HORIZON 2020 MSCA COFUND DOCTORAL PROGRAMME

UNIPhD

Eight century legacy of multidisciplinary research and training for the next-generation talents

Guide for Applicants

&

Application Templates

Deadline: 8 March 2022, 1 p.m.
CET (Italian time zone)

Date of call opening: 11 January 2022
Version Number: 1.0

Purpose of this document

This document provides practical information to potential applicants as to assist them in preparing and submitting an application for a UNIPhD Doctoral Fellowship. It is not intended to replace consultation of the UNIPhD Call for proposals.

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UNIPhD PROGRAMME OVERVIEW

1. ABOUT THE UNIPhD DOCTORAL PROGRAMME

UNIPhD "Eight century legacy of multidisciplinary research and training for the next-generation talents" is a 60-month project funded under a Horizon 2020 Marie Skłodowska-Curie Action (MSCA-COFUND). It is jointly supported by the University of Padua and the Veneto Region, in Italy.

The programme will offer the most talented Early Stage Researchers (ESRs)[1] coming from all over the world a brand new International, Intersectoral, Interdisciplinary and Innovative "training through research" experience.

UNIPhD Research topic

Each of the 25 Doctoral Courses involved in UNIPhD offers 2 research topics, which are **frameworks within which every applicant has to propose an original research project**. Applicants have to choose 1 research topic among the available 50 ones for the development of their research project.

UNIPhD Research option

For each Research topic, Unipd has collected a number of **detailed research options from potential Supervisors**. This list serves to guide the applicants and to bring them in contact with potential Supervisors for the development of the research project. This list is not exhaustive and applicants are free to present a research project that is not listed.

UNIPhD is designed by the **University of Padua (Unipd)** to be a game-changer in Doctoral Education. The main focus is set on the individual talents of each ESR, who is placed at the centre of the action to leverage a personalized and holistic training programme. UNIPhD involves 25 Doctoral Courses (see Annex 1 to the call for proposals – Research topics), covering all scientific domains (8 in Life Sciences – LS, 10 in Physical Sciences and Engineering – PE, 5 in Social Sciences and Humanities – SH, 2 cross-domain PE-LS). Its final goal is to foster what will be a "transformative wave" in the regional and national Academic sector, providing guidelines for the **next-generation training towards frontier research**, while **enhancing our global capacity to respond to urgent challenges emerging around us.**

This **call** for applications offers **a total of 50 (36-month long) fellowships to incoming transnational ESRs, in all scientific areas. Applicants must be eligible for PhD studies and comply with specific UNIPhD requirements**. They will be selected according to criteria of excellence following an open, transparent, and merit-based selection procedure.

Each of the 25 UNIPhD Doctoral Courses offers 2 research topics, selected based on their excellence, impact, and relevance against emerging challenges. **Applicants shall choose 1 topic among the available 50 ones. In relation to such topic, they must develop a research proposal in collaboration with a Supervisor at Unipd** (see box above). In the framework of every research topic, applicants may refer to a list of specific research options proposed by potential Supervisors. This list, available on the UNIPhD web page, is intended to support the applicant in contacting a potential Supervisor. It is not exhaustive and applicants are free to propose an unlisted research project.

Field-specific technical skills and theoretical knowledge will be provided within each Doctoral Course. A unified training offer, common to all the UNIPhD ESRs, will cover several thematic areas: (i) communication,

[1] Early-Stage Researchers (ESRs): Researchers that have not been awarded a doctoral degree and, at the date of the call deadline, are in the first four years (full-time equivalent research experience) of their research careers.

dissemination, and exploitation; (ii) professional development; (iii) funding opportunities for research and proposal writing skills; (iv) entrepreneurship. These courses will help the ESRs to gain solid skills that would suit the needs of both the academic and non-academic sectors, thus substantially increasing the ESRs' market value and broadening their career opportunities.
Moreover, each ESR will be exposed to different environments through **2 interdisciplinary, intersectoral and/or international secondments, 1 of which mandatory.**

2. ELIGIBILITY CRITERIA. WHO CAN APPLY?

In order to be eligible, applicants of any nationality are required to **meet the following criteria by the date of the call deadline (8 March 2022)**, under penalty of exclusion:

- ✓ **Mobility.** Applicants **should** not have resided or have carried out their main activity (work, studies, etc.) in Italy for more than 12 months in the 3 years immediately before the call deadline. Short stays shall not be considered.[2]
- ✓ **Qualification.** Applicants should hold a Master's degree or another academic qualification recognized as equivalent to a second cycle degree in the framework of the Bologna process (e.g. Italian *Laurea Specialistica/Magistrale*), that grants access to PhD-programmes in the country where the degree was obtained. The academic qualification should be obtained **by and no later than 30 September 2022.**
- ✓ **Early Stage.** Applicants should not have already been awarded a doctoral degree and must be in their first 4 years (or full-time equivalent)[3] of research experience.

Particular attention will be paid to applicants with special needs, such as persons with disabilities and refugees.

2.1 Examples on eligibility criteria

A candidate spent 6 months (from 1 June to 30 November 2019) and then again 7 months (from 1 September 2020 to 30 March 2021) in Italy. (S)he is NOT eligible because (s)he spent more than 12 months in Italy in the 3 years (36 months) immediately before the call deadline.

A candidate spent 3 months (from 1 June to 31 August 2019) and then again 7 months (from 1 September 2020 to 30 March 2021) in Italy. (S)he is eligible because (s)he spent less than 12 months in Italy in the 3 years (36 months) immediately before the call deadline.

A candidate spent 18 months (from 1 January 2017 to 30 June 2018) in Italy. (S)he is eligible because the time (s)he spent in Italy occurred before the eligibility period, that is from 9 March 2019 to 8 March 2022 (36 months immediately before the call deadline).

A candidate will be awarded his/her Master's degree on 1/10/2022. (S)he is not eligible because the academic qualification should be obtained by and no later than 30 September 2022.

[2] Short stays are characterized by the type of activity rather than by a specific number of days. A period can only be considered as a short stay if the researcher did not reside or did not have their main activity (work, studies, etc.) in the country during that period (such as holidays or participation to conferences) - https://ec.europa.eu/research/participants/data/ref/h2020/other/guides_for_applicants/h2020-guide-appl-msca-if-2018-20_en.pdf.

[3] 'Full-time equivalent research experience' is measured from the date when the researcher obtained the degree entitling him/her to embark on a doctorate (either in the country in which the degree was obtained or in the country in which the researcher is recruited or from where he/she is seconded) – even if a doctorate was never started or envisaged - https://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/main/h2020-wp1820-msca_en.pdf.

A candidate was awarded his/her Master's degree on 17/12/2017 and, since then, (s)he has worked as a full-time school teacher. S(he) is eligible because s(he) has not yet had any research experience.

3. EVALUATION CRITERIA

Proposals will be evaluated in 4 steps according to the following criteria.
The inability to comply with any of such criteria will be ground for exclusion of the candidate at any time during or after the selection procedure.

Step 1: Eligibility – Technical Committee *Threshold for admission to evaluation*: A pass/fail-evaluation will be applied for each criterion.		
Admissibility of proposals	Deadline, Completeness, in English, Document quality	PASS/FAIL
Eligibility of candidates	Mobility rule, Qualification (→Second Cycle degree diploma by 30 September 2022), Early Stage	PASS/FAIL
Step 2: Evaluation of the application documents – Scientific Evaluation Committee (SEC) *Threshold for admission to Step 3*: Both thresholds (60/100) for CV and research proposal need to be passed. An overall score of 140/200 is required for admission to Step 3. Justified career breaks (e.g. maternity leave, military service) or variations in the chronological order of CVs will not be penalised.		
Evaluation of the CV (0-100) *Threshold* **CV** *60/100*	The use of the provided UNIPhD CV template is compulsory	max. 100
Quality of prior education (programme and exam grades/full transcript of records, abstract and short summary of Master thesis →max. 4 pages)		max. 50
Quality of the candidate (motivation and recommendation letters)		max. 25
Achievements (e.g. actual length of studies, awards/honours, previous research experience, publications, mobility experience)		max. 25
Evaluation of the research proposal (max. 4 pages) *Threshold* **Research** *60 / 100*		max. 100
Relevance of the proposed research project		max. 40
Clarity of the objectives and soundness of methodology		max. 40
Quality of proposed secondments with respect to the 3 i's dimensions (international, interdisciplinary, intersectoral)		max. 20
Step 3: Interview **Scientific Evaluation Committee (SEC) + non-academic representative + motivational expert** *Threshold for admission to Step 4*: 70 / 100 All interviews will be carried out via Zoom in English and will last approximately 30 minutes.		
Excellence of the candidate		max. 100
Coherence between the candidate's motivation and career prospective		max. 30

Knowledge of the subject(s) relevant to the research project		max. 30
Evidence of creative and critical thinking		max. 20
Potential of the candidate to reach a position of professional maturity		max. 20
Step 4: Final ranking – Executive Board reviews all evaluation procedures For each fellowship a merit-based ranking is determined by weighing the scores for the evaluation of CV (30%), project (30%) and interview (40%)		
Overall score *Threshold for admission in the ranking list: 70/100*	Weight	max. 100
Evaluation of the CV (Step 2)	30%	max. 30
Evaluation of the research proposal (Step 2)	30%	max. 30
Evaluation of the interview (Step 3)	40%	max. 40

Clearance by the relevant Ethics Committee is a prerequisite for the final approval of the proposal for funding. If two or more candidates applying for the same PhD position have the same score, the position will be offered to the candidate belonging to the least represented gender in the Doctoral Course at the time of the ranking (in first instance) or the youngest one (in second instance). In case, for any reason, one or more of the successful candidates decide not to enroll, the fellowship will be offered to the next applicant in the ranking for the same position.

4. TIMELINE OF THE CALL

11 January 2022	Call opening
8 March 2022	**Call deadline**
9 - 29 March 2022	Step 1 – Eligibility and Admissibility check (Technical committee)
30 March - 3 May 2022	Step 2 – Evaluation of applications (SECs)
4 May - 14 June 2022	Step 3 – Interviews (SECs)
28 June - 5 July 2022	Step 4 – Overall ranking lists (EB + TC)
1 October 2022	Acceptance of fellowship and contract signature

SUBMITTING AN APPLICATION

5. INSTRUCTIONS TO SUBMIT THE PROPOSAL

To access the electronic submission system, please go to: **https://pica.cineca.it/unipd/.**

1. Proposals must be submitted electronically, please do not send anything by e-mail or post.
2. Before starting the application procedure, please read carefully the call text, make sure you meet the eligibility criteria and verify which documents are required for the application.

3. Please note that **ALL DOCUMENTS REQUIRED FOR THE APPLICATION MUST BE UPLOADED IN A .PDF FORMAT** (max. 30 MB) and, in some cases, they must be printed, signed and re-uploaded in the electronic submission system. Please make sure to have a printer and a scanner available and ready for use (see paragraph 5.4).
4. It is possible to access the electronic submission system multiple times to fill in the proposal, saving the data entered every time. Once you access the system again, you can continue filling in the proposal by clicking on: "Modifica/Edit".
5. The electronic submission system provides instructions in Italian and English; please note that **proposals must be written in English**. In case any document is written in any other language, the application must also include an English translation thereof.
6. For further information on the selection procedure, please write to the UNIPhD Management Team: msca.cofund@unipd.it.
   For technical issues concerning the electronic submission system, please refer to the PICA-CINECA staff: contacts are available at the bottom of the electronic submission system home page https://pica.cineca.it/unipd/.
   A reply is not guaranteed when using contacts different from the ones mentioned above.
7. Once you have completed and submitted the proposal, you will receive an e-mail with confirmation of the successful submission.
8. Proposals' contents are registered via the electronic submission system and entered into a database to support the evaluation process.

5.1 How to register and access the system

The electronic submission system is open from 11 January 2022 to 8 March 2022 at 1 p.m. CET (Italian time zone). To access the system, please go to https://pica.cineca.it/unipd/.

If you register for the first time, please click on "New registration" and fill in the requested fields (Fig. 1, 2).

Alternatively, if you are a LOGINMIUR user, you can access the system using the username and password of your LOGINMIUR account. In this case, please select "LOGINMIUR" from the dropdown-list "Credentials".
In case you have a username and a password but you do not remember them, please click on "Forgot your credentials?".
The online procedure for submitting the application form can be also accessed through SPID (Italian Public Digital Identity System – more information here: https://www.spid.gov.it/), by choosing the "University of Padova" from the list of institutions available (fig. 4, 5, 6) and following the instructions of the selected provider. In case of access via SPID, no signature will be required when submitting the application.

Fig. 1 – Login/Registration page

Fig. 2 – User registration

After having completed all the requested fields, please click on "**New registration**" (Fig. 3); the system will send an email to the email address you indicated informing you on how to confirm your registration. In case you do not receive such email message, please refer to the PICA-CINECA staff: contacts are available at the bottom of the electronic submission system home page https://pica.cineca.it/unipd/.
A reply is not guaranteed when using contacts different from the ones mentioned above.

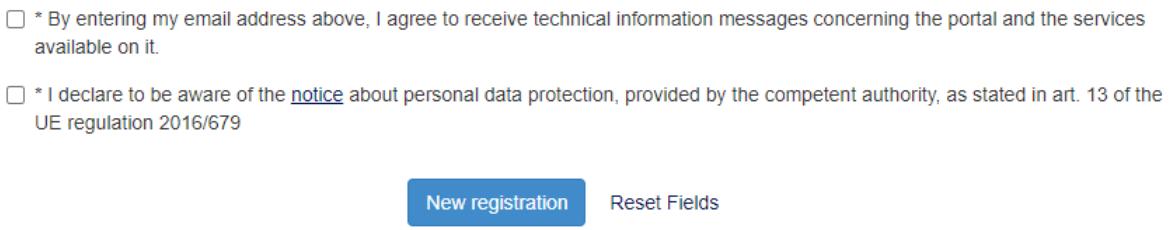


Fig. 3 – New registration

5.2 Access the application procedure

Once you have registered, you can log in to https://pica.cineca.it/unipd with your credentials, click on the CALL FOR PROPOSALS SELECTING 50 EARLY-STAGE RESEARCHERS - HORIZON 2020 MARIE SKŁODOWSKA-CURIE COFUND DOCTORAL PROGRAMME UNIPhD "Eight century legacy of multidisciplinary research and training for the next-generation talents" and thus enter the submission portal (Fig. 4):

Fig. 4 – Application form

Click on "**Compila una nuova domanda/New submission**" to start a new submission.

5.3 Proposal sections

In Fig. 5 is the index of the proposal sections.

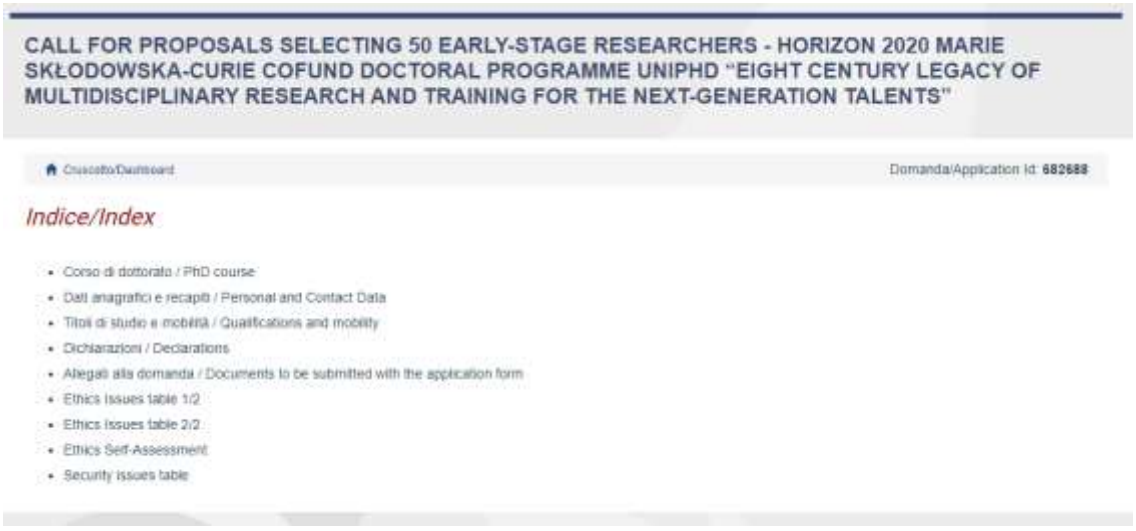


Fig. 5 – Index

Please remember to click on "**Salva e prosegui/Save and proceed**" after you have entered the requested data in each section.
If there are no errors, the system will let you go to the next section. In case errors are detected, an error message will be displayed: data must be corrected in order to proceed any further.

5.3.1 Corso di dottorato / PhD course

First of all, **you should select the PhD Course for which you intend to apply** (Fig. 6). **You may choose only one**.

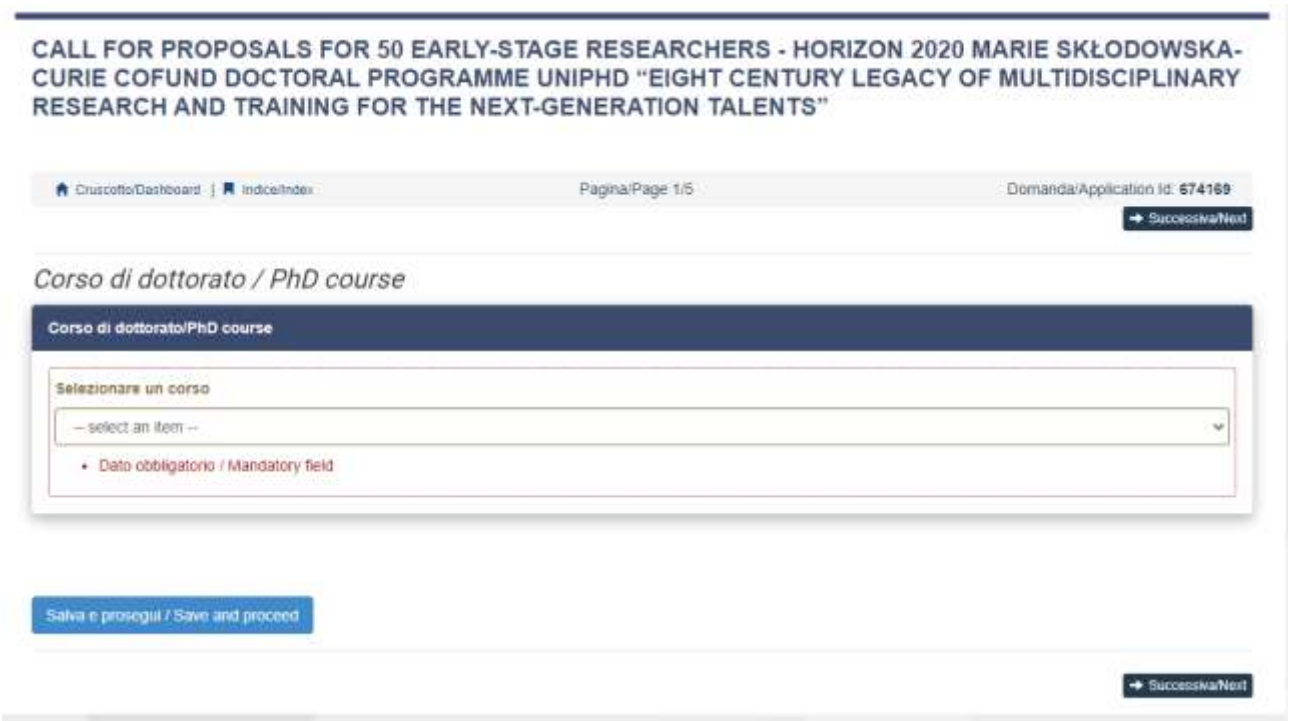


Fig. 6 – PhD Course

Once you have selected the PhD Course, **you should choose the Research Topic for which you want to apply** (Fig. 7). **You may choose only one**.

IMPORTANT: **Applicants can submit only 1 application, choosing 1 research topic** (see Annex 1 to the call for proposals – Research topics).

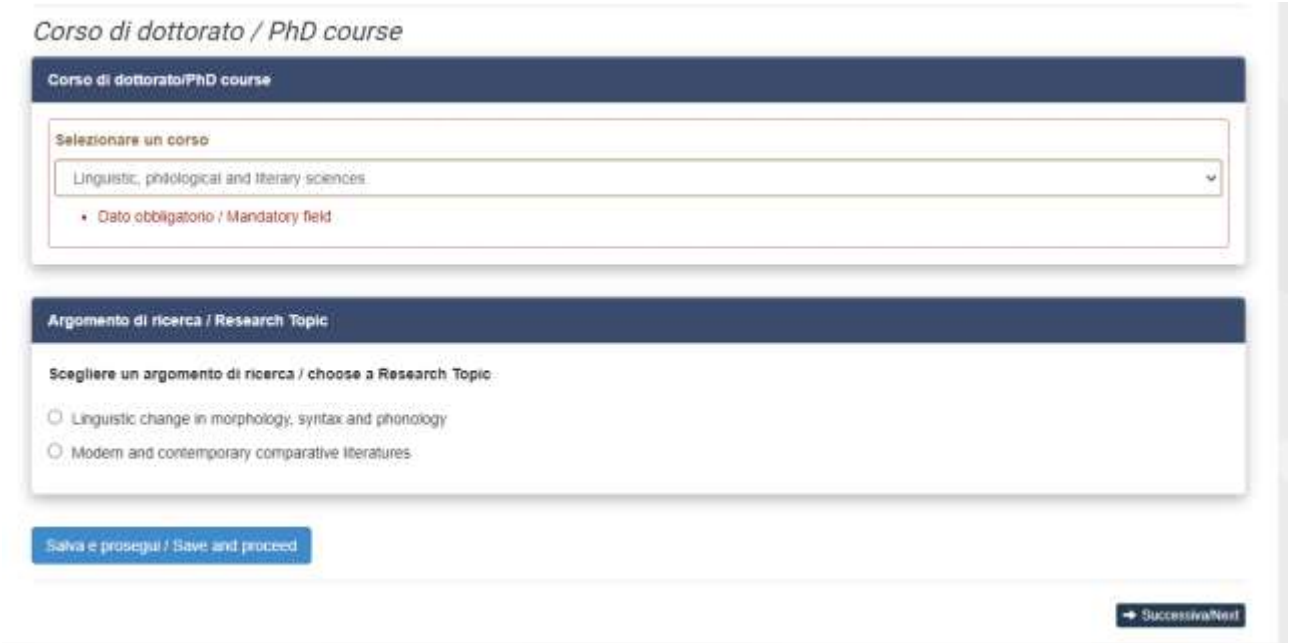


Fig. 7 – Research topic

IMPORTANT: at the end of each section you always need to click on the button "**Save and proceed**".

5.3.2 Dati anagrafici e recapiti / Personal and Contact Data

The second section is Personal and Contact Data. The data has been partially transferred from the registration procedure. There is some more data to be filled in (fig. 9). In case there are mistakes in the personal data applicants can modify them by clicking on the top right button (User Profile).

If the data is correct you can will directly click on "SAVE AND PROCEED" and go to the next section. Otherwise error messages will display and you will have to correct the data.

5.3.3 Titoli di studio e mobilità / Qualifications and mobility

In the following section, applicants must fill in the data of their admission qualification, that is the academic degree allowing to embark on a PhD Course (Fig. 8). Two alternative options are available for selection:

- **GRADUATED** ITALIAN/FOREIGN DEGREE →if you have already been awarded your qualification
- **GRADUATING** ITALIAN/FOREIGN DEGREE → if your qualification will be awarded **by 30 September 2022**.

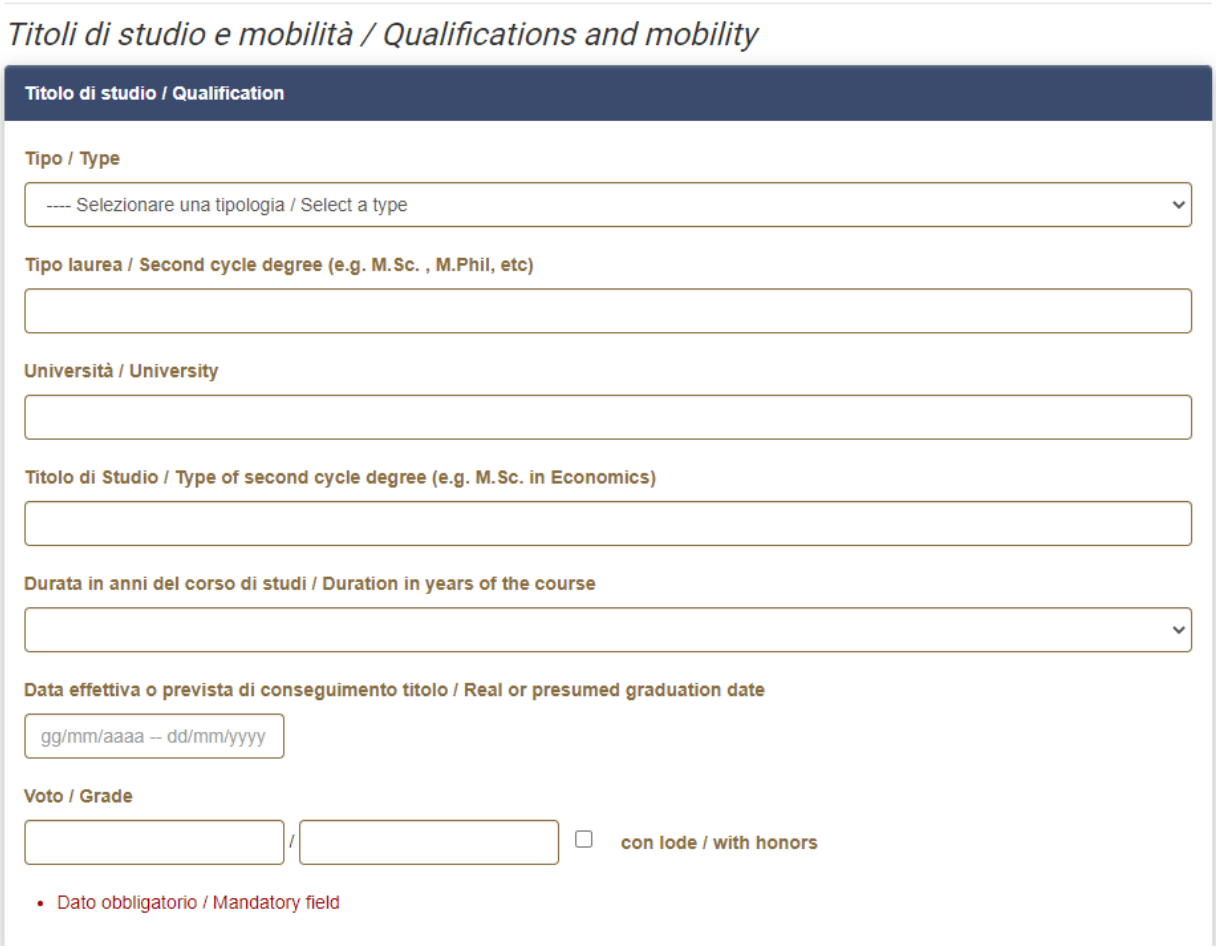


Fig. 8 – Academic qualification

In the box "Mobility in the past three years" (Fig. 9) you should indicate (starting from the most recent one) the period(s) and the country/countries in which you have legally resided or had your main activity (work, studies, etc.) during the last 3 years, up until the call deadline (**from 9 March 2019 to 8 March 2022**).

Short stays shall not be listed in this box (for a definition of "short stay", please see footnote no. 1 on page 4 of this Guide for applicants).
Please note that all fields in this section are mandatory.

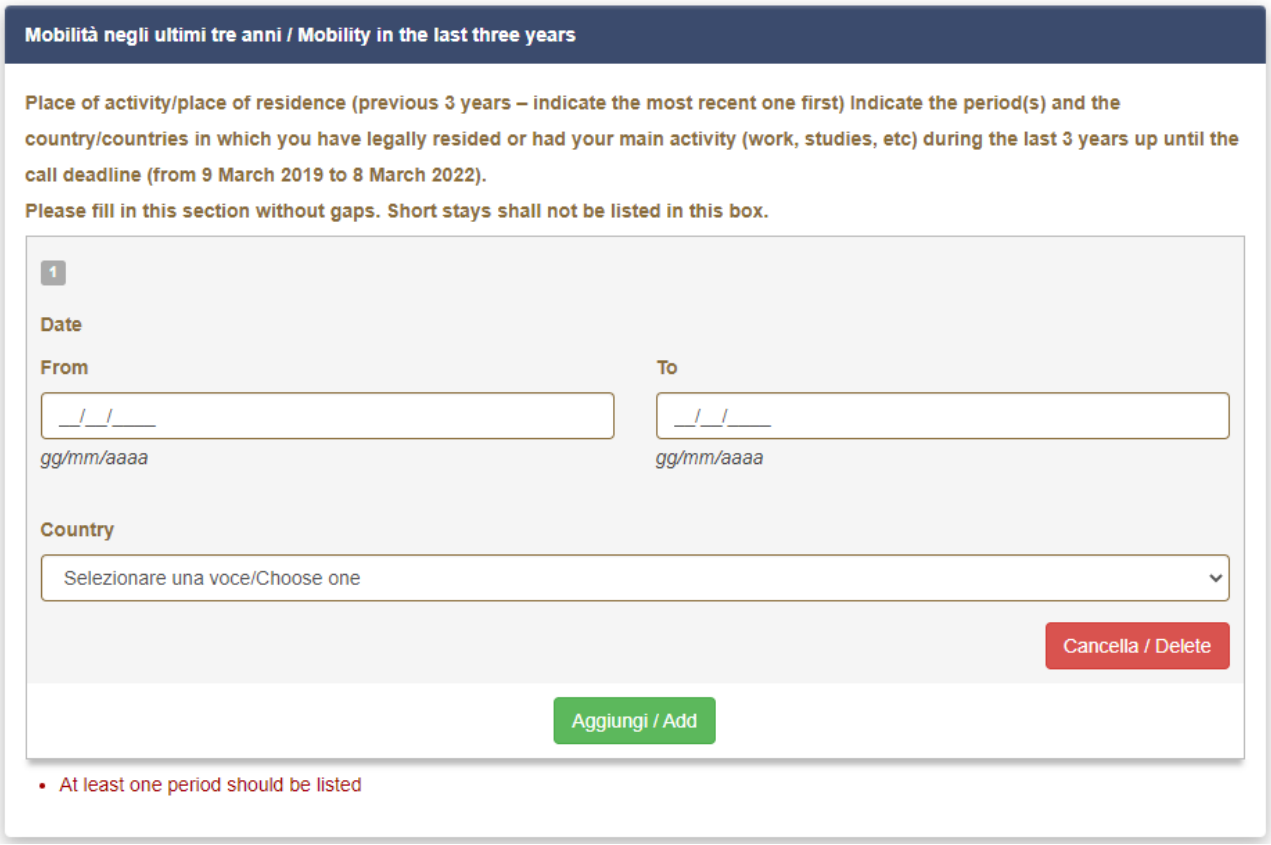


Fig. 9 – Mobility rule

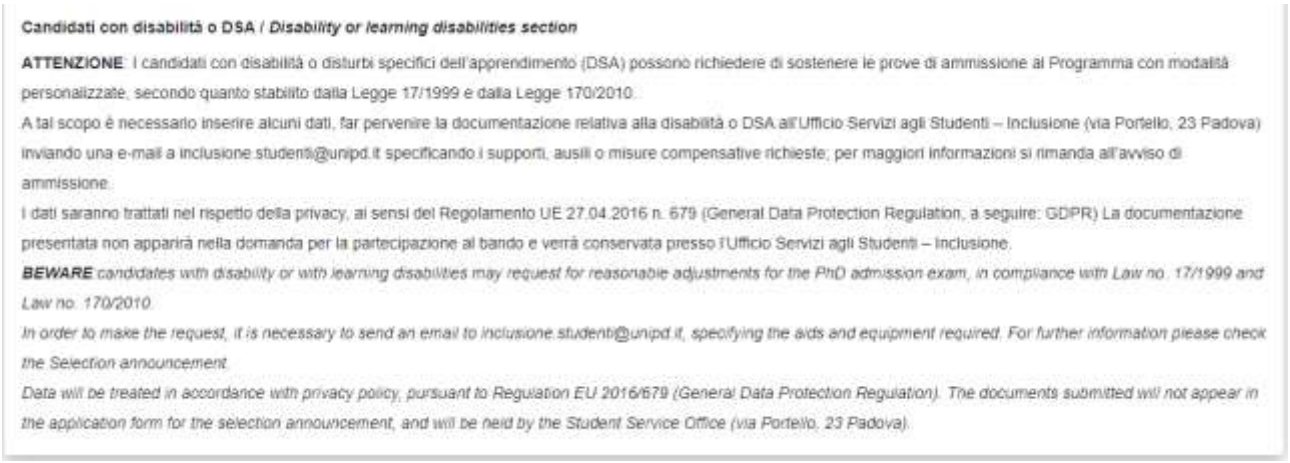
You can add as many periods as you wish by clicking on **"Aggiungi/Add"**.

5.3.4 Dichiarazioni / Declarations

This section comprises a number of statements that need to be undersigned. You declare that:

- the information you have provided is true
- you comply with the Programme eligibility criteria
- you have carefully read and accept the content of the call for proposals
- you accept Unipd personal data handling.

Furthermore, in this section there is a **box with information dedicated to candidates with disability or with learning disabilities** (Fig. 10).



Candidati con disabilità o DSA / *Disability or learning disabilities section*

ATTENZIONE: I candidati con disabilità o disturbi specifici dell'apprendimento (DSA) possono richiedere di sostenere le prove di ammissione al Programma con modalità personalizzate, secondo quanto stabilito dalla Legge 17/1999 e dalla Legge 170/2010.
A tal scopo è necessario inserire alcuni dati, far pervenire la documentazione relativa alla disabilità o DSA all'Ufficio Servizi agli Studenti – Inclusione (via Portello, 23 Padova) inviando una e-mail a inclusione.studenti@unipd.it specificando i supporti, ausili o misure compensative richieste; per maggiori informazioni si rimanda all'avviso di ammissione.
I dati saranno trattati nel rispetto della privacy, ai sensi del Regolamento UE 27.04.2016 n. 679 (General Data Protection Regulation, a seguire: GDPR) La documentazione presentata non apparirà nella domanda per la partecipazione al bando e verrà conservata presso l'Ufficio Servizi agli Studenti – Inclusione.

***BEWARE** candidates with disability or with learning disabilities may request for reasonable adjustments for the PhD admission exam, in compliance with Law no. 17/1999 and Law no. 170/2010.*
In order to make the request, it is necessary to send an email to inclusione.studenti@unipd.it, specifying the aids and equipment required. For further information please check the Selection announcement.
Data will be treated in accordance with privacy policy, pursuant to Regulation EU 2016/679 (General Data Protection Regulation). The documents submitted will not appear in the application form for the selection announcement, and will be held by the Student Service Office (via Portello, 23 Padova).

Fig. 10 – Candidates with disability or learning disabilities section

5.3.5 Allegati alla domanda / Documents to be submitted with the application form

The maximum size for each file that needs to be uploaded is 30 MB.
Please provide the following annexes:

- Copy of a valid ID Document (Identity document or passport)
- Detailed Curriculum Vitae, max. 2 pages: it is mandatory to use the template available at page 24 of this Guide for Applicants
- Research project, max. 4 pages: it is mandatory to use the template available at page 26 of this Guide for Applicants
- Motivation letter and plans for envisioned professional orientation, max. 1 page
- Academic diplomas
- Official transcript of attended courses and grades (for all academic studies, e.g. BSc and MSc)
- Abstract of Master's Thesis (max 4 pages)

Please note that reference letters must not be uploaded in this section. **After you have submitted your application**, go back to the dashboard and use the specific online procedure for the reference letters (see paragraph 5.5).

5.3.6 Ethics Issues Tables and Ethics Self-assessment

In the last three sections of the online application form, please answer questions related to ethics issues, which may concern your project. You may upload any relevant supporting document(s), if needed. Please refer to paragraph 6 for further instructions.

5.4 Submission of the proposal

At this point, you will view your application in the dashboard, **please verify whether it is complete and then submit it by clicking on "Firma e presenta/Sign and Submit"** (Fig. 11).

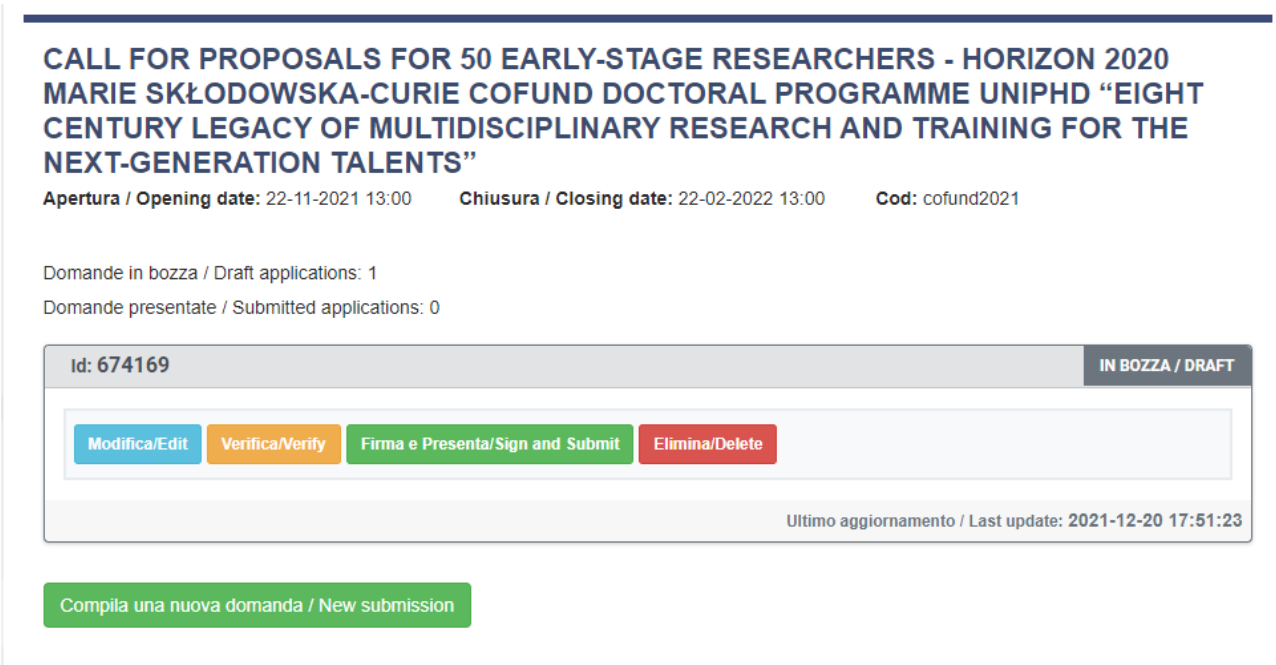


Fig. 11 - Dashboard with status and possible actions for the drafted proposal

If the application procedure has been correctly completed, scroll down and click the button "**firma/sign**" at the end of the page, **the system will then generate a .pdf file of the proposal**.
In case of error, a warning message will be displayed: errors must be corrected before proceeding.
In order to complete the submission, you must sign the document. Three options for signature will be shown (Fig. 12), please note that **for foreign applicants only the first option - "Handwritten Signature" - will be displayed** (Fig. 13).

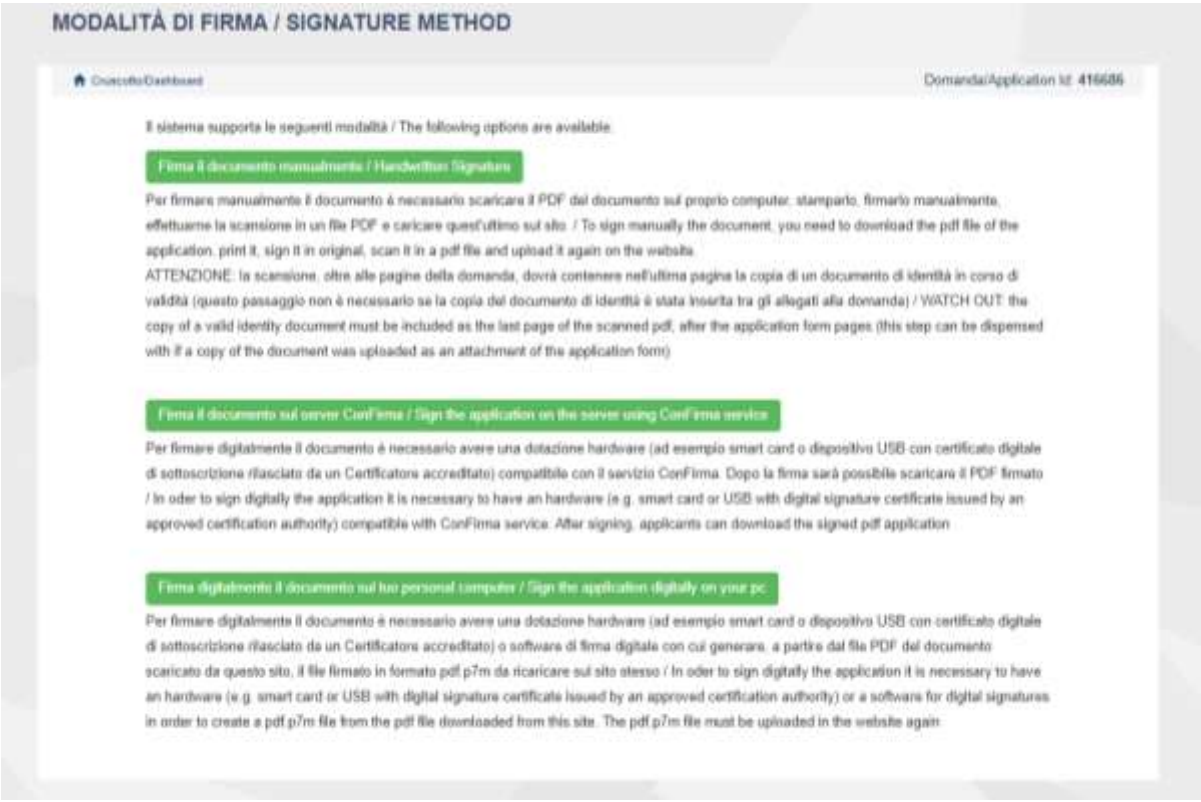


Fig. 12 - Signature options

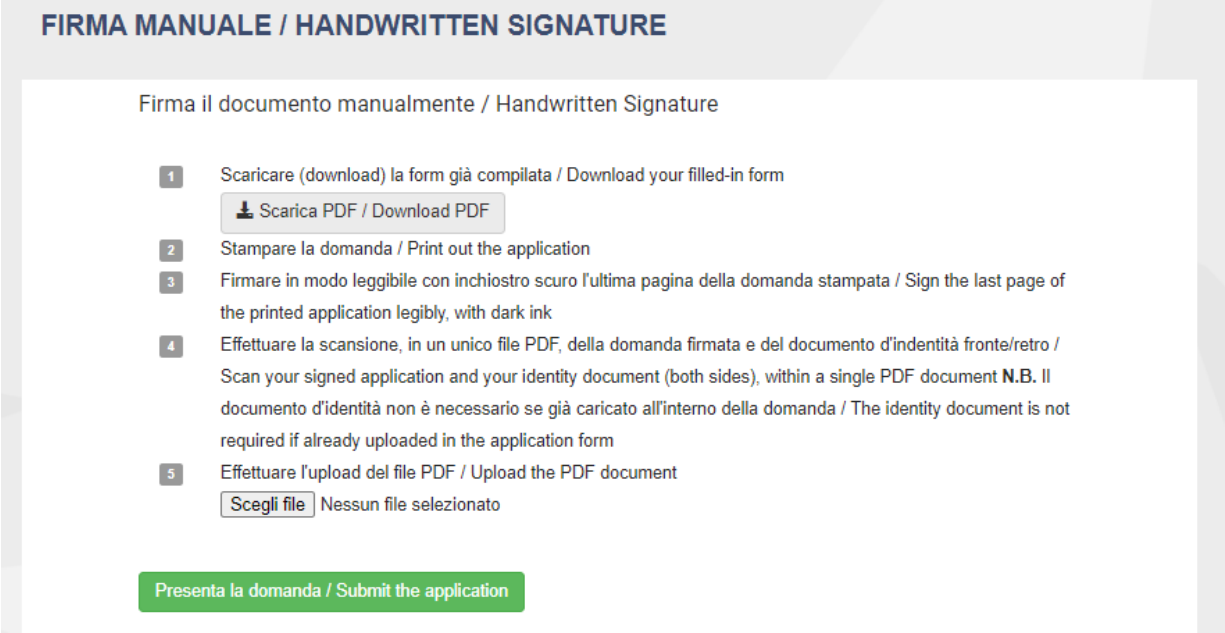


Fig. 13 - "Handwritten Signature" procedure.

REMEMBER: In case the "Handwritten Signature" option is selected, candidates will have to print their application, sign it, scan it and upload it in the system before it can be submitted. Such procedure may require some time. Make sure you have a printer and scanner available and ready for you use when finalizing your application.

When the signed .PDF of the proposal is uploaded, please click on "**Submit the application**" to successfully send the proposal (Fig. 13).

An email message confirming the submission of the proposal will be sent to your e-mail account.

5.5 Reference Letters

In order to submit reference letters, after the application has been duly signed and submitted, applicants have to go back to the dashboard to find the button "**Reference letters**" (Fig. 14). Applicants must click on it and fill in the information requested for each referee. The invitation to compile a reference letter will then be sent automatically to each one of the chosen referees. Applicants must specify the institutional email address of 2 referees, do not provide a personal email address.

Fig. 14 – Reference letters

Each specified referee will receive the request to fill in the reference letter and can submit it **by 8 March 2022**

at 13:00 CET. **We advise applicants to inform referees that they will receive the request and inform them about the deadline**. When a referee fills in and submits the letter, the applicant will receive an email confirming that the letter has been submitted. Applicants can always check the status of the request. Reference letters uploaded by applicants will not be taken into account.
If applicants wish to change a referee, they must refer to the PICA-CINECA staff specifying the ID number of their application form. Contacts are available at the bottom of the electronic submission system home page https://pica.cineca.it/unipd/.

5.6 How to modify or withdraw your application

Once proposals are submitted, they cannot be re-opened and no further modifications can be made; therefore, if you need to make any changes, you will need to cancel the proposal by clicking on "**Withdraw**" (Fig. 15). Please note that the system will automatically prevent applicants from submitting multiple applications.

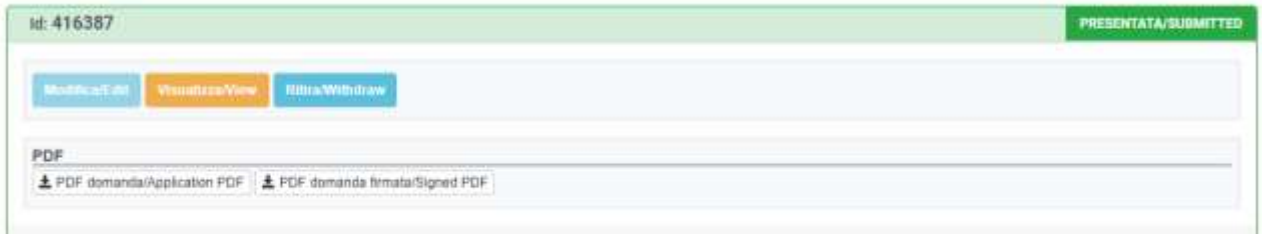


Fig. 15 Withdrawal of the application

After following the procedure and having confirmed the withdrawal, you shall sign the document generated by the system:

Please follow the instructions for signature procedures.

Once you have completed this procedure, you can log in again and submit a new proposal within the deadline of the call.

5.7 Applicants with disability or Learning Disabilities

Applicants with disability or Learning Disabilities, after the submission of their application form, should go back to the dashboard, where they will find the button "**Applicants with disability or Learning Disabilities**" (Fig. 16). Applicants must click on it and fill in the relevant information in order to send the request for reasonable adjustments for the admission examination in compliance with Law 17/1999 and with Law 170/2010.

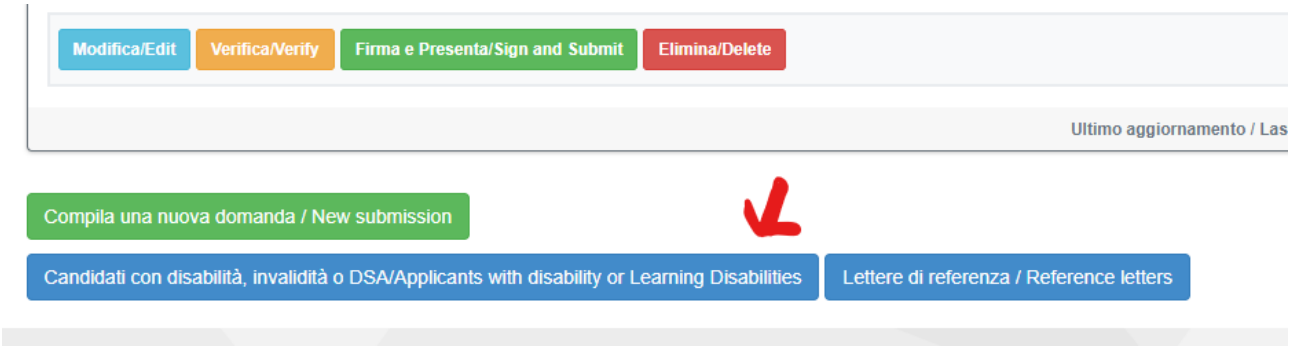


Fig. 16 – Applicants with disability or Learning Disabilities

Applicants must also submit a copy of their disability certification or copy of their Learning Disabilities certification (not older than 3 years).
Once you have clicked on "**Save and back to dashboard**", you will view your application in the dashboard, please verify whether it is complete and then submit it by clicking on "**Submit**" and follow the procedure explained at paragraph 5.4.

5.8 Interview

UNIPhD candidates admitted to Step 3 of the selection process will be invited for an interview with the Scientific Evaluation Committee (SEC) of the PhD Course they have selected.
All interviews will be conducted in English by the SEC of each Doctoral Course, plus 2 additional members: 1 representative of the non-academic sector and 1 counsellor/motivational expert.
Each interview will last approximately 30 minutes and will be scheduled through videoconference (Zoom) in consideration of the time zone of the applicants' country of residence. The applicant will be informed well in advance about technical requirements needed for the interview. Telephone-conference may be used in case technical problems occur during the videoconference. At the start of the interview, the applicant is required to demonstrate the original ID that was attached to the application. Each interview will be assessed according to the criteria described at paragraph 3 and a global score will be assigned to each applicant.

5.9 Additional information

The UNIPhD call for proposals is jointly managed by the International Research Office and the PhD Office of the University of Padua (UNIPhD Management Team):

- for questions or information about the proposal submission and the evaluation procedure, please refer to the UNIPhD Management Team: msca.cofund@unipd.it
- for technical issues concerning the electronic submission system, please refer to the PICA-CINECA staff: contacts are available at the bottom of the electronic submission system home page https://pica.cineca.it/unipd/.

6. ETHICS AND SECURITY

Unipd respects and applies fundamental ethical principles in conformity with the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. When applying to UNIPhD, candidates are requested to compile a table of ethical and security issues (see Table 1. Ethics Review and Table 3. Security Review) for a preview of questions each candidate will be asked to answer) and, if present, to explain how ethical and security issues will be addressed (see

Table 2. Ethics Self-assessment).
Independently of the self-assessment, proposals that pose ethical concerns will be flagged during the selection process by the SECs, which will inform the UNIPhD Ethics Committee. In case the proposal is retained for funding, the UNIPhD Ethics Committee will decide whether it needs to undergo a full ethics review and direct it to the appropriate Unipd Ethical Committee. A full Ethics Review Report will be sent to the applicant. Feedback by the candidate may be required before approval of the proposal by the UNIPhD Ethics Committee, which is a prerequisite for final admission to funding.

6.1 Ethics Review

The Ethics review process concerns all research projects submitted. Applicants should pay particular attention to the ethical aspects of the proposed work and should submit all ethics documentation available for their proposal.
The main areas addressed during the ethics review process include:

1. Human protection (including study participants and researchers)
2. Animal protection and welfare
3. Data protection and privacy
4. Environment protection
5. Participation of non-EU countries
6. Malevolent use of research results

When submitting their proposal, applicants must complete the Ethics Issues Table. If they answer yes to one or more questions in the Ethics Issues Table (see Table 1. Ethics Issues Table below), applicants must provide a detailed explanation on how to address such ethics issues (see Table 2. Ethics self-assessment below).

Please include any supporting documents, such as any authorization you may already have. This will allow a more effective ethics clearance and an accelerated granting process if the proposal is retained for possible funding. Supporting documents relevant in providing Ethics explanation should be uploaded in the electronic submission system.
Applicants should be aware that no funding can be provided by Unipd prior to a satisfactory conclusion of the ethics review procedure. If a proposal is rejected because of ethics considerations, the applicant will be informed of the grounds for such a decision.

6.2 Security Review

When submitting their proposal, applicants should also complete the Security Issues Table (see Table 3. Security Issues Table below). If they answer yes to one or more questions, applicants must provide a detailed explanation on how to address the security issues.

Table 1 - Ethics Issues Table

1. Human Embryonic Stem Cells and Human Embryos	YES	NO
Does this activity involve Human Embryonic Stem Cells (hESCs)?	☐	☐
Will they be directly derived from embryos within this project?	☐	☐
Are they previously established cells lines?	☐	☐
Are the cell lines registered in the European registry for human embryonic stem cell lines?	☐	☐
Does this activity involve the use of human embryos?	☐	☐

Will the activity lead to their destruction?	☐	☐

2. Humans	YES	NO
Does this activity involve human participants?	☐	☐
Are they volunteers for non medical studies (e.g. social or human sciences research)?	☐	☐
Are they healthy volunteers for medical studies?	☐	☐
Are they patients for medical studies?	☐	☐
Are they potentially vulnerable individuals or groups?	☐	☐
Are they children/minors?	☐	☐
Are they other persons unable to give informed consent?	☐	☐
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?	☐	☐
Does it involve invasive techniques?	☐	☐
Does it involve collection of biological samples?	☐	☐
Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014)? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	☐	☐
Is it a clinical trial?	☐	☐
Is it a low-intervention clinical trial?	☐	☐

3. Human Cells / Tissues (not covered by section 1)	YES	NO
Does this activity involve the use of human cells or tissues?	☐	☐
Are they human embryonic or foetal cells or tissues?	☐	☐
Are they available commercially?	☐	☐
Are they obtained within this project?	☐	☐
Are they obtained from another project, laboratory or institution?	☐	☐
Are they obtained from biobank?	☐	☐

4. Personal Data	YES	NO
Does this activity involve processing of personal data?	☐	☐
Does it involve the processing of special categories of personal data (e.g.: genetic, biometric and health data, sexual lifestyle, ethnicity, political opinion, religious or philosophical beliefs)?	☐	☐
Does it involve processing of genetic, biometric or health data?	☐	☐
Does it involve profiling, systematic monitoring of individuals, or processing of large scale of special categories of data or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)?	☐	☐
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	☐	☐
Is it planned to export personal data from the EU to non-EU countries?	☐	☐

Specify the type of personal data and countries involved		
Specify the countries involved:(Maximum number of characters allowed: 1000)		
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? Specify the type of personal data and countries involved	☐	☐
Specify the countries involved:(Maximum number of characters allowed: 1000)		
Does this activity involve the processing of personal data related to criminal convictions or offences?	☐	☐

5. Animals	YES	NO
Does this activity involve animals?	☐	☐
Are they vertebrates?	☐	☐
Are they non-human primates? (NHP)	☐	☐
Are they genetically modified?	☐	☐
Are they cloned farm animals?	☐	☐
Are they endangered species?	☐	☐

6. Non-EU Countries	YES	NO
Will some of the activities be carried out in non-EU countries?	☐	☐
Specify the countries involved:(Maximum number of characters allowed: 1000)		
In case non-UE countries are involved, do the activities undertaken in these countries raise potential ethics issues?	☐	☐
Specify the countries involved:(Maximum number of characters allowed: 1000)		
It is planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	☐	☐
Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.	☐	☐
Specify material and countries involved: (Maximum number of characters allowed: 1000)		
Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.	☐	☐
Specify material and countries involved: (Maximum number of characters allowed: 1000)		
Does this activity involve low and/or lower middle income countries, (if	☐	☐

yes, detail the benefit-sharing actions planned in the self-assessment		
Could the situation in the country put the individuals taking part in the activity at risk?	☐	☐

7. Environment, Health and Safety	YES	NO
Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)?	☐	☐
Does this activity deal with endangered fauna and/or flora / protected areas?	☐	☐
Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity.(during the implementation of the activity or further to the use of the results, as a possible impact)?	☐	☐

8. Artificial Intelligence	YES	NO
Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).	☐	☐

9. Other Ethics Issues	YES	NO
Are there any other ethics issues that should be taken into consideration?	☐	☐
Please specify: (Maximum number of characters allowed: 1000)		

Table 2 - Ethics Self-Assessment

Ethical dimension of the objectives, methodology and likely impact
Explain in detail the identified issues *in relation to:* *- objectives of the activities (e.g. study of vulnerable populations, etc.)* *- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)* *- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)*

Compliance with ethical principles and relevant legislations
Describe how the issue(s) identified in the ethics issues table above will be addressed *in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in non-EU countries, they should also be allowed in at least one EU Member State.*

Table 3 - Security Issues Table

1. EU Classified Information (EUCI)[4]	YES	NO
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	☐	☐
Is the activity going to use classified information as background[5] information?	☐	☐
Is the activity going to generate EU classified foreground[6] information as result?	☐	☐
Does this activity involve non-EU countries?	☐	☐
Do participants from non-EU countries need to have access to EUCI?	☐	☐
Do the non-EU countries concerned have a security of information agreement with the EU?	☐	☐

2. Misuse	YES	NO
Does this activity have the potential for misuse of results?	☐	☐
Does the activity provide knowledge, materials and technologies that could be channeled into crime and/or terrorism?	☐	☐
Could the activity result in the development of chemical, biological, radiological or nuclear (CBRN) weapons and the means for their delivery?	☐	☐

3. Other Security Issues	YES	NO
Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)	☐	☐
Please specify: (Maximum number of characters allowed: 1000)		
Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)	☐	☐
Please specify: (Maximum number of characters allowed: 1000)		

[4] According to the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information, "European Union classified information (EUCI) means any information or material designated by an EU security classification, the unauthorised disclosure of which could cause varying degrees of prejudice to the interests of the European Union or of one or more of the Member States".

[5] Classified background information is information that is already classified by a country and/or international organization and/or the EU and is going to be used by the project. In this case, the project must have in advance the authorization from the originator of the classified information, which is the entity (EU institution, EU Member State, third state or international organization) under whose authority the classified information has been generated.

[6] EU classified foreground information is information (documents/deliverables/materials) planned to be generated by the project and that needs to be protected from unauthorized disclosure. The originator of the EUCI generated by the project is the European Commission.

6.3 Research Integrity

Cases of scientific misconduct such as fabrication, falsification, plagiarism or misrepresentation of data will be considered as breaches of fundamental ethical principles and may result in the rejection of proposals.

Please note that **NO direct or indirect contact is permitted between candidates AND any reviewer/expert involved in the evaluation of a UNIPhD proposal**. Any such contact may result in the decision to exclude the concerned proposal from the call.

ANNEXES

7. MANDATORY TEMPLATES

Candidates must use the following templates for their CV and Project Proposal. Please note that evaluators will be instructed to discard any information on pages that exceed the imposed limits. [Texts in brackets] are intended as a guideline and have to be erased in the final documents. Please note that these formatting conditions apply:

- The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).
- The reference font for the body text is Times New Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions).
- The use of a different font for the body text is not advised
- The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used.
- Text elements other than the body text, such as tables, headers, foot/end notes, captions, formulas, etc. may deviate, but must be legible and not be less than 8 points.

7.1 CURRICULUM VITAE (MAX. 2 PAGES)

[The document you provide should be limited to **maximum 2 pages** and include **your standard academic and research record**. Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly assessed by the evaluators. Please use the reverse chronological order in each section. Always mention full dates (using format: dd/mm/yyyy) and make sure all sections are covered].

PERSONAL INFORMATION

- First Name / Family Name
- Current address
- Date of birth
- Nationality
- E-mail address (preferably not a school email address)

EDUCATION

[List all your academic degrees; the one in progress or most recently earned has to be listed first. For each degree course, please provide the following detailed information]

- Start date (mm/yyyy) – end date (mm/yyyy) of academic degree
- Name of degree awarding Institution, city and state
- Degree type and major, nominal/legal duration of the course [clearly state the number of years the specified degree is supposed to last], final score (in case the degree has already been awarded) or grades' average (in case the degree has not yet been awarded)
- Month and year the degree was (will be) awarded
- Thesis title and, if applicable, advisor

PROFESSIONAL/RELEVANT EXPERIENCE

[List positions, including internships, that show off your skills and expertise. You can group experiences into

relevant categories to enhance your CV (e.g. Research, Teaching, Other). For each position, include the following information]

- Job/Position title, organization name, city and state, dates position was held [please mention start date – end date in the dd/mm/yyyy format]

INTERNATIONAL MOBILITY

[List your most relevant stays at international Universities/Institutions/Organizations (e.g. exchange mobility for study, placement, teaching, training). Any virtual exchange mobility experience(s) should also be included. For every mobility, please specify the following information]

- Type of international mobility, organization name, city and state, dates, activities that have been carried out [it is mandatory to mention start date – end date in the dd/mm/yy format, use the reverse chronological order]

RESEARCH ACHIEVEMENTS

[Use the format that is most appropriate to your particular academic discipline (e.g. include a brief description of your work). For each prize and award, make sure you specify the date the award was received, the award title and awarding institution. In case you received funding, please indicate the funding institution, date the funding was received, funding justification (e.g. project title) and amount]

- Publications [Provide bibliographic citations for articles, pamphlets, chapters in books, research reports, or any other publication(s) that you have authored or co-authored].
- Presentations (Oral and Poster) [Provide titles of professional presentations, conference(s) or event(s), dates and location.
- Honors and Awards [Indicate the receipt of competitive scholarships, fellowships, and assistantships. Name any scholastic honors]
- Funding received so far
- Other items of interest

PROFESSIONAL AFFILIATIONS/MEMBERSHIPS

[Please list any relevant affiliations or memberships, e.g. to an Alumni or discipline-specific association(s)]

SKILLS and COMPETENCES

- Language skills [please be honest and specific, the use of the European Qualification Framework for Languages is advised but not mandatory]
- IT skills
- Certificates earned (if any) [indicate awarding institution, certification title, score and level attested]
- Personal competences
- Other relevant skills

EXTRA CURRICULAR ACTIVITIES

[Please list any extracurricular activity(ies) you feel may be relevant to share (e.g. they may be useful in attesting the personal competences you mentioned above)]

7. 2 RESEARCH PROPOSAL (MAX. 4 PAGES)

REMEMBER: each of the 25 UNIPhD Doctoral Courses offers 2 **research topics**. They are frameworks within which applicants have to propose an original research project in collaboration with a Supervisor at Unipd. Detailed **research options** from potential Supervisors have been collected and listed for each topic. Such list is not exhaustive. It serves as a guide and brings applicants in contact with potential Supervisors for the development of the research project. Applicants are free to propose a research project that is not listed.

[Please write your research proposal (max. 4 pages) following this template and make sure you cover both sections A and B.]

A. GENERAL INFORMATION

Candidate's Surname, Name	
Doctoral Course	
Research topic	
Project title	
Supervisor's Surname, Name	

B. RESEARCH PROPOSAL DESCRIPTION

1. RELEVANCE OF THE PROPOSED RESEARCH PROJECT

Introduction and State of the Art

- Briefly outline the state-of-the-art in your research field
- Explain why your project is timely [why now?] and innovative [how does it go beyond the state-of-the-art?]

2. CLARITY OF THE OBJECTIVES AND SOUNDNESS OF METHODOLOGY

2.1 PROJECT OBJECTIVES

- Define the objectives and scopes of your research **project**
- Define the objectives of your research **training**

2.2 RESEARCH DESIGN & METHODOLOGY

- Explain your **approach and methodology**
- Illustrate the interdisciplinary, international, inter-sectorial aspect(s) of your project
- Explain why you wish to pursue this project at Unipd, within the selected PhD Course and in collaboration with your identified supervisor(s)
- Provide a 3-year workplan offering a temporal distribution of your activities (e.g. training and secondments)

2.3. EXPECTED RESULTS AND IMPACT

- Describe the expected scientific results of your project
- Explain how the proposed research and training will help you develop your professional potential in the academic and/or non-academic sector [what are your personal and professional expectations in terms of career perspectives?]

3. QUALITY OF PROPOSED SECONDMENTS WITH RESPECT TO THE 3 I'S DIMENSIONS (INTERNATIONAL, INTERDISCIPLINARY, INTERSECTORAL)

- Outline the 2 secondment option(s) you envisage for your project [you have to carry out 2 secondments, one of which mandatory, for a minimum period of 3 months and a maximum of 18 months].

4. RELEVANT REFERENCES (up to 20) [Please note that references do not count towards the page limit]

8. USEFUL LINKS REGARDING RULES AND POLICIES AT UNIPD

Please note that the short name Unipd stands for University of Padua, Italy.

- The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C) | *Carta europea e Codice di reclutamento dei ricercatori*
https://www.unipd.it/carta-europea-codice-reclutamento-ricercatori (in Italian)
https://www.unipd.it/en/hr-excellence-research (in English)

- Data protection and personal data handling Rules and recommendations adopted at Unipd
https://www.unipd.it/privacy (in Italian)
https://www.unipd.it/en/privacy (in English)

- EU GDPR - General Data Protection Regulation 2016/679, art. 13
http://www.privacy-regulation.eu/en/13.htm

- EU Regulation 428/2009 concerning dual use items
https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:134:0001:0269:en:PDF