Fundação
para a Ciência
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1ST REPUBLICATION

Call for SR&TD Projects
Madeira – The Tourism and the Sea

APPLICATION GUIDE

4 April 2025

This **Application Guide** is intended to support the Principal Investigator (PI) throughout the application process to the **Call for Scientific Research and Technological Development (SR&TD) Projects: Madeira – The Tourism and the Sea**, under the program contract between University of Madeira (UMa), FCT, the Directorate-General for Higher Education (DGES), the Regional Government of Madeira (GRM), the "*Agência Regional para o Desenvolvimento da Investigação, Tecnologia e Inovação*" (ARDITI) and the Association for the Development of the Atlantic International Research Centre (AIR Centre). This Guide is designed to assist the PI in preparing and submitting a successful application. It is based on the information available on the Call's webpage, particularly the legal documents outlining its rules and conditions, including: the Announcement for Proposals Submission ("*Aviso para Apresentação de Candidaturas*") and the FCT Projects Regulation in its current version. On the FCT Call for SR&TD: Madeira – The Tourism and the Sea webpage, the PI can also find the Guide for Peer Reviewers, the Ethics Self-Assessment Guide, the CIÊNCIAVITAE Guide, and the Data Protection document.

The period of applications submission for the current Call is from **March 14, 2025 to 5:00 p.m. Lisbon time of May 15, 2025**.

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1. Call for SR&TD Projects: Madeira – The Tourism and the Sea

The consolidation and reinforcement of the National System of Science and Technology (NSST) are key priorities of the national science and technology policy. These efforts aim to enhance national and international competitiveness in science and technology, foster innovation, and facilitate knowledge transfer. In this context, promoting and strengthening scientific and technological institutions through the active participation of research teams in projects is particularly significant.

Considering these goals, FCT, within the framework of a program contract with the University of Madeira (UMa), the Directorate-General for Higher Education (DGES), the Regional Government of Madeira (GRM), the "*Agência Regional para o Desenvolvimento da Investigação, Tecnologia e Inovação*" (ARDITI) and the Association for the Development of the Atlantic International Research Centre (AIR Centre), launches the **Call for Scientific Research and Technological Development (SR&TD) Projects: Madeira – The Tourism and the Sea.**

In the scope of this program contract, the FCT promotes this announcement with the aim of supporting R&D projects that contribute to the distinctive positioning of UMa in the national higher education landscape, through the promotion of scientific and technological skills development in the **strategic areas of Tourism and the Sea**. It is also intended to foster knowledge transfer and innovation in key sectors for regional development, as well as to strengthen institutional partnerships and scientific cooperation.

The **beneficiary entities** can apply **individually or in co-promotion**. The maximum duration of the project is **36 months** (renewable for 12 months, if duly justified) and the maximum funding for project is **€ 250.000,00**, from the **€ 2.000 million** of national state budget available for this Call.

The funding to be granted is non-refundable, applying the real cost option.

The call is open from **March 14, 2025, to 5:00 p.m. Lisbon time of May 15, 2025**.

2. Prior to Submission

2.1 Who may apply

The Principal Investigator (PI) may be national, foreign, and stateless researchers who meet the following requirements by the deadline for submission of applications:

- Physical allocation to the project.
- Hold a doctoral degree at the closing date of the call. The document certifying the doctoral degree must be submitted at the time of the Acceptance Document.
- Have an employment contract or grant contract with the Principal Contractor. In the absence of such a link, at the time of the Acceptance Document a written agreement between the parties must be submitted, according to point c) of item 1 of Article 6 of FCT Projects Regulations.

For eligibility purposes, the following rules are also applied:

- **A researcher may submit only one application as PI**;
- The PI can only participate as a team member in one more application in this call;
- Each researcher (**who is not PI of an application**) can only participate as team member in a **maximum of 2 applications** in the present call;
- The PI of the application cannot be:
    - PI of projects with rejected final scientific reports due to reasons attributable to the applicant, within the two years prior to the opening date of this call;
    - In a situation of unjustified non-fulfilment of the regulatory requirements regarding the presentation of reports on scientific execution of projects concluded and financed through FCT and in which they acted as PI;
- Applications that have been selected for funding by FCT or other funding agencies will not be accepted;
- Multiple applications for the same project will not be accepted:
    - In the present call;
    - In different calls for proposals that overlap in the period for receiving applications;
    - In the case of applications to calls with different thematic scopes and which take place during different application periods, the recommendation for funding in one of them implies the exclusion from the decision process for the others;
- Related applications, from the same team, submitted to FCT or other funding agencies must be declared in the application;
- **Applications must be submitted in English**;
- Applicants providing false declarations or committing plagiarism in the application will be excluded from the Call.

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

2.2 Beneficiary Institutions

2.2.1 As the Principal Contractor, The University of Madeira (UMa).

2.2.2 As Participating Institutions:

a) Non-business entities of the R&I System, namely:

i. Higher education institutions, their institutes and R&D units;

ii. State, international or associated Laboratories with head office in Portugal;

iii. Non-profit private institutions whose main objective is R&D activities, including Collaborative Laboratories (CoLab) and Centres for Technology and Innovation (CTI);

iv. Other non-profit private and public institutions developing or participating in scientific research activities.

b) Companies of any nature and in any legal form, provided they are involved in R&D projects led by UMa.

2.3 Registration

The application must be submitted using the myFCT platform. If not registered on the CIÊNCIA ID platform, the candidate must generate a CIÊNCIA ID identifier at: www.ciencia-id.pt.

The candidate should then use the CIÊNCIA ID login credentials to enter the myFCT platform. The CIÊNCIA ID platform also allows the candidate to complete their CIÊNCIAVITAE, which will also be included in the application. Please note that for the Evaluation Panels to review the candidate's CIÊNCIAVITAE CV, it must be written in English.

2.4 What should the candidate know before applying to this call

Before starting an application, make sure to be well informed on the rules governing this Call, by reading the supporting documents.

The terms of eligibility, as well as the rules and requirements of the different phases of the application process, are set forth in the following documents:

- **FCT Projects Regulation** in its current version, which establishes the general terms under which funding may be granted.
- **Announcement for Proposals Submission** ("*Aviso de Abertura do Concurso*") for SR&TD Projects: Madeira – The Tourism and the Sea, which specifies the conditions of this Call.
- **Guide for Peer Reviewers** for the Call for SR&TD Projects: Madeira – The Tourism and the Sea, which establishes the terms for evaluation under which funding may be granted.

FCT also makes available the following Guides that must also be carefully analysed:

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

2.5 General Recommendations to the candidates

- Prepare the application carefully and in a timely manner.
- Read the instructions provided in this Guide and in the Application form thoroughly.
- Familiarize yourself with the structure of the Application form before you begin filling it out. Review all sections in advance to understand what is required and to allow sufficient time to gather all the necessary information for submission.
- Ensure that all the institutions to be included in the application are available on the Application form. If an institution is not listed, it must be added via the *Registration of Institutions form* on the *Portal de Ciência e Tecnologia* (available only in Portuguese). Please note, **it may take up to two working days** for a new institution to appear on the list after the form is submitted.
- Contact in advance the researchers to be included in the team and ask them to register on the CIÊNCIA ID platform. Then request them the email address used for CIÊNCIA ID registration and use it for their association to the application.

- Ensure that an **up-to-dated** version of **CIÊNCIAVITAE** *curriculum* of **all members** of the research team **is available** to be included in the application form**.**
- Verify that **each institution selected** in the application form **has an associated team member.**
- Prepare the **budget** of the application **carefully and accurately**.
- Certify that the URL addresses of bibliographical references or other relevant materials remain active throughout the decision-making process.
- Do not assume that the application form and submission rules are the same as those used in other FCT calls or by other funding agencies.
- Avoid waiting until the **last minute to validate and correct the application**. There is a myFCT validation process designed to detect possible errors in your application, which may require corrections and additional time. **Be sure to repeat this validation process regularly**.
- Plan and complete the application process as early as possible. This will ensure that FCT can provide the best possible assistance.
- Visit the FCT website regularly for updated information regarding the Call.

2.6 Additional recommendations for writing a successful application

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

2.7 How to direct questions to FCT

Any clarifications from FCT can be requested via email, including questions about the application form and technical issues on the myFCT website, please use exclusively the email concursoprojetos@fct.pt.

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

3. Submission of the Application

The Application form is organized in the following eight sections:

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

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

We recommend that the PI regularly click on "**Validate and Submit"** while completing the application. This will help identifying any errors, marked with the symbol ⚠, so they can be corrected in a timely manner.

3.1 Guidelines for filling in the Application form

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

Once the application is created on the myFCT platform, a reference code is automatically generated (in the format YEAR.NUMBER.CALLTYPE; *e.g,* 2025.00001.MAD). This will be FCT's unique identification code for the application throughout the Call.

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

3.1.1 General Data

PROJECT DESCRIPTION

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

- **Project title:** the title of the research project should be concise and clear, understandable to a reader with a general scientific background, and appropriate for public dissemination.
- **Project acronym:** assign an acronym for the identification of the project.
- **Keywords**: list up to **4 keywords**.
  These keywords are likely to be used in the peer-review process and should accurately reflect the scientific content of the application, especially for interdisciplinary applications. Avoid repeating words from the title.

- **Thematic area**: the thematic area must be chosen from the two available options in this field: the Tourism and the Sea.
- **Justification of the thematic area**: the selection of the chosen thematic area for the application must be justified.
- **Main scientific area (Scientific Domain / Scientific Area / Scientific Subarea):** the scientific domain/areas and subareas must be sequentially selected, starting with the scientific domain.
- **Timetable (start date and duration):** indicate the expected start date of the project in day-month-year format. The project may have a maximum duration of 36 months.
  This indicative start date can be adjusted for projects recommended for funding during the acceptance term signing phase, but it cannot be later than 90 consecutive days from the date of decision notification.

3.1.2 Institutions

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

- Principal Contractor
- Participating Institutions
- Collaborative Institutions

Ensure that each Institution selected in the application form has a team member associated.

PRINCIPAL CONTRACTOR

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

The Principal Contractor must be the University of Madeira and have a Tax Identification Number (NIPC). The designation used in the application must match the designation associated with that NIPC.
The **Research Unit** field, associated with the Principal Contractor, is mandatory and enables the PI to identify which research units are involved in the project's execution. A maximum of 3 research units can be added to the Principal Contractor.

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

PARTICIPATING INSTITUTIONS

Participating institutions must have a Tax Identification Number (NIPC) and an associated budget.

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

COLLABORATIVE INSTITUTIONS

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

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

3.1.3 Research Team

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

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

- Invitation accepted
- Awaiting confirmation
- Invitation declined

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

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

The Research Team item is divided into the following sections:

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

PRINCIPAL INVESTIGATOR

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

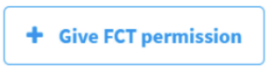
- Institution to which the PI is associated in the scope of the research project;
- PhD completion date;
- Total cost (to be filled out if you intend to allocate costs to a pre-established contract);
- Employment relationship (to be filled out if you intend to allocate costs);
- CIÊNCIAVITAE permissions and upload.

You must hold a PhD degree by the closing date of the call. The completion date of your PhD must be added on this section.

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

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

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



Ensure you provide FCT the access to each section's contents by setting the privacy level to Public or Semi-public.

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

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

Any updates to the PI's CV require re-selecting "Get CIÊNCIAVITAE CV". **Updates must be made on the CIÊNCIAVITAE platform itself**. To link the updated CV to the application; it is necessary to: (i) remove the previously uploaded document and (ii) select "Get CIÊNCIAVITAE CV" again.
Please note that all content in CIÊNCIAVITAE is exclusively the PI's responsibility.

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

PI NARRATIVE CV

The PI Narrative CV is designed to support a comprehensive evaluation of a diverse range of research achievements, emphasizing the quality and impact of individual research outputs and contributions, rather than relying on metrics as a proxy for quality. The narrative CV includes the following sections:

- **Career Profile:** a summary of the PI's educational background (including PhD completion year), key qualifications, and employment history. If applicable, include details on any career interruptions, such as parental leave, long-term illness, industry work, secondments, volunteer work, or other non-research activities. Describe how these interruptions, or unconventional career paths, or gaps have influenced your research activity.
- **Contributions to Science and Society:** the PI can provide relevant examples of contributions in relation to their career stage and specific scientific area. This section is structured to accommodate various researcher profiles and career stages across different scientific fields. The PI may refer to the guidelines below and select contribution types that most effectively and comprehensively represent their researcher profile and achievements.

    i. **Contributions to the generation of new ideas, tools, methodologies, or knowledge:** this section should describe how the PI has contributed to generating new ideas, tools, methodologies, or knowledge, highlighting the relevance and impact of these contributions. Examples can include publications, key data sets, software, intellectual property (*e.g.*, patents, licenses, trademarks, copyrights), conference presentations and proceedings, and research or policy publications, as well as other scientific, technological, cultural, or artistic achievements. Any awards received in recognition of contributions to knowledge generation may also be included. To better inform the Evaluation Panel about the significance of these contributions, the PI should not only specify what these contributions are but also explain how and why they are important, the role they played, and who benefited from these outputs or achievements. Avoid citing publication metrics, such as impact factors, or research performance metrics[1].

    ii. **Contributions to the development of individuals and/or research teams:** highlight the expertise the PI has provided that has been instrumental in developing individuals and/or teams. This can include participation in projects, leadership or management roles, collaborative contributions, and team support. Relevant activities may involve teaching, workshops, or summer schools (for undergraduates, graduates, and post-grads, as well as junior colleagues), as well as supervision, mentoring, and contributions to the success of teams or advancement of colleagues.

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

The PI should also detail their role in past and ongoing funded projects, as well as r management of science, technology, and innovation programs experience. Additionally, this section can showcase the PI's involvement in collaborations and networks at both organizational and international levels.

iii. **Contributions to the research community and the broader society:** the PI may include activities that demonstrate their commitment to advancing the research community and engaging with broader society. This includes contributions to outreach and engagement efforts within the research community, such as editing, reviewing, refereeing, evaluating applications, and organizing events that have positively impacted the research community or improved research culture. Societal engagement, knowledge transfer, dissemination of knowledge, outreach activities, and other forms of engagement with the public, private, or non-profit sectors should also be highlighted.

iv. **Selected outputs and/or activities:** provide additional and detailed information on a **maximum of five scientific outputs and/or activities that best represent the PI's research career and experience**. For each one, the PI should specify their role and its impact on advancing knowledge in the relevant scientific area. Contributions from the previous sections can also be included. If available, please include the DOI for each output.

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

MEMBERS

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

- Email;
- Institution to which the team member is associated in the scope of the research project;
- Total cost (to be filled out if you intend to allocate costs to a pre-established contract);
- Employment relationship (to be filled out if you intend to allocate costs).

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

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

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

HIRINGS

In this section, the additional human resources (employment contracts and scholarships) dedicated to the development of the project's R&D activities should be indicated (Point 2.9.1 of the "*Normas de Execução Financeira*").

For employment contracts, expenses are based on the costs incurred in carrying out the project, with reference to the declared monthly base salary for social protection purposes. This amount may be supplemented by mandatory social charges, meal allowances, and work accident insurance, as legally defined. The base salary is considered to include all fixed and permanent remuneration subject to taxation and declared for the worker's social protection.

The awarding of scholarships within the scope of the projects is subject to a competitive selection process and contractualization by the beneficiary entities, in accordance with the provisions of the "*Estatuto do Bolseiro de Investigação*" (Law No. 40/2004, of August 18, as currently amended), the "*Normas para a Atribuição e Gestão de Bolsas no âmbito de Projetos de I&D*", the "*Regulamento de Bolsas de Investigação da FCT*", and the Scholarship Regulations of the institutions granting the scholarship, if previously approved by the FCT.

New hirings should be detailed in the application by completing the following fields:

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

CONSULTANT

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

- Email
- Framework of consultant´s participation

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

Whenever a team member or consultant is associated with the application, they will receive an email to confirm their association with the application.

TEAM CV SYNOPSIS

In this field, the PI must justify the **framework and competencies** of the research team and **its alignment with the proposed work plan.** The PI should highlight the team's scientific activities **over the past 5 active years**, noting key scientific achievements that demonstrate the team's expertise in the project's focus area. This information will be considered by the panel when

evaluating the team's merit and the suitability of each member's profile to the project's work plan. The **CIÊNCIAVITAE CV** of each team member will be used by the reviewers **only to verify** the details provided in this team CV synopsis.

3.1.4 Work Plan

The following suggestions provide guidance on structuring the description of the research plan. The PI is responsible for organizing the structure, which should be tailored to suit the project's scientific subject or interdisciplinary nature. The research plan should be designed to cover an 18-month period, the maximum duration of the project.

The work plan is divided into the following sections:

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

ABSTRACT

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

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

STATE OF ART AND OBJECTIVES

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

- To what extent does the proposed research **address significant and relevant challenges**?
- How **ambitious are the objectives, and to what degree do they go beyond the current state of the art** (*e.g.*, introducing novel concepts, approaches, or fostering advancements between or across disciplines)?

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

RESEARCH PLAN AND METHODS

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

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

BIBLIOGRAPHIC REFERENCES

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

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

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

PAST PUBLICATIONS

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

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

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

TASKS

For each project task, please provide the following details:

- **Task denomination:** a concise and self-explanatory title for the task.
- **Task description and expected results:** clearly outline the objectives within the context of the project. Describe the proposed methodologies and approaches for implementation, the expected outcomes of the task, and how these outcomes serve as prerequisites for subsequent tasks. Detail the connections with other tasks, the roles of each partner and institution involved, and justify the human and material resources required to achieve the expected results.
- **Assigned team member(s)**: Identify the team member(s) associated with each task. **All hired or to-be-hired team members**, even those without associated costs, **must be allocated to at least one task.**
- **Person*month:** Calculate this by multiplying the percentage of each person's dedication to the task by the duration of the task in months.

  Examples:
  - 1 person at 50% for 6 months = 3 person*month
  - 1 person at 30% for 6 months = 1,8 person*month
  - 1 person at 50% for 15 days = 0,25 person*month
- **Start date** and task **duration** (in months) must be indicated. To **change** the order of a task in the table, click on ⋮ and drag it to the desired position.

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

PROJECT TIMELINE AND MANAGEMENT

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

- **Milestones list:** a milestone represents a specific date by which an objective is expected to be achieved, a phase completed, or a result obtained. Each milestone description should detail what can be demonstrated or reported on that date. The **number of milestones is limited to 6**, and you should select the associated task(s) to each milestone.
- **Timeline:** create a timeline description of your project. We recommend using the spreadsheet available in both MS Excel and ODF formats. Once completed, convert the final version to PDF format and upload it as **Timeline.pdf**.

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

  - **Participant(s) involved in the task,** PI and/or team members**;**

- **Institution responsible for the task,** the acronym of the institution responsible for the task;
- **Additional Institution(s) involved in the task (if applicable)**, the acronyms of the other institutions involved in the task.

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

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

- **Management:** in this section, the PI should outline the project management structure that will be implemented. This should include details on the coordination among participants, the planned meetings, and the reporting structure. The proposed management structure should be tailored to the project's size and consider the involvement of participants from different research units.

ETHICAL ISSUES

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

2030 AGENDA

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

OTHER PROJECTS

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

For **FCT-funded projects**, once the PI selects the project, all fields will be automatically populated, except for the field titled "Please list the main objectives of the project that you consider relevant for this application".

For **projects not funded by FCT, or those submitted and currently under evaluation**, the following elements must be completed:

- Add Project
    - Project reference: reference as specified in the funding contract
    - Project status: indicate whether the project is still just an “Application” or if it is “In Progress” or “Completed”
    - Project title
    - Principal Contractor
- Funding
    - Funding entity
    - Total Funding (requested funding, for submitted projects)

- Timetable
    - Start date (an estimative, for submitted projects)
    - Duration (months)

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

ATTACHMENTS

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

No other document types will be accepted in this section.

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

COMPUTING AND DATA

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

- **Advanced computing**

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

- *The work plan requires advanced computer resources to be provided by FCT?* **If yes, two additional questions must be answered**:

- *Do you have previous experience with High Performance Computing?* If yes, the PI should describe the previous experience with Performance Computing, indicating the computational platforms used.
- *Which of the following amounts of resources (per year) is suitable for your project?* The PI should choose one of the three available options and justify the request in the respective box.

- **Research data**

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

- *You will be generating or collecting research data in the context of your project?* **If yes, an additional question must be answered**:
  - *The work plan requires access to a research data repository provided by FCT?* If yes and if the project will be selected for funding, the beneficiary will have to submit a Research Data Management Plan to FCT within six months of the funding's start date, according to the model provided by FCT. Access to the service will be assessed based on the shared information.

3.1.5 Indicators

EXPECTED OUTPUT INDICATORS

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

DISSEMINATION

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

3.1.6 Budget

The Budget section should be completed item by item, detailing the total amounts and providing justification for budgetary needs. This should consider the funding limits and the basic eligibility criteria outlined in points no. 3 and 4 of the Announcement for Proposals Submission.

The eligibility conditions for expenses are established in the FCT Projects Regulation and the "*Normas de execução financeira*".

The amounts for the Human Resources are automatically filled in the budget table based on the values entered in the Research Team section.

The amounts for Overheads, calculated by applying a fixed rate of 25% to the eligible direct costs, are automatically calculated and filled in the budget table.

PRINCIPAL CONTRACTOR

In this section, the PI should fill in the requested funding for each budget category and for the different years of project execution, along with the corresponding justification.

PARTICIPATING INSTITUTIONS

The section on the budget of the participating institutions should be completed in a similar way to the previous section.

FUNDING PLAN

This section presents the project's Global Budget and Funding Plan tables, which will be automatically filled out.

The total cost of the project is the sum of the components listed in the Funding Plan table.

3.1.7 Statement of Commitment

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

3.1.8 Validate and Submit

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

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

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

4. After the Submission of the Application

4.1 Statement of Commitment from the Principal Contractor

The Statement of Commitment of the Principal Contractor will be available on myFCT for approval by the **head of the institution or their designated representative** after the deadline for submitting applications and until **5:00 p.m. Lisbon time of May 29, 2025**, as stipulated in the Announcement for Proposal Submissions.

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

4.2 Delegation of Access in the PCT

The creation of the user group and the delegation of authority to these users for agreeing with the Statement of Commitment of the Principal Contractor are managed in the PCT through the following steps. For more details, please refer to the Access Delegation Manual available on the PCT under the “Help”» “Support Documents” section.

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

[2] In case the institution does not have the credentials of the Collective User, they should be requested via email credenciais@fct.pt.

4.3 Acceptance of Applications in myFCT

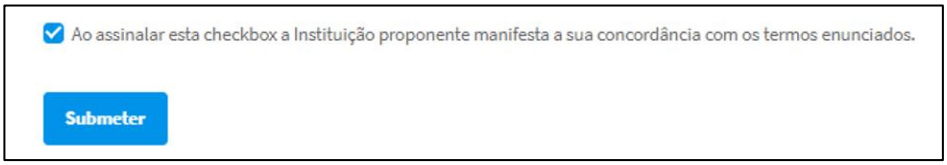
The agreement with the Statement of Commitment of the Principal Contractor is completed on myFCT by users to whom the respective competencies have been delegated, using their CIÊNCIA ID credentials.

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

Only the Principal Contractor is required to express agreement with the terms outlined in the Statement of Commitment on myFCT. The Principal Contractor must also ensure that the other entities within the proposed project consortium fulfil the obligations set forth in the Statement of Commitment.
For each application listed, the Principal Contractor has access to the following:

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

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



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

Instituição Proponente (Principal Contractor)

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

Annex I – Application Form Structure and Character Limit

Applications must be written in English and submitted online via a dedicated FCT Web Platform (myFCT).

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

Each application comprises the following sections:

1. GENERAL DATA

1.1 Project description

- Project title (PT/EN) **(max. 255 characters)**
- Project acronym **(max. 15 characters)**
- Keywords (PT/EN) **(max. 4 keywords)**
- Thematic Area (Area)
- Justification of the thematic area **(max. 1000 characters)**
- Main scientific area (Scientific domain / Scientific area / Scientific subarea)
- Timetable (Start date and Duration)

2. INSTITUTIONS

2.1 Principal contractor

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

2.2 Participating Institutions

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

2.3 Collaborative Institutions

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

3. RESEARCH TEAM

3.1 Principal Investigator

- Institution to which you are associated in the scope of the research project
- PhD completion date
- Total cost (in euros) (if applicable)
- Employment relationship (if applicable)
- CIÊNCIAVITAE CV permissions and upload

3.2 PI narrative CV

- Career profile **(max. 2000 characters)**
- Contributions to Science and Society:
  - Contributions to the generation of new ideas, tools, methodologies or knowledge **(max. 2000 characters)**
  - Contributions to the development of individuals and/or research teams **(max. 3000 characters)**
  - Contributions to the research community and the broader society **(max. 3000 characters)**
  - Selected outputs and/or activities **(max. 2500 characters)**

3.3 Members

- Email
- Institution to which you are associated in the scope of the research project
- Total cost (in euros) (if applicable)
- Employment relationship (if applicable)

3.4 Hirings

- Type
- Institution to which you are associated in the scope of the research project
- Total cost (in euros)

3.5 Consultant

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

3.6 Team CV synopsis

- Research team CV synopsis (**max. 6000 characters)**

4. WORK PLAN

4.1 Abstract

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

4.2 State of the art and Objectives

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

4.3 Research plan and methods

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

4.4 Bibliographic references

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

4.5 Past publications

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

4.6 Tasks

- Task denomination **(max. 150 characters)**
- Task description and expected results **(max. 4000 characters)**
- Assigned to
- Person*month
- Start date
- Duration (months)

4.7 Project timeline and management

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

4.8 Ethical issues

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

4.9 2030 Agenda

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

4.10 Other projects

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

4.11 Attachments

- Documents upload (if applicable)

4.12 Computing and data

- Advanced computing
  - The work plan requires advanced computer resources to be provided by FCT?
  - Do you have previous experience with High Performance Computing? (if applicable)

- Refer previously used computational platforms (if applicable, **max. 400 characters**)
- Which of the following amounts of resources (per year) is suitable for your project? (if applicable)
- Brief justification for the requested computational resources (if applicable, **max. 400 characters**)

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

5. INDICATORS

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

6. BUDGET

6.1 Principal contractor

- Item
- Rationale for requested funding (**max. 3000 characters)**

6.2 Participating institutions

- Item
- Rationale for requested funding (**max. 3000 characters)**

6.3 Funding plan

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

7. STATEMENT OF COMMITMENT

8. VALIDATE AND SUBMIT

Annex II – Data Protection

In the context of the Call for Scientific Research and Technological Development (SR&TD): Madeira – The Tourism and the Sea, hereinafter referred to as the UMa Call – The Tourism and the Sea, personal data is collected and processed in accordance with the General Data Protection Regulation (GDPR), established by Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, and pursuant to Law No. 58/2019 of August 8, which ensures the implementation of the GDPR in the national legal framework.

Data Controller

The *Fundação para a Ciência e Tecnologia, I.P.*, hereinafter FCT, assumes the role of data controller, with its registered office at Av. D. Carlos I, 126, 1249-074 Lisbon, telephone: +351 21 3924300.

Data Protection Officer

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

Purpose and Legal Basis for Processing

Personal data is collected exclusively for the purpose of managing financing and co-financing instruments, and its processing is lawful because it is necessary:

- **For the execution of a contract** to which the data subject is a party, or for **carrying out pre-contractual procedures** at the request of the data subject, in accordance with Article 6(1)(b) of the GDPR;
- **For compliance with legal obligations**, in accordance with Article 6(1)(c) of the GDPR, as outlined in points (a) and (c) of Article 3(2) of the Organic Law of the FCT, approved by Decree-Law 55/2013, of April 17;
- For the **performance of tasks carried out in the public interest by the FCT**, in accordance with Article 6(1)(e) of the GDPR and based on Regulation 5/2024, in its current wording, which establishes the access conditions and rules for projects exclusively funded by national funds through the FCT.

The FCT may also process personal data for **purposes of public interest archiving, scientific or historical research, or statistical purposes**, in compliance with the principle of data minimization, including anonymization or pseudonymization of the data whenever the intended purposes can be achieved through these means.

Collection of Personal Data

As part of the UMa Call – The Tourism and the Sea, personal data is collected in two phases:

- **During the Application Phase**: Data necessary to validate the eligibility and merit of the application is collected.

- **During the Financing Phase**: Additional data is collected, primarily financial, as well as data related to the execution of projects and accountability.

In the different phases of the Call, the personal data collected is categorized as follows:

- **Application Phase**: During the project application process within the scope of the UMa Call – The Tourism and the Sea, common and special categories of personal data are collected. This personal data is provided directly by the principal investigator through the completion of a specific form and submission of the application via the myFCT platform.

- **Financing and Contract Management Phase**: After the application is approved, during the process of contracting and financing management, additional personal data is collected, necessary for formalizing contracts and monitoring projects. This personal data may include financial information and sensitive information (e.g., degree of disability) related to the execution of the projects.

The data is provided directly by the data subjects through application forms and the following online platforms:

myFCT Platform: Centralized system for submission, evaluation, and approval of applications and funding.
***CIÊNCIA ID* Platform**: National identifier for access to various science services.
***CIÊNCIAVITAE* Platform**: CVs of members associated with the research team.
Science and Technology Portal (PCT): Data from entities responsible for applications and communication with individual and collective FCT interlocutors. Additionally, in specific cases related to reviewers, data is provided through recruitment and appointment processes for reviewers.

Data is also **indirectly** provided by beneficiary entities of the applications or by the principal investigators, who make available the data of the members of the research teams.

Description of Data Subjects and Categories of Personal Data

The personal data processed within the scope of the UMa Call – The Tourism and the Sea pertains, specifically, to the following:

a) Categories of data subjects

Researchers: Principal investigators, co-responsible investigators, and research team members affiliated with higher education institutions, R&D units, laboratories, non-profit institutions, or foreign partner organizations.
Faculty Members: From higher education institutions involved in pedagogical and scientific activities.

Students: Postgraduate and doctoral students participating in research projects.
PhD Holders: Hired for R&D projects within institutions of the Portuguese scientific system.
Institutional Representatives: From higher education, laboratories, public or private non-profit entities, companies, and foreign institutions involved in projects.
Reviewers and Coordinators: Independent or external, national or international.

b) Categories of personal data

Civil Identification: Including full name, surname, date of birth, gender, civil identification number and/or passport, and taxpayer number;
Contact Information: Encompassing institutional email address, city, and country or region of residence;
Academic and Professional Activity: Detailing professional status, level of education, academic or professional trajectory, academic degree, job titles, scientific identification, and project identification;
Physical Data: Including image in paper or video format, if applicable;
Financial Information: Encompassing the IBAN;
Criminal Records: Penal and infraction history, if applicable;
Health Information: Including details contained in documents necessary to justify eligibility at the time of the project.

Sharing Personal Data with Third Parties

In the context of fulfilling legal obligations related to the purpose of Managing Financing and Co-financing Instruments, the data is disclosed to the Portuguese Ministry of Education, Science, and Innovation for the necessary acts of approval, without excluding other entities not mentioned but legally authorized to request, collect, and process the data in question.

Data Transfer to Third Countries

For the processing of personal data within the scope and for the purpose indicated, personal data may be subject to international transfers not only to countries belonging to the European Economic Area but also to third countries. In such cases, FCT formalizes in writing the contractualization of said international data transfers only with entities that provide sufficient guarantees regarding the implementation of appropriate technical and organizational measures to comply with the applicable privacy and personal data protection legislation, ensuring the safeguarding of the data subject's rights.

Retention Period

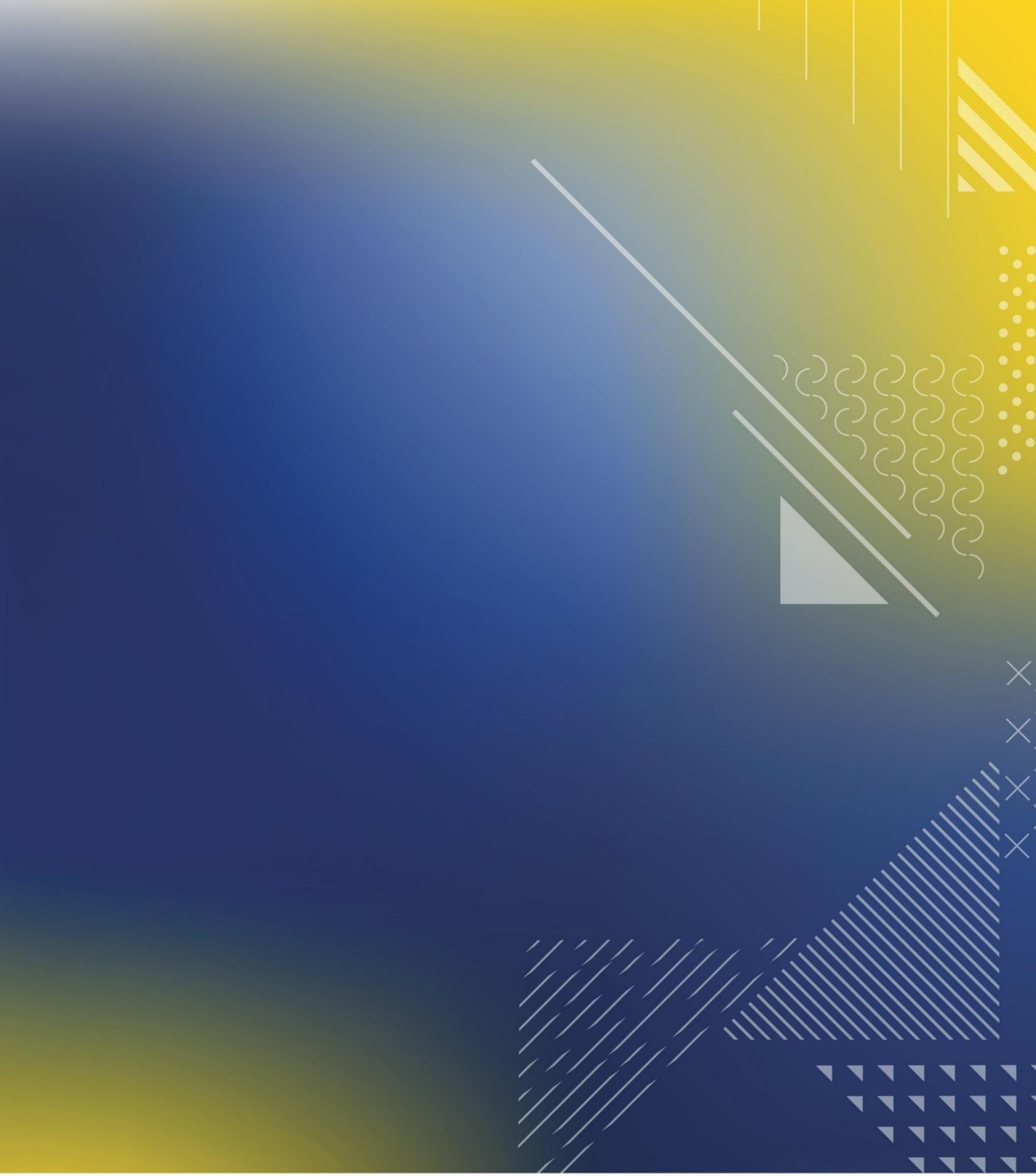
The retention period for personal data is determined by the legal or regulatory provisions in force or, in their absence, by what is deemed necessary to achieve the purpose that motivated its collection and processing.

Rights of Data Subjects

Through any of the contacts indicated above, and without prejudice to the limits established by law, data subjects have the right to request from FCT access to their personal data, its rectification or deletion, the restriction of the processing of their data, and data portability when technically feasible. They may also object to the processing or withdraw, at any time, previously given consent, if applicable.

Without prejudice to direct notification to FCT through the contacts available at https://www.fct.pt/contactos, a complaint may also be filed directly with the National Data Protection Commission (www.cnpd.pt/) using the contacts provided by this entity for that purpose.

For more information on the processing of personal data carried out by FCT, it is recommended to consult the General Privacy and Data Protection Policy of FCT available on the official website: www.fct.pt/.



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