Call for PhD Studentships 2025

Application Guide

MARCH 17th, 2025

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ACRONYMS

BD – Regular line of application

BDANA – Specific line of application in a non-academic environment

CV – *Curriculum Vitae*

EBI – Research Fellowship Holder Statute

FAQ – Frequently Asked Questions

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

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

RBI – FCT Regulation for Studentships and Fellowships

SDG – Sustainable Development Goals of the United Nations 2030 Agenda

USEFUL LINKS:

CIÊNCIA ID: https://www.ciencia-id.pt

CIÊNCIAVITAE: https://cienciavitae.pt

DGES – Directorate General for Higher Education (*Direção Geral do Ensino Superior*): https://www.dges.gov.pt/en

FCT webpage: https://www.fct.pt/

myFCT: https://myfct.fct.pt/

ORCID: https://orcid.org/

PCT: https://pct.fct.pt/PortalCT/

1. INTRODUCTION

The Application Guide aims to help applicants submit their applications for the Call for PhD Studentships in 2025.

No information in this Guide replaces or overrides what is stipulated in the Research Fellowship Holder Statute (EBI), in the FCT Regulation for Research Studentships and Fellowships (RBI) or in the Notice of the Call and its annex (Evaluation Guide). Therefore, a careful reading of these documents is recommended.

2. BEFORE SUBMITTING YOUR APPLICATION

2.1 Who can apply?

All individuals who satisfy the requirements specified in the FCT Regulation for Research Studentships and Fellowships (RBI), in the Research Fellowship Holder Statute (EBI) and in the Notice of the Call may apply to the Call for PhD Studentships 2025. Therefore, before submitting an application, a careful reading of these documents, as well as the **CIÊNCIA**VITAE Guide, the Ethics Guide, the Highlights document, and Frequently Asked Questions (FAQs), available at the FCT webpage and at the myFCT platform, is recommended. The documentation is available in the area dedicated to the two lines of this call on the myFCT platform and on the FCT website.

It should be noted that, applicants who hold a doctoral degree will not be eligible, nor will those who have benefited from a PhD studentship directly financed by FCT, regardless of its duration.

2.2 Registration on the FCT Information System – myFCT

The entire funding cycle, including the application, evaluation, and approval phases of studentships, is managed through the myFCT platform. In the case of studentships directly contracted by FCT, the contracts and funding are also managed on this platform.

Registration in myFCT is initially made through the **CIÊNCIA** ID platform, where you will be assigned a unique identifier and authenticator – **CIÊNCIA** ID. With just one ID account, both candidates and supervisors can access the curriculum management and application management platforms, CIÊNCIAVITAE and myFCT.

2.3 Curricular Management Platform – **CIÊNCIA**VITAE

Applicants may only use the scientific curriculum management platform **CIÊNCIA**VITAE. CIÊNCIAVITAE produces a single CV that may be used nationally or internationally.

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

After registration, you can then create your CV on **CIÊNCIA**VITAE at: https://www.cienciavitae.pt/. On this platform's webpage you will find useful information for creating and managing your CV, namely the Users' Manual and Frequently Asked Questions (FAQ). CIÊNCIAVITAE has a helpdesk to clarify doubts at info@cienciavitae.pt or by filling out a form. More details on filling out your CIÊNCIAVITAE CV are presented in point 3.5 of this guide.

2.4 Unique researcher ORCID ID record

This registration is **optional** for applicants and supervisors.

If you want to create an ORCID identifier, you will need to register as a new user at https://orcid.org/register. 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.

If you wish to associate the ORCID identifier in your personal area of myFCT, you must fill in the information using the menu accessible in the top right corner, following the path: Account > ORCID and click on "Authorize access to ORCID ID".

The use of the ORCID identifier **does not dispense or replace the analysis**, by the evaluation panels, of the CVs of candidates and supervisors submitted in the application. Curricular elements listed in ORCID that are not mentioned in the CV and CV synopsis submitted during the application **will not be valued**.

The information available in the ORCID profile will only be visible if the "**Public**" profile option is selected. The ORCID profile will not be "frozen" at the time of submission of the application, and will correspond to what is available when accessed by evaluators.

It is possible to submit the application if the ORCID section is in the "**Not Completed**" status.

2.5 Application platform

Access to the application platform is done using **CIÊNCIA** ID unique identifier on the myFCT platform: https://myfct.fct.pt/. **Chrome** or **Firefox** browsers are recommended to access and use myFCT.

In myFCT you will have access to:

i. Main page, specific for each application line via the "Calls" menu, where you can review information relating to each Call line and start the application process:

a) **2025 Call for PhD Studentships – Regular Line of Application**
b) **2025 Call for PhD Studentships – Specific Line of Application in a Non-academic Environment**

ii. "Applications" area, where you will accede to:
   a. "My Applications" tab where you can edit the application form you are currently filling out.
   b. "Applications I have been associated" tab to be used by supervisors to associate themselves with the applications.
iii. Notifications (list of messages in the top right menu with the "bell" icon next to the user's name).
iv. In the "Applications" myFCT menu you will also have access to submitted or draft applications relating to previous calls, when applicable.

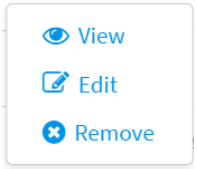
2.6 Application Form

To access the application form, it is necessary to select the specific link in the line where you submit your application and click on the "**Start application**" button. A reference will be automatically generated and will be used as the unique identification of the application until the end of the call, with the initial acronyms **BD** or **BDANA**, depending on whether it is, respectively, an application for a PhD studentship in scientific and academic institutions or an application in a **N**on-**A**cademic **E**nvironment. The reference generated at this time must be used in all interactions you have with FCT in this call.

In this call, **you can only submit a single application, so you must select the line of application that best suits your PhD research.** Applications for PhD studentships to be developed under a position funded by the FCT-Tenure program for Non-Academic (NA) Chairs must be submitted under the specific line of application in a Non-Academic Environment.

If you submit an application in the regular line and another in the specific line in a non-academic environment, both applications will be **excluded**. During the period in which the call is open, the application, even after it has been submitted, can be edited and resubmitted again (see point 2.6.2 of this Guide).

The form is filled out directly on the myFCT platform and it is available for viewing or editing at any time. Both options are available by simply clicking on the application reference and selecting the desired option.



2.6.1 Structure of the Form

The form is organized sequentially so that its content provides relevant information to evaluators, consisting of the following sections:

1. Personal Data
2. Application Data
3. Work Plan
4. Hosting Conditions
5. Validate and Submit

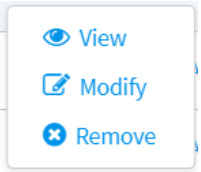
In section 3 of this Guide, a detailed description of the content and information required in each section of the application form is available.

In addition to the fields where you must enter information relating to your proposal (sections 1 to 4), there is also a global view of the form content, available via the "**Overview**" button in the top right corner of the form, and a **validation area** that automatically pops up in the "Validate and Submit" section (5), allowing the identification of errors relating to the completion and submission of the application form.

2.6.2 Application Form Submission

During the application submission period you will be able to validate, submit and re-edit your application, whenever necessary.

If you wish to edit an application already submitted, you must click on the application reference and select the "**Modify**" option, as indicated in the figure.



By choosing to **"Modify" your application, its status will return to "Draft" mode and will no longer be considered as submitted to the call. For your application to be accepted again you will have to validate and submit it again** before the end of the application submission period. **Any application that is not in the "Submitted" status will not be admitted to the call.**

It should be noted that after the submission deadline and before the start of the evaluation, a period **of 10 working days will be given for the formal association of the contracting institution** with which FCT will enter into contract. **Only applications for which the contracting institution has validated this association will be evaluated by the panels**.

2.6.3 Specific Features of the Form: Word Limit, Optional and Public Information Fields

Some fields of the form have a word limit. If you exceed the specified word limit for each field, the application cannot be submitted. Fields with text limitations have a word counter to help track the number of words entered.

Optional fields or "Whenever applicable" fields are duly identified on the form.

The fields of the application form that will be made public when the results are published are identified in the "Overview" of the application with the caption "**Public Information**", determining that all candidates on the same panel will have access to the information included in these fields.

2.7 General Recommendations

FCT suggests adhering to the following recommendations when preparing your application:

- **Plan and complete the application process as early as possible**, thus ensuring timely support from FCT, if necessary.

- Carefully read the instructions provided in this **Guide**, in the **Notice of the Call**, in the **Evaluation Guide (annex to the Notice of the Call)**, in the **Highlights** document, in the **FAQ** and on the application **form** itself. Most questions or doubts are clarified in these documents, so it is recommended **that you read them carefully before contacting FCT.**
- Do not assume that the form and submission rules remain the same as previous calls. In the 2025 edition, **some changes were introduced.**
- **Frequently validate your form** in order to detect any errors and correct them in due time.
- Check and confirm that the way your text is shown on the application form corresponds to what you want to submit.
- Completing the fields, for each section, should preferably be done in sequential order.
- To search for the option you want in the fields with a list of options, you can write a keyword and all options containing that word will be listed. If none of these matches your needs, you can add a new entry by clicking on “Create new” in the fields with this option. If you want to attach several files in a field that allows only a single file to be uploaded, use a software program that allows you to combine several documents into a single PDF file.
- Give attached files self-explanatory names for their content (e.g. *Timeline*), avoiding long and generic names (do not use accents, commas, cedillas, spaces or other special characters).
- Avoid submitting your application close to the call deadline.
- If you have submitted an application and later decide to modify it, **make sure that you submit it again before the call deadline**.
- Complete, update and make public your CV on the **CIÊNCIA**VITAE scientific **curriculum management platform**. **This is the information that will be considered for evaluation purposes**, and must therefore present all scientific outputs and activities, **duly referenced and identified**, providing as much detailed information as possible. For example, the authorship of publications should mention the complete list of authors, papers should include its DOI, whenever applicable, and patents should indicate the respective reference and status of the patent application. If you have received any research grant, its duration, funding entities and references must also be mentioned, otherwise they will not be considered. The same recommendations apply to supervisors when filling out their CVs.
- **If the candidate or supervisor updates their CV on the CIÊNCIAVITAE platform** during the application submission period and **wishes these updates to be reflected in the application, they must associate the CV to the application again.**
- Be sure that you know the evaluation criteria and sub-criteria provided in the Evaluation Guide (annex of the Notice of the Call).
- Before submission, re-read all fields of the application form and review all attached documents, to confirm that the information is in accordance with what was intended. Checking your application will allow you to identify and correct errors, such as, for example, a corrupted file, an incorrect document and/or duplication of the same document in more than one form field.
- It is recommended that the application be written carefully, clearly and objectively. Special attention must be given to sentences structure, to unnecessary redundancies (in order to optimize the use of space in each field) and to spelling and grammar.

2.8 Admissibility requirements

Admissibility requirements for the call are established in section 4 of the Notice of the Call, and it is recommended that you read it carefully. Applications for a PhD studentship in the specific line - application in a Non-academic Environment - have additional admissibility criteria, described in point 4.3 of the Notice of the Call, in addition to the criteria stipulated for the regular line and which are common in both lines. Additionally, applications that are identified by the applicant as studentships in a non-academic environment granted under the Non-Academic (NA) Chairs of the FCT-Tenure program, include an additional admissibility requirement (see paragraph i) of point 4.3), which must be met, otherwise the application will not be admitted.

It should also be noted that the application will not be accepted if the mandatory submission documents mentioned in section 4 of the Notice of the Call are considered invalid due to the following or similar circumstances: i) if submitted in a corrupted file, ii) if empty (blank); iii) if the contracting institution's association with the application does not occur within the specified 10 working days.

2.9 How to address questions to FCT

We recommend that, before contacting FCT, you carefully read all documents related to the Call, including the FAQ, available at the FCT and myFCT platform.

Any questions related to the application, the form or its completion should be addressed to FCT via the email address info.bolsas@fct.pt, always identifying the subject, the reference to the “2025 Call for PhD Studentships”. If you have already started an application, you must also indicate its reference, stating in the subject of the email “2025 Call for PhD Studentships – 2025.XXXXX.BD/BDANA”. A dedicated communication channel will be opened for interaction between the contracting institutions and FCT, and it will be disclosed in the Guide for Contracting Institutions, which will be published shortly on the FCT and myFCT pages of the Call.

The info.bolsas@fct.pt channel guarantees a response to all requests received up to 72 hours before the end of the application deadline.

3. PROPOSAL PREPARATION

Before starting to fill out the application form, you must choose which application line your proposal fits into: **regular line of application** or **specific line of application in a non-academic environment**. After making this decision, which depends on the type of host institutions and associated supervisors (academic *versus* non-academic), but also on the work plan you intend to develop, you must click on the respective myFCT link, in accordance with point 2.5 and 2.6 of this Guide.

To help you in the preparation of your proposal, a detailed description of the application form is presented, indicating the relevant information that should be included in each field and what are its conditions.

3.1 Personal Data

The personal data of candidates and supervisors in this field of the form are imported directly from the **CIÊNCIA** ID account. If the information displayed in this field is not correct or properly completed, you must update it directly in **CIÊNCIA** ID.

Additionally, on the **CIÊNCIA**VITAE platform you must also fill in the fields regarding personal data. This data may or may not be available in the PDF version of your CV associated with the application, depending on the choice of making personal data public or semi-public for FCT.

3.2 Academic Degrees

To be eligible for this call, it is mandatory that you **do not hold a PhD degree**. Therefore, applicants must tick the box "I declare not to hold a doctoral degree", under oath.

The submission of degree certificates is not a mandatory requirement for admission to the call and their presentation may only take place in the contracting stage. However, it should be noted that the **submission of degree certificates in the application form** is decisive for evaluation purposes, namely for the calculation of **sub-criterion A1** Merit of the Applicant. **No documents, including certificates, will be accepted after the application submission deadline.** Likewise, in the case of academic degrees obtained abroad, only academic degrees for which the respective degree recognition/equivalence record and grade conversion to the Portuguese scale are submitted will be considered for the calculation of sub-criterion A1. In the case of a translation of a certificate issued by a foreign higher education institution, the translation will not be considered for evaluation purposes in the determination of the sub-criterion A1 - academic career.

To apply the scores outlined in Table 1 of the Evaluation Guide (annex to the Notice of the Call), it is **mandatory to submit, in the application form**, the **academic degree certificates** specifying the **final grade obtained** and, when applicable, the respective **certificates of degree recognition and conversion of the classification to the Portuguese scale**. Without the presentation of these documents the classification of sub-criterion **A1 will be 0 (A1=0)**.

3.2.1 Academic Degrees Obtained in Portugal

In case of Portuguese academic degrees applicants must comply with the following in accordance of their specific academic profile:

- For post-Bologna academic degrees, applicants should specify the grades obtained in the 1st and/or 2nd study cycles, as well as the corresponding ECTS.
- In case of integrated master degrees, for whom the institutions do not provide separate grades for the 1st and 2nd cycles of study, it should be submitted the final academic degree detailing the final grade of both cycles, as well as the total number of ECTS.
- For pre-Bologna academic degrees, applicants should indicate the grade obtained for the graduate and/or master degrees, respectively.

For each of your academic degrees, you should click on the “Add Academic Degree” button, then select **one of the available options from the dropdown list**, fill in the respective mandatory fields and repeat this action for additional academic degrees.

In case your academic degree is not included in the dropdown list, please select the option that is closer to it and use the “Degree Designation” field for a more detailed description.

3.2.2 Academic Degrees Obtained Abroad

Foreign degrees are accepted in this call, in accordance with Portuguese legislation. In this context, it is mandatory for evaluation and scoring purposes that the holders of foreign degrees submit the **degree recognition certificate**, and the **conversion of the respective final grade** to the Portuguese grading scale. Both the degree recognition certificate and the conversion of the final grade can be issued by a Portuguese public higher education institution, or by DGES-*Direção Geral do Ensino Superior* (Directorate General for Higher Education).

The legal regime applicable to recognition processes, requested after January 1, 2019, was approved by Decree-Law No. 66/2018, of August 16. Recognition processes carried out under this diploma may be automatic recognition, level recognition or specific recognition. Any type of recognition will be accepted for application purposes as long as it recognizes the degree and carries out the respective conversion/equivalence of the final classification. The legal regime applicable to recognition processes, requested before 1 January 2019, is provided for in Decree-Law no. 341/2007, of 12 October and regulated by Ordinance no. 227/2017, of 25 of July, or alternatively, established by Decree-Law no. 283/83, of June 21, in the case of equivalence.

For further information, FCT suggests consulting the website of DGES, (https://www.dges.gov.pt/en) and/or contacting DGES for clarifications on the issuing of a degree recognition certificate and/or grade conversion.

Applicants with foreign academic degrees must:

- Select the country where the degree was issued.
- Indicate the institution that awarded the degree.
- Indicate the year of conclusion of the degree.
- Select the type of recognition in the dropdown list.
- Indicate the original final grade of that degree.
- Specify the grade converted to the Portuguese grading scale, in case your degree has been converted by a public Portuguese Higher Education Institution or by DGES.
- Upload the recognition/equivalence of the degree and the conversion of the final grade to the Portuguese grading scale issued by a public Portuguese Higher Education Institution or by DGES. In the case of specific recognition, the respective certificate must be accompanied, whenever possible, by the Jury Minutes.

The submission of both the degree recognition certificate and the respective final grade conversion to the Portuguese grading scale is **mandatory** for the **calculation of the sub-criterion A1 and the respective scores application indicated in Table 1** of the Evaluation Guide (annex of the Notice of the Call).

If the applicant presents the degree recognition certificate without the grade conversion to the Portuguese grading scale or a foreign degree with no recognition certificate it will not be possible to use Table 1 of the Evaluation Guide (annex of the Notice of the Call) to calculate sub-criterion A1. This academic result may only be considered within the scope of sub-criterion A2 (Personal curriculum) evaluation.

3.2.3 Annexes Submission (Submit Whenever Applicable)

For each of the academic degrees you declare, you must submit the respective degree certificates with the final classification and, if you wish, the certificates with the scores by course (PDF file, max. 4 MB). If these certificates are separate documents, they must be combined into a single PDF file, to be added in the "Attachments" field of this section. The submission of certificates detailing the classifications obtained by course is optional and does not replace the submission of a degree certificate with the final classification that will be used in Table 1 of the Evaluation Guide.

You can also submit the **supplement** to the diploma and the document that certifies the **percentile** rank of the degree completed. The **supplement to the diploma** has detailed information about the training carried out, number of ECTS of the training, results obtained and characterization of the educational institution, from an international mobility perspective, so it is recommended to submit it if you have this document. However, we emphasize that this document will not be considered for the application of the scores established in Table 1 for the calculation of the A1 score. The **percentile** rank document is an optional submission document, which refers to the relative position of the grade obtained in the ordered list of the total grades awarded in the year in which the student obtained the degree, in the same educational establishment and for the same course.

FCT recommends that you submit all documents relating to the completion of your academic degrees, including, for example, the respective diploma supplements or Jury Minutes, in the case of recognition of a specific degree. For each additional degree, only the documents and information relevant to that degree should be submitted. All documents necessary for the evaluation of your application must be attached in electronic format in the spaces provided in the "Academic Degrees" section of the application form. **Documents sent to FCT on paper or by email will not be accepted**.

Other postgraduate training, not leading to an academic degree, may also be indicated in this field, although the submission of the respective certificates is not mandatory for evaluation purposes.

3.3 Disability degree

In case of disability, equal to or above 60% and under 90%, or above 90%, you should select the corresponding option in the dropdown list and upload the respective document (max. PDF file size 1 MB). The degree of disability must be duly proven by submitting, in the application form, the document ***Atestado Médico de***

Incapacidade Multiuso (AMIM), issued according to the Decree-Law no. 202/96, of 23 of October, in its current version. As a result of the changes introduced through Decree-Law no. 15/2024, of January 17, AMIMs subject to renewal or re-evaluation are considered valid as long as they are accompanied by proof of application for a medical board to assess incapacity, as long as it has been presented before the expiration date of the AMIM certificate.

The option "No disability" must be selected by applicants that do not fit into the disability degree situations described above.

3.4 Professional Activity

Studentship holders are required to carry out their research activities on an exclusive basis, under the terms established in the Research Fellowship Holder Statute (EBI).

If you wish to maintain a professional activity compatible with the studentship under the terms of Art. 5 of the EBI, you must provide the following **mandatory information**:

- Specify the activity to be carried out, indicating the institution, nature of the labour relationship, function/role and expected number of weekly hours.
- Attach a document issued by the institution where you will carry out the activity, indicating the information referred to in the previous paragraph. If it is impossible to obtain the abovementioned document, it may be replaced by a declaration of your responsibility (*affidavit*) indicating the activity, labour relationship, function/role and number of weekly hours (max. PDF file size 4 MB).

Completing this field does not preclude the need to update the information on this issue and provide additional clarifications during the contracting phase.

3.5 *Curriculum Vitae*

The *curriculum vitae* to be associated with the application is the CV imported from the **CIÊNCIA**VITAE scientific curriculum management platform, which must be written in Portuguese or English[1]. Applicants **are not allowed** to use CVs from other platforms or in PDF format (option only allowed to supervisors).

For applicants and supervisors to use the CV **CIÊNCIA**VITAE, it is necessary to:

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

[1] We clarify that, even if the personal definitions in **CIÊNCIA**VITAE are in Portuguese, the CV imported for the application will have the headings in English, so only the contents of the CV fields depend on the language in which the candidate filled them out.

When creating the curriculum vitae in CIÊNCIAVITAE 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. If the level defined is "Private", it will not be possible to access the data, thus preventing its evaluation. 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 (CIÊNCIAVITAE)". 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 on "Obtain CV (CIÊNCIAVITAE)" again. It is suggested that you check that the associated CV is the most up-to-date version.

FCT recommends that you check whether the information in your CV is what you want to be reviewed by the evaluation panel, ensuring that the information is as complete and up to date as possible. For example, when referencing scientific articles, the respective DOI must be included, whenever applicable, and in the case of a patent, the respective reference and patent application status must be indicated. Authorship in publications and other outputs must be indicated **exactly in the order in which they were printed or accepted**, with each panel being responsible for its valuation according to its respective canon of authorship. It is recommended to check all items included in the imported version of the CIÊNCIAVITAE CV, in particular information that has been synchronized from other databases.

The same rules and recommendations are applicable to the CVs of members of the supervising team, and in this context, it is relevant to include information regarding experience in supervising master's and doctoral thesis and post-doctoral researchers, as well as affiliations, the participation in projects and the role played in them. For more information regarding the use of the **CIÊNCIA**VITAE CV within the scope of this call, namely how you can consult the CV data that will be accessed by FCT, it is recommended to read the **CIÊNCIA**VITAE Guide available on the webpage of both lines of the call.

3.6 CV synopsis (maximum 500 words)

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 publications, communications at conferences, participation and organization of events, awards, professional and civic activities, and other situations considered relevant for the CV assessment. This information will be analysed by the evaluators in an integrated manner with the **CIÊNCIA**VITAE CV, to better analyse the applicant's academic, scientific, professional, and civic career. Please note that, filling in this field does not exempt the association of the CV **CIÊNCIA**VITAE.

3.7 Application Data

Please note that during the contracting phase, changes to the supervision team, institutional framework, studentship typology, or work plan will not be allowed, except in clearly exceptional and duly substantiated circumstances, as outlined in Article 17 of the FCT Regulation for Research Studentships and Fellowships in its current version. The signing of the contract entails the formal agreement on the duration and implementation of the work plan as presented in the application.

3.7.1 Scientific Area Selection

In any of the selected application lines, select the **main scientific area**, the **secondary scientific area** and **subarea** that best suit your work plan in accordance with the table of scientific areas and respective evaluation panels shown in Evaluation Guide (annex of the Notice of the Call). If none of the listed subareas indicated in the aforementioned annex fit into your work plan, you should select the option "… - Other", specifying the most appropriate designation in the open field.

The combination of the main scientific area/secondary area/subarea will determine the evaluation panel in which the application will be evaluated. Before submitting your application, **you must confirm that the result of this selection corresponds to the panel in which you want your application to be evaluated**. The fields must be filled in sequentially – Main Scientific Area/Secondary Scientific Area/Subarea – so that the evaluation panel corresponding to the line of application in which you compete appears on the form.

The scientific areas and subarea identified by the applicants are their responsibility and **cannot be changed by the evaluation panel**; therefore, it is not possible to transfer any application to another panel or funding line.

3.7.2 Designation of Doctoral Programme (maximum 60 words)

In this field you must indicate the name of the doctoral programme in which you are enrolled or in which you intend to enrol. In case of studentship granting, the proof of enrolment must be submitted during the contracting phase. It is suggested that you check with the institution where you are or will be enrolled, the exact name of the doctoral program. In this field, a presentation of the doctoral program is not requested, nor is a justification for its choice, but only its designation.

3.7.3 Start Date and Duration of the Studentship

In the studentship duration field, you must indicate the number of months for which you intend to contract your studentship.

The starting date of the studentship must fall within the time period indicated in the Notice of the Call, between **September 1, 2025, and August 1, 2026**. In the case of a PhD studentship to be awarded under the NA Chairs funded by the FCT-Tenure program - 1st Edition, the studentship must also start during the FCT-Tenure funding period. Therefore, the stated start date and duration of the studentship should take this into account.

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 to remain in the

host institutions. You must also carefully consider the total time required to complete it, up to a limit of 48 months.

Anyone who has already started the PhD program on the date of submission of the application should not consider the time already completed as part of the duration of the studentship. If your studentship is intended to complete a work plan already under development, and which is part of the doctorate in which you are or intend to be enrolled, you must specify the start date on which the work plan occurred in the "Work plan starting date" field.

3.7.4 Location of Studentship activities

Specify the place where the studentship will be held – in Portugal, both in Portugal and abroad, or Abroad, depending on whether the work plan takes place entirely, partially or not at all in national institutions, respectively; for the specific line of application in a non-academic environment it is only possible to select a studentship in Portugal or both in Portugal and abroad, as there is no possibility of selecting a studentship Abroad.

If you opt for a **Both in Portugal and Abroad studentship, it is mandatory** to indicate in the "Host Institution" and "Supervisors" sections, at least: i) a host institution in Portugal and the respective supervisor affiliated with it; ii) a host institution abroad and at least one supervisor affiliated with it. The lack of indication of the host institution in Portugal, and of the foreign institution, as well as least one supervisor from each of these host institutions, blocks the submission of the application for a Both in Portugal and Abroad studentship.

Please note that the selection of host institutions and degree-awarding institutions should consider the fulfilment of the admissibility requirements, particularly paragraph f) of point 4.2 of the Notice of the Call, for both application lines.

3.7.5 Periods of Stay Abroad and Justification for Studentship with Periods Abroad

When selecting the "**both in Portugal and abroad**" or "**Abroad**" studentship options, a specific justification field will appear (max. 500 words), where the applicant must clearly explain the reasons for choosing a studentship that includes periods in foreign host institutions. When applying for a studentship abroad, is mandatory to demonstrate in this field the lack of the necessary expertise in Portugal.

3.7.6 FCT-Tenure Position Reference, Non-Academic Chair

If you indicate that the studentship is part of a position assigned to a non-academic chair under the FCT-Tenure Call, a field will appear where you must enter the **reference of the FCT-Tenure position assigned to your supervisor** within the non-academic chair (e.g. **2023.XXXXX.TENURE.XXX**). This field only appears on the application form for the specific line of application in a non-academic environment.

If "Yes" is selected and there is no valid reference to the FCT-Tenure NA Chair in the relevant field, the application will not be accepted.

3.8 Motivation Letter (maximum 750 words)

The **motivation letter** is a **mandatory** field of the form and a fundamental element for the application's evaluation. In motivation letter, applicants must objectively explain the reasons that lead them to apply and why they consider having the appropriate conditions to successfully carry out the work plan they present.

3.9 Work Plan

This section of the application form relates to the proposed work plan, where an overall vision of the research project should be presented, allowing access to each specific field of the work plan.

3.9.1 Work Plan Resume

In this field you should indicate:

- The **title** of the work plan; it must be concise, understandable for anyone with a general scientific background and adequate for public dissemination.
- The **abstract** of the work plan.
- Four to six **keywords** that best describe the work plan.
- Sustainable Development Goals (SDGs) of the United Nations 2030 Agenda.
- Areas of smart specialisation.

These fields are **mandatory**.

3.9.2 Abstract (maximum 150 words)

The abstract is a summary of the work plan to be presented in the application. It should be clear and well structured, in order to demonstrate the applicant's ability to summarise and present the research topic, the aims of the project and the main contributions expected from the research work.

3.9.3 Sustainable Development Goals (SDGs) of the United Nations 2030 Agenda

In the "United Nations Sustainable Development Goals (SDGs)" field you must select one, or up to a maximum of three, of the 17 SDGs of United Nations 2030 Agenda, that better fit the aims of your work plan. If the proposed work plan does not fit into any of the UN SDGs, you must select the option "No alignment with any of the SDGs". The selected information will only be used for statistical purposes and will not be subject to evaluation, so it is not necessary to justify your choice.

All information about the 17 SDGs of the United Nations 2030 Agenda is available on the myFCT platform in the document section and can also be consulted here.

3.9.4 Smart Specialisation Areas

In this field, you must identify the alignment of the proposed work plan with at least one (or more) of the 6 areas of smart specialisation in which the application fits. The selected information will only be used for statistical purposes and will not be evaluated, so it is not necessary to justify your choice.

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 in the documents section on the myFCT platform, and also here.

3.9.5 State of the Art (maximum 500 words)

The state of the art, or **literature review**, gathers, analyses, and discusses the information published on the topic of the work plan. Its purpose is to provide a theoretical grounding for the research topic, referring to previous studies, which must be interrelated and compared, especially if they are contradictory, as well as demonstrating the originality of the proposed research.

3.9.6 Objectives (maximum 300 words)

In this field, you must provide a description of the main research questions to be addressed and the goals to be achieved with the development of your work plan.

3.9.7 Detailed description (maximum 1000 words)

In this field, you must present in detail the work plan to be developed and demonstrate how the proposed objectives will be achieved, highlighting the relevance and originality of the scientific questions and the respective contribution of the proposed plan for its research filed in which it falls This description must provide all the necessary elements to allow analysis and evaluation by the panel, namely the **methodological approach**, **description of tasks to be developed**, their **interrelation, sequence,** and **schedule**. Whenever applicable, it must also include a **contingency plan**, describing, in this case, how unforeseen events that may occur during the execution of the work plan can be overcome.

3.9.8 Timeline and Additional Attachments

The timeline is a mandatory submission document and aims to allow the evaluation panel to analyse the feasibility of the proposed work plan; therefore the applicant must attach a legible chart with the detailed milestones for the different tasks and location of each task, when more than one host institution is proposed There must be consistency between the periods and duration of the tasks listed in the timeline, the detailed description, the periods of stay in the host institutions where the tasks will be carried out, the dates and the schedule indicated for the work plan and the type of studentship requested. In the timeline, you must also indicate the estimated period for delivery, at the university, of the thesis or work leading to obtaining the PhD degree (see d) paragraph of point 4.4 of the Notice of the Call).

In the **regular application line**, the work plan may provide for a stay of no more than 6 months in non-academic institutions, so compliance with this maximum period must be made clear in the timeline. If the

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

To generate a timeline, you can use appropriate software tools or an Excel file, which, in this case, must be converted into a document in PDF format.

If you plan to develop part of your work plan in collaboration with additional institution to your host institutions, you can submit a "**Declaration of Institutional Support**", attesting to the respective collaboration (see paragraph a) of point 4.5 of the Notice of the Call). Particular situations that support the feasibility of the proposal, such as the authorisation for data collection, access to facilities or use of equipment, or others, may be validated through a declaration of institutional support, and be reflected in the evaluation. The declaration of institutional support must be issued and signed by the person **responsible for collaboration in the unit or institution where the work plan will be carried out**. Presentation of this document is optional, but recommended, whenever applicable. This declaration is not a statement of acceptance issued by your host institution or by your supervisor.

If considered necessary, you may include **additional documents** containing **formulas, schematics, diagrams, charts** or **images** in this field. You may also submit in this field **documentary evidence of scientific productivity indicators** that you consider necessary/relevant to attest to your CV's information (for example, evidence of articles accepted for publication, or in press, or of patent registration, etc.). However, only documentary evidence of what is stated in the various text fields of the application should be provided, and these cannot be considered an extension of the form. This field is not an extension of the form, and therefore, **thesis projects, exhaustive descriptions of methodologies or reference to details of the plan that must be included in the "Detailed Description" field, for example**, **will not be considered for application's evaluation if uploaded here.**

The maximum space reserved for the "Timeline and Additional Attachments" section is 10 MB (for example, 5 documents of 2 MB each) and the type of files allowed for attachments are JPEG, PNG and PDF.

3.9.9 Bibliographic References (maximum 30 references)

Use this field to specify, up to a maximum of 30, the bibliographic references that support your work plan, providing the necessary elements to the panel for identification. You must format your bibliographic list in a consistent manner and in accordance with an approved scientific referencing style as, for example, the APA (American Psychological Association) standard. This field has a limited space of 8000 characters, indicated in the respective character counter.

3.9.10 Ethical Issues (maximum 500 words)

Whenever the theme, methodology or results of the work plan involve ethical issues, you should check "Yes" in the answer to the question "Does your work plan involve ethical issues?". In this case, a specific field will appear on the form where you must clearly identify the ethical issues in your proposal, explaining how they will be addressed. To help identify these issues, the self-assessment guide for ethical issues (Ethics Guide) should be consulted. It will not be necessary, when applying, to present an approval issued by the ethics committee.

However, if you already have this document, and if you so wish, you can present it in the “Timeline and Additional Attachments” field, referred in point 3.9.8 of this Guide.

3.10 Hosting Conditions

This information is **mandatory**.

The hosting conditions concern:

- **Host institution**: institution(s) where you are going to develop your work plan.
- **Institution that grants the degree**: higher education institution(s) that will grant the PhD degree.
- **Contracting institution:** the institution responsible for contracting and managing the PhD studentship, with which FCT will enter into contract.
- **Supervisors**: responsible for monitoring and supervising the research work.
- **Adequacy of Hosting Conditions**: explanation about the choice of host institutions and supervising team for the development of the work plan, including the means made available by the institutions and the scientific profile of the supervisors.

It should be noted that the selection of host institutions and degree-awarding institutions must take into account the fulfilment of the admissibility requirements, particularly paragraph f) of point 4.2 of the Notice of the Call for both application lines.

3.10.1 Host Institution

In this field, the applicant must indicate the host institution(s) involved in the application. The following fields are mandatory (except the last one):

- **Country**
- **Institution**
- **Indication of the type of institution**
- **Department** (whenever applicable)

The list of institutions includes the main national academic and scientific entities, such as higher education institutions, R&D Units, Associated Laboratories, State Laboratories, as well as Collaborative Laboratories, Technology and Innovation Centres, Interface Centres. In order to find your host institution, you must search it by writing its acronym, its full or partial name, until the said institution appears in the field for the selection. If your host institution does not exist on the available list, you must use the Institution Pre-Registration form on the Science and Technology Portal PCT, to register your institution. To access the PCT you must use your CIÊNCIA ID access details and in the “Institutions Registration” Menu you will have access to the form to fill out. Updating the list on the form may take up to 2 business days.

The field “Department” **should be indicated whenever applicable**, for each of the indicated institutions.

Additionally, and for each of the registered institutions, you will have to select the type of institution from the existing list:

- Interface Centre
- Technology and Innovation Centre
- Company
- Public Administration Institution
- Third Sector Institution
- Higher Education Institution (public or private)
- Private non-profit institution mainly developing R&D activity
- Associated Laboratory
- Collaborative Laboratory
- State Laboratory
- R&D Unit
- Other

If an entity can be classified under more than one status (e.g. R&D Unit or Associated Laboratory recognized as a Technology and Innovation Centre) its academic typology prevails and must always be chosen (R&D Unit or Associated Laboratory).

If it does not fit into any of the options indicated, you can select the "Other" option.

You must confirm that you meet the admissibility requirements set out in the Notice of the Call, particularly with regard to the location of the institution (Portugal or abroad) and the type of host institutions included in the application, for the financing line for which you are applying (see section 2 of the Notice of the Call). When applying for a studentship **in Portugal**, it will only be possible to select institutions in Portugal, just as it will only be possible to select foreign institutions when applying for a studentship **Abroad**. To apply for a **Both in Portugal and Abroad** studentship, it is mandatory to indicate at least one host institution in Portugal and one institution abroad.

The number of host institutions is limited according to the number of supervisors associated with the application. **The limit is defined by: N supervisors + 1**. Thus, a maximum of **4 host institutions can be indicated**, in cases where 3 supervisors are proposed.

3.10.1.1 Periods of Stay in Host Institutions

Whenever more than one host institution is indicated, it is necessary to specify the respective periods of stay in each one, introducing the start date and duration in the appropriate fields.

Whenever more than one host institution is registered, it should be noted that the sum of the respective indicated periods of stay cannot exceed the total number of months specified for the duration of the PhD studentship.

Please remember that, in the **regular application line, the total stay in non-academic institutions cannot exceed 6 months**.

In the case of an application for a **Both in Portugal and Abroad** studentship, the total period to remain abroad cannot exceed **24 months** (as stipulated in paragraph 8 of Article 6 of the RBI), so you must take this information into account when programming your work plan.

3.10.1.2 Host Institutions of applications in a non-academic environment

In the case of applications submitted to the specific line of application in a non-academic environment, at least one non-academic entity (NAE) with activity in Portugal must be indicated, in which the work plan must be developed for at least 12 months (consecutive or interpolated). Additionally, it is also mandatory to indicate a national or foreign academic entity.

Once the admissibility requirements indicated above are met, as well as the inclusion, in the supervising team, of a supervisor from the academic entity and a supervisor from the non-academic entity, other NAEs may be additionally indicated, regardless of whether they have activity in Portugal or abroad, as well as other academic entities (national or foreign), up to the established limit (see point 3.10.1 of this Guide).

It will be necessary to specifically identify the type of institution and which of the host institutions indicated are non-academic entities, answering "**Yes**" to the question "**Is the institution non-academic**?". The affirmative answer determines the characterization and framing of the non-academic entity in the context of the work plan in the field "Justification" (max. 500 words), for each of the NAE indicated. This information will serve as a basis for the evaluation of sub-criterion C3 - Framing of the non-academic entity(ies) in the context of the work plan, which will be valued by 50% within the scope of this criterion C – Merit of the Hosting Conditions (see Evaluation Guide.
Only in the case of PhD studentships to be awarded under the NA Chairs funded through the FCT-Tenure program, you must indicate the academic host institution as the Research Unit and/or the institution proposing the application, along with the associated non-academic institution (see point 5.2 of the Call for Applications for the FCT Tenure – 1st Edition and also point 3.7.6 of this Application Guide). Otherwise, the application will not be accepted.

3.10.2 Doctoral Granting Institution

In this area the applicant must indicate the institution(s) that grants the PhD degree, after selecting the country where the degree will be granted. If you select Portugal, the available list will show all national institutions that grant this degree, at one or two levels (for example: 1) University of Lisbon or 2) University of Lisbon – Faculty of Sciences, respectively). When selecting another country, if you do not find your degree-awarding institution in the available list, you must use the Institution Pre-Registration form on the Science and Technology Portal PCT to register it, following the procedure indicated in point 3.10.1 of this Guide.

A maximum of four institutions that grant the degree can be specified. This is the case of double or joint degrees (cotutelle), or inter-university PhD programs.

3.10.3 Contracting Institution

In this section, the applicant must select the **Portuguese academic institution** with which FCT will sign the contract. It is the applicant's responsibility to select the correct institution, which must correspond to one of the academic host institutions or degree-awarding institutions indicated in the respective sections and, additionally, must have the legal capacity to enter into the contract.

If the application pertains to a studentship abroad (only in the regular line) or a studentship within the scope of the FCT-Tenure NA Chairs (to be submitted in the specific line), FCT – Fundação para a Ciência e Tecnologia will be automatically selected in the application form as the contracting institution.

It is recommended to complete the section regarding the contracting institution only after registering all the host institutions and degree-awarding institutions in the respective sections.

In this section, the contracting institution must be selected from the list that includes the Portuguese academic host institutions and degree-awarding institutions that have been registered in the form. If more than one option for the institution appears, make sure that you select the correct contracting institution. In cases where no correspondence can be established with a registered contracting institution from the doctoral granting institution or the academic host institution sections, the contracting institution registration field will appear empty, and you must search for the contracting institution in the provided list. If you cannot find the intended institution in the list, you must contact FCT via the email address info.bolsas@fct.pt up to 72 hours before the application deadline.

After the application submission deadline and before the evaluation begins, the **contracting institution** will have a period of **10 working days to associate itself with the application(s) through the myFCT platform,** once the references of the applications appear in the Application Validation menu for confirmation of such association. This deadline will be announced on the FCT webpage for this Call, so it is recommended to regularly check for updates. To guide institutions on this procedure, a Guide for Contracting Institutions will be made available on the webpage during the application period, and a dedicated communication channel for interaction between contracting institutions and FCT, regarding PhD studentship contracts, will be opened.

3.10.4 Supervisors (maximum 3)

In this field you must identify the supervisor(s) who are responsible for monitoring and supervising the applicant's research work.

Each application can only have a maximum of **three members associated**.

Each application must have a supervisor associated with it, except in the case of Both in Portugal and Abroad studentships and applications in a non-academic environment, for which the association of at least two supervisors is mandatory. The supervising team must comply with the admissibility requirements set out in the Notice of the Call in accordance with the type of studentship requested (in Portugal, Both in Portugal and Abroad, or Abroad) and the line of application selected (see point 4.2 and 4.3 of the Notice of the Call). Note that only the supervisors who were associated with the application are eligible to comply with this admissibility requirement.

Only in the case of PhD studentships to be awarded under the NA Chairs funded through the FCT-Tenure program, you must associate as the scientific supervisor the PhD researcher hired to fill the NA Chair under the FCT-Tenure program (see point 5.2 of the Call for Applications for the FCT Tenure – 1st Edition and also point 3.7.6 of this Application Guide).

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 except 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.

Any researcher who is fully carrying out their activity can be a supervisor. The role of scientific supervisor does not require specific qualifications and is described in article 5-A of the Research Fellowship Holder Statute.

At the application stage, the supervisor's opinion, the declaration of acceptance from the host institution or the institution granting the degree (applicable to both lines of financing) and the declaration from the non-academic entity(ies) (applicable to the specific line) are not required. These documents will only be necessary for the purposes of contracting the studentship.

To associate your **supervisor**, you must indicate the supervisor's registration **email** in **CIÊNCIA ID**, which will automatically identify the respective account, and then select the "**Send request**" option. A message will be automatically sent via the myFCT platform indicating the applicant's name, application reference and link to the supervisor area where he/she must accept/reject the request to join the application. If you do not know the email address of the supervisor's CIÊNCIA ID account, you can enter an alternative email, indicate the name of the supervisor and select the option "Send request", and a message will be sent with a link that will allow the supervisor to confirm the association with your application.

If you want to **change a supervisor, you will have to remove the associated supervisor and send a new invitation request**.

Each supervisor must:

1. Register in the **CIÊNCIA** ID information system, if they have not already done so.
2. Access to myFCT plataform using the respective credentials.
3. Indicate the ORCID identifier in myFCT profile, if you wish to do so. **This information is optional**.
4. Access the "**Applications**" menu, "**Applications I have been associated**" tab and enter the requests for association with applications in the "**Pending**" status.
5. 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 your curricular data in the **CIÊNCIA**VITAE **platform**.
     or
   - Submitting your *curriculum vitae* in a **PDF file**.
6. 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).
7. Confirm your association with the application, changing the status to "**Confirmed**" in the list in the "Applications I have been associated" tab.

Supervisors will therefore have to provide their ***curriculum vitae***, indicate their current affiliation and collaboration institutions, and confirm their association with the application. If supervisors want to decline an association request, they must use the "Refuse" button, which will be permanently available on each association request.

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 application submission of applications.

Any change to the supervisor´s 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, of a determined funding line, has already been submitted**, it will not be possible to update the associated CV, nor the list of affiliation institutions.** To do so, the supervisor will have to ask the applicant who has already submitted his/her proposal to place the application back in the "**Draft**" status; after making the changes, the supervisor will have to **confirm again his/her association with this application** and **all other in the same line of applications**, because the association will no longer be confirmed. **The applicant who placed his/her proposal in the "Draft" status must be warned to resubmit his/her application within the established deadline.**

It is recommended that supervisors access the "Applications" menu, under the "Applications I have been associated" tab, after any change made, to ensure that, before the application submission deadline for the Call, all applications they wish to associate with are in the **"Confirmed"** association status and that the respective applications are in the **'Submitted'** status.

The application form can only be submitted after confirmation of the association of all members of the supervising team indicated on the form. If you wish to submit your application and one of the indicated supervisors has not completed the association, you may, if you wish, remove the invitation for the purpose of validating the form. If, however, you want him/her to join the application, you will have to send a new invitation.

Supervisors who are not formally associated with the application, even if referenced or with a declaration of acceptance, will not be considered for evaluation purposes. Members of the supervising team who are not associated with the application will also not be able to be added during the studentship contracting phase.

3.10.5 Adequacy of Hosting Conditions (maximum 500 words)

In this field, you must describe both the adequacy of the **supervising team associated** with your application and the resources made available by the host institution(s) for the full implementation of the work plan. **General**

descriptions about the host institution(s) should be avoided; instead, it should be emphasized the resources available at the institution and necessary for the development of the work plan. It must also be explained how each of the supervisors will contribute to the supervision of activities highlighting how their skills are necessary and complementary. **This description is decisive in the evaluation of criterion C**, Merit of Hosting Conditions.

If you submit your application in the specific line of application in a **non-academic environment**, you must clearly explain the added value of including one or more non-academic host institutions, highlighting the contribution of the non-academic entities to the dynamics and reinforcement of the interaction between academia and other sectors. The role and competences of the supervising team, in a non-academic environment, must also be clearly explained in this field (see Evaluation Guide).

4. APPLICATION SUBMISSION

Before submitting your application, FCT suggests reading and carefully checking all elements of the application, namely by analysing its overview, including the association of the supervisor(s) and the compliance of the submitted files.

After completing and reviewing the application, you must click on "**Validate and Submit**". At this point, all mandatory fields will be validated. **For optional fields, as soon as you start filling them in, the system will validate the requirement to complete all the fields that make up 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 indication of the problem that led to the error (red triangular icon "!"). The applicant must rectify the errors identified, considering that the existence of errors prevents the submission of the application.

The process of submitting the application form depends, among other factors, on **confirming the association of all supervisors indicated by the applicant**. These procedures must be carried out by the applicant and supervisor(s) as soon as the form is completed.

Submission of the application also depends 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 has been completely validated, i.e., when there are no longer any error or lack of information in the form.

In addition to flagging incorrect or incomplete information in the mandatory fields, this area will also display alert messages for particular situations (blue "i" icon), such as the date and time of CV association or the option not to submit any degree certificates. These informative alerts do not prevent the submission of the application.

After submitting your application, you can also:

- **Change the application, returning it to draft status**, no longer being considered as submitted to the Call. The candidate must therefore submit the application again, within the deadline set for the Call (**April 16, 2025, by 5 pm – Lisbon time**); Once the application submission period has ended, you will only be able to consult the application.
- **Consult the application**, viewing its overall content. You can also generate a PDF of the submitted version, available in the top right corner of the Overview screen.

Please note that

i) only the information and documentation submitted during the application phase will be evaluated. **False statements** or acts of plagiarism in the application form will result in **exclusion from the Call**, regardless of the stage at which they are detected.

ii) only applications in which the confirmation of the association of the contracting institution is verified will be evaluated.

The **information contained** in the application is the **sole responsibility of the applicant**.

Candidates are bound by the **admissibility requirements** contained in the Notice of the Call, regardless of the validation of the form for the purposes of submitting the application.

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