



# **Call for R&D Projects in All Scientific Domains 2025**

## Application Guide

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This **Application Guide** is intended to support the Principal Investigator (PI) throughout the application process to the Call for R&D Projects in All Scientific Domains 2025, and to help them preparing and submitting a successful application. This Guide is based on the information available on the Call for R&D Projects in All Scientific Domains 2025 webpage, particularly the legal documents that define its rules and conditions, including: the Announcement for Proposal Submissions (“*Aviso para Apresentação de Candidaturas*”) and the FCT Projects Regulation in its current version.

On the FCT Call for R&D Projects in All Scientific Domains 2025 webpage, the PI also finds the Guide for Peer Reviewers, the Ethics Self-Assessment Guide, the CIÊNCIAVITAE Guide, the Methodology for Applying Simplified Costs – Lump Sums, the Data Protection document and a section of FAQs.

The period of applications submission for the current Call is from **27 November 2025 until 11 March 2026 at 5 p.m. (Lisbon time)**.

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## 1. Call for R&D Projects in All Scientific Domains 2025

The consolidation and reinforcement of the National System of Science and Technology (NSST) constitute a priority of the national policy for science and technology. It aims to increase the national and international competitiveness of science and technology and its contribution to innovation and transfer of knowledge and at complying to the global aspirations defined in Agenda 2030: United Nations Sustainable Development Goals (SDGs). In this context, it is particularly relevant the promotion and strengthening of the scientific and technological institutions through the participation of research teams in Projects. Considering these goals, FCT launches the Call for **R&D Projects 2025**, across all scientific domains, in the following types:

- **Scientific Research and Technological Development Projects (SR&TD)** aimed at original and relevant scientific questions or concepts, using international standards as a reference, which make a significant contribution to the advancement of knowledge and which result in indicators of the achievement of scientific production during the course of the project.
- **Exploratory Research Projects (PEX)** focusing on original projects for early-career researchers, or on ideas or concepts with a high degree of novelty that demonstrate disruptive potential compared to previous work, for more experienced researchers.

Project Type	Beneficiary Entities*	Duration	Eligible Funding	Budget Allocation
<b>SR&amp;TD</b>	Individually or in co-promotion	36 months (extendable for 12 months)	€250.000,00 max	€80 million
<b>PEX</b>	Individually (only one beneficiary)	18 months (extendable for 6 months)	€60.000,00 max	€24 million

\* The **beneficiary entities** must be a legal entity belonging to the non-business entities of the R&I System.

National funds will finance the projects through the FCT budget. The funding to be granted is non-refundable, applying the **simplified cost option in the Lump Sum mode for both project types**.

This Call introduces the Lump Sum simplified costs methodology for SR&TD projects for the first time at FCT. Under this model, funding is based on estimated costs of tasks rather than actual expenditure. Payments are made upon presentation of evidence and results that demonstrate task completion and effective implementation of the approved project under the contractual terms. This represents a significant shift from traditional actual-cost reporting for SR&TD projects.

The call is open from **27 November 2025 until 11 March 2026 at 5 p.m. (Lisbon time)**.

## 2. Understanding Lump Sum Funding

### 2.1 What is Lump Sum Funding?

This Call introduces, for the first time at FCT, the Lump Sum simplified costs methodology for SR&TD projects. This new funding model represents a significant change in project management, aiming to reduce administrative burden for researchers and institutions.

Under this Lump Sum approach, funding is based on estimated costs of project tasks rather than on actual expenditure. This means that **payments** are **triggered** by the **completion of agreed project tasks and deliverables**, rather than by submitting receipts or detailed financial records.

PEX projects have adopted the Lump Sum methodology since 2023. This change now also applies to SR&TD projects.

The Lump Sum model operates on the following fundamental principles:

- **Budget based on estimated costs:** The proposal budget must include realistic estimates of the resources needed to carry out the work plan, in line with the Principal Investigator (PI) institution's usual accounting practices.
- **Payment linked to task completion:** FCT will release funds upon submission of evidence confirming the completion of tasks as defined in the approved project work plan.
- **Payment not success-dependent:** Payments are based on work completion as planned, not on achieving successful or positive research results. Research outcomes are inherently uncertain - a well-executed study with negative results still qualifies for payment if the deliverables and supporting evidence demonstrate the work was completed as planned. For example, if a hypothesis is refuted or a prototype fails to perform as expected, the task is still accepted if all planned activities were rigorously executed.
- **Simplified reporting:** The PI does not need to maintain detailed financial records or provide receipts to justify expenses to FCT (although internal institutional requirements may apply).

### 2.2 Key Differences and Benefits

How Lump Sum differs from the traditional actual costs model:

- *Actual costs:* Payment based on documented actual costs → **Lump Sum:** Payment based on task completion
- *Actual costs:* Required detailed financial reporting → **Lump Sum:** Simplified reporting focused on results
- *Actual costs:* Need to keep and submit receipts/invoices to FCT → **Lump Sum:** No need to submit receipts to FCT

Main benefits of the Lump Sum model:

- **During application preparation:** Less bureaucracy, focus on scientific merit, simplified budget justification.
- **During project execution:** Reduced administrative burden, no detailed financial audits by FCT.

**Costs incurred** for the action do **not** have to be **documented**. However, beneficiaries remain subject to the accounting rules under the applicable national law.

## 2.3 Payment Structure

Under the Lump Sum model, the payment structure is as follows:

### SR&TD Projects:

- **Initial advance:** 30% of approved funding.
- **Intermediate payments:** 65% of the value of completed tasks, with requests for reimbursement on a semi-annual basis, except in duly justified and authorized situations, and considering the approved schedule of tasks. The sum of all payments before project closure cannot exceed 95% of total approved funding.
- **Final payment:** Remaining amount after project closure (scientific and financial components).

### PEX Projects:

- **Initial advance:** 75% of approved funding.
- **Final payment:** Remaining amount after project closure (scientific and financial components).

For detailed payment methodology, please consult Section 4 of the Announcement for Proposal Submissions.

## 2.4 Guidelines for Preparing a Lump Sum Proposal

When preparing the proposal under the Lump Sum model, the PI should:

1. **Estimate costs realistically:** The budget should reflect realistic and actual expenses, follow the institution's standard accounting practices, and comply with FCT eligibility criteria (Articles 8 and 9 of the [FCT Projects Regulation](#)). While designing the budget, the PI should assess the amount of work and other resources needed for each project activity. For projects in co-promotion, this assessment can serve as the basis for the consortium to agree on the distribution of funds among partners. To estimate the budget, the PI can use costs from previous and similar projects.
2. **Justify the budget per task:** For each task, the PI must include a clear and transparent explanation of how the estimated amount was calculated.
3. **Define tasks and deliverables carefully:** Since payments are linked to task completion, the PI should ensure the work plan details well-defined tasks that are explicitly linked to clear, tangible deliverables throughout the entire project duration. A deliverable may be produced by a single task or result from multiple related tasks. Deliverables are the tangible outputs (reports, datasets, prototypes, publications, etc.) that demonstrate the work was carried out as planned. Long-duration tasks may be split across the work plan (e.g., management,

communication, and dissemination tasks), allowing intermediate payments for the corresponding activities. This option may be used by the PI whenever appropriate, provided that the division of long-lasting tasks remains coherent within the work plan and does not lead to excessive fragmentation, ensuring that the overall structure remains effective and reasonable.

4. **Link tasks to deliverables:** The Grant Agreement will specify the tasks, deliverables, milestones, and indicators. When preparing the work plan, the PI should clearly establish which deliverables each task will produce or contribute to. Task completion is verified through deliverables, outputs, result indicators, and supporting evidence documented in project reports. For SR&TD projects, intermediate payments are released only when tasks are 100% completed. For PEX projects there are no intermediate payments. The final payment for both types of projects is calculated based on the individual completion rate of each task. FCT does not require detailed financial records or receipts; payment depends on demonstrating that the contracted tasks and deliverables were achieved as planned.
5. **Include overhead costs:** Indirect costs are calculated as a fixed rate of 25% of all estimated eligible direct costs.
6. **Prepare a budget for evaluation:** Evaluation panels will assess whether the proposed budget is adequate for implementing the project as described, reasonable and not excessive, and coherent with the project's scientific objectives and methodology. Panels will also evaluate whether the proposed resources and the Lump Sum task structure allow for the completion of the activities described in the proposal. Panels may recommend adjustments if costs are considered insufficient or excessive.

For more detailed information about the Lump Sum methodology, please refer to:

- Methodology for Applying Simplified Costs – Lump Sums (available on the Call webpage)
- Announcement for Proposal Submissions (Section 4 - Payment Methodology)
- [FCT Projects Regulation](#) (Articles 8, 9, 20, and 21)

### 3. Prior to Submission

#### 3.1 Who may apply

The Principal Investigator (PI) may be a national, foreign, or stateless researchers who meet the following requirements:

- **Physical allocation to the project.**
- **Hold a doctoral degree by the closing date of the call** (March 11, 2026, 5 p.m. Lisbon time). Documentary evidence of the doctoral degree must be submitted at the time of the Acceptance Document.
- **Have or will have an employment contract or grant contract with the Principal Contractor** by the time of submission of the Acceptance Document. In the absence of such a link at the time of the Acceptance Document, a written agreement between the PI and the Principal Contractor must be submitted, according to point c) of item 1 of Article 6 of FCT's Projects Regulation. **This agreement can only involve institutions located in Portugal.**

Additional eligibility requirements for researchers:

- A researcher may submit **only one application as PI** in this call.
- The PI can participate as a team member in **no more than one other application** in this call.
- Each researcher (who is not the PI of an application) can only participate as team member in a **maximum of 2 applications** in the present call.
- **PIs of projects with rejected final scientific reports** due to reasons attributable to the applicant, within the two years prior to the opening date of this call, are not eligible to apply.
- The PI in a situation of unjustified non-fulfilment of the regulatory requirements regarding the presentation of reports on scientific execution of projects concluded and financed through FCT and in which they acted as PI.

Eligibility requirements for applications:

- **Applications that have been selected for funding** by FCT or other funding agencies will not be accepted.
- **Multiple applications** for the same project will not be accepted:
  - In the present call.
  - In different calls for proposals that overlap in the period for receiving applications.
  - In the case of applications submitted to calls with different thematic scopes and which take place during different application submission periods, the recommendation for funding in one of them implies the exclusion from the decision process for the others.
- **Related applications**, from the same team, submitted to FCT or other funding agencies must be declared in the application.
- **Applications submitted wholly or partially in a language other than English** will not be accepted.
- **Applicants providing false declarations or committing plagiarism** in the application will be excluded from the Call.

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

### 3.2 Beneficiary Institution

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

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

### 3.3 What should the applicant know before applying to this call

Before starting an application, make sure to be well informed on the rules governing this Call, by reading the supporting documents. The eligibility criteria, along with the rules and requirements for the various phases of the application process, are outlined in the following documents:

- **FCT Projects Regulation** in its current version, which establishes the general terms under which funding may be granted.
- **Announcement for Proposal Submissions** (“*Aviso de Abertura do Concurso*”) for R&D Projects in all Scientific Domains 2025, which specifies the conditions of this Call.
- **Guide for Peer Reviewers** for the Call for R&D Projects in all Scientific Domains 2025, which establishes the terms for evaluation under which funding may be granted.
- **Methodology for Applying Simplified Costs – Lump Sums**, for budget definition purposes.

FCT also provides the following guides, which must be carefully reviewed:

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

### 3.4 How to Register on myFCT platform

The application must be submitted through the [myFCT](#) platform, and applicants should use their CIÊNCIA ID login credentials to access it. Applicants who are not yet registered on the CIÊNCIA ID platform must create a CIÊNCIA ID identifier at [www.ciencia-id.pt](http://www.ciencia-id.pt).

For any queries regarding the creation and/or use of CIÊNCIA ID, please contact [suporte@ciencia-id.pt](mailto:suporte@ciencia-id.pt).

Additionally, applicants must complete and update CIÊNCIAVITAE CV, which will also be included in the application. Please note that the CIÊNCIAVITAE must be written in English, as the International Evaluation Panel will not be able to consult documents in other languages.

Further guidance can be found in the CIÊNCIAVITAE guide available on the call’s webpage. For any queries regarding CIÊNCIAVITAE, please contact [info@cienciavitae.pt](mailto:info@cienciavitae.pt).

### 3.5 General Recommendations

- Prepare the application carefully and in a timely manner.
- Read the instructions provided in this Guide and in the Application form thoroughly.
- Familiarize yourself with the structure of the Application form before beginning to fill it out. Review all sections in advance to understand what is required and to allow sufficient time to gather all the necessary information for submission.
- Ensure that all the institutions to be included in the application are available on the Application form. If an institution is not listed, it must be added via the *Registration of Institutions form* on the [Portal de Ciência e Tecnologia](#) (available only in Portuguese). Please note, **it may take up to two working days** for a new institution to appear on the list after the form is submitted.

- Contact in advance the researchers to be included in the team and ask them to register on the CIÊNCIA ID platform. Then request them the email address used for CIÊNCIA ID registration and use it for their association to the application.
- Ensure that an **up-to-date** version of **CIÊNCIAVITAE CV in English** of **all members** of the research team **is available** to be included in the application form.
- Verify that **each institution selected** in the application form **has an associated team member**.
- Understand **the Lump Sum funding methodology** before preparing your budget (see [Chapter 2](#)).
- **Prepare a realistic and well-justified budget.** Evaluators will assess whether your budget is appropriate, reasonable, and aligned with your project's objectives, methodology, and resource needs.
- Certify that the URL addresses of bibliographical references or other relevant materials remain active throughout the decision-making process.
- Do not assume that the application form and submission rules are the same as those used in other FCT calls or by other funding agencies.
- Avoid waiting until the **last minute to validate and correct the application**. There is a myFCT validation process designed to detect possible errors in your application, which may require corrections and additional time. **Be sure to repeat this validation process regularly.**
- Plan and complete the application process as early as possible. This will ensure that FCT can provide the best possible assistance.
- Visit the FCT website regularly for updated information regarding the Call.

### 3.6 Additional recommendations for writing a successful application

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

### 3.7 How to direct questions to FCT

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


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

## 4. Submission of the Application

The Application form is organized in the following eight sections:

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

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

We recommend that the PI regularly click on “**Validate and Submit**” while completing the application. This will help identify and correct any errors - marked with the symbol  - in a timely manner.

### 4.1 Guidelines for filling in the Application form

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

Once the application is created on the [myFCT](#) platform, a reference code is automatically generated (in the format YEAR.NUMBER.CALLTYPE; e.g, 2025.0001.PTDC). This will be FCT's unique identification code for the application throughout the Call.

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

#### 4.1.1 General Data

##### PROJECT DESCRIPTION

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

- **Project title:** the title of the research project should be concise and clear, understandable to a reader with a general scientific background, and appropriate for public dissemination.
- **Project acronym:** assign an acronym for the identification of the project.
- **Keywords:** list up to **4 keywords**.  
These keywords may be used in the peer-review process and should accurately reflect the scientific content of the application, especially for interdisciplinary applications. Avoid repeating words from the title.
- **Project typology:** select one of the following project types:
  - **Scientific Research and Technological Development Projects (SR&TD):** max. 36 months; up to €250.000,00.
  - **Exploratory Research Projects (PEX):** max. 18 months; up to €60.000,00.
- **Main scientific area (Scientific Domain / Scientific Area / Scientific Subarea):** the scientific domain/areas and subareas must be sequentially selected, starting with the scientific domain.  
After filling in these fields, the platform automatically identifies the evaluation panel where the application will be evaluated. The application will be considered non-assessable if the selected area and subarea do not correspond to the scientific content of the project. Further details on the choices of scientific areas and subareas, and their correspondence with the Evaluation Panels, are available on Annex II.
- **Timetable (start date and duration):** indicate the expected start date of the project in day-month-year format. The maximum project duration depends on the selected typology:
  - **SR&TD projects:** maximum 36 months
  - **PEX projects:** maximum 18 months

This indicative start date can be adjusted for projects recommended for funding during the acceptance term signing phase, but it cannot be later than 90 consecutive days from the date of decision notification.

#### 4.1.2 Institutions

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

- Principal Contractor
- Participating Institutions (only for SR&TD projects)
- Collaborative Institutions

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

##### PRINCIPAL CONTRACTOR

The **Principal Contractor** is the **lead beneficiary entity** responsible for the project and serves as the intermediary with the FCT on behalf of all partners. For approved projects, the Principal Contractor will receive all payments and subsequently distribute the corresponding amounts to partner institutions.

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

The Principal Contractor must be one of the beneficiary institutions listed in [section 3.2](#).

The **Research Unit** field, associated with the Principal Contractor, is mandatory and enables the PI to identify which research units are involved in the project's execution. A maximum of 3 research units can be added to the Principal Contractor. If the Principal Contractor is not associated with any Research Unit, re-enter the principal contractor in this field.

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

##### PARTICIPATING INSTITUTIONS (ONLY FOR SR&TD)

Participating institutions must be based in the national territory, have a Tax Identification Number (NIPC), and an associated budget.

The **Research Unit field**, associated with the Participating Institutions, is mandatory and allows the PI to identify which research units are involved in the execution of the project. A maximum of 3 research units can be added to the participating institutions. If the Participating Institution is not associated with any Research Unit, re-enter the principal contractor in this field.

This section also includes a description of the Participating Institutions and its competencies relevant to project development. The Evaluation Panel will consider this information when assessing the adequacy of the institution's conditions, including technical/scientific capabilities and organizational management.

## COLLABORATIVE INSTITUTIONS

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

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




On this section, the PI must clearly justify the participation of collaborative institutions within the work plan of the proposal. Evaluators will assess collaborative institutions based on the following aspects: scientific contribution, integration in the work plan, added value and collaboration arrangements.

Weak or insufficient justification for collaborative institutions may negatively impact the evaluation under criterion C (Feasibility of the workplan (including planning) and expected indicators, as well the budget adequacy). Evaluators need to understand that the proposed resources and partnerships are appropriate and realistic for achieving the project objectives.

### 4.1.3 Research Team

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

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

-  Invitation accepted
-  Awaiting confirmation
-  Invitation declined

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

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

The Research Team item is divided into the following sections:

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

### PRINCIPAL INVESTIGATOR

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

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

**The PI must hold a PhD degree by the closing date of the call** (March 11, 2026, 5 p.m. Lisbon time). The completion date of your PhD must be added on this section.

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

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

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

 + Give FCT permission

**The PI must ensure that FCT has access to the contents of each section by setting the privacy level to Public or Semi-public.**

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

 + Get CIÊNCIAVITAE CV

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

Any updates to the PI's CV require re-selecting "Get CIÊNCIAVITAE CV". **Updates must be made on the CIÊNCIAVITAE platform itself.** To link the updated CV to the application, it is necessary to:

- remove the previously uploaded document and
- select "Get CIÊNCIAVITAE CV" again.

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

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

## PI NARRATIVE CV

The PI Narrative CV is designed to support a comprehensive evaluation of a diverse range of research achievements, emphasizing the quality and impact of individual research outputs and contributions, rather than relying on metrics as a proxy for quality. This means that applicants are strongly advised to avoid mentioning metrics, such as journal impact factors, journal quartiles or research performance indexes.

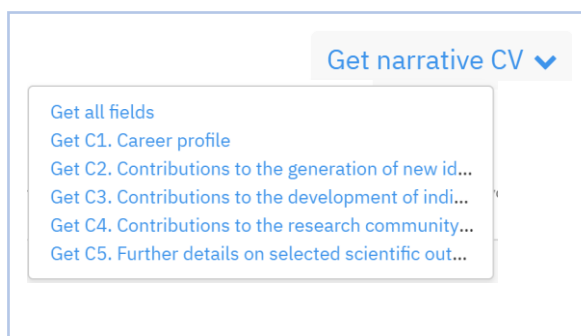
The PI narrative CV includes the following sections:

1. Career Profile
2. Contributions to Science and Society
  - i. Contributions to the generation of new ideas, tools, methodologies or knowledge
  - ii. Contributions to the development of individuals and/or research teams
  - iii. Contributions to the research community and the broader society
  - iv. Further details on selected scientific outputs and/or activities
3. Why would this grant be timely for me at this point in my career path and/or in my research?  
**(only applicable for PEX projects)**

The **PI narrative CV** can be **completed** either directly in the **myFCT application form**, or on the **CIÊNCIAVITAE** platform (**narrative** tab) and subsequently imported. In any case, the PI's narrative CV should be written considering the specific context of this Call.

To import the narrative CV from the CIÊNCIAVITAE into myFCT application form, the PI should:

1. Click on the "**Get narrative CV**" (see figure below).
2. Choose to import sections 1 (Career Profile) and 2 (Contributions to Science and Society) together by selecting "**Get all fields**", or import specific subsections individually.
3. Review and edit the imported text in the application form as needed.



Section 3 (only applicable for PEX projects) must be completed directly in myFCT application form, as it is not available in CIÊNCIAVITAE.

The following sections provide guidance on the information and content that PIs are expected to include in each part of the narrative CV.

## 1. Career Profile

Provide a summary of the PI's educational background (including PhD completion year), key qualifications, and employment history. If applicable, include details on any career interruptions, such as parental leave, long-term illness, industry work, secondments, volunteer work, or other non-research activities. Describe how these interruptions, or unconventional career paths, or gaps have influenced your research activity.

## 2. Contributions to Science and Society

In the following sub sections the PI can provide relevant examples of contributions in relation to their career stage and specific scientific area. This section is structured to accommodate various researcher profiles and career stages across different scientific fields. The PI may refer to the guidelines below and select contribution types that most effectively and comprehensively represent their researcher profile and achievements.

- i. **Contributions to the generation of new ideas, tools, methodologies or knowledge:** this section should describe how the PI has contributed to generating new ideas, tools, methodologies, or knowledge, highlighting the relevance and impact of these contributions. Examples can include publications, key data sets, software, intellectual property (e.g., patents, licenses, trademarks, copyrights), conference presentations and proceedings, and research or policy publications, as well as other scientific, technological, cultural, or artistic achievements. Any awards received in

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

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

3. **Why would this grant be timely for me at this point in my career path and/or in my research?** (only applicable for PEX projects): the PI should explain why this grant is timely at this point in their career and how it will impact their future research directions and development. Considerations for career and research development potential may include scientific production, activities and dissemination, team and project leadership, the establishment of national or international collaborations and networks, and the capacity to enable future research while attracting funding or other resources.

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

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

## MEMBERS

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

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

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

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

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

## HIRINGS

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

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

## CONSULTANT

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

- Email
- Framework of consultant's participation

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

**Whenever a team member or consultant is added to the application, an email will be sent requesting confirmation of their association.**

## TEAM CV SYNOPSIS

In this field, the PI must present a synopsis of the Research Team's CV, focused on the **experience and competence** of the group to execute the project. The team's **scientific activities and key achievements** over the last **5 active years** must be highlighted, demonstrating their expertise and the relevance of their research outputs (e.g., publications, datasets, software, patents) to the project's specific focus area.

The synopsis must justify the **structure and configuration of the team**, clearly evidencing the **complementarity of skills**, balance of roles, and adequacy of its size. It is crucial to unequivocally demonstrate how **each member's profile and expertise align with the specific tasks** assigned to them in the work plan, as well as their level of **commitment and availability** for project execution.

The PI should also detail the team's ability to **engage and develop researchers in training** (including master's students, PhD candidates, and early-career researchers). Furthermore, the synopsis should emphasize the **track record of collaboration** among team members and with external partners, including the team's **degree of internationalization**, when relevant to the project's scope and objectives.

**Note on Character Limit:** Given the 10,000-character limit, the PI must be highly **selective and strategic**. For large teams, it is essential to focus on the detailed justification of the **members most critical** to the project's success and group the remaining members by competence and function to ensure that all evaluation points are addressed. The **CIÊNCIAVITAE CV** of each team member will be used by the reviewers **only to verify** the details provided in this team CV synopsis.

### 4.1.4 Work Plan

The following suggestions provide guidance on structuring the description of the research plan. The PI is responsible for organizing the structure, which should be tailored to suit the project's scientific subject or interdisciplinary nature. The research plan should be designed to cover the maximum duration of the selected project type: 36 months for SR&TD projects or 18 months for PEX projects. The work plan is divided into the following sections:

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

## ABSTRACT

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

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

## STATE OF THE ART AND OBJECTIVES

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

- To what extent does the proposed research **address significant and relevant challenges**?
- How **ambitious are the objectives, and to what degree do they go beyond the current state of the art** (e.g., introducing novel concepts, approaches, or fostering advancements between or across disciplines)?
- What is the potential contribution of the research project to the advancement of knowledge, and what is the potential impact of the project's outcomes on the economic, technological, and societal dimensions?

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

## RESEARCH PLAN AND METHODS

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

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

## BIBLIOGRAPHIC REFERENCES

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

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

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

## PAST PUBLICATIONS

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

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

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

## TASKS

For each project task, the PI should provide the following details:

- **Task denomination:** a concise and self-explanatory title for the task.
- **Task description and expected results:** Describe the work to be performed in this task:
  - **Activities:** List and describe **all activities** to be carried out. Be comprehensive and specific - **task acceptance** is based on **demonstrating** that **activities** were **executed, not** on achieving **positive results**.
  - **Methodologies:** Explain **how** the work will be executed (protocols, techniques, approaches).
  - **Deliverables link:** Identify which deliverables this task will produce or contribute to. *(Detailed descriptions go in the Deliverables List section below).*
  - **Task dependencies:** Explain how this task connects to other tasks and how its outputs enable subsequent work.
  - **Team & resources:** Detail each partner's role and justify the human and material resources needed to execute these activities.
  - **Expected outcomes:** Describe anticipated results. *(Note: Negative or unexpected scientific results do not affect task acceptance if the planned work was properly executed)*

**Note on Lump Sum methodology:** In Lump Sum projects, payment is based on demonstrating that the planned activities were executed, not on achieving positive scientific results. A task can be 100% accepted even if experiments failed or hypotheses were refuted, as long as all activities were properly carried out. Therefore, the PI should describe activities comprehensively and realistically. Please note that intermediate payments are made based only on tasks with a 100% completion rate. The PI may split long-duration tasks (e.g., management, communication, and dissemination) within the work plan, allowing intermediate payments to the corresponding activities. This possibility should not mean a generalised fragmentation of tasks, as the structure of the work plan, which will be evaluated, must remain effective and reasonable.

- **Assigned team member(s):** Identify the team member(s) associated with each task. **All team members (hired or to-be-hired)**, including those without associated costs, **must be allocated to at least one task.**
- **Person\*month:** Calculate this by multiplying the percentage of each person's dedication to the task by the duration of the task in months.


Examples:

- 1 person at 50% for 6 months = 3 person\*month
  - 1 person at 30% for 6 months = 1,8 person\*month
  - 1 person at 50% for 15 days = 0,25 person\*month
- **Start date** and task **duration** (in months) must be indicated.
  - **Budgets:** After assigning team members to each task and defining the start date and duration, the system will open the budget section with two separate tabs:
    - **Task costs:** Allocate funding amounts to each budget item configured for the call, organized by beneficiary institution. For each cost item, enter the appropriate amounts based on the resources required to complete the task.

Note: Indirect costs (overheads) will be automatically calculated at 25% of all eligible direct costs. Building and facility adaptation expenses are limited to a maximum of 10% of total eligible project costs.

- **Costs justification:** The PI should provide a detailed narrative justification for the budget amounts requested in each budget item to complete the task. The explanation should clarify why these resources are necessary for this specific task and how they relate to its objectives and expected results. The PI should also demonstrate that the costs are reasonable and appropriate.

Once all task information is completed and saved, the system will display two overview tabs:

- **List:** Displays a summary table providing an overview of all tasks, including task number, task designation/duration, assigned team members, and person\*months. This table allows the PI to:
  - Edit each task individually.
  - Remove tasks as needed.
  - Reorder tasks by clicking on  and moving the task to the desired position.
- **Costs:** Displays a consolidated view of the budget requested for each task, organized by institution. This overview enables the PI to review the distribution of costs across all tasks and institution(s) involved.

*The **global budget** for all tasks is continuously displayed on the right-hand side of the application form for the PI's reference.*

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

The budget amounts allocated to each task will automatically populate the Budget section ([4.1.6](#)), including the Principal Contractor, Participating Institutions (only for SR&TD), and Funding Plan tables.

#### **IMPORTANT CONSIDERATIONS FOR BUDGET ESTIMATION AND EVALUATION:**

Cost estimates should approximate actual costs as closely as possible and must meet the eligibility criteria outlined in Articles 8 and 9 of the FCT Projects Regulation. For information on payment methodology, eligible and non-eligible expenses and indirect costs, please refer to [Chapter 2 - Understanding Lump Sum Funding](#).

The PI should be aware that the evaluation panel will consider these cost estimates when assessing the proposed activities under the implementation criterion (Criterion C: Feasibility of the workplan (including planning) and expected indicators, as well as the budget adequacy). Experts will evaluate whether the estimated costs are reasonable and not excessive. Panels will also evaluate whether the proposed resources and the split of the Lump Sum allow completing the activities described in the proposal. Any adjustments to the Lump Sum amount may be reflected in the acceptance document.

#### **PROJECT TIMELINE AND MANAGEMENT**

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

- **Deliverables list**

In this section the PI should include deliverables that will demonstrate task completion. Include only deliverables that are essential for project monitoring and work completion. A deliverable may be produced by a single task or result from multiple related tasks.

Under the Lump Sum funding, payment is based on work completion demonstrated through deliverables, not on research success or financial records.

For detailed information on how deliverables relate to the payment structure, please refer to [Chapter 2 - Understanding Lump Sum Funding](#).

In this section, for each deliverable the PI should, provide:

- **Deliverable:** Select the appropriate category from the dropdown menu. The available deliverable types are:
  - **Report:** Documents or reports on specific activities or results.  
*Examples:* Scientific reports, technical reports, feasibility studies, survey results, literature reviews, analysis reports, progress summaries, benchmarking studies, ethics compliance documentation, security protocols and reports.
  - **Data Management Plan:** Plan describing how research data will be handled during and after the project.  
*Examples:* Initial Data Management Plan (DMP), updated DMP reflecting project evolution and final data management strategy.
  - **Demonstrator:** Physical or digital prototypes, pilots, demonstrators, or proof-of-concept implementations.  
*Examples:* Working prototypes, pilot installations, demonstrator systems, test platforms, experimental setups and field campaigns, scale models and proof-of-concept demonstrations.
  - **Dissemination/Communication:** Materials and activities related to project dissemination and communication, and scientific publications.  
*Examples:* Journal articles, conference papers, project website, press releases, promotional videos, infographics, conference presentations, workshop materials, social media campaigns, policy briefs and exhibition materials.
  - **Dataset:** Research data, databases, or collections of data produced by the project.  
*Examples:* Experimental datasets, survey data, databases, microdata collections, annotated corpora, measurement data, genomic sequences and imaging datasets.
  - **Other:** Any other research outputs not covered by the above categories.  
*Examples:* Software applications, algorithms, computational models, simulation tools, technical diagrams, cell lines, biological samples, chemical compounds, new methodologies, analytical tools and patents filings.
- **Deliverable description:** A brief description of what will be delivered, including its purpose and content, and how is related to each task.
- **Tasks:** Select the task(s) associated with each deliverable.

As deliverables are created, they will appear in a summary table. The PI can edit or remove each deliverable at any time by accessing the table.

- **Milestones list**

A milestone represents a specific date by which an objective is expected to be achieved, a phase completed, or a result obtained. In this section, for each milestone the PI should provide:

- **Denomination:** a concise and self-explanatory title for the milestone.
- **Milestone description:** a description of what can be demonstrated or reported on that date, including the specific objective achieved, phase completed, or result obtained.
- **Tasks:** Select the task(s) associated with each milestone.
- **Date:** Specify when the milestone will be reached.

The **number of milestones is limited to 6**. Focus on key project achievements that mark significant progress points.

As milestones are created, they will appear in a summary table. The PI can edit or remove each milestone at any time by accessing the table.

Milestones help track project progress and ensure alignment with the planned timeline. They provide visibility into the achievement of major objectives throughout the project lifecycle.

- **Timeline**

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

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

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

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

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

- **Management**

In this section, the PI should outline the project management structure that will be implemented. This should include details on the coordination among participants, the planned meetings, and the reporting structure. The proposed management structure should be

tailored to the project's size and consider the involvement of participants from different research units.

## ETHICAL ISSUES

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

If the project requires ethics approvals (e.g., ethics committees, animal welfare authorizations), the PI should ensure that the work plan accounts for the time needed to obtain these approvals, as they often take longer than expected and research cannot start without them. Evaluators will consider whether ethical issues have been appropriately addressed and whether the proposed timeline for obtaining approvals is realistic.

## 2030 AGENDA

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

## OTHER PROJECTS

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

### For FCT-funded projects:

Once the PI selects the project, all fields will be automatically populated, except for the field titled "Please list the main objectives of the project that you consider relevant for this application".

### For projects not funded by FCT, or those submitted and currently under evaluation:

The following elements must be completed:

- Add Project
  - Project reference: reference as specified in the funding contract
  - Project status: indicate whether the project is still just an "Application" or if it is "In Progress" or "Completed"
  - Project title
  - Principal contractor

- Funding
  - Funding entity
  - Total funding (requested funding, for submitted projects)
- Timetable
  - Start date (an estimative, for submitted projects)
  - Duration (months)
- Relation with the current proposal: For funded projects, please provide a detailed list of results achieved, including any systems or prototypes developed, patents obtained, and academic degrees earned by students who participated in the project, among other relevant outcomes. For submitted projects under evaluation, outline how these projects relate to the current proposal. In both cases, the PI should indicate how the project connects to the research team and the research goals associated with the present proposal.

## ATTACHMENTS

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

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

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

## COMPUTING AND DATA

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

- **Advanced computing**

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

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

- **Research data**

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

i. **You will be generating or collecting research data in the context of your project?** If yes, an additional question must be answered:

a) *The work plan requires access to a research data repository provided by FCT?* If yes and if the project will be selected for funding, the beneficiary will have to submit a Research Data Management Plan to FCT within six months of the funding's start date, according to the model provided by FCT. Access to the service will be assessed based on the shared information.

#### 4.1.5 Indicators

##### EXPECTED OUTPUT INDICATORS

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

##### DISSEMINATION

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

#### 4.1.6 Budget

This call uses the Lump Sum funding methodology (Simplified Costs - Fixed Amounts), as outlined in point 4 of the Announcement for Proposal Submissions and in accordance with the [FCT Projects Regulation](#).

The budget tables in this section consolidate all resources detailed in the Work Plan tasks and display:

- Total direct personnel costs.
- Total direct non-personnel costs (equipment, missions, etc.).
- Indirect costs (automatically calculated as 25% of all eligible direct costs).

The PI should review the global budget to ensure:

- All costs are correctly distributed across items.
- The total budget aligns with the project objectives and scope.
- Any necessary adjustments are made at the task level (in the Work Plan section).

Under the Lump Sum model, evaluators will assess whether the resources proposed are appropriate and adequate for the planned activities, whether the budget is reasonable and non-excessive, and whether the costs are consistent with the scientific objectives and methodology.

#### **PRINCIPAL CONTRACTOR**

This section displays the budget breakdown for the Principal Contractor, organized by budget item. All values are automatically populated from the task-level budgets entered in the Work Plan section.

#### **PARTICIPATING INSTITUTIONS** *(only for SR&TD projects)*

This section displays the budget breakdown for each Participating Institution, organized by budget item. All values are automatically populated from the task-level budgets entered in the Work Plan section.

#### **FUNDING PLAN**

This section presents the project's Global Budget and Funding Plan tables, which are automatically populated based on all task-level budgets. The tables display:

- Total budget by cost item.
- Funding Plan.

All **budget amounts** are **automatically** calculated from the **Work Plan tasks**. To make any changes, select the relevant **budget item** to navigate back to the corresponding task(s) in section 3.1.5 and update the budgets at the **task level**.

#### **4.1.7 Statement of Commitment**

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

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

#### **4.1.8 Validate and Submit**

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

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

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

## 5. After the Submission of the Application

### 5.1 Statement of Commitment from the Principal Contractor

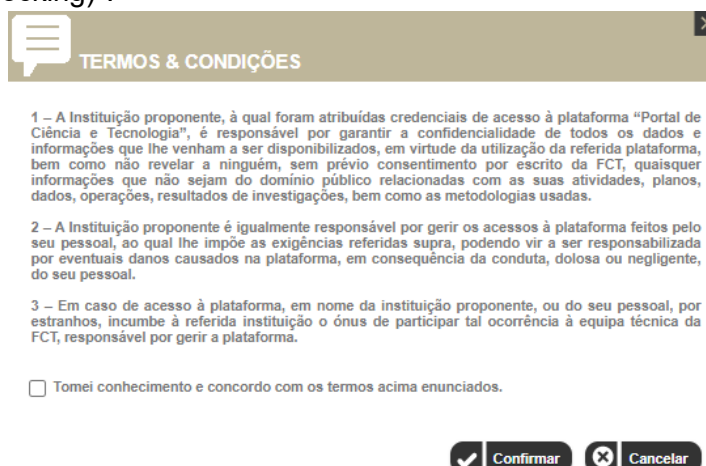
The Statement of Commitment of the Principal Contractor will be available on myFCT for approval by the **head of the institution or their designated representative** after the deadline for submitting applications and until **25 March 2026 at 5:00 p.m. (Lisbon time)**, as stipulated in the Announcement for Proposal Submissions.

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

### 5.2 Delegation of Access in the PCT

The creation of the user group and the delegation of authority to these users for agreeing with the Statement of Commitment of the Principal Contractor are managed in the PCT through the following steps:

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



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

For more details, please refer to the Access Delegation Manual available on the PCT under the “Help”» “Support Documents” section.

### 5.3 Acceptance of Applications in myFCT

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

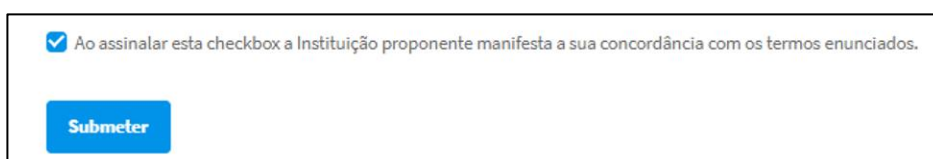
The "Institutions" » "Ongoing Calls" menu provides **access** to the **list of applications in which the institution participates** in R&D Project calls, whether as a principal contractor or as a participating institution.

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

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

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

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



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

**Submeter**

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

#### Instituição Proponente (Principal Contractor)

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

## Annex I – Application Form Structure and Character Limit

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

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

### 1. GENERAL DATA

#### 1.1 Project description

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

### 2. INSTITUTIONS

#### 2.1 Principal contractor

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

#### 2.2 Participating institutions (*only available for SR&TD projects*)

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

#### 2.3 Collaborative Institutions

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

### 3. RESEARCH TEAM

#### 3.1 Principal Investigator

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

#### 3.2 PI narrative CV

- Career profile (**max. 4000 characters**)
- Contributions to Science and Society:
  - 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. 3000 characters**)
  - Contributions to the research community and the broader society (**max. 3000 characters**)

- Further details on selected scientific outputs and/or activities (**max. 5000 characters**)
- Why would this grant be timely for me at this point in my career path and/or in my research? (**only available for PEX projects, max. 3000 characters**)

### 3.3 Members

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

### 3.4 Hirings

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

### 3.5 Consultant

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

### 3.6 Team CV synopsis

- Research team CV synopsis (**max. 10000 characters**)

## 4. WORK PLAN

### 4.1 Abstract

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

### 4.2 State of the art and Objectives

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

### 4.3 Research plan and methods

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

### 4.4 Bibliographic references

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

### 4.5 Past publications

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

### 4.6 Tasks

- Task denomination (**max. 150 characters**)
- Task description and expected results (**max. 4000 characters**)
- Assigned to
- Person\*month
- Start date
- Duration (months)
- Budgets:
  - Task costs
  - Cost justification of the task (**max. 2500 characters**)

#### 4.7 Project timeline and management

- Deliverables List (add deliverable)
  - Deliverable
  - Deliverable description (**max. 800 characters**)
  - Tasks
- Milestones List (add milestone)
  - Denomination
  - Milestone description (**max. 300 characters**)
  - Tasks
  - Date
- Timeline
- Management
  - Description of the management structure (**max. 3000 characters**)

#### 4.8 Ethical issues

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

#### 4.9 2030 Agenda

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

#### 4.10 Other projects

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

#### 4.11 Attachments

- Documents upload (if applicable)

#### 4.12 Computing and data

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

- Research data
  - You will be generating or collecting research data in the context of your project?
  - The work plan requires access to a research data repository provided by FCT? (if applicable)

## 5. INDICATORS

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

## 6. BUDGET

### 6.1 Principal contractor

- Budget (automatic filling)

### 6.2 Participating institutions (only available for SR&TD projects)

- Budget (automatic filling)

### 6.3 Funding plan

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

## 7. STATEMENT OF COMMITMENT

## 8. VALIDATE AND SUBMIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Annex III – Data Protection

In the context of the **Call R&D Projects in All Scientific Domains 2025 - PTDC2025**, personal data are collected and processed in accordance with the General Data Protection Regulation (GDPR), approved by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, in force since 25 May 2018, and pursuant to Law No. 58/2019 of 8 August, which ensures the implementation of the GDPR in the national legal order.

### Data Controller

The Fundação para a Ciência e Tecnologia, I.P., hereinafter FCT, acts as the Data Controller, headquartered at Av. D. Carlos I, 126, 1249-074 Lisbon, telephone: +351 21 3924300.

### Data Protection Officer

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

### Purpose and Legal Basis for Processing

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

- For the performance of a contract to which the data subject is a party, or for pre-contractual procedures at the request of the data subject, under Article 6(1)(b) of the GDPR.
- For compliance with legal obligations, under Article 6(1)(c) of the GDPR, as set out in points a) and c) of paragraph 2 of Article 3 of FCT's Statutes, approved by Decree-Law 55/2013 of 17 April.
- For the performance of tasks carried out in the public interest by FCT, under Article 6(1)(e) of the GDPR and based on Regulation 5/2024 of 3 January, which establishes the access conditions and support rules for projects financed exclusively by national funds through FCT.

FCT may also process personal data for archiving purposes in the public interest, scientific or historical research purposes, or statistical purposes, respecting the principle of data minimisation, including anonymisation or pseudonymisation whenever the intended purposes can be achieved through these means.

### Collection of Personal Data

Within PTDC2025, personal data is collected in two phases:

During the Application: Data necessary to validate the eligibility and merit of the application are collected.

During the Funding Phase: Additional data—mainly financial—and data related to project execution and reporting are collected.

At different stages of the call, the personal data collected fall into the following categories:

**Application Phase:** During the application process for projects under PTDC2025, both common and special categories of personal data are collected. These personal data are provided directly by the Principal Investigator through a specific form and submission of the application via the myFCT platform.

**Funding and Contract Management Phase:** After the approval of the application, during the contracting and funding management process, additional personal data are collected, necessary to formalize contracts and support project follow-up. These may include financial information and sensitive information (e.g., degree of disability) related to project execution.

**Within PTDC2025, personal data may be collected:**

- a) Directly from data subjects, who provide them through application forms and online platforms, specifically the MyFCT Platform, where the entire application, evaluation and funding approval process is submitted within a single system; the CIÊNCIA ID Platform, where the national identifier for accessing scientific services is hosted; the CIÊNCIAVITAE Platform, where the CVs of all team members are stored; and the Science and Technology Portal (PCT), where data from the entities responsible for applications are collected and communication with FCT's individual and collective interlocutors occurs, aiming to significantly improve procedural efficiency. Additionally, in the case of evaluations, data may also be collected through the recruitment and designation processes of evaluators.
  
- b) Indirectly from data subjects, through beneficiary entities that provide personal data related to applications, or in cases where Principal Investigators provide personal data of team members.

**Description of Categories of Data Subjects and Categories of Personal Data**

The personal data processed relate, in particular, to:

**a) Categories of Data Subjects:**

Researchers, teachers, students, PhDs and other beneficiaries involved in the Portuguese scientific system, including higher education institutions, their institutes and R&D units, State Laboratories, Associated Laboratories or international laboratories headquartered in Portugal, private non-profit institutions whose main objective is R&D activities—including Collaborative Laboratories (CoLab) and Technology and Innovation Centers (CTI), representatives of other public or private non-profit institutions engaged in scientific research activities, representatives of companies of any nature and legal form, provided they are part of IC&DT projects led by non-business entities in the R&I system, representatives of foreign partner institutions, representatives of participating institutions associated with the PIs,

representatives of collaborating institutions, Principal Investigators, co-Principal Investigators, research team members, coordinators, evaluators (independent experts and external evaluators, national or foreign, affiliated to national or foreign institutions).

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

### **Common:**

- Civil identification: including full name, surname, date of birth, gender, identification number and/or passport number, and taxpayer number;
- Contact information: including institutional email address, city and country or region of residence;
- Academic and Professional Activity: detailing employment status, qualification level, academic or professional background, academic degree, titles, scientific identifiers, and project identifiers;
- Physical data: including image in print or video, if applicable;
- Financial information: including IBAN.

### **Special:**

- Criminal record: convictions and offences, if applicable;
- Health information: including details in documents required to justify the eligibility condition at the time of the project.

For the provision of services associated with the MyFCT, CIÊNCIA ID, CIÊNCIAVITAE and PCT Platforms, additional categories of personal data relating to different categories of data subjects may also be collected for different processing purposes, as defined in the respective Privacy Policies.

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

In compliance with legal obligations related to the purpose of Managing Funding and Co-funding Instruments, data are disclosed to the Ministry of Education, Science and Innovation for homologation procedures. Other entities with legal legitimacy to request, collect and process the data may also access them.

## **Processors**

Personal data may be transmitted to processors so that they may process them on behalf of FCT. In such cases, FCT will take the necessary contractual measures to ensure that the processors respect and protect the personal data.

Entities processing personal data on behalf of FCT must provide written guarantees of implementing appropriate technical and organisational measures to comply with applicable privacy and data protection legislation and ensure the safeguarding of data subjects' rights. These guarantees must be formalized in a contract signed between FCT and each processor.

## Transfer of Data to Third Countries

For the purposes described, personal data may be subject to international transfers not only to countries within the European Economic Area but also to third countries. In such cases, FCT will formalize international data transfer agreements only with entities that provide sufficient guarantees of implementing appropriate technical and organisational measures to comply with applicable data protection legislation and ensure the safeguarding of data subjects' rights.

## Retention Period

The retention period for personal data is that which is established by legal or regulatory provisions or, in their absence, the period necessary for the purposes for which the data were collected and processed.

Personal data are kept in a form that allows identification of data subjects only for the period necessary for the purposes for which they are processed, without prejudice to legal obligations requiring specific retention periods or to the exercise of legitimate rights and interests of FCT.

For processing carried out for archiving in the public interest, scientific or historical research purposes, or statistical purposes, FCT may retain some data for longer periods, while applying appropriate safeguards for the rights and freedoms of data subjects, in accordance with applicable legislation.

These safeguards involve implementing technical and organisational measures to ensure compliance with the principles of data minimisation and pseudonymisation.

## Rights of Data Subjects

Through any of the contacts indicated above, and without prejudice to the legal limits, data subjects have the right to request from FCT access to personal data concerning them, their rectification or erasure, restriction of processing, and data portability when technically possible. They may also object to processing or withdraw consent at any time, if consent was the legal basis for processing.

To learn more about how FCT uses and protects your personal data, please consult the "General Privacy and Data Protection Policy", available at: <https://www.fct.pt/politica-de-privacidade-e-proteccao-de-dados/>.

## Notification and Complaint

Without prejudice to direct notification to FCT through the contacts available at <https://www.fct.pt/contactos>, data subjects may lodge a complaint directly with the Portuguese Data Protection Authority ([www.cnpd.pt](http://www.cnpd.pt)) using the contacts provided by that entity.

## **General Measures Adopted to Ensure the Security of Personal Data**

To ensure the protection of personal data, FCT implements strict and internationally recognised rules applicable to all those who legally handle personal data.

Accordingly, technical and organisational security measures are implemented to protect the personal data provided to FCT, as well as the confidentiality, integrity and authenticity of the processed data. Whenever possible, personal data stored by FCT are encrypted and anonymised and subject to access control based on the principle of least privilege.

In this context, and in line with the obligations to publish lists of approved and non-approved applications and evaluator panel lists, the data are ensured to be findable, accessible, interoperable and reusable by default.

Furthermore, FCT continuously reviews information security standards not only to ensure continuous improvement but also to remain up to date regarding new threats, implementing necessary countermeasures.

