



Call for proposals - team 2011 –

This call for proposals has been issued according to article 22 of the provincial law of 2 August 2005, n. 14 (provincial law on research) and according to the general principles of the Provincial Programme on Research for the XIV term of office of the Provincial Legislature, approved by the Provincial Government with the decision n. 2902 of 14 December 2010.

1. Subject of the call and financial resources

The Autonomous Province of Trento, by means of this call for proposals, will finance 100% of the costs of projects submitted by senior researchers, aimed at creating a team and carried out in cooperation with a research organisation (according to the European Community meaning), whose registered office or operating centre be located within Trento province.

The financial resources assigned to this call for proposals amount to 3.000.000 Euro.

2. Aims

This call for proposals has the following aims:

- to select a restricted number of projects of high scientific quality, focused on the following objectives:
 - to foster the presence of influential researchers, also from abroad, ready to be in charge the management of a research project, new and complementary in respect to the activities already present in the Trentino research system and aimed at setting up a new research unit;
 - to support the professional growth of young researchers by involving them in projects of high scientific value from the earliest stages of their careers;
- to encourage the mobility of young researchers of any nationality towards the province of Trento, enhancing internationalisation of the Trentino research system;
- to generate spin-offs in the Trentino research system, by supporting initiatives which provide for measurable results in both qualitative and quantitative terms.

3. Areas of research

The research projects will be selected from the following subject areas, falling within the priority areas for research as defined in the long-term research programme approved with the resolution of the provincial government n. 2902 of 14 December 2010:

- environment and natural resources management (ecology, environmental risk, climatic evolution, biodiversity);
- materials science: inorganic and hybrid micro & nanotechnologies;
- information and communication technologies;
- biotechnologies, genomics, post-genomics, computational biology;
- neuroscience and cognitive science;
- territory governance and global standards after the crisis;
- law and economics for a policy evaluation.

4. Subjective requirements for application

The proposing researcher must have a PhD, achieved in Italy or abroad at least five years before the deadline of this call, or an equivalent experience gained at qualified Italian or foreign research centres or laboratories.

The research organisation (host organisation) must have its registered office or operating centre within the Trento Province at the deadline of this call.

The proposing researchers must not already belong to the personnel structure of host organisation.

5. Project requirements

The project must have a duration of two to three years; its yearly cost must not exceed 200.000 Euro.

Project proposals must be formulated in such a way as to allow evaluation of the following elements:

- research subject and objectives;
- ways for implementing the project;
- financial plan and expenditure description;
- kind of team which is supposed to be set up, professional profiles of the young researchers involved (at the beginning and at the end of the experience) and of the technicians necessary for realizing the project;
- equipment and other facilities already available at the host organisation for the implementation of the project;
- the amount of time the researcher will dedicate to the project (not less than six months a year).

The project must be formulated in such a way as to allow the starting up of the research activities no longer than ninety days after the date the host organisation has officially received the decision to fund the project.

The project must be written in English.

In the event of funding, the project abstract may be published.

6. Documents required for application

The documents required for the application must be submitted via the host organisation and consist of:

- a. an application form to be signed by the host organisation's legal representative or by his/her deputy;
- b. a declaration, to be signed by the proposing researcher;
- c. the research project, to be signed by the proposing researcher;
- d. attachments.

In particular:

a. The application form must contain:

- the host organisation's data;
- the researcher's data;
- synthetic data about the project;
- the commitment by the host organisation to play host to the researcher and to support the research activities, guaranteeing the access to the infrastructures and services necessary to realise the project;
- the reasons supporting the decision to host the researcher and his/her activity;
- the career development outlooks of the young researchers involved in the project;
- the development outlook of the research activity;
- a declaration by the host organisation stating that the project does not regard activities which have already been carried out or which are underway within the organisation. In case the project could be an extension of existing activities, this has to be pointed out;
- a declaration by the host organisation stating that the costs of the project are additional with respect to the ordinary activities of the organisation and that they are not already covered by the Province or by other bodies.

b. The declaration by the proposing researcher must contain:

- the name of the research organisation which is submitting his/her project;

- the commitment to carry out the research in compliance with both the provisions of this call for proposals and with the internal procedures of the host organisation;
- the months/man that the researcher will personally dedicate to the project and physically spend at the host organisation.

c. The research project must contain:

- the project title;
- the project acronym;
- the thematic area;
- the disciplinary scientific field;
- the proposing researcher and the host organisation data;
- the abstract;
- the key words;
- the project duration in months;
- a project description;
- a presentation of the proposing researcher and of the hosting research group;
- the financial plan.

The above listed documents are generated by following the headings of the system for the project proposals' submission described in article 7. An outline of the proposal, as it will appear after being submitted, can be viewed in the section "Fac-simile", at the following address:

http://www.uniricerca.provincia.tn.it/Bandi_di_ricerca/Bandi_PAT/-Sottomissione_bandi/

d. The paper attachments consist of:

- a copy of the proposing researcher's ID;
- a copy of the host organisation legal representative's ID or of his/her delegate;
- the proposing researcher's curriculum vitae signed by the researcher;
- the Gantt chart;
- the ethical issues table signed by the proposing researcher.

All the submitted documentation, considered to be strictly confidential, will not be returned.

7. How to submit the project proposal

Before starting the proposal submission procedure, the host organisation and the proposing researcher must register at the following address:

http://www.uniricerca.provincia.tn.it/Bandi_di_ricerca

The service will start from the first day after the publication of the abstract of the call for proposals in the official bulletin of the Autonomous Region of Trentino Alto-Adige.

The proposals must be submitted by 5.00 p.m. of September 27, 2011, using the provided function at the same address.

Information on how to register and to submit the project proposals can be found in the section "Guide to Compilation".

The internet service allows the electronic submission of the documents listed in points a), b) and c) of article 6. After ending this procedure, an archive file is automatically created (projectacronym.zip) which contains the same documents. The file content, must be printed and handed in, along with the attachments listed in point d), during the working hours (Monday to Thursday from 9.00 to 12.45 and from 14.30 to 15.45, Friday from 9.00 to 12.45) or sent by registered mail with acknowledgement of receipt, within seven days from the call for proposals deadline, to the following address:

Servizio Università e ricerca scientifica

Provincia Autonoma di Trento
Via Zambra, 42
Top Center – Torre B Sud
38121 Trento

For the documents sent via registered mail, the postmark date is taken into account.

The paper documents must be signed according to the instructions given in article 6.

A € 14,62 revenue stamp must be put on the application form.

In the event of document mismatch, only the version submitted via the internet service shall be taken into account.

8. Exclusion from the evaluation

The following circumstances will cause the exclusion of the project from the evaluation:

1. the project does not fall within any of the research areas foreseen in the call for proposals;
2. the submission of more than one project by the same researcher;
3. the lack of the subjective requirements as indicated in article 4;
4. the failed receipt of the paper documents listed in points a), b) and c) of article 6; for the documents sent via registered mail, the postmark date is taken into account;
5. the lack of the requested signature on one of the documents.

On the contrary, it is allowed to make up in case one of the attachments listed in point d) of article 6 is missing or irregular.

9. Evaluation of research projects

The evaluation of the research projects is carried out by the Technical and Scientific Committee for Research and Innovation, hereinafter referred to as the "Committee", which is an advisory body of the Autonomous Province of Trento. The evaluation is carried out on the basis of the following criteria, given in order of priority:

- a) **research project:** originality, 'frontier' characteristic of the research, additionality and complementarity in comparison with the branches of research already existing in the host organisation, feasibility, strategic potential, spin-off possibility in the short and in the midterm; project organisation, clarity of the deadlines and suitability of the methods chosen; capability of attracting further financial resources from both public and private bodies; clearness of the professional outlooks, also in occupational terms, for the young researchers involved;
- b) **proposing researcher:** level of the scientific and professional background, quality of the publications, capability to carry out an independent research, leadership and projects management potential, extent and quality of the scientific co-operations, months/man dedicated to the project;
- c) **consistency with the aims of the call for proposals,** motivation of the host organisation and consistency of the project with its activities, project potential as regards the setting up of a new stable research team, possibility of create new professional, possibly transferable skills.

The evaluation will be expressed by a number (max 80), calculated as follows:

- i. criterion a) up to 40 points;
- ii. criterion b) up to 30 points;
- iii. criterion c) up to 10 points.

The Committee will fill in a specific evaluation sheet for each project and then approve a list of the projects considered to be admissible for funding. The Committee may redefine the costs of some projects, should these be considered not appropriate.

A project must score at least 60 points to be considered admissible for funding.

In the event of equal score, preference will be given, in order of priority:

1. to the projects presented by a researcher whose personal commitment to the project in terms

of time is longer;

2. to the projects presented by female researchers;
3. to the projects presented by younger researchers.

10. Approval of the list and acceptance of funding

The provincial government will approve the list of the projects funded within one hundred and twenty days from the deadline of this call for proposals.

The Head of the University and Scientific Research Department will authorize the projects funding no longer than fifteen days after the date of approval of the list, according to their order in the list and to the financial resources available.

The funding will be withdrawn if the researcher, via the host organisation, fails to accept it within thirty days after the date of receipt of the funding decision or if the research activity fails to start within one hundred and twenty days from the same date.

The activity start must be communicated to the University and Scientific Research Department within fifteen days.

The acceptance of funding must be accompanied by the following documents:

- a statement where the proposing researcher declares how much time he will dedicate to the project. This period cannot be shorter than the one mentioned in the researcher's declaration as in point b) of article 6;
- a copy of the contract stipulated between the host organisation and the researcher for the duration time of the project.

The list shall be valid for one year (365 days) from the date of its approval.

In the event of further availability of funds, the Head of the University and Scientific Research Department shall authorize the funding of further projects, according to their order within the list, provided the latter is still valid.

11. Responsibility of the researcher and of the host organisation

The proposing researcher is in charge of the scientific and financial management of the project.

The host organisation must:

- provide the researcher, for the whole duration of the contract, with all the means necessary in order to realise the project, including the infrastructure, all equipments and products;
- pay the researcher and the all the staff mentioned in point a.1 of article 12 the salary and all other due benefits;
- send to the University and Scientific Research Department a copy of the contracts stipulated with the staff involved in the research project.

The proposing researcher and the host organisation must comply with the obligations described in article 14; in addition, on request of the University and Scientific Research Department, they must provide at any time all explanations, information and documentation considered necessary for the project management.

12. Types of expenditure admissible for funding

The types of expenditure admissible for funding are as follows:

- a) costs for the research activities:
 - a.1) costs for personnel, including all legal obligations which are in charge of the host organisation:
 - fee for the proposing researcher;
 - contracts for young researchers and technical staff, grants for graduates;
 - a.2) expenditures for the project execution:
 - expendable items;
 - training, travel and subsistence expenses, excluding allowances for travel and disturbance;
 - consumables;
 - durable equipment, limited to technical-financial depreciation charges;

- costs for the results dissemination;

- a.3) other expenditures directly related to the research activities, when recognised as admissible by the Committee.

All expenditures must be suitably described in the project plan.

- b) a fixed amount of a maximum of 10% of total costs for the research activities, as stated in paragraph a), awarded to the host organisation for supporting the research activity.

Only the costs that exceed the standard activities of the host organisation are admissible for funding. The costs must be strictly related to the implementation of the research project and must have incurred during its duration, according to the typologies listed above, to the project financial plan, and to the instructions of Attachment a), that is an integral and substantive part of this call.

The funding of expenditures already covered or granted for whatever purpose by the Province or by any other body is not admissible.

13. Disbursement of funds

The funding will be assigned to the host organisation, which is in charge of carrying out all the procedures necessary for the realisation of the project.

The disbursement of funds will take place on the basis of a request signed by the proposing researcher and by the administrative director of the host organisation, according to the following criteria:

- an advance equal to the 50% of the financial plan for the first year of activity;
- further payments, subject to approval of the intermediate financial and scientific reports, calculated as the algebraic sum of the 50% of the financial plan of the year following the reported year and of the difference between the reported costs, considered as eligible, and the payment already carried out by the Province as advance on them. The advance is not owed in case the reported and eligible costs are lower than the amount of money already paid by the Province;
- the balance, subject to approval of the final scientific report, equal to the difference between the amount of money reported and considered eligible and the amount of money already paid by the Province. In no case will the balance overcome the amount of the funding originally granted.

14. Scientific and financial reports

14.1 Interim reports

Within sixty days from the end of each year following the starting up of the project, the following documents must be submitted:

- a) a scientific report, signed by the researcher, containing information about:
- the project development;
 - the first results achieved;
 - any changes with respect to the original project;
- b) a financial report of the costs incurred and of any incomes achieved, signed by the proposing researcher and by the administrative director of the host organisation, along with a brief description of the main expenditures.

14.2 Final reports

Within ninety days from the end of the project, the following documents must be submitted:

- a) a scientific report, signed by the proposing researcher, containing information about:
- the project development;
 - the results achieved;
 - any changes with respect to the original project;
 - prospects for further developments;
- b) a summary designed for a possible publication;

- c) the financial report of the costs incurred and of any income achieved, signed by the proposing researcher and by the administrative director of the host organisation, along with a brief description of the main expenditures;
- d) an administrative act in case of public bodies, or a self attested affidavit in case of private subjects, where the host organisation acknowledges that the project has been fully realised and the total amount of the costs incurred and of the income achieved.

When submitting the financial report, the host organisation shall also pay back any amount of money received in excess as compared to the amount of the total costs resulting from the financial report. After the financial report has been fully controlled, any further sum that appears to have been paid in excess, as compared to the due funding, must be returned within thirty days from the request. This case is ruled according to article 51, paragraph 4 of the provincial law September 14, 1979, n. 7.

The final financial report of the project whose total cost is higher than 450.000 euro must also be certified by the auditing body of the host organisation or, in the absence of such a body, by external auditors. The auditors shall certify the existence and validity of the documents proving both the expenditures and the incomes mentioned in the financial report.

The certification as above is not due in case:

- the final report is certified;
- a report have been monitored and approved by the Province.

When submitting the financial report, the host organisation shall also pay back any amount of money received in excess as compared to the amount of the total costs resulting from the financial report. After the financial report has been fully controlled, any further sum that appears to have been paid in excess, as compared to the due funding, must be returned within thirty days from the request. After this deadline has expired, the case will be ruled according to article 51, paragraph 4 of the provincial law September 14, 1979, n. 7.

Both the scientific and financial reports must be drawn up according to the formats made available by the University and Scientific Research Department.

If a scientific and/or a financial report are submitted after the deadlines indicated above, the funding will be reduced by the 5% of the eligible costs, according to the decision of the provincial Government n. 1980 of 14 September 2007, Attachment 2, point 3.

15. Extensions, suspensions, renunciations and changes of the project financial plan

All the requests or communications regarding the project must be sent by the researcher to the University and Scientific Research Department via the host organisation.

The project duration may be extended only once for a maximum of twelve months, on the basis of a motivated request, subject to evaluation by the Committee.

The project can also be suspended for the following reasons:

- a) parental leave of the proposing researcher, according to the legislative decree of 26 March 2001, n. 151;
- b) serious personal reasons of the proposing researcher.

Notwithstanding the absence of the proposing researcher, the host organisation can ask for the project to continue. In case the Committee approves the request, the Province will acknowledge the costs incurred for the project execution, with exclusion of any costs referred to the proposing researcher.

The project suspension is not equivalent to a project extension.

The suspension as mentioned in point b) may have a maximum duration of 12 months. Once this period is expired, the project is considered to have been interrupted.

During the suspension it is not allowed to attribute any costs to the execution of the project.

If the researcher is forced to give up the research activities once they have already started, for exceptional and absolutely unforeseeable reasons, the project will be considered interrupted on the date when the activities actually cease, which must be communicated promptly.

A final report as in article 14.2 must be submitted within thirty days from the project interruption. The Committee will evaluate the extent to which the project has been realised, in comparison to the original objectives, and will propose the funding to be consequently re-defined. If the project is interrupted during the first year of activity, the funding may be totally withdrawn.

During the projects execution, compensations up to 30% of the total amount of the eligible costs, as in article 12, paragraph a), is allowed among the various cost items, also in case of inclusion of new items, and among the annual financial plans. Though, the overall amount of the eligible costs must be considered binding for the entire duration of the project and cannot be modified. All significant change, within the above mentioned limit of 30%, must be nevertheless pointed out when submitting both the intermediate and the final financial reports.

The requests regarding both the project duration (extensions, suspensions, conclusion in advance) and any changes in the financial plan over 30% of the total amount of the eligible costs, as in article 12, paragraph a), shall be subject to the Committee's approval, and later formally authorized by the Head of the University and Scientific Research Department.

16. Monitoring of the projects funded

The project monitoring is carried out, with the consulting of the Committee, through:

- the evaluation of the interim scientific and financial reports;
- possible visits to the host organisations.

Should it come up from the monitoring that the project is not being carried out in accordance with the approved plan, specific requirements aimed to remove the irregularities will be sent to the researcher and to the host organisation, following a Committee's proposal.

Article 17 shall apply if such requirements are not met within the due time.

The lack of communications regarding the results of monitoring or of the report evaluation does not imply a positive evaluation of the submitted documents.

17. Suspension, redefinition or cancellation of funding

The Committee may propose the suspension of the project in case of negative outcome of the monitoring.

Suspension shall be established by a decision of the Head of the University and Scientific Research Department, which shall also fix the deadline by which the researcher and the host organisation are required to provide information explaining the irregularities. On the basis of an evaluation of these new elements, the Committee may propose:

- the continuation of the project and the fixation of a new conclusion date;
- the re-definition of the project and, if needed, the consequent recalculation of funding;
- the interruption of the project and the partial cancellation of the funding, in case the activities already carried out are considered to be worth acknowledging;
- the total cancellation of the funding.

The consequent decision shall be taken by the Head of the University and Scientific Research Department.

During the suspension it is not allowed to attribute any costs to the execution of the project.

If the final report is not approved, the Committee may propose the partial cancellation of the funding.

The following circumstances are furthermore considered as inadequate as regards the project realisation, and may lead to the partial or total cancellation of funding:

- lack of co-operation with the scientific and/or financial auditors;
- failure to provide information regarding any significant event or changes of the project plan.

The recovery of the money paid in excess in respect to any cancelled or recalculated funds is ruled according to article 51, paragraph 4 of the provincial law September 14, 1979, n.7.

18. Ownership of research results

The project results, understood as any patents and intellectual property rights achievable and as the consequent possibilities of financial exploitation, shall belong to the Province. The researcher is entitled to be recognised as the author.

Any works, papers or products relating to the project must mention the Autonomous Province of Trento and make specific reference to this call for proposals.

19. Privacy

All the data provided will be handled according to the legislative decree of 30 June 2003, n. 196 (Code for personal data protection).

According to article 13 of D.Lgs 196/2003, the participants to the call for proposals are informed that:

1. the data handling will take place exclusively in order to carry out the procedures for the implementation of this call for proposals, by means of paper, computer and internet technology and by adopting all appropriate measures to guarantee confidentiality;
2. the provision of the personal data is compulsory in order to carry out the procedures for the implementation of this call for proposals;
3. the Autonomous Province of Trento is the only body entitled to handle the data;
4. the Head of the University and Scientific Research Department is the person responsible for handling the data;
5. according to article 7 of D.Lgs 196/2003, the persons concerned may exercise at any time their rights towards the person in charge of handling the data.