE.

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

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

The accessed data can be consulted through the tool "Export curriculum" available on the **CIÊNCIA**VITAE platform. In the "Privacy Level" parameter, you must choose the option "Public and Semi-public".

Please note that some of the data accessed by the FCT may not be subject to evaluation. The evaluation criteria for the FCT curriculum are explicitly mentioned in the "**Call Notice**."

Please ensure that all data required by the FCT has the "Public" or "Semi-public" privacy level set. Any information set to "Private" privacy level will not be accessed by the FCT, meaning it will not be available for evaluation.

The **CIÊNCIA**VITAE user is ultimately responsible for managing the privacy levels of records in their **CIÊNCIA**VITAE. The **CIÊNCIA**VITAE platform cannot be held responsible for the outcomes of this management.

CIÊNCIAVITAE ***Helpdesk*** **Service**

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

Calls *Helpdesk* Service

If you have any questions about the application platform, you can send them to the email address provided in the application guide.