

**APPLICATION PROCEDURE TO FI-DGR 2021 GRANTS FOR THE RECRUITMENT OF NEW RESEARCH STAFF**

**Where can I find the information?**

* The call information and related documents are on [AGAUR web](https://agaur.gencat.cat/en/beques-i-ajuts/convocatories-per-temes/Ajuts-per-a-la-contractacio-de-personal-investigador-novell-FI-2021?evolutiuTramit=1)
* On the UPF Research Service web (<https://www.upf.edu/web/gestio-recerca/fi>) you can also find all the documents related to the call. All the new information and updates will be published on this web, from the call opening to the final resolution. We strongly recommend to visit often this web in order to be up to date with forthcoming information.
* Due to the covid context situation, UPF prioritises in all their Departments the online (email) and phone calls attention to the users and students. Presential attention is given only when necessary. For any doubt or request please contact the Research Service at:

Neus Martinez Arteaga

[nieves.martinez@upf.edu](mailto:nieves.martinez@upf.edu)/spc.recerca@upf.edu

Tel. 93.5422531 (From 9:30 to 13:00 h, Monday to Friday).

Room 23.002

Mercè Rodoreda Building (Campus Ciutadella)

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| **In-person attention requires previous APPOINTMENT (anti-COVID measures):**  **TUESDAY: from 9:30 to 13:00h** |

***\*****We remind you that, following the instructions from the organisation and working conditions agreement at UPF, at the Research Service we prioritise the phone and online attention over in-person attention when possible, in order to reduce interpersonal contact as much as possible. If in-person attention is required, please ask previously for an appointment.*

**Which documentation do I have to submit?**

**STEP 1 :1st Deadline**

The deadline stablished by the call **starts on 6th October 2020 and ends on 20th October 2020 at 14h** (Barcelona local time). Candidates have to submit online the [application form](http://web.gencat.cat/en/tramits/com-tramitar-en-linia/index.html) on AGAUR web together with the following documents:

DOCUMENTS:

* Attached document (candidate’s CV and thesis project)
* Research project concession document, contract or agreement in which the thesis’ director must take part.
* C:\Users\U16547\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\DDQ8MJRS\warning-147699_960_720[1].pngBachelor’s and Master’s academic sheets. If the candidate has studied in a different university or in a foreign country, it is mandatory to attach both academic sheets that include the date of the Bachelor’s and Master’s degree issue as well as the average mark.   
    
    
   The candidate has to have finished their Master’s degree from 01/01/2018 and before the deadline of the FI grant submission.
* If the candidate is a foreign student, it is mandatory to submit the Spanish ministry’s [marks equivalence template](http://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/gestion-titulos/estudios-universitarios/titulos-extranjeros/equivalencia-notas-medias.html) (all studies which do not belong to the Spanish university sistem)
* [Directed thesis document](https://www.upf.edu/web/gestio-recerca/fi): If the candidate doesn’t deliver online the document before the deadline expires, it can be sent by email to [n](mailto:nieves.martinez@upf.edu/spc.recerca@upf.edu)i[eves.martinez@upf.edu / spc.recerca@upf.edu](mailto:eves.martinez@upf.edu%20/%20spc.recerca@upf.edu)  **before 30/10/2020.**

**MAKE SURE TO REVIEW THE FOLLOWING STEPS BEFORE DELIVERING THE APPLICATION:**

Before the application is sent, please make sure the candidate meets all the requirements included in the [call rules](https://agaur.gencat.cat/en/beques-i-ajuts/convocatories-per-temes/Ajuts-per-a-la-contractacio-de-personal-investigador-novell-FI-2021?evolutiuTramit=1).

\* Not having been awarded any similar grant that lasts more than 12 months before the grant submission.

\*Having finihed the Master’s Degree from 01/01/2018 and before the deadline of the grant submission.

\* If the candidate has finished their studies from 01/01/2015 and 31/12/2017, it is mandatory to deilver the exceptional situation’s documentation.

\* A mark equal or higher than 6,50 (in a 0-10 escale) in the Bahcelor’s Degree acadèmic sheet is mandatory.

All the documents have to include the information related to project reference and lenght according to the SGR reference number.

*\**Keep in mind that the candidate thesis’ director can only evaluate one candidate in this call, nad has to take part in a current research project/contract and a SGR.

**STEP 2 – 2nd Deadline**

Once the candidates have submitted their Applications, the Universities will accept the Applications and start a prioritisation process, this being from 23rd to 30th October. Candidates don’t have to submit any other document before the prioritisation process starts.

**ADDITIONAL DOCUMENTS FOR THE PRIORITISATION PROCESS:**

For the prioritisation process, the UPF, according to the criteria agreed at the UPF Research Comission on 23/09/2020, will require to the candidates who still haven’t submitted the [directed thesis document](https://www.upf.edu/web/gestio-recerca/fi) before the 1st deadline, to submit it by email to [nieves.martinez@upf.edu](mailto:nieves.martinez@upf.edu)/spc.recerca@upf.edu (it has to be signed by the thesis’ director).

**Deadline to submit the directed thesis document: 30/10/2020.**

* Directed thesis document template

**Which is the next step?**

One the application and all the documents are submitted, the prioritisation of candidates process starts:

* **From 23 to 30/10/2020:** Institutional deadline for Universities to accept or reject the applications submissions.
* **30/10/2020** Deadline for the grant candidates to submit the directed thesis document to [nieves.martinez@upf.edu](mailto:nieves.martinez@upf.edu) / spc.recerca@upf.edu
* **27/11/2020:** Publication on the Research Service web of the submitted applications, which will include:
* **Candidates and thesis’ directors data validation**

All proposal that don’t meet the formal call requirements will be excuded (Master’s degree issue date, minimum mark at the academic sheet, not current research projects, etc.)

* **All the amendable errors in the applications have to be corrected within a 10 working day deadline**: from **30/11/2020** to **14/12/2020.**
* **14/01/2020: Publication of the PROVISIONAL** prioritisation list on the Research Service web. Each application will have indicated the qualification corresponding to each criteria and the final mark according to the evaluation criteria. From that day on, candidates will have a deadline to review and amend the errors if necessary: **15-28/01/2021**
* **29/01/2021: Publication of the DEFINITIVE** prioritisationlist. Data transfer to the AGAUR applciation sistem.

**The publication of the final resolution on the DOGC is expected in March. It will include the candidates list to be joining the university predictably on May.** (From the Research Service we will inform you about all the updates )

***NEW!*** *We inform ypu that the deadline to send the definitive priorisation list has been extended (sending from the Centres) until* ***04/02/2021****. Dates have been updated, since this change has concerned the calendar published at the beginning of the call.*

**IMPORTANT OBLIGATION NEW RESEARCH STAFF GRANT:**

If you are beneficiary of the New research staff Grant FI, please keep in mind that all publications (articles, press notes, etc.) or event (seminars, conferences, *workshops*, etc) cientific or for dissemination that is made public has to reference to the support of the European Social Funding and has to include as well the following logo:

