Call for PhD Studentships 2025

FAQ – Frequently Asked Questions

MARCH 28th 2025

TABLE OF CONTENTS

TABLE OF CONTENTS 2
ACRONYMS 3
1 – GENERAL INFORMATION ABOUT THE APPLICATION 4
2 - ACADEMIC DEGREES 10
3 - BONUS 12
4 - PROFESSIONAL ACTIVITY 13
5 - CURRICULUM VITAE 13
6 - APPLICATION DATA 15
7 - DOCUMENTS OF MANDATORY SUBMISSION 16
8 - WORK PLAN 17
9 - HOSTING CONDITIONS 19
10 - INSTRUCTIONS FOR SUPERVISORS 24
11 - APPLICATION SUBMISSION 26

ACRONYMS

COI – Conflict of Interests

CV – *Curriculum Vitae*

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

FCT – Foundation for Science and Technology (*Fundação para a Ciência e a Tecnologia*, I.P.)

HEI – Higher Education Institution

myFCT – FCT Information and Management System

NAE – Non-Academic Entity

PCT – Science and Technology Portal (*Portal de Ciência e Tecnologia*)

This document is continuously being updated

1 – GENERAL INFORMATION ABOUT THE APPLICATION

1.1 – How can I fill out and submit the application?

Applications must be completed and submitted directly on the myFCT platform (available at: https://myfctMyFCT.fct.pt/).

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

CIÊNCIA ID allows access to the myFCT platform and also to the platform where the curriculum vitae must be filled out – **CIÊNCIA**VITAE (available at https://cienciavitae.pt/) and which will be associated with the application.

For a better user experience on myFCT, it is recommended to use Chrome or Firefox browsers.

1.2 – How can I get additional help/ additional information about filling out the application form?

For help filling out the application form, please refer to the supporting documents of the Call, namely the Notice of the Call, the Evaluation Guide and the Application Guide. The latter has a detailed description of each field of the application form.

For questions related to this Call that you consider relevant, and for which you cannot find an answer in these documents, please use the exclusive helpline info.bolsas@fct.pt. You must clearly indicate in the subject of the email the reference of your application and your role in it (e.g. candidate, supervisor). **This channel guarantees the response to all requests received up to 72 hours prior to the end of the application deadline.**

Please note that the questions must be presented clearly and contextualizing the subject you want to see clarify and must be placed as soon as possible, to allow a response in time to ensure effective assistance in the submission of the application.

1.3 – May I submit an application in both funding lines of the Call for PhD Studentships 2025?

No. You can only submit **a single application**, i.e., you must first choose the funding line to which you want to submit your application, checking whether it meets the corresponding admissibility requirements listed in the Notice of the Call. If you submit two applications, one in the regular line corresponding to the academic environment and the other in the specific line, in a non-academic environment, both applications will be **excluded**.

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

No. After the final submission the transition of applications between financing lines is not possible.

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

An application will be considered non-evaluable when it is identified that it has not complied with at least one of the mandatory admissibility requirements (see section 4 “Admissibility” in the Notice of the Call), or when it deviates substantially from the scientific area in which it was submitted.

1.6 –Is it mandatory to indicate a contracting institution in my application? Which one should I choose?

Yes, in the case of a “both in Portugal and abroad” or “In Portugal” studentship, for both lines of application, it is mandatory to indicate a contracting institution. This will be the institution that will contract the grant with you, after signing a contract with FCT. This institution must be a Portuguese academic institution with the legal capacity to enter into contracts. Starting from this edition of the call, the procedures related to the contracting phase and the management of PhD studentships will be the responsibility of the contracting institution indicated in the application. This institution must correspond to the academic host institution or the institution that will grant the PhD degree indicated in the application, except in the cases provided for in the following paragraph.

If your application corresponds to an abroad studentship (regular line) or corresponds to a non-academic chair, under the FCT-Tenure program, the contracting and management of the funding will be ensured by FCT.

Therefore, by selecting one of these options in the "Application Data" section of the form, FCT will automatically appear as the contracting institution in the respective field, and the contracting institution will be indicated without the need for further selection.

1.7 – I applied for last year's Call for PhD Studentships. Will the personal and academic data I have filled out last year be automatically transferred to the 2025’s form?

No. Each call and application is completely independent so you will have to fill in all the fields on the form.

1.8 – I previously had a PhD studentship directly funded by FCT. Can I apply to this call?

No. To apply to this call, you cannot have benefited from a PhD studentship or a PhD in Industry studentship directly funded by FCT, regardless of its duration.

1.9 – I already have a PhD, but I wanted to do another one. Can I apply for a studentship in this Call?

No. To be eligible to apply for this Call, **you cannot have any previous doctoral degree**.

1.10 – Which criteria must my application meet to be admissible in the specific line of application in a non-academic environment of the Call for PhD Studentships 2025?

In addition to complying with the admissibility requirements set out in point 4.2 of the Notice of the Call, to submit an application in the **specific line** in a non-academic environment, you must also cumulatively meet the following conditions set out in point 4.3 of the aforementioned Notice:

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

b) It is mandatory to indicate **in the specific field of the form at least one non-academic host institution with activity in Portugal and also at least one academic host institution (national or foreign).**

c) It is mandatory to indicate a Portuguese **contracting institution**, with the legal capacity to enter into contracts, and which will have to correspond to one of the institutions indicated as academic host institution or the institution that will grant the PhD degree, thus safeguarding compliance with point 4.2 paragraph f) of the Notice of the Call.

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

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

f) In the case of PhD studentships to be awarded under **Non-Academic Chairs (NA)** funded under the **FCT-Tenure** programme, you must associate as scientific supervisor the PhD researcher hired to fill the NA Chair under the FCT-Tenure programme. You need also to indicate as academic host institution the Research Unit and/or the institution proposing the application, and the associated non-academic institution. Additionally, you must indicate the reference of the FCT-Tenure position assigned to the supervisor in the appropriate field of the form.

Please note that applicants must also demonstrate the contribution of non-academic entities to carrying out the work included in the research plan, as well as the relevance of the work plan to the objectives and areas of activity of the aforementioned non-academic entities. You must use the field "**Justification**" that is made available when you indicate that the host institution is a non-academic entity.

1.11 – I want to submit my application for a studentship in the scope of a position funded under the FCT-Tenure program, for Non-Academic Chairs (NA). Do I have to associate already the scientific supervisor or PhD researcher hired to fill the NA Chair, under the FCT-Tenure program?

Yes. The PhD researcher hired to fill the NA Chair under the FCT-Tenure program must be associated with your application as a supervisor and it must be submitted in the specific line in a non-academic environment (BDANA). Additionally, the application must contain:

i) as an academic host institution, the Research Unit and/or the institution proposing the application, and the non-academic institution associated with the Chair;
ii) the reference of the proposed position for funding under the FCT-Tenure (e.g. 2023.XXXXX.TENURE.XXX).

1.12 - What are academic and non-academic entities?

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

Non-academic host institutions are entities not included in the academic environment, as previously characterized. For instance, this line includes Companies, Collaborative Laboratories, Technology and Innovation Centres and other Interface Centres, Public Administration entities, State Laboratories, Hospitals, Museums, Libraries, Regulatory Entities, or third sector entities.

For information on studentships in a **non-academic environment**, see the corresponding application line webpage.

1.13 - What are Third Sector Entities?

The third sector includes all private entities that have public utility purposes originating in civil society. Thus, non-profit and non-governmental organizations that aim to provide public services and work voluntarily with civil society are part of the third sector. Within the scope of this call, the following will be considered as third sector entities: Associations, Foundations, Local Development Institutions, Charities (*Misericórdias*), Museums, Non-Governmental Organizations (NGOs), Private Social Solidarity Institutions (IPSS), Mutualist Associations, Cooperatives, among others.

Applications that include third sector entities as a host institution may apply to the specific line of application in a non-academic environment of the Call for PhD studentships 2025.

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

Within the scope of this Call, these are considered academic entities.

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

Within the scope of this Call, these are considered academic entities.

1.16 - I would like to develop my research plan in a non-academic environment. How can I find entities interested in hosting doctoral fellows?

You can consult potential hosting opportunities for your research plan in non-academic entities by consulting the list of institutions that have expressed interest (constantly updated). You can interact directly with the institution's contact point to prepare a work plan that can support your application. However, applications from other eligible entities other than just the ones included in this list may be also submitted in this funding line.

Submitting a research plan with a host entity from this list does not guarantee admission or evaluation of your application.

1.17 - Is the list of host institutions where I can develop my work plan a closed list, or can I choose any entity to develop my work plan?

Research activities may be carried out in any academic entity that produces and disseminates knowledge, as well as in non-academic entities, as described in Section 2 of the Notice of the Call for each line of application. If the entity where you intend to carry out your work plan is not on the list of institutions available on the application form, you must use the Institution Pre-Registration form on the Portal PCT, to register your institution. To access PCT you must use your CIÊNCIA ID access details and in the "*Registo de Instituições*" Menu you will have access to the form to fill out. Updating the list on the form may take up to 2 business days.

1.18 - In which language should I submit the application?

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

Applications and documents in any other language will not be considered for evaluation purposes.

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

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

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

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

For the ORCID identifier to be visible in your application, you must access the menu “Account> ORCID” on the top-right of your personal myFCT area and authorize access to the ORCID ID. In the **CIÊNCIA**VITAE CV there is also a field where you can indicate your ORCID.

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

1.21 - What are both in Portugal and abroad studentships?

These are studentships in which the applicant develops the work plan in Portugal and abroad, in co-supervision. There is a limit on the duration of the period of stay abroad of 24 months (see No. 8 of Article 6 of RBI – FCT’s Regulation for Studentships and Fellowships.

In the case of a both in Portugal and abroad studentship, in addition to the requirements mentioned in points 4.2 and 4.3 of the Notice of the Call, it is mandatory that the following requirements are cumulatively met:

i) Indicate in the form, at least, one host institution in Portugal and one host institution abroad.

ii) Associate at least one supervisor affiliated with the host institution in Portugal and another with the foreign host institution.

You must also justify the reasons for choosing institution(s) abroad to develop the work plan.

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

Yes, you can apply for:

i) a **both in Portugal and abroad studentship** if the work plan takes place partially in a foreign institution, or

ii) a **studentship abroad** if the work plan takes place entirely in a foreign institution.

In both cases, you must prove that at the start date of the studentship you live in Portugal on a permanent or usual basis, in accordance with No. 2 of Article 9 of the RBI – Regulation for Studentships and Fellowships. This requirement applies to both Portuguese and foreign citizens.

In case of conditional granting of the studentship, for contracting it is mandatory to present the supporting document, either the permanent residence permit valid on the date required for the studentship to begin, or the residence certificate ("*Atestado de Residência*", only for Portuguese citizens). These documents are not requested in the application stage.

When selecting the "Abroad" or “Both in Portugal and Abroad” studentship option, you must fill in the specific field to justify in a clear and detailed way the reasons for choosing institution(s) abroad to develop your work plan. If you choose a studentship fully abroad, you must mandatorily demonstrate the lack of necessary expertise in Portugal.

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

No. It is **not** possible to apply for a studentship abroad in this line. In the specific line in a non-academic environment, you can only opt for a studentship **in Portugal** or a **Both in Portugal and Abroad** studentship. If you apply for a Both in Portugal and Abroad studentship, you must meet the necessary requirements for this type of studentship indicated in FAQ 1.21.

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

Yes, applicants who are citizens of third-party states are admissible to the 2025 Call for PhD Studentships, when complying with the requirements mentioned in **point 4.1, 4.2 of the Notice of the Call, as well as point 4.3,** in the case of an application in the specific line of application.

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

No. When applying, it is not necessary to present any document proving the residence in Portugal. It will be mandatory to present the document proving residence permanently and habitually in Portugal only in the contracting phase and only in the case of candidates who wish to benefit from a both in Portugal and abroad studentship, or an abroad studentship. Candidates who wish to carry out their research work entirely in Portugal do not need to present proof of residence, not even during the contracting phase. This requirement applies to Portuguese and foreign citizens.

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

Yes. The possibility of increasing the amount of the studentship allowance by the host entity is granted by the Research Fellowship Holder Statute (EBI). It should be noted, however, that No. 4 of Article 13 of the EBI establishes that the increase cannot be financed directly by FCT, nor imply any change to the work plan.

1.27 – After the application, can I change the duration of the studentship?

No. The studentship deadline indicated by the candidate in the application will be final and cannot be changed. There will therefore be no possibility of extension, neither at the time of contracting nor later during the execution of the grant.

1.28 – Can studentships start before the start of the researcher hired under the call funded by the FCT-Tenure program?

No. The fellowship can only begin while the FCT-Tenure funding is active, and the researcher hired for the FCT-Tenure funded position must have already started.

1.29 – The contracting institution did not associate itself with my application within the deadline set for this purpose. Will my application still be evaluated?

No. Applications in which the contracting institutions do not confirm their association, during the deadline established for this association, will not be admitted and will not be evaluated by the evaluation panels. You should therefore make sure that you provide the institution the necessary data so that your application is easily identified by the institution in myFCT.

2 - ACADEMIC DEGREES

2.1 - Which certificates should I include in the application?

Whenever possible, you should include the certificates of qualification from all your academic career, accompanied by the respective supplement to the diploma, if available. Please note that the supplement to the diploma is not used for the purpose of applying the scores established in Table 1 of the Evaluation Guide for calculating the score of sub-criterion A1.

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

In the case of integrated Master's degrees you may submit i) a single certificate including both cycles and indicating the final grade (degrees with equal to or greater than 300 ECTS) **or** ii) two certificates, one relating to the 1st and other relating to the 2nd cycle of the integrated Master.

For pre-Bologna courses, the Bachelor's certificate and the Master's certificate should be presented.

For each degree you add, you must ensure that the relevant documents for that degree are submitted. For example, in the field for the bachelor's degree, only documents related to that degree (certificate, supplement, etc.) should be submitted. For other degrees, you must add the corresponding degree and submit the relevant documents.

Although the presentation of all academic certificates is not mandatory in the application, it should be noted that their submission is required to determine the score of sub-criterion A1 (Academic Career), in accordance with what is established in Table 1 of the Evaluation Guide (annex to the Notice of the Call) point 2.1.1.

If you do not present any academic degree certificate, the sub-criterion A1 will be scored 0 (A1=0).

2.2 - Should I include in the application form a certificate indicating the classifications obtained in each course?

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

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

If you have several documents in PDF format for each certificate, it is recommended that you use a software that allows you to combine the various documents into a single file.

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

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

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

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

Final grade average (Bachelor's + Master's) = (Final Grade 1st cycle + Final Grade 2nd cycle) / 2

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

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

For academic degrees awarded by a non-Portuguese higher education institution it is mandatory to submit the recognition of your degree and the conversion of the respective final grade to the Portuguese grading scale, in order to be able to apply the scores of Table 1 of the Evaluation Guide (annex to the Notice of the Call), in the calculation of sub-criterion A1 (academic career). To obtain recognition of the foreign academic degrees, and respective conversion of the final grade to the Portuguese grading scale, you should contact a Portuguese public higher education institution (HEI), or the Directorate General for Higher Education (*Direção-Geral do Ensino Superior*, DGES). The DGES website has more information on how to proceed: https://www.dges.gov.pt/en. Remember that these requests must be addressed to the competent entities in a timely manner to allow the necessary time for their respective processing. Please also note that the submission of a translation of the original documents does not exempt the presentation of the respective recognition and the conversion of the grade to the Portuguese scale for the application of Table 1 of the Evaluation Guide (Annex to the Notice of the Call).

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

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

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

The score to be assigned to sub-criterion A1 (academic career), by applying the scores of Table 1 of the Evaluation Guide (annex of the Notice of the Call), will only consider the classifications that are proven by the submission of the registration of the degrees (duly recognised) and the respective conversion of the final grade to the Portuguese grading scale of the academic degrees submitted.

If these documents are not presented, the minimum score (A1 = 0) will be assigned in this sub-criterion.

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

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

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

This document should be included whenever applicable, that is, whenever it is provided by the degree-awarding institution. This document, despite being optional, is relevant to confirm the final classification and the number of credits (ECTS) of the degrees indicated in the application. Presentation of the diploma supplement does not exempt the presentation of the qualifications certificate, nor is it used for the purpose of applying the scores established in Table 1 to calculate the A1 score.

2.11 - What is the Percentile?

The percentile is a statistical indicator that shows the relative position of the final classification obtained in the ordered list of classifications awarded in the year in which the student obtained the degree, in the same educational establishment and in the same course.

2.12 - Should I include the "Percentile"?

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

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

Yes, you may.

3 - BONUS

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

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

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

The only accepted document to attest the degree of disability is the "*Atestado Médico de Incapacidade Multiuso*" – AMIM, issued according to the Decree-Law No. 202/96, of October 23rd, in its current version. Any other document presented will not be considered for bonus application. In the case of AMIM subject to renewal or re-evaluation, they are considered valid as long as they are

accompanied by proof of request from the medical board for disability assessment, which has been presented by the validity date of the certificate, as stipulated by Decree-Law no. 15/2024, of January 17th.

4 - PROFESSIONAL ACTIVITY

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

The studentship holder's functions are carried out on an exclusive dedication basis, and the exercise of a profession or paid activity, public or private, is not allowed, including the exercise of a liberal profession, as determined by Article 5 of the Research Fellowship Holder Statute (EBI) approved by Law 40/2004 of August 18th 2004, in its current versions, and under the terms set forth in the FCT Regulation for Studentships and Fellowships (Article 16).

Exceptionally, the activities described in No. 3 and folowing of Article 5 of the EBI may be considered compatible with the regime of exclusive dedication, which, however, cannot compromise the execution of the work plan. The case-by-case analysis of compliance with the exclusive dedication regime is carried out by FCT during the studentship contracting phase, requiring the involvement of supervisors as they are responsible for supervising the application of this regime. This analysis is based, at this stage, on the activities reported on the start date of the studentship, although the legal regime applies throughout the entire studentship. See also the FAQ on the exclusive dedication scheme.

4.2 - My professional activity is compatible with the studentship's exclusive dedication regime under Article 5 of the Research Fellow Statute. What procedures should I follow?

You will have to:

i) Indicate, in the appropriate field of the form, the activity to be carried out in accumulation, mentioning the institution, nature of the relationship, function and number of expected hours of weekly work.

ii) Attach a document issued by the institution where you carry out or expect to carry out the activity, indicating the information referred to in the previous point. In cases where it is absolutely impossible to obtain the aforementioned document, it may be replaced by a declaration of your responsibility (*affidavit*) indicating the activity, labour relationship, function/role and number of weekly working hours.

The information mentioned above does not invalidate that, in the event of granting a studentship and for contracting process, clarifications and/or additional supporting documents regarding the declared professional situation may be required.

5 - CURRICULUM VITAE

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

Applicants may only use the scientific curriculum management platform **CIÊNCIA**VITAE.

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

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

At this platform webpage you can find useful information for creating and managing your CV, namely, the user manual and frequently asked questions (FAQs). CIÊNCIAVITAE has a helpdesk to clarify doubts via the address info@cienciavitae.pt or by filling out a form. **The content of CIÊNCIAVITAE CV is your responsibility, so you must check that the information contained therein is correct.**

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

Supervisors can use the **CIÊNCIA**VITAE curriculum management platform or choose to submit a CV in PDF format (generated, for example, from a Word document). The CV in PDF format should only be used if it is impossible to use the **CIÊNCIA**VITAE platform.

To create a CV on the **CIÊNCIA**VITAE platform, the supervisor must follow the instructions available in FAQ 5.1, regarding the registration of the CV on the platform and the content available.

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

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

- **Grant access permission to FCT for each field you wish to make public**.
- Check the access levels of each field you want to make available for evaluation.
- Check the access levels of the fields with personal information that you want to make available.

When creating the *curriculum vitae* in **CIÊNCIA**VITAE you must ensure that the access level is defined as "**Public**" or "**Semi-public**". Only in this way will FCT be able to have access to curricular data, namely training, professional career, productions, etc. In cases where the level defined is "Private", it will not be possible to access the data, making it impossible to evaluate it.

For evaluation purposes, it is mandatory to give FCT permission to access the **CIÊNCIA**VITAE data you wish to make public.

The *curriculum vitae* will be available after clicking on "Obtain CV **CIÊNCIA**VITAE". The link for the PDF version of your CV will then be made available in the application platform, indicating the date and time of association. Any change to the **CIÊNCIA**VITAE after the date and time of association will only be considered **if you remove the CV (click on "Remove") and make a new association** clicking again on "Obtain CV (**CIÊNCIA**VITAE)". It is suggested that you check that the associated CV is the most up-to-date version.

For more information on the use of the **CIÊNCIA**VITAE CV, in particular how you can check the CV data that will be accessed by FCT, you should read the CIÊNCIAVITAE Guide available on the page of this call.

5.4 - What is the CV Synopsis?

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

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

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

6 - APPLICATION DATA

6.1 - When selecting the scientific area and subarea, will I be selecting the evaluation panel as well?

Yes, the combination of main scientific area/secondary scientific area/subarea will determine the evaluation panel where the application will be evaluated, with the panel resulting from this combination being indicated on the application form. You must make sure that the panel resulting from your selection of scientific subarea is the most appropriate to evaluate your application, by consulting the Evaluation Guide.

6.2 - I am not sure about which scientific area to choose. What should I do?

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

6.3 - What should I select under Subarea?

You must select the scientific subarea that is closest to the thematic area of your work plan and that is included in the main scientific area. Only in cases where none of the subareas referred to in the Evaluation Guide fit the work plan of your application should you select the “Other” option within the main scientific area/secondary scientific area that you selected. In this case, you must indicate the most appropriate designation for the subject of your application.

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

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

The date for the start of the studentship is the date from which you intend to contract your studentship and from which the monthly maintenance allowance to be received will be calculated. It cannot, therefore, be before the start date of the work plan. This date must fall within the time period referred to in the Notice of the Call, that is, between September 1st, 2025 and August 1st, 2026.

The starting date and duration of the studentship must be coherent with the schedule of the Doctoral Program to be attended, the deadlines specified in the timeline, the detailed description and the periods of stay in the host institutions. You must also take into account the total time required to complete it, up to a limit of 48 months. Whenever more than one host institution is registered, it must

also take into account the sum of the respective periods of stay indicated, and may not exceed the total number of months indicated for the duration of the doctoral studentship and/or the maximum period of stay in the foreign institution(s) in the case of "both in Portugal and abroad" studentships.

6.5 - What should I highlight when justifying the choice of a studentship that includes periods abroad?

When applying for an "Abroad" or "both in Portugal and abroad" studentship, you must use this field in the form to justify the reasons that resulted in your choice to carry out research in whole or in part abroad. The justification must be made in a clear and detailed manner. When applying for a studentship abroad, you must also demonstrate in this field that there is not the necessary expertise in Portugal, thus supporting your choice to develop your work plan entirely abroad.

6.6 – I want to submit an application within the scope of Non-Academic (NA) Chairs funded under the FCT-Tenure program 1st Edition Program, what should I pay attention to? Do I have to provide the reference of the position proposed for funding?

When you submit your application, you must bear in mind the following:

i. The application must be submitted in the specific line in a non-academic environment;
ii. In the application, you must indicate the full reference of the FCT-Tenure position proposed for funding (e.g. 2023.XXXXX.TENURE.XXX);
iii. Please ensure that the studentship start period does not occur before 1 September 2025 or after 1 August 2026 and that, cumulatively, the FCT-Tenure funding is already active in that period;
iv. Guaranty the association of the PhD researcher hired to fill the NA Chair, under the FCT-Tenure program, as your supervisor;
v. Indicate as academic host institution the Research Unit and/or the institution proposing the FCT-Tenure application, and the associated non-academic institution (see point 5.2 of the Call for Applications of the FCT Tenure – 1st Edition).

7 - DOCUMENTS OF MANDATORY SUBMISSION

7.1 – Is it mandatory to present the timeline?

Yes. The presentation of the timeline is mandatory (see point 4.2 of the notice of the Call and point 3.9.8 of the Application Guide).

7.2 - Do I have to submit a motivation letter?

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

7.3 - Do I have to submit recommendation letters?

No. In this call, letters of recommendation are not evaluation elements. There is no specific field on the form to upload them.

7.4 – Do I have to present a more representative document?

No. In this edition, the presentation of the most representative document is not a mandatory element and there is no specific field in the form for its submission.

8 - WORK PLAN

8.1 - Am I required to include one (or a maximum of 3) of the 17 objectives of the Sustainable Development Goals (SDGs) of the United Nations 2030 Agenda?

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

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

8.2 - Is it mandatory to indicate a Smart Specialisation Area?

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

8.3 - Does the indication of a Smart Specialisation Area and the objectives of the UN 2030 Agenda determine the panel on which my application will be evaluated or have any impact on the evaluation?

N**o**. This information is exclusively used for statistical purposes only and will not be considered for evaluation.

8.4 - Where can I learn more about the Smart Specialisation Areas?

All information about the Smart Specialisation Areas, namely the framework and objectives defined for each of the six Priority Domains of ENEI 2030 – National Strategy for Smart Specialization 2030, can be found in the document produced by ANI – *Agência Nacional de Inovação*, available **here**.

8.5 - What is the Abstract?

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

8.6 - What is meant by State of the Art?

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

8.7 - What are the Objectives?

The objectives are a description of the main research questions to be addressed and the goals to be achieved with the development of your work plan.

8.8 - What is meant by Detailed Description?

It is the development of the work plan with a detail that allows its evaluation by the panel. It must include, in particular, the methodologies and tasks to be developed, as well as the corresponding execution deadlines and/or possible risk contingency measures, if applicable.

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

Yes, the timeline is a mandatory submission file. In that file you should indicate the timeline showing the scheduling of the tasks proposed in the work plan, the place where the tasks will be carried out, as well as the main milestones to be achieved, including the expected period for delivery of the thesis or of the scientific work leading to the doctoral degree, at the university, in order to allow the panel to better evaluate the feasibility of the proposed work plan. **The monitoring of your studentship will take into account the compliance with these goals and their timing**.

For applications submitted in the regular application line, it must be clear, by analysing the timeline, that the total stay in non-academic institutions does not exceed 6 months.

For applications submitted in the specific line in a non-academic environment, the timeline must clearly include a minimum period of 12 months (consecutive or interpolated) at the non-academic host institution with activity in Portugal.

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

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

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

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

No, the presentation of a declaration of institutional support is optional, but it may be relevant to attest to the commitment between the various stakeholders in the case of applications that foresee collaboration with entities or researchers other than those identified as host institutions or associated as supervisors, allowing the panel to better assess the feasibility of the work plan or its importance, in cases where this is justified.

8.12 - What other documents can I submit in the Attachments field?

In this field you can attach other files in JPEG, PDF and PNG format, up to a total maximum of 10 MB, such as formulas, schemes, diagrams, graphs, images or documentary evidence of scientific productivity indicators, constituting complementary information to clarify or support information contained in the application. However, you should not use this field as an extension of the form, so **you should not submit** exhaustive descriptions of methodologies or references to plan details that belong to the "Detailed Description" field.

9 - HOSTING CONDITIONS

9.1 - What is a host institution?

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

9.2 – I cannot find my host institution in the list available on the application form. How can I add it?

To add an institution to the list of available institutions in the application form, you must use the Institution Pre-Registration form on the Portal PCT. To access the PCT you must use your CIÊNCIA ID access details and in the "*Registo de Instituições*" Menu you will have access to the form to fill out. Updating the list on the form may take up to 2 business days.

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

No. In this line, you must include an academic host institution. In addition, you may include other institutions of a different nature, namely non-academic institutions, but you cannot stay in the aforementioned institutions more than 6 months in total.

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

In an application submitted to the regular line, any indicated non-academic entity (NAE) will be assessed in the context of the entire host environment and in view of its contribution to the implementation of the work plan. The maximum period of stay allowed at ENAs in this line of application must be taken into account, which cannot exceed 6 months in total.

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

Yes. You must have an academic host institution, which may be national or foreign, as well as a supervisor affiliated to the same institution. In addition, it is also mandatory to indicate the non-academic host institution with activity in Portugal, as well as the association of a supervisor from that institution in compliance with paragraph f) of point 4.2 of the Notice of the Call.

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

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

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

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

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

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

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

9.9 - What is meant by NUTS II?

This is the second level Nomenclature of the Territorial Units for statistical Purposes that identifies the region where the host institution is located (North, Centre, Lisbon, Alentejo, Algarve, Azores, Madeira).

9.10 - What should I indicate in the periods of stay?

Whenever you indicate more than one host institution, you will be asked to specify the respective periods of stay in each one, recording the start date and duration in the appropriate fields.

For Both in Portugal and Abroad studentships, whether in the regular application line or in the line of applications in a non-academic environment, the duration of the periods you plan to stay abroad cannot exceed the limit of 24 months in total.

In the regular application line, the total stay in non-academic institutions cannot exceed 6 months.

In the specific application line in a non-academic environment, it is essential to remain at least 12 months (consecutive or interpolated) in the same non-academic host institution with activity in Portugal.

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

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

9.12 - What is it meant by Doctoral Granting Institution?

This is the higher education institution that will award the PhD degree.

9.13 – I cannot find my institution that awards the degree in the list available on the application form. How can I add it?

To add an institution to the list of available institutions in the application form, you must use the Institution Pre-Registration form on the Portal PCT. To access the PCT you must use your CIÊNCIA ID access details and in the "*Registo de Instituições*" Menu you will have access to the form to fill out. Updating the list on the form may take up to 2 business days.

9.14 – What is the contracting institution?

Contracting institution is the institution that will sign the studentship contract with the candidate, and with which FCT will enter into a contract for the funding of the fellowships. This institution will have to join the application through the myFCT platform. It must be a Portuguese academic institution and correspond to one of the institutions indicated in the application, and may correspond to the academic host institution or the degree-awarding institution, provided that it has the legal capacity to enter into contracts. The contracting institution will have 10 working days to make the formal association with the application after the deadline for submission of applications and before the start of the evaluation, within a period to be indicated on the FCT page related to the Call.

9.15 – I filled in the data of the host and degree-awarding institution and, subsequently, I try to indicate the Contracting Institution, but when validating the application form it indicates that the Contracting Institution is missing. How to proceed?

You must select the contracting institution from the Portuguese host and degree-awarding institutions that you registered in your application, as listed in the form field. If the selected institution does not return a registered contracting institution, the corresponding field will appear empty. In this case, you should search for your contracting institution in the provided field list. If you do not find the desired institution on this list, you must contact FCT through the email address info.bolsas@fct.pt, up to 72 hours before the end of the application deadline, clearly indicating the reference of your application and which contracting institution you want to be included in the application, as well as the respective NIF/NIPC (tax identification number). Your institution can help you with this data.

9.16 – What is the role of supervisors?

The supervisors are responsible for monitoring and supervising the research work. It is the supervisors who certify how the work plan is progressing when submitting the annual studentship renewal request and at the final report stage. The role of supervisor is described in Article 5-A of the Research Fellowship Holder Statute.

9.17 - Who may be a supervisor?

They may be professors from higher education institutions or researchers, or whoever performs this function of monitoring the way the work plan is carried out. In the case of the specific line in a non-academic environment, they may be members associated to the non-academic institution, as long as it is in a position to guarantee this monitoring.

9.18 – Must the supervisor hold a PhD degree?

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

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

Yes. The role of scientific supervisor of a work plan submitted in this call does not require a specific qualification.

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

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

9.21 – Does the supervisor have to be affiliated with the host institution?

Yes, supervisors must be associated with at least one of the host institutions indicated in the application in order to guarantee a continuous and fruitful work with the studentship holder. Once the admissibility requirements have been met, and only in exceptional situations and duly substantiated in the application, additional elements not affiliated with the host institutions may be included. The evaluation panel will analyse the suitability of this situation and reflect its assessment in the item concerning the feasibility conditions of the work plan.

In the case of studentships to be awarded within the scope of non-academic chairs, the association of the supervisor who was hired to fill the NA chair, under the FCT-Tenure program, as the supervisor of your application, must also be verified.

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

Each application's supervising team can have a maximum of three members.

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

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

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

After receiving the invitation through the myFCT platform, supervisors must access their personal area to:

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

b. Access to myFCT portal using the respective credentials.

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

d. Access the "Applications" menu, "Applications I have been associated" tab and enter the requests for association with applications in the "Pending" status.

e. Provide a ***curriculum vitae***, written in **Portuguese** or **English**, (CVs sent by any other means or written in another language will not be considered) either by:

- Filling in and updating their curricular data in the **CIÊNCIA**VITAE **platform**.

or

- Submitting the *curriculum vitae* in a **PDF file**.

We emphasize that cv's sent by any other means or written in another language will not be considered.

f. **Indicate all their current affiliation and collaboration institutions**, including higher education institution and research unit, whenever applicable, and, for example, company, CoLAB, State Laboratory, etc. (affiliations that have already ended must not be indicated).

g. Confirm their association with the application, changing the status to "Confirmed" in the list in the "Applications I have been associated" tab.

In the "Applications I have been associated" tab, the supervisor has available the list of association requests from the students who associated him/her as a supervisor: in the "Pending" status are the requests still waiting for the supervisor's association and in the "Confirmed" status are the requests in which the association process has already been completed. There is also an indication of the status of each application on the right side: "Draft" or "Submitted". To access and view the content of each application, simply enter the active "Pending" or "Confirmed" link and click on the respective reference.

NOTE: It is the candidate's responsibility to make sure that his/her supervisor is correctly associated with the application and that he/she has submitted his/her CV in Portuguese or English and, if it is a CV from the **CIÊNCIA**VITAE platform, you must also check that the fields with relevant information are visible. This verification is possible using the Application Overview.

Please note that, if the supervisor uploads a new version of the CV (**CIÊNCIA**VITAE or PDF of the CV) to their personal area during the application submission period, this latest version of the CV will be the one available both for evaluation and available to the candidate at the Overview.

Supervisors who are not formally associated with the application, even if referenced in the application, will not be considered for evaluation purposes. The evaluation panel will only analyse the CV of supervisors whose association with the application was completed.

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

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

9.26 - May I submit the application form before the association of my supervisors to my application?

No. The process of submitting the application form depends, among other requirements, on confirming the association of scientific supervisors, if they have been registered by the candidate in the field regarding the hosting conditions.

If there is a supervisor who is indicated by the candidate, but who has not completed their association. It will only be possible to submit the application if the candidate removes the supervisor from that field. It should also be noted that, in these circumstances, any mention in the application to the co-supervisor removed from the appropriate field will not be considered in the scope of the evaluation of the application, nor for contracting purposes.

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

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

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

In this field, the applicant must demonstrate the scientific merit and experience of the supervising team in the scientific area of the work plan as well as its suitability for supervising the application, highlighting the aspects of their respective CVs that are relevant to carry out the tasks set out in the work plan. You should also mention the role of each supervisor and explain the relevance and complementarity of the members of the supervising team in the development and feasibility of the work plan.

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

10 - INSTRUCTIONS FOR SUPERVISORS

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

No. The supervisors' CVs must be written in Portuguese or in English. CVs in other language will not be considered for evaluation.

10.2 - What curriculum vitae may supervisors associate to my PhD application?

Supervisors may choose to submit their CV through the **CIÊNCIA**VITAE platform or by uploading the CV in a PDF file.CVs in PDF files should be uploaded only if it is impossible to use the **CIÊNCIA**VITAE platform.

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

After receiving the invitation to participate as supervisor by e-mail, you must access your personal area to:

a. Register in the **CIÊNCIA** ID information system, if you have not already done so.

b. Access to myFCT portal using the respective credentials.

c. Indicate the ORCID identifier in myFCT profile, if you wish to do so. This information is optional.

d. Access the "Applications" menu, "Applications I have been associated" tab and enter the requests for association with applications in the "Pending" status.

e. Provide a ***curriculum vitae***, written in **Portuguese** or **English**, either by:

- Completing and updating your curricular data in the **CIÊNCIA**VITAE **platform**.

  or

- Submitting your *curriculum vitae* in a **PDF file**.

  We emphasize that Cv's sent by any other means or written in another language will not be considered.

f. **Indicate all your current affiliation and collaboration institutions**, including higher education institution and research unit, whenever applicable, and, for example, company, CoLAB, State Laboratory, etc. (affiliations that have already ended must not be indicated).

g. Confirm your association with the application, changing the status to "**Confirmed**" in the list in the "Applications I have been associated" tab.

In the "Applications I have been associated" tab, the supervisor has available the list of association requests from the students who associated him/her as a supervisor: in the "Pending" status are the requests still waiting for the supervisor's association and in the "Confirmed" status are the requests in which the association process has already been completed. There is also an indication of the status of each application on the right side: "Draft" or "Submitted". To access and view the content of each application, simply enter the active "Pending" or "Confirmed" link and click on the respective reference.

When the supervisor is associated with more than one application, the **CIÊNCIA**VITAE CV associated with all applications is the latest version of the CV submitted in his/her personal area of myFCT, as long as it is within the deadline indicated for the submission of applications.

10.4 - I intend to change my curriculum vitae and/or edit my list of affiliation institutions, and I am not getting this reflected in the applications to which I am associated. What will be the reason for this to occur?

Any change in your CV on the **CIÊNCIA**VITAE platform after its association with the application form, even during the period in which the call is running, will not be automatically reflected in the CV that will be available for evaluation. If the supervisor wants to include **new information** in his/her CV and have it **reflected in the application**, he/she must delete the old version by clicking on "**Remove**", and **click again on** "**CV as PDF file**" or on "**Get CIÊNCIAVITAE CV**" for uploading an updated version of the CV. The supervisor will then have to **confirm his/her association with the application again**.

In the case of supervisors with more than one PhD student, if any of the applications for a specific line of funding has already been submitted**, it will not be possible to update the associated CV, nor the list of affiliation institutions.** To do so, you will have to ask the applicant who has already submitted his/her proposal to place the application back in the "**Draft**" status; only then you will be able to carry out any updates you wish to make. After making the changes, you will have to **confirm again your association with that application,** as well as to **all others** in the **same line of application**, because your association will no longer be confirmed in all cases. **You must contact the candidate to resubmit his/her application within the established deadline.**

10.5 – I want to join as a supervisor in an application and I am not succeeding. What is the reason for this to occur?

After accessing the "Applications" menu, "Applications I have been associated" tab and you will find a menu whose header indicates "Pending" and you should follow the following **sequence of 3 steps** to confirm your association with the application:

1. In the first tab you will find the **application data** where you can check the **Host Institutions indicated by the candidate** and you can also access the application through the reference link. There must be alignment between the supervisor's institution of affiliation and the host institution listed in the application to ensure compliance with the minimum admissibility

requirements for the type of studentship requested (in Portugal, in Portugal and abroad, or abroad) and the selected line of application (points 4.2 and 4.3 of the Notice of the Call). This alignment is necessary for the form to be validated and for the candidate to submit the application. Therefore, you must verify that the candidate has correctly indicated the Host Institution, ensuring it corresponds with your affiliation institution, which you will specify in the third tab. Review the information in this section and click 'Next' to proceed.

2. In the second tab you are asked to **upload your CV**, so if it is the one from the CIÊNCIAVITAE platform you will have to select the option "Ciência Vitae" and then click on "**Get CIÊNCIAVITAE CV**" so that your CV appears in PDF with the date and time it was obtained from the platform. If you want to associate another type of CV alternatively, you must select "CV as PDF file" and upload the corresponding file. You will not be able to join the application if you have not successfully uploaded your CV by completing this 2nd step.
3. In the third and final tab you must indicate your current **affiliation and collaboration institutions**. There must be agreement between at least one of your affiliation institutions listed in this menu and the corresponding host institution in the application, for the form to be validated so that the application can be submitted. The agreement that allows the submission of the application is also dependent on your role as a member of the supervision team affiliated with the national vs. foreign, academic vs. non-academic institution of the application. It should be noted that the validation of correspondence is done only at the level of the institution indicated in the "Institution" field, and is not influenced by what is indicated in the "Department" field. When you click on the "Confirm association" button, the header will indicate "Confirmed" in the" Applications I have been associated" list.

If you have not properly associated your CV in step 2 and indicated all your affiliation institutions in step 3, the "**Confirm association**" button will not be active.

10.6 – I am an advisor. What happens if I press the "Decline" button?

If you click on the "Refuse" button, this operation cannot be reversed and in the " Applications I have been associated" list the association will move to the "Rejected" status. If you have done this by mistake, you must ask the candidate to remove you and then send you a new application to join the application so that you can retrace the steps of your association.

11 - APPLICATION SUBMISSION

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

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

When you choose to change your application, its status will return to "Draft" mode, no longer being considered as submitted to the Call. Hence, **you will have to submit the application again before the established deadline**. If you do not do so, your application will not be submitted and cannot be evaluated. **No different versions of the application will be registered** for each submission**.** When the application submission period ends, applicants will only be able to consult the application by accessing the overview of the application. You can also generate a PDF file of the submitted version, available in the top right corner of the "Overview" screen.

It is recommended that you make sure, before submitting your application, that all fields have been correctly filled in and that you have correctly attached all necessary files.

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

Only applications that are in the "Submitted" status will be admitted to the call. Applications in the "Draft" status will not be admitted to the call.

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

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

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

The existence of errors or unfilled fields on the form prevents the application from being submitted.

After completing and reviewing the application, you must click on "Validate and Submit". At this point, all mandatory fields will be validated. In the case of optional fields, whenever they begin to be filled out, the system will validate the obligation to fill in all the fields that are part of that section. If there are errors in the application, a list of problems found is provided, indicating the section and field in which they occur, and a brief description of the problem that led to the error. The applicant must rectify the errors identified.

The process of submitting the application form depends on confirming the association of all supervisors indicated by the applicant and on confirmation of the following statements:

i) "I hereby declare that I have read and understood all the documents governing this call as well as the admissibility requirements".

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

iii) "I declare that I have never benefited from a PhD or PhD in Industry studentship directly funded by FCT".

iv) "I hereby declare, under oath, that I will remain for at least 12 months (consecutive or interpolated), in the same non-academic host institution with activity in Portugal" (only for the specific line in a non-academic environment, in the Hosting Conditions > Host Institution section).

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

11.4 – When validating an application, does this mean that the application will be admitted and evaluated?

Not necessarily. The system only verifies that the required fields have been filled in, but the ultimate responsibility for their accuracy lies with you, the candidate.

Form validation does not guarantee that the application meets the requirements defined for the Call or that it is eligible for evaluation. There is always a possibility that a validation error may mistakenly consider non-compliant elements as correct.

11.5 – Can I send paper documents or hard copies to attach to my application?

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

11.6 - When will the results be made available?

The deadline for the disclosure of the results is 90 working days, after the deadline for application submission, as defined in the Notice of the Call, in compliance with FCT Regulation for Studentships and Fellowships (RBI). FCT will always seek to anticipate the disclosure, although we cannot guarantee that it will occur before the end of the expected deadline.

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

The fields of the application form that will be visible for other candidates when the results are published are duly identified in the “Overview” (available in the top right corner of the form) of the application with the blue circular icon “**P**” and with the caption “**Public Information**”. All applicants within the same panel will have access to the information included in these fields.

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

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

REPÚBLICA PORTUGUESA
fct Fundação para a Ciência e a Tecnologia
PESSOAS 2030
PORTUGAL 2030
Cofinanciado pela União Europeia