



# Rules of the UOC grant call for research stays – 2019

## PURPOSE

The purpose of this call is to foster the dissemination of the UOC's research activity and, at the same time, contribute to training and updating the knowledge held by the UOC staff who take part in research activities. The goal is to enable the UOC's teaching and/or research staff **to perform short-duration research stays at universities or centres specialized in research outside of Catalonia.**

As a new feature introduced this year, the call also seeks to attract research talent from foreign institutions who wish to perform a research stay at the UOC.

## NATURE AND TERMS OF THE GRANT

The purpose of this call is to cover part of the expenses incurred in travelling to and staying at the university/research centre where the teaching and/or research staff will work, but also to attract talent to the UOC by offering the possibility for researchers from foreign institutions to receive funding to cover part of the expenses associated with a stay at the UOC.

A **maximum of 12 weeks** of the total duration of the stay will be funded, and the maximum budget will be assigned in accordance with the host country, using the tables given in Appendix I of these rules. This amount **includes travel, accommodation and living expenses, and also the expenses associated with the stay.**

All stays must have been authorized by the UOC prior to applying for the grant, as provided in current regulations. The stay must take place between 1 January 2019 and 31 December 2019.

The grant will be paid to the eligible UOC staff as part of their salary by means of a transfer to their bank account. Each grant recipient will be responsible for



organizing travel for the stay and any associated payment (reserving accommodation, etc).

## ELIGIBILITY FOR THE GRANT

This grant is open to all UOC teaching and research staff not affiliated with an Internet Interdisciplinary Institute (IN3) research group. Pre-doctoral researchers at the Doctoral School are also excluded. Grant recipients must have been formally accepted, in accordance with current regulations, for a stay at another university/research centre outside of Catalonia.

Researchers from foreign institutions who wish to perform a research stay at the UOC may also be eligible for these grants in accordance with the terms set forth in the following sections.

## BUDGET

The **total budget** available for all the calls included in the **UOC Research Programme** for 2019 is **60,000 euros**.

## REQUIREMENTS AND OBLIGATIONS

Eligibility for this grant will be conditional upon UOC staff meeting the following requirements and obligations. The applicant must:

- Submit a formal statement accrediting that he/she has not been awarded other grants for the same purpose by public or private entities.
- Accredit that an application for the stay has been sent to the university or research centre, and that it has been accepted.
- Have an ORCID ID.
- Have his/her scientific output up to date in the GIR and, insofar as any intellectual property restrictions allow, deposited in the UOC's Institutional Repository, O2. Any queries related with bibliographical citations and copyright and self-archiving policies can be referred to The Library Replies, which can be accessed from the Library's home page.



- Not be applying to attend meetings, seminars, courses or conferences, which are excluded from this call.

For their part, researchers from foreign institutions must comply with the following requirements and obligations. Applicants must:

- Furnish a letter of authorization from their home institution or research centre in which they are given permission to perform the research stay.
- Furnish a letter of acceptance by a UOC research group or researcher, identifying the member of the University's teaching and research staff responsible for the research stay.
- Include the text "In collaboration with the UOC" in any result of the research performed at the UOC.
- Possess or, if applicable, apply for all the permits required to enter and live in Spain.
- Provide proof of public or private medical insurance covering the entire duration of the stay.
- Comply with the UOC's Rules on rights and duties, the Policy regarding use of email, the Code of Ethics, the Organizational and Operational Regulations, and all other regulations that may be approved and become applicable during the stay at the UOC.
- Show attitudes and conducts that are consistent with the values of a culture that fosters peace and democratic values.

## DEADLINE, SUBMISSION AND PROCESSING OF APPLICATIONS

The **period** for submitting applications will remain open for so long as there is budget availability, expiring on **31 October 2019**, provided that the grant is requested for a stay performed during 2019.

Applications made by UOC staff may only be **submitted online** via the Researchers' Website (GIR), using the **Submit application** link within the section on the call, and attaching the documentation specified in the "Documentation to be submitted" section of these rules.

Upon submitting the application, a confirmation screen will appear. This must be sent to the [preaward\\_osrt@uoc.edu](mailto:preaward_osrt@uoc.edu) mailbox.



Within a maximum of two working days after submitting the application, the grant applicant will receive an email from the Knowledge Transfer and Research Support Office (OSRT) confirming that the application has been registered and, if applicable, listing the corrections that need to be made.

For their part, researchers from foreign institutions who wish to perform a stay at the UOC must send an email to the [preaward\\_osrt@uoc.edu](mailto:preaward_osrt@uoc.edu) mailbox, attaching the documentation specified in the “Documentation to be submitted” section of these rules. The email must state in the subject field “AUOC – STAYS – Candidate's name”. Within a maximum of two working days, the applicant will receive an email confirming receipt and, if applicable, the necessary instructions for correcting the application.

If you require any further information or have any questions about the call, you can write to the email address [preaward\\_osrt@uoc.edu](mailto:preaward_osrt@uoc.edu).

## DOCUMENTATION TO BE SUBMITTED

The documentation to be submitted with the applications made by UOC staff prior to the stay is the following:

- A copy of the **letter of acceptance** sent by the institution where the stay will be performed.
- The work plan to be carried out during the stay.
- A **formal statement** by the applicant's **dean or department director**, accepting performance of the stay.
- A **formal statement** by the **applicant** accrediting that he/she has not been awarded other grants for the same purpose by public or private entities.
- A **written justification** of the **dissemination actions** carried out during the last 12 months (maximum 1,500 characters including spaces and with the corresponding links).

In the case of applications submitted after the stay, the following additional documentation must be provided: a report that includes a description of the activity performed, and a brief list of the opportunities detected (contacts, subjects, financing options, etc) that may be related with the UOC's research interests.

The researchers from foreign institutions who wish to apply for a stay at the UOC must provide the following documentation:

- Valid identity document. Non-EU citizens must provide a photocopy of their currently valid passport, with an expiry date later than six months after the end date of the research stay.
- Curriculum vitae.
- A letter of authorization from their home institution or research centre in which they are given permission to perform the research stay.
- A letter of acceptance by a UOC research group or researcher, identifying the member of the University's teaching and research staff responsible for the stay.
- A report or work plan of what will be carried out during the stay.
- Motivation letter.
- Two letters of recommendation.
- A document that provides proof of public or private medical insurance covering the entire duration of the stay.



*In the case of researchers from other institutions, applications during or after the period of the research stay will not be accepted **under any circumstances**.*

## SELECTION BODY AND CRITERIA

The Research and Innovation Committee will assess the applications submitted for this call and award the grants on the basis of the following criteria:

For UOC staff who apply for a stay in another institution:

- **Curriculum vitae** and scientific output (maximum 25 points). This will also be taken into account for the assessment of the applicant's professional and academic career. Only the information included and updated in the GIR will be considered.
- **Assessment of the work plan/project to be undertaken during the stay** (maximum 65 points):
  - **Geographical location of the centre** (Spain 0 points – Europe 1.5 points – International 6 points)
  - **Excellence of the host centre** (maximum 7 points)

- **Excellence of the host group** (maximum 7 points)
- **Objective** (maximum 10 points)
- **Work plan** (maximum 9 points)
- **Methodology** (maximum 9 points)
- **Expected results** (maximum 9 points)
- **Dissemination actions** (maximum 10 points). All the dissemination actions of the applicant's research activity will be rated positively, including those carried out by his/her research group and/or faculty. This encompasses:
  - **Online presence**: Regularly updates of websites, blogs, social media profiles (Facebook, LinkedIn, Twitter, etc).
  - **Media presence**: Participation in general interest communication media as a UOC researcher / staff member.
  - **Proliferation of communication products concerning R&I activity**: News, press releases, infographics, videos, etc that align with the UOC's style and/or are prepared in coordination with the University.
  - **Outreach**: Talks, workshops, publications, etc targeting a non-specialist audience.

In order to receive funding, applications must obtain a mean score of 60 points in the assessment performed by the Research and Innovation Committee. Any application having a lower score will be excluded from funding.

For external researchers who apply to carry out a stay at the UOC:

- **Curriculum vitae** and scientific output (maximum 30 points). This will also be taken into account for the assessment of the applicant's professional and academic career.
- Assessment of the **report** or **work plan** and its fit with the research group and the UOC (maximum 55 points):
  - A maximum of **40 points** is awarded based on the proposal's scientific and technical quality and the extent to which it aligns with the University's strategic lines of research. Proposals should target one of the UOC's subject areas, and also one of its research groups.
  - A maximum of **15 points** is awarded depending on the candidate's fit (and that of his/her project) with the research group, and the

feedback there may be between the candidate, the research group and the University.

- **Dissemination actions** (maximum 15 points). All the dissemination actions of the applicant's research activity will be rated positively, including those carried out by his/her research group and/or faculty. This encompasses:
  - **Online presence:** Regularly updates of websites, blogs, social media profiles (Facebook, LinkedIn, Twitter, etc).
  - **Media presence:** The applicant's participation in general interest communication media as a member of his/her university.
  - **Proliferation of communication products concerning R&I activity:** News, press releases, infographics, videos, etc that align with the UOC's style and/or are prepared in coordination with the University.
  - **Outreach:** Talks, workshops, publications, etc targeting a non-specialist audience.

## DECISION

Applications will be assessed at the first meeting held by the Research and Innovation Committee after submission of the proposal, provided that the application is submitted at least **three working days** prior to the meeting and all the requirements set forth in this call are met. If not, it will be assessed at the Committee's next meeting after that.

You can view the Research and Innovation Committee's meeting schedule on the UOC's Virtual Campus at *Research and Innovation, Research and Innovation Committee*. You can also consult the minutes of each meeting, where the grants awarded will be published.

Researchers from foreign institutions who apply for the call will be informed of the date of assessment when they are sent confirmation that the application has been submitted successfully and it needs no further correction.

Within a maximum of **three working days** after the Research and Innovation Committee's assessment, the Knowledge Transfer and Research Support Office will notify the decision and the amount of the grant awarded via email to the applicant's mailbox.



## EXECUTION OF THE AWARDED GRANT

The amount awarded to the UOC research and teaching staff members who apply for the grant will be paid as a single payment in the applicant's payroll. The appropriate sums corresponding to Personal Income Tax (IRPF) and Social Security contributions will be withheld from this amount, as provided in currently valid labour regulations.

In the case of researchers from foreign institutions, payment of the grant will be conditional upon prior presentation, if applicable, of the permits to enter and live in Spain and proof of health insurance coverage.

Researchers from other institutions will be required to furnish an invoice in order to receive the monthly grant payment. A withholding on account of tax amounting to 24% will be deducted from this invoice, as provided in current legislation. The invoice may be exempt from the withholding tax if the researcher provides his/her home country's official tax residence certificate.

In these cases, the grant will be paid in instalments, as follows:

- The price of the means of transport used to travel to Barcelona from the place of origin will be reimbursed at the start of the stay, subject to presenting the tickets, invoice or any other document that provides proof of purchase and use by the candidate.



*The maximum price that will be paid to the grantholder is given in Appendix I of these rules.*

- 50% of the monthly grant payment at the start of the research stay.
- The remaining 50% of the grant upon completion of the research stay and subject to presenting the justification described in the following section.

The monthly amount for upkeep paid to the candidate is shown in Appendix I of these rules. If the period is for less than a month, only the proportional part will be paid.





*The Research and Innovation Committee reserves the right to modify the manner and frequency of payment where necessary, subject to appropriate justification by the applicant.*

## JUSTIFICATION

At the end of the stay, the UOC staff member who has received a grant must submit the following documentation within **a maximum of three months**:

- A **report** that includes a description of the activity performed and the milestones achieved with respect to the work plan/report submitted, and a brief list of the opportunities detected (contacts, subjects, financing options, etc) that may be related with the UOC's research interests.
- An update to the information contained in the GIR, adding any data concerning the activity performed during the stay in question and, insofar as any intellectual property restrictions allow, depositing it in the O2.

The researchers from other institutions who have performed a stay at the UOC must submit the following documentation within a maximum of 15 working days counting from the end date of their stay at the UOC:

- A **report** that includes a **description of the activity performed** and attainment of the set objectives, in accordance with the report or work plan submitted with the application.
- An **assessment report** by the **UOC researcher responsible** for the stay.
- Any **supporting document** of the **milestones achieved** during the stay at the UOC: dissemination events, scientific output, research projects, etc.

## APPENDIX I

The table below shows the maximum amounts that will be funded for travel between Barcelona and the host centre, depending on the distance shown by the Erasmus+ European programme's [Distance Calculator](#).

<b>Distance between Barcelona and the host centre</b>	<b>Amount</b>
Between 100 and 499 km	180 euros
Between 500 and 1,999 km	275 euros
Between 2,000 and 2,999 km	360 euros
Between 3,000 and 3,999 km	530 euros
between 4,000 and 7,999 km	820 euros
8,000 km or more	1,500 euros
<b>European regions outside of the continent</b>	<b>Amount</b>
Iceland, outermost regions and overseas regions	770 euros
Malta and Cyprus	720 euros

This table will also be taken into account for stays by researchers from other foreign institutions to calculate the maximum amount payable for travel between their place of origin and Barcelona.

The following table shows the maximum weekly sums that will be funded as living expenses, depending on the host country:

<b>Country</b>	<b>Weekly stipend</b>
Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, the United Kingdom, Sweden, Canada, Japan, Australia, New Zealand and the United States	€300



Germany, Austria, Belgium, Cyprus, Spain, France, Greece, Italy, Malta, the Netherlands, Portugal	€250
Former Yugoslav Republic of Macedonia, Bulgaria, Croatia, Slovakia, Slovenia, Estonia, Hungary, Latvia, Lithuania, Poland, the Czech Republic, Romania, Turkey	€200
<b>Other countries</b>	<b>€700 per month</b>

Researchers from foreign institutions who travel to Barcelona will receive a **monthly payment of 1,200 euros**, or the corresponding proportional part.