

## RULES CONCERNING THE PROGRAMME OF SHORT-TERM POSTDOCTORAL RESEARCH GRANTS FOR THE YEAR 2016 (PI1)

### 1. Subject matter

The objective of these rules is to regulate the procedure for awarding research grants, in the modality of short stays (PI1), following open and competitive calls, for the year 2016.

The places of visiting researchers in this call are aimed at facilitating the development of the research programme proposed by the beneficiary in the framework of the IEMed subjects of interest. The thematic research fields of special interest for the Institute during the 2016 programme period are the following:

- Regional and subregional integration scenarios in the Mediterranean and cooperation with the EU
- Evolutions of the political, social and demographic processes of Southern Mediterranean countries
- Modernisation processes of the economies and labour markets of Southern Mediterranean countries

### 2. Target group

The research personnel holding a doctorate in a social science discipline at the moment of submission of the application to the IEMed can benefit from this modality (the date of presentation and approval of the thesis is considered to be the date when the doctorate has been earned).

### 3. Requisites

People applying for the grant must comply with the following requisites:

- Be free of any debt with the Government of Catalonia's Administration or its autonomous bodies and be up to date with the tax obligations of the Spanish Tax Agency and the Government of Catalonia and Social Security obligations.
- Candidates from non-EU member countries must comply with the pertinent requisites of the Spanish Administration in terms of visas.
- Not be in any of the circumstances included in sections 2 and 3 of Article 13 of the General Subsidies Act No. 38/2003 of 17 November preventing candidates from having the status of beneficiary.
- If appropriate, comply with the regulation on intellectual property.
- Not having applied for or received grants, awards or subsidies for the same research project by administrations and private or public, national or international, bodies. If so, candidates must specify the grants, awards or subsidies received or applied for.

In order to attest these requisites, the corresponding statement of compliance must be attached to the application form.

#### 4. Length of the programme

Postdoctoral stays must begin within the period comprised between the date of publication of the resolution of the grant and 1 September 2016, and will end on 31 December 2016. Only in exceptional and duly justified cases can the President of the IEMed authorise the adjournment of the start date of the postdoctoral stay, provided it is requested before the end of this period.

#### 5. Endowment

5.1. The maximum global budget for the two research grants allocated by the IEMed amounts to sixteen thousand euros (€16,000.00), funded through the financial envelope 480.00.01 of the IEMed budget for the year 2016; current transfers to families and non-profit institutions.

5.2. The full individual endowment will be a maximum of eight thousand euros (€8,000.000) for each grant.

In the event of candidates beginning or ending their grant on a day other than the first or last of the planned period, respectively, beneficiaries will receive the amount proportional to the number of days in which they have held the place, provided the objectives set out have been achieved.

The IEMed will proceed to payment by instalments: a first amount equivalent to 80% of the total grant, for which guarantees will not be required and to be paid at the moment of starting work; and a second amount, equivalent to the remaining 20%, to be paid upon completion of the stay; that is, on 31 December 2016.

Payment will be made to the grant beneficiaries through bank transfer to the account of the Spanish State indicated to this end by them.

5.3. These amounts will be subject to Spanish tax rules and to the General Regime of the Social Security.

6. Researchers' rights and duties (detailed in the document of acceptance of the grant, attached as Annex I)

6.1. Rights. The IEMed visiting researchers will have the following rights:

a) Have the necessary space and material for their stay and the development of their research at the IEMed headquarters.

b) Intellectual property rights concerning the work carried out at the IEMed by the beneficiaries as a result of the performance of their tasks according to their contribution are recognised, in keeping with the regulation in force and Rule 12.2 of the present call.

6.2. Duties. The IEMed visiting researchers will have the following duties:

a) Development of the research proposed at the IEMed headquarters in Barcelona, complying with the rules of internal operation of the Institute, join the IEMed in the periods set out in the rules of this call, and keep the activity undertaken confidential, in accordance with the instructions and guidelines issued by the IEMed.

b) Full time dedication to the IEMed is required, with 35 working hours.

Stays outside the IEMed premises will only be permitted for academic reasons (congresses, fieldwork, etc.) for the essential period of time; and for personal reasons, with a maximum of 2 days per month. All these absences for academic or personal reasons must be authorised in advance by the supervisor of the work plan assigned and reported to the IEMed Human Resources Department.

In given cases, they can carry out, on a part time basis, other activities of interest for the development of their project or training, with the previous IEMed authorisation.

c) Beneficiaries will submit, during the first week of their work, a work plan for the development of their research, setting out the scientific objectives, the activities planned and the publications or presentations in congresses and seminars expected with the objective of developing their research project. The General Director of the IEMed or the person assigned by him, in his/her capacity as supervisor of the visiting researcher, will supervise the work plan. Once the stay is completed, beneficiaries will submit a detailed report of the research plan carried out, specifying the objectives achieved and the activities developed, signed by the beneficiary and with the supervisor's approval, which will include a list of the outcomes achieved.

d) Along with the subject matter of the research, the contribution to and participation in the activities and publications to be developed by the Institute is provided for, especially in the field to which the beneficiary is assigned according to the nature of the research (Euro-Mediterranean policies, Arab and Mediterranean world, socioeconomic development, culture and civil society, and so on).

e) Beneficiaries will provide the IEMed with a copy on paper and in electronic format of all the publications and presentations developed during the grant period. During the programme, the visiting researchers must specify in their publications and in any academic activity in general the name of the IEMed as their academic affiliation (or as their first affiliation, in the case of also being linked to another institution).

f) Include the IEMed logotype in the information and promotional elements of the activity subject of the grant awarded. Moreover, upon completion of the short-term programme, researchers agree to refer to their task as an IEMed associate researcher during the two following years, with the obligations to be determined, provided they have not been the beneficiary of a second programme of a similar or analogous nature to the Institute's.

g) Submit to the actions related to verification by the organisation awarding the grant or, if appropriate, the partner organisation; to the control actions of the financial economic activity corresponding to the General Auditing Department of the Government of Catalonia, the Audit

Office, or other bodies; and in particular, to the actions derived from what is provided for by Article 97 of the Legislative Decree No. 3/2002 of 24 December.

h) Report to the body awarding the grant that they have benefitted from subsidies with the same purpose from any of the administrations or public or private, national or international, bodies.

i) Report to the body awarding the grant of any change that, within this purpose, may arise in the allocation of the subsidy that, if appropriate, must be expressly authorised by the body awarding the grant.

j) Comply with the obligation governing Articles 90 bis and 92 bis of the Amended Text of the Public Finance Act of Catalonia, approved through Legislative Decree of 24 December.

k) Comply with the other obligations provided for in the regulation in force on subsidies and on the rules of the present subsidy.

l) Follow the fundamental ethical and intellectual property principles of EU and Catalan legislation as well as the European Charter for Researchers of the European Commission.

6.3. IEMed obligations. The IEMed, as a centre hosting the beneficiaries, must:

a) Offer a grant for an amount of €8,000 to cover the basic expenses they incur, including travel, visas, accommodation, food and additional expenses derived from the research.

b) Put at the beneficiaries' disposal the space and material necessary for their stay and the development of their research at the IEMed headquarters.

c) Assign a supervisor who must supervise the work plan agreed.

The IEMed reserves the right to publish the outcomes of the research and other products derived from their activity and research in the framework of the programme carried out at the Institute.

## 7. Application submission period

The period for the submission of applications is 30 working days from the day after the date of publication of this Resolution in the DOGC (Catalan Official Gazette).

## 8. Submission of applications and terms

8.1 The application, according to the standardised model, must be submitted by the grant candidate to the following address:

European Institute of the Mediterranean  
Entry register  
Girona, 20  
08010, Barcelona

Spain

or any other place provided for in Article 38.4 of Act No. 30/199 of 26 November on the Legal Regime of Public Administrations and the Common Administrative Procedure.

8.2 The standardised application document comprises a general form and an annex to be attached to it and must include the following documentation:

- Letter of motivation.
- Curriculum vitae featuring an exhaustive account of all the publications and research produced.
- Sample of at least two research works previously produced (papers, articles, books or book chapters).
- Research project and work programme to be developed during the stay at the IEMed (maximum 6 pages). It must include a title, background, methodology and objectives.
- Two letters of reference supporting the suitability of the applicant.
- Academic certification of the doctorate (this certificate must be provided, in the event of being selected, at the time of starting work).
- Statement of compliance attesting the fulfilment of requisites indicated in Rule 3.1 of the ACORD GOV/110/2014 of 22 July approving the standard model of rules for procedures concerning the granting of subsidies, following open and competitive calls, processed by the Government of Catalonia's Administration and its public sector:
  - Submit an statement of compliance about whether you have applied for/or been awarded other public or private grants for the same activity, providing the detailed list with the awarding body and the amount requested and/or awarded.
  - Comply with the regulation on intellectual property given that the development of the activity concerning the grant uses elements that can generate copyrights.

It is essential to submit the form with the annex duly attached to access the assessment phase.

8.3. If the application is submitted at post offices, it must be done in an open envelop so that it can be dated and sealed. In this case, the applicant must account for the date of delivery at the post office and inform the IEMed about the submission of the application via telex, fax, telegram or e-mail at [infobeques@iemed.org](mailto:infobeques@iemed.org) on the same day, always before the last hour and day specified as the period for submission of applications. In any case, if after 10 calendar days from the end of the period for the submission of applications the application sent by post has not arrived, it will not be admitted.

8.4. Applications submitted outside the period will not be accepted under any circumstance.

9. Assessment and selection of applications. The Assessment Board

9.1. After the period for presentation of applications, candidates will be informed about the applications accepted through publication of the lists of admitted candidates on the IEMed website and notice board to continue the selection process, and the Assessment Board will meet to evaluate the applications.

In any case, if the application does not meet all the requisites detailed in Article 70 of Act No. 30/1992 and those requested by the present call, the candidate will be asked to resolve this or submit the compulsory documents within ten calendar days emphasising that, if not, it will be understood that they have withdrawn their application.

If necessary, the Assessment Board can address the candidate to ask them for additional documentation and attest the merits adduced.

9.2. The Assessment Board will be appointed by the Director General of the IEMed. The Board will be chaired by the manager of the IEMed and formed by four members, who will be selected among the pertinent heads of department concerning the object of the research. The head of the Legal Advisory Board of the IEMed will act as a secretary, with a voice but without a vote. The Board will ensure the international participation and strict compliance with the equal opportunities principle.

9.3. During the selection process the following criteria with the following marks (mark from 1 to 100) will be taken into account:

- The curriculum vitae of the candidate (20%): the candidate's research experience and activity will be valued.
- The quality of the previous publications and the doctoral thesis in particular (30%): the quality and impact of the publication generated and the doctoral thesis will be taken into account, as well as the participation in research projects and international contributions.
- The quality of the proposal of the research project and its suitability to the thematic research fields of special interest for the Institute during the period of the programme (50%): the innovation and originality of the research activities proposed will be valued, including the interdisciplinary aspects, the clarity in the identification of objectives, the suitability of the methodology and the work plan, and the knowledge of prior antecedents. The strategic potential and the impact of the research will also be valued.

In the final phase of the project, the Assessment Board can consider the need to interview the final candidates.

Applications will be assessed in accordance with the scale established in Rule 9 and, in keeping with it, the Assessment Board will produce an ordered list of the candidates aspiring to the grant.

9.4. The Board will select a reserve list, duly prioritised, formed by four reserves, to cover the rejections or vacancies that may occur.

## 10. Resolution and notification

10.1. The management, acting as an instructor body, will formulate the provisional awarding resolution proposal made by the Assessment Board in the terms provided for in these Rules. Once the period for submission of the documentation required is complete, the holder of the instructor body will formulate the definitive resolution concerning for the awarding of the grants and, taking into account the provisional resolution proposal, the additional documentation submitted by the beneficiaries proposed, their acceptance, and it will be submitted to the Delegate Board, the body awarding the grant.

The resolution proposal will include the ordered list of the beneficiaries and the reserve list duly prioritised according to the mark obtained.

10.2. The resolution will be announced on the notice board of the European Institute of the Mediterranean and on its website: <http://www.iemed.org>. In any case, the administrative notification takes place when this resolution is published on the IEMed notice board and on its website, in keeping with what is stipulated by Article 59.6 of Act No. 30/1992 of 26 November on the Legal Regime of Public Administrations and the Common Administrative Procedure.

## 11. Acceptance of the grant

11.1 Beneficiaries have a period of 3 working days from the day after the publication of the proposal of provisional resolution on the IEMed notice board and website: <http://www.iemed.org>, to accept or reject the grant in writing, which involves the acceptance of the present rules. The acceptance will be formalised through the grant acceptance document, attached as Annex I, when the beneficiary will have to attest the fulfilment of the different requisites.

Once the grant is accepted, and before the instructor body formulates the proposal of definitive resolution, the beneficiary must provide the following documentation:

- a) Original or copy of DNI, NIF, passport or NIE of the researcher applying for the grant.
- b) Original or copy of the degree title or equivalent.
- c) Original or copy of the doctorate title or receipt of the request for issuing of the doctorate title.
- d) Standardised document with the bank details of the account where the payments will be transferred.
- e) In the event of being contracted by a university or research centre, a certificate from the head of personnel of the university or research centre attesting the beneficiary's category, contractual relation and situation of unpaid or paid leave.
- f) In keeping with what is established by Article 24 of Act 5/2007 of 4 of July on Tax and Financial Measures, at the moment of acceptance, and in order to proceed to the payment of the grant, the beneficiaries must provide the positive certifications attesting that they are up to date with the tax obligations of the State, the Government of Catalonia and the obligations concerning Social Security.

11.2 It is understood that beneficiaries implicitly refuse the grant when they have not submitted the acceptance document as well as the remaining documentation, within the period and conditions described in the previous sections; as well as the beneficiaries who have not joined the IEMed within the period provided for in the rules of this call.

## 12- Research outcome and dissemination of the projects developed

12.1 Beneficiaries of the grant must specify that they have effectively benefitted from it within the period of four months from the end date of the postdoctoral study, submitting to the IEMed a detailed report of the research plan, specifying the objectives achieved and the activities developed, signed by the beneficiary, who must include a list of the outcomes

obtained. This report must follow the standardised model indicated by the internship tutor and must also be submitted in electronic format.

12.2. The exercise of the rights of exploitation in any form, and, in particular, the rights of reproduction, distribution, public communication and transformation, on the detailed report and all the publications, works and presentations carried out by the beneficiaries during the period of the grant, must be deliberately authorised by their author. In this respect, the author will authorise that their work can be copied, distributed, translated and reported publicly, both on paper and in electronic format, in all the languages of the Euro-Mediterranean space and through all its territories, provided the original authorship and the institution are cited, provided no commercial use is made of it or of any derived work. Derived work means that the document has been edited, combined with materials from third parties, its format has been changed or it has been modified in any other way.

### 13.- Refusals and replacements

13.1 The beneficiary of the grant must report their refusal in writing explaining the reasons, addressed to the Director General of the IEMed, within the maximum period of one week from the day after it has taken place. In the case of partial refusals, they must also submit the justificatory documentation of the period of exploitation of the grant, in keeping with what is provided for in the call.

13.2 In the event that there is a partial refusal involving a global period of exploitation of the grant less than three months, it is understood that the beneficiary tacitly rejects the total amount of the grant and, consequently, must return the amount received.

13.3. The place turned down can be offered to the next candidate on the reservation list. If the rejection took place within the stay, the management of the IEMed can decide between keeping the place vacant until the following annual call, or covering it with the reserve list.

### 14.- Changes and incidents

The beneficiary must carry out the subsidised activity in keeping with the project submitted. Nevertheless, when the circumstances of the case so advise and are duly reasoned, the Director General of the IEMed can authorise, at the request of the beneficiary, any modification of the initial conditions of the awarding and also resolve any incident that does not involve a substantial change in the terms of the call and in the conditions and aim of the grant.

### 15.- Adjournments

15.1 In the event that there is a situation of temporary incapacity, risk during pregnancy, maternity, paternity, adoption or foster care, beneficiaries can request the recovery of the period interrupted within the period of one month following the circumstance what has caused it to take place, submitting to the IEMed the corresponding attesting documentation.

15.2 Interruptions due to maternity, paternity, adoption or foster care can be awarded for the same period as those legally established for these cases. Interruptions due to a situation of temporary incapacity can be awarded for a maximum period of 2 months.

15.3 The interruption of the length of the grant and its recovery must be authorised by the Director General of the IEMed. The resolution of authorisation establishes the length of the recovery as well as the economic conditions during this period, which depend on the budget availability of the call.

### 16.- Incompatibilities and simultaneity with other grants.



Beneficiaries are obliged to inform the Director General of the IEMed about other grants and subsidies requested or awarded concerning the same project, after the submission of the request for subsidy, and any alteration that has taken place in relation to the information already reported in the application so that the compatibility can be assessed.

## 17.- Publicity

17.1. Notification to candidates and those related to the lists of candidates admitted or excluded, the possible interviews and any other information will be publicised on the website <http://www.iemed.org>, and on the notice board of the IEMed, carrer Girona, no. 20 (08010), Barcelona. In this respect, the IEMed publicises the subsidies awarded within one month from the date of resolution that ends the procedure, through the display of a list of these subsidies on its website and on its notice board.

17.2. Grants awarded by virtue of this call will be published in the DOGC, in compliance with what is established by Article 18.3.c) of the General Subsidies Act 38/2003 of 17 November and Article 94.6 of the Amended Text of the Public Finance Act of Catalonia, approved through Legislative Decree of 24 December.

## 18.- Liabilities

The IEMed will not be liable for any of the actions of the visiting researchers or the damages that may ensue or those they may cause to third parties.

## 19.- Acceptance of the call

The signing and submission of the application involves the full acceptance of these rules and implies the authorisation to the managing board to test, ex officio, all the data included in it.

## 20.- Privacy policy and data protection

20.1. The IEMed fully complies with the legislation in force in terms of private data protection and particularly maintains the commitment to confidentiality on any data provided.

20.2. The IEMed has adopted the technical measures necessary to maintain the degree of security required in order to avoid, as far as possible, the alteration, loss, processing or unauthorised access.

20.3. Personal data concerning the grant applicants included in the documents referred to in these rules will be incorporated into the IEMed automated personal data file. This data will be used to provide applicants with the services developed by the IEMed for the call, awarding and management of grants. By submitting the application, the applicant gives his/her consent to the automated processing of the data and its inclusion in the aforementioned database.

The data requested is strictly necessary for the correct identification of the applicant, as well as to develop the basic tasks of management and provision of services of the IEMed. The applicant has the right to exercise the rights of opposition, access, rectification and cancellation in the field recognised by the Organic Act 15/1999 of 13 December. To exercise these rights and for any clarification, they can write via post to the address Girona, 20, 08010, Barcelona, via e-mail to the address [info@iemed.org](mailto:info@iemed.org) or by fax to the number 93.247.01.65.

## 21.- Applicable regulation

For anything not expressly provided for by these rules, the precepts included in Legislative Decree No. 3/2002 of 24 December approving the Amended Text of the Act of Public Finances of Catalonia, the basic precepts of the General Subsidies Act No. 38/2003 of 17 November and Royal Decree 887/2006 of 21 July approving the Regulation of General Subsidies Act No. 38/2003 of 17 November, in its basic precepts, Order ECO/172/2015 of 3 June on the Forms of Justification of Subsidies, Act No. 13/1989 of 14 December on the Organisation, Procedure and Legal Regime of the Administration of the Government of Catalonia, and Act No. 30/1992 of 26 November on the Legal Regime of Public Administrations and the Common Administrative Procedure, as well as what is provided for by the remaining regulation are applicable.