

2023 CALL FOR GRANT APPLICATIONS FOR PREDOCTORAL CONTRACTS FOR DOCTORAL TRAINEES (formerly FPI grants)

APPENDIX I. Rules of the call

1. Object of the call

A total of 19 grants are offered¹ for predoctoral contracts for doctoral trainees in 2023, as laid down in the State Training Subprogramme within the framework of the 2021-2023 State Plan for Scientific and Technical Research and Innovation, under the auspices of Order CIN/1025/2022, of 27 October. The award of predoctoral grants is subject to the regulations set out in the aforementioned order.

The management of the call for applications for predoctoral contracts for doctoral trainees is entrusted by the State Research Agency (AEI) to the institutions to which the grants are assigned.

The main object of the grants for predoctoral contracts for doctoral trainees is to increase the number and quality of new doctors by allowing trainees to carry out their doctoral theses within the best projects of research groups with scientific and academic solvency in universities, public research bodies and other research centres.

2. Remuneration of grants for doctoral trainees

The grants and other subsidised items are paid by the Spanish Ministry of Science and Innovation through the AEI. They are jointly funded by the FSE and the UPC (allocated to budget item 175.71/GEN).

The grants for predoctoral contracts for doctoral trainees include the following items: a grant to cover the contracts (gross pay and Social Security contributions), a grant to cover the cost of compensation at the end of the contract and an additional grant to cover the expenses arising from research stays in R&D centres and doctoral enrolment fees, in accordance with the provisions of Article 13 of the Order approving the call for early processing for the year 2022 of the procedure for awarding grants for Knowledge Generation Projects and actions for the training of predoctoral research staff associated with these projects, within the framework of the 2021-2023 State Plan for Scientific and Technological Research and Innovation.

According to the call, the gross pay of the predoctoral contract, divided into twelve payments that will include extraordinary payments, is as follows (to be adjusted in line with current salary tables when appropriate).

First year of the contract: pay equivalent to 56% of the salary set for Group I of contractual staff in the salary table included in the single collective agreement of contractual staff of the General State Administration.

Second year of the contract: pay equivalent to 60% of the salary set for Group I of contractual staff in the salary table included in the single collective agreement of contractual staff of the General State Administration.

Third and fourth year of the contract: pay equivalent to 75% of the salary set for Group I of contractual staff in the salary table included in the single collective agreement of contractual staff of the General State Administration.

¹ This call precedes the final decision on the projects funded by the State Research Agency (AEI) and the European Social Fund Plus (FSE+) and the final award of predoctoral contracts for doctoral trainees. It is therefore conditional on the final decision on the projects.

If the predoctoral researcher has had a contract in another institution without completing its maximum duration, the pay will correspond to that set out in the provisions of Article 7 of Royal Decree 103/2019 and the AEI's call, taking into account the period under contract at the other institution.

Deductions are applied to the gross pay in accordance with current regulations. When the contracts have been formalised, the beneficiaries are paid at the end of each month.

For any additional grants to cover the expenses arising from stays in R&D centres and doctoral enrolment fees, a single payment of €6,860 per person is authorised. It may be allocated to the following:

- a) Funding stays made by the beneficiaries during the entire period of the grant (both the predoctoral stage and the postdoctoral orientation period) in R&D centres other than those to which they are attached, to allow them to carry out activities aimed at improving their training and furthering their doctoral theses. The stays must involve a degree of mobility and/or internationalisation that could not be attained as a result of the previous academic training, or as a result of other factors such as residence or nationality. However, under no circumstances should the stay cause a delay in the completion of the doctoral thesis. In the postdoctoral orientation period, these stays can be used to complement the predoctoral training and orient the future lines of work of the postdoctoral stage.

The stays may be in other public or private R&D centres, including foreign or Spanish companies, provided that they are in a different location from the centre to which the predoctoral researcher is attached. The stays must have a minimum duration of 30 calendar days without interruption, counted from the date of incorporation at the host centre, and they must take place within the term of the contract. The stays must be authorised by the principal investigator of the project, the director of the department to which the doctoral student is attached and, if the duration is more than three months, the vice-rector for Teaching and Research Staff.

- b) Covering the expenses arising from doctoral enrolment for courses during the validity of the grants for predoctoral contracts for doctoral trainees.

3. Structure and duration of the grants

The UPC will contract the beneficiaries under a predoctoral contract in accordance with the provisions of Article 21 of Law 14/2011, of 1 June, on Science, Technology and Innovation, and Royal Decree 103/2019, of 1 March, on the Statute of Predoctoral Trainee Researchers. The contracts must be full-time.

The grants will have a maximum duration of four years (48 months). However, the contract may be terminated if the beneficiaries fail to pass the annual assessment by the academic committee of the doctoral programme.

When the beneficiary is a person with a disability, the contract can be extended to six years, including extensions, taking into account the characteristics of the research activity and the extent of the limitations to performing it.

In accordance with Law 14/2011, of 1 June, on Science, Technology and Innovation, the awarding of the doctoral degree will mark the end of the training stage of the research staff and the start of the postdoctoral stage intended for professional improvement and specialisation. From this moment on, the aim of the contracts covered by this grant will be postdoctoral orientation for a maximum of 12 months, without exceeding the total of four years established for the grant.

If the beneficiaries leave the doctoral programme, the contract will be terminated and the grant will be lost.

The award of a predoctoral research grant in no way implies a commitment on the part of the University to later hire the beneficiary as UPC staff.

Temporary disability and periods of full-time leave for gestation, risk during pregnancy and infant feeding, childbirth, maternity, paternity, adoption, fostering for the purposes of adoption or temporary foster care, and accumulated infant feeding leave, or similar situations related to the above, such as leave for reasons of work-life balance or the care of minors, relatives or dependants, and the time devoted to leave of absence for the care of a child or relative or due to gender violence during the term of the contract will cause the contract to be extended for an equivalent amount of time. In situations of temporary disability arising from pregnancy, beneficiaries may request the interruption and extension of the performance deadline for the duration of the leave.

In other cases of temporary disability, beneficiaries may request the interruption and extension of the performance deadline when the leave is for a period of at least two consecutive months.

Periods of part-time leave for childbirth, maternity, paternity, adoption, fostering for the purposes of adoption or temporary foster care, and reduced working hours for infant feeding, premature birth or hospitalisation of a child after birth, legal guardianship, the care of minors who have cancer or a serious illness, relatives who have had an accident or a serious illness or dependants, or due to gender violence, or reduced working hours for similar situations related to the above and for reasons of work-life balance or the care of minors, relatives or dependants during the term of the contract will cause the contract to be extended for an equivalent amount of time.

4. Rights and obligations of research staff

Researchers must respect the principles set out in the European Code of Conduct for Research Integrity and in Article 11 of Royal Decree 103/2019 and have the rights and duties recognised by current legislation, the UPC's internal regulations, Articles 12 and 13 of Royal Decree 103/2019, the contract signed and the provisions of this call.

In addition to the obligations set out in the regulations indicated in the previous paragraph, predoctoral researchers have the following obligations:

- a) To join the thesis supervisor's department and the research project indicated in the application within the time limit and under the conditions established by the University.
- b) To have the appropriate means and facilities for carrying out their duties within the limits arising from the application of the principles of effectiveness and efficiency in the allocation, use and management of these means and facilities by the organisations for which they provide services and within the available budget.
- c) To enrol each academic year in the UPC doctoral programme throughout the duration of the grant (except for the postdoctoral orientation period) and to fulfil the objectives of the research plan presented.
- d) To submit the progress reports for the grant in accordance with the provisions of Point 5, without prejudice to any progress reports required by the rules applicable to doctoral studies.
- e) To notify the organisations for which they provide services of all findings, discoveries and results that may be subject to legal protection, and to collaborate in the protection and transfer of their research results.
- f) In all scientific output, and especially in publications arising from it, the affiliation of the interested party to the Universitat Politècnica de Catalunya must be stated, in accordance with the provisions of Point 2 of the regulations on the structure of the UPC's research units (CG 6/11 2006) and the institutional affiliation guidelines established by the UPC, with express reference to the call, the granting body (the State Research Agency) and co-financing by the FSE+.
- g) In the case of non-EU researchers, to keep their residence and work permits valid.
- h) To request authorisation from the vice-rector for Research regarding any change or incident that affects the progress of the contract and the work plan.

- i) To notify the Research Employment Advice and Support Unit (UASLR-SP) of the UPC's Personnel Service if they wish to leave the doctoral programme, using the standard form at least 15 days before the date of leaving the programme.
- j) To submit a final report of all the work carried out and the results obtained within one month from the end of the contract or from the date of leaving the programme.
- k) To notify the UASLR-SP at least 10 days before the date scheduled for the defence of the doctoral thesis.

5. Progress report

The beneficiaries must submit two scientific and technical progress reports: an interim report and a final report covering the entire period of execution of the grant, including the postdoctoral orientation period if applicable, using the forms provided on the website of the [call](#). The interim report must be presented between the 20th and the 21st month of implementation of the grant and the final report during the month following the end of the contract.

The reports must be submitted to the UASLR-SP. The reports must include a description of the work carried out and the completion of the training programme for the period included in the report, as well as the work plan for the rest of the grant implementation period. The reports must also include a description of any stays by the beneficiaries and the activities carried out in them.

Additionally, the progress report for the first 24 months must include the expected date of completion of the doctoral thesis. The beneficiaries must also attach their updated curriculum vitae.

If the progress report is considered unfavourable, the grant and the contract will be terminated.

If the beneficiaries fail to submit progress reports, they must return any amounts received and not justified.

6. Termination of the contract

The predoctoral contract will be terminated at the end of the period set out in the contract or for any other reasons provided for in Article 49 of the Workers' Statute. If the doctoral thesis is defended before the expected end date of the contract, the contract will continue for postdoctoral orientation for a maximum period of 12 months, up to the maximum duration of the contract. If the contract is terminated as a result of a complaint, the party making the complaint must provide a minimum of 15 days' notice of the termination.

Failure to enrol for the doctoral programme in the periods provided for by the University, except during the postdoctoral orientation period, is grounds for termination of the contract.

Termination of the contract also entails the loss of validity of the residence and work permit.

At the end of the contract, the contracted person has the right to receive compensation of an amount equivalent to that provided for fixed-term contracts, as determined in Article 49 of the recast text of the Workers' Statute Law.

7. Requirements for candidates

This call is open to persons who meet the following requirements within the period for presenting applications:

- a) Being enrolled full-time or admitted to a doctoral programme at the UPC for the 2023-2024 academic year at the time of submitting the application. Those who are not enrolled or admitted to a doctoral programme at the time of applying but are able to do so on the date of formalisation of the contract may also apply for this grant.
- b) Not being holders of a doctoral degree.
- c) Not having received any other grant of a similar nature lasting more than 12 months on the

deadline for submitting applications.

- d) Having a thesis supervisor who is a member of the research team of the funded project to which they are attached.

When they formalise the contract, the beneficiaries of the grant must be enrolled in a doctoral programme. They must remain in the programme throughout the duration of the contract, except for the postdoctoral orientation period.

8. Applying for a grant

Applicants must fill in the application form on the UPC e-services portal: [Call for grant applications for predoctoral contracts for doctoral trainees](#), attach the required documents and confirm the submission of the form.

The following documents must be attached to the application:

- a) A copy of a valid Spanish ID card (DNI), foreigner ID card (NIE) or passport. The copy of the passport may only be presented by foreigners not residing in Spanish territory. Foreign residents in Spain must provide a copy of the NIE.
- b) If the applicants studied at universities other than the UPC, including those located abroad, they must provide a copy of the personal academic transcript of the courses completed (degrees, bachelor's degrees or master's degrees) stating the grades obtained for each subject, with the corresponding quantitative marks, the credits taken and the date on which the qualifications were obtained, together with a sworn translation of the same if applicable.
- c) A declaration of equivalence of the average grade of undergraduate and master's courses using the form from the Ministry of Universities ([link](#)).
- d) A curriculum vitae adhering to the CVA template, which is available on the website of the [call](#).
- e) Proof of any degree of disability.

Candidates may make only one application for a single R&D project to which they wish to be assigned.

9. Deadline for applications

You may submit your application **from 11 October to 2 p.m. on 31 October 2023 (Barcelona local time)** through the UPC e-services portal using the procedure [Call for grant applications for predoctoral contracts for doctoral trainees](#).

If the application is incomplete or is not accompanied by the necessary documents, you will be required to remedy these problems within 10 working days and warned that if you fail to do so, it will be considered that you do not wish to pursue the application, subject to a prior decision that must be issued in the terms provided for in Article 21 of Law 39/2015. This requirement is expressed in the document requirement lists published on the website of the [call](#). Submitted applications cannot be reformulated during the amendment period.

10. Admission of candidates

Following the deadline for submission of applications, the provisional list of admitted and excluded candidates and the reasons for the exclusions will be published on the official website of the [call](#). Applicants can remedy any defects that led to the exclusion or present any claims they consider appropriate through the corresponding procedure on the UPC e-services portal within the period provided (the amendment procedure). At the end of this period, the definitive list of admitted and excluded applicants will be published.

In accordance with the provisions of Article 45 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, publication on the official website of the [call](#) is considered sufficient notification to the candidates.

11. The selection process

The grants are awarded through a competitive system, in accordance with the assessment and selection procedures set out in these rules, and with the assessment criteria that are detailed below.

The people who take part in the selection of candidates or in the verification of compliance with the conditions must expressly state that they have no conflict of interest and sign a declaration to this effect in accordance with Article 61.3 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council, of 18 July. If they do have a conflict of interest, the affected persons must refrain from taking part in these actions, in accordance with Article 23 of Law 40/2015, of 1 October, on the Legal Regime of the Public Sector.

Applications will be assessed according to the following criteria (maximum 100 points):

Assessment criteria	Score
1. The candidate's academic and/or scientific-technical background	0-50
1.1. Scientific and technical contributions	0-45
1.2. Mobility and internationalisation	0-5
2. The candidate's suitability for the research activities that will be carried out in the funded project	0-50

Description of the assessment criteria

1. The candidate's academic and/or scientific-technical background

1.1. Scientific and technical contributions

The candidate's academic record, other curricular merits and their suitability for the tasks to be carried out are assessed on the basis of their training and professional experience.

1.2. Mobility and internationalisation

The relevance and impact on the research career of the candidate's stays in national and international centres and/or in the industrial sector are assessed, taking into account the prestige of the host organisation and of the activity carried out in it.

2. The candidate's suitability for the research activities to be carried out

The suitability of the applicant for the programme, project or research activities to be carried out is assessed on the basis of their previous training and experience. The added value that the completion of the project will represent for their research career and the value provided to the centre and the host researchers will also be taken into account.

If any applications have a tied score, the decision will be made in favour of the application with the highest score in criterion 1; in case of equality, the highest score in criterion 1.1, followed by criterion 1.2 and criterion 2. If the tie continues, it will be decided by drawing lots.

When the principal investigator of the project has evaluated the applications in accordance with the established criteria, they put the proposal before the Research Committee, which makes the final proposal. On the basis of the final proposal, the vice-rector for Research draws up the provisional decision on the grants with the scores awarded, the list of excluded applications and the reasons for the exclusions.

The provisional decision on the successful and excluded candidates is published on the website of the [call](#). Applicants may present any claims they consider appropriate within 10 working days. When any claims have been resolved, the vice-rector for Research closes the call with the list of successful applicants and the reserve list. During the claims period, no documents that were not submitted before the application submission deadline may be submitted.

12. Incorporation

The selected applicants must state whether they accept or reject the grant within five calendar days from the final decision on the awards. Subsequently, the UASLR-SP will ask them in person to present any other additional documents that are necessary to proceed with their recruitment, including a copy of the enrolment for academic supervision on the doctoral programme at the UPC in the 2023-2024 academic year.

If the selected applicants fail to submit the required documents within the established period, it will be understood that they have relinquished the grant.

Non-EU foreigners who are waiting to obtain their residence and work permit and who cannot join the programme on the scheduled date must request an extension of the deadline for joining.

If the analysis of the documents presented reveals that there is a falsehood or omission in any of the data entered in the candidate's application, in their identity or in their enrolment in the doctoral programme, the candidate will lose the right to the grant and it will be awarded to the next person on the reserve list.

Beneficiaries of the grant must join their programmes on 1 February 2024, or they will be considered to have relinquished the grant.

13. Teaching

Trainee researchers can teach up to 180 hours (60 hours per year) during the predoctoral contract. They may not be responsible for the subject or for its programming, and the inclusion of their teaching in their CV must be certified by the academic units.

14. Intellectual and industrial property rights and dissemination of results

Grant holders retain all intellectual property rights, including any industrial property rights, arising from their involvement in research training, in accordance with the current legislation and the UPC's own regulations:

- Law 17/2022, of 5 September, amending Law 14/2011, of 1 June, on Science, Technology and Innovation.
- Royal Decree 103/2019 of 1 March, on the Statute of Predoctoral Trainee Researchers.
- Decision CG/2022/05/23, of 5 July 2022, of the Governing Council, which approved the modification of the UPC's regulations on industrial and intellectual property rights.

15. Compatibility

Receipt of this grant is incompatible with any other employment contract and with receiving any salary-type payment if it harms the research and training purpose of the grant and/or occurs at the same time. It is also incompatible with receipt of any other grants that have a similar purpose.

16. Resources

The resolution approving the call for grants for predoctoral contracts for doctoral trainees exhausts administrative remedies. Interested parties may file an appeal to the contentious-administrative courts within two months from the day following the notification, without prejudice to the possibility of filing an optional motion for reconsideration to the body that issued it within one month from the day following notification, in accordance with Article 6.4 of Organic Law 6/2001, of 21 December, on Universities (LOU), modified by Organic Law 4/2007, of 12 April, Article 54 of the UPC Statutes (Governing Council Decision 43/2012), of 29 May, Article 8.3 of Law 29 /1998, of 13 July,

regulating administrative litigation jurisdiction, and Article 123 et seq. of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations.

17. Processing of personal data

In accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (the General Data Protection Regulation), and the provisions of Organic Law 3/2018, of 5 December, on personal data protection and the safeguarding of digital rights, we inform you that the Universitat Politècnica de Catalunya is responsible for the processing of the personal data contained in your application.

The personal data is processed in order to manage this call, and its legal basis is the fulfilment of a mission carried out in the public interest.

The Universitat Politècnica de Catalunya will not transfer or communicate your personal data, except in the cases provided for by law or when it is necessary for the purpose of processing the data.

The personal data provided will be kept for the time necessary to fulfil the purpose for which it is collected and to determine any responsibilities that could arise from it.

Interested parties may exercise the right to access their data and the right to their rectification, erasure and portability and to restrict and object to their processing under the terms established by law through the e-services portal at <https://seuelectronica.upc.edu/ca/Tramits> or by writing to the data controller at the postal address Carrer Jordi Girona 31, 08034 Barcelona. If you consider that your rights have not been adequately respected, you may notify the data protection officer at the postal address Plaça Eusebi Güell, 6, Edifici Vèrtex - 08034 Barcelona or by e-mail at proteccio.dades@upc.edu. Data holders can also submit a claim to the Catalan Data Protection Authority (APDCAT) through its website.

The Universitat Politècnica de Catalunya will carry out any necessary actions to comply with the principles and duties established in the regulations on the protection of personal data that apply to it. To this end, in accordance with the aforementioned regulations and the administrative procedure legislation, you are hereby informed that your identifying data may be published on the web portal of the call.

In compliance with current regulations, the Universitat Politècnica de Catalunya guarantees that it has adopted the technical and organisational measures necessary to maintain the required level of security, taking into account the nature of the personal data processed.