

POST DOCTORAL

RESEARCH EXCELLENCE INNOVATION



Cyprus
University of
Technology

POST DOCTORAL

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**Call for Research Proposals' Submission to the Programme
"Attract/ Support Post-doctoral Researchers"**

"POST-DOCTORAL" Programme

JULY 2023

The wording of this document was based on the instructions for the use of inclusive language applied at the Cyprus University of Technology. The University implements an equal opportunities policy in the context of funding research activities and encourages individuals of all gender to apply under this call. The University does not discriminate on the basis of race, color, religion, gender, nationality, age, physical ability, marital status or sexual orientation.

A. "POST-DOCTORAL" INTERNAL PROGRAMMES GENERAL PRINCIPLES

- The General Principles governing the Funding Call for Research Proposals' Submission entitled "Attraction/ Support Post-doctoral Researchers" ("POST-DOCTORAL" Programme) are the following:
 - Promotion of research, innovation and implementation of Research Programmes for Post-doctoral Researchers through internal funding.
 - Rewarding excellence through a competitive process and evaluation by independent evaluators.
 - Equal handling of research thematic areas and topics.
 - Equal treatment of Post-doctoral Researchers in claiming funding through Internal Research Programmes.
 - Interdisciplinarity of Internal Research Programmes.

B . CALL PROCEDURE

- The Current Call includes the following steps on a scheduled basis:
 - **Call for Proposal Submission:** The Call is expected to be announced after the approval of the General Principles, Conditions and Procedures to be followed by the Senate Committee for Research and Innovation and the responsible University Bodies.
 - **Submission of Research Proposals:** The Research Proposals (Scientific Part and Budget) are submitted (electronically) to the Research Services within two (2) months from the date of the Call through the Research Proposal Submission Form. The form must be signed (original or electronic signature) by the Post-doctoral Researcher and co-signed (original or electronic signature) by the Principal Investigator (CUT Staff Member).

A Curriculum Vitae (Europass type) should be submitted along with the Research Proposal Submission Form using the following standard:

<https://europa.eu/europass/el/create-europass-cv>

- **Research Proposals' Evaluation:** The evaluation (printed and/ or oral evaluation) of Research Proposals is performed by two (2) external evaluators which are appointed by the Ad Hoc Committee as further described below (Part D). The evaluation is expected to be completed **within four (4) months** from the deadline of Proposals' submission to the Senate Committee for Research and Innovation.

- **Announcement of Results:** The results are communicated by the Ad Hoc Committee to the Senate Committee for Research and Innovation upon completion of the Proposals' evaluation.

- **Signing of Contracts:** The signing of Contracts takes place up to one (1) month after the approval of the results by the responsible University Bodies.

- **Commencement of Internal Programmes:** The commencement of the implementation of the Internal Programmes/ Projects is expected to start immediately after the signature of the Contracts or as otherwise agreed.



Outline: Indicative Timetable for the Call, Submission and Evaluation of the Research Proposals and the commencement of the Internal Programmes.

C. TERMS AND CONDITIONS

■ **Beneficiaries/ Internal Programme Coordinators**

The Internal Programme Coordinator/ Project Coordinator (as otherwise stated) must be a **Post-doctoral Researcher**. Each research proposal (being submitted under the present Call) has only one Coordinator and the Post-doctoral researcher/ Coordinator can only submit and participate in one Research Proposal. The participation of CUT Academic Staff in the Research Proposals is not allowed. The Post-doctoral Researcher upon approval of the Proposal must be present physically at CUT.

It is noted that a Proposal of an applicant who has already obtained a Proposal funding under the "POST-DOCTORAL" programme, cannot not be funded for a second time, before a period of no less than three (3) years. Also, a Post-doctoral Researcher is eligible to obtain funding in the framework of the "POST-DOCTORAL" programme up to two (2) times maximum.

■ **Thematic Areas**

There is no restriction on the Thematic Areas.

■ **Research Activities**

The Research Proposals submitted may relate mainly to Programmes with **Basic or Applied Research** related activities.

Basic Research is defined as an experimental or theoretical work undertaken primarily towards acquisition of new knowledge on the main causes of phenomena and observable facts, without any direct commercial application or use.

Applied Research is defined as a planned research or critical investigation aiming at the acquisition of new knowledge and skills for the development of new products, processes or services or for the significant improvement of existing products, processes or services.

■ **Duration of Programmes**

The duration of the Internal Programmes ranges **from nine (9) to twelve (12) months**.

■ **Language**

The Research Proposals are submitted in **English** through the relevant Research Proposal Submission Form.

Total Budget - Programme Budget

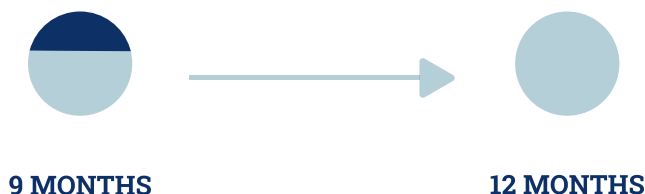
The total Budget of the Internal Programmes is expected to reach **€ 200.000,00** with a **maximum amount of funding per Proposal amounting to €20.000,00** and is covered by the University Budget.

Eligible Costs

The eligible costs include solely the expenses related to the **employment of the Post-doctoral Researcher. Any other expense is considered ineligible.**

The hourly cost of the Post-doctoral Researcher should be in line with the relevant University Policy/ Regulations and should range from €21.36 to €24.07. The annual beneficial time is set at 1720 hours, i.e. 143.33 hours per month for full time employment. On this basis, the employment of the Post-doctoral Researcher can range from 48.3% to 72.5%, depending on the hourly cost and duration of employment, as presented in the Table below.

EMPLOYMENT DURATION (MONTHS)



HOURLY COST (€)*

MAXIMUM EMPLOYMENT RATE (%)

MINIMUM €21.36

72,5%

54,4%

MAXIMUM €24.07

64,4%

48,3%

* as defined in the relevant University Policy

D. PROPOSALS EVALUATION/ ANNOUNCEMENT OF RESULTS AND FUNDING

■ Establishment of an Ad Hoc Committee for Monitoring the Submission and Evaluation Procedure of Research Proposals

The submission and evaluation procedure of Research Proposals in accordance with the Call will be monitored by a special Ad Hoc Committee which will be appointed for this purpose. Upon completion of the evaluation procedure, the Ad Hoc Committee submits to the Senate Committee for Research and Innovation, a report on the procedure followed and the final results of the evaluation, for approval.

The Ad Hoc Committee will be administratively supported by the Research Services and will consist of the Vice Rector for Academic Affairs (Chairman) and two members of the Senate Committee for Research and Innovation. In cases of conflict of interest of any member of the Committee with candidates, the Senate Committee for Research and Innovation will decide on his/ her replacement.

■ The evaluation procedure of Research Proposals consists of the following steps:

Preliminary Proposal Evaluation

The preliminary evaluation of the submitted Proposals is carried out by the Research Services and concerns the eligibility of the Proposals as to the completeness of the attached documents. Upon completion of the preliminary evaluation, the applicants are informed about their results and they may submit to the Research Services substantiated request for redress with regards to evaluation of their Proposal within five (5) days from the date of the announcement of the result. The request for redress will be examined by the Research Services in cooperation with the Ad Hoc Committee.

■ Research Proposals' Evaluation

The Research Proposals are evaluated by **two (2) external evaluators/ experts** in each scientific area. The evaluators are selected so as to cover the subject areas of the Research Proposals submitted and they are selected from a pool of researchers outside the University, preferably from abroad. Proposals are evaluated on a predefined **Research Proposal Evaluation Form based on specific criteria and percentage** (see Part E below). In case of a large deviation (beyond 30 points) in the results of the two evaluators, the proposal will be evaluated by a third evaluator.

Additionally to the Proposals' evaluation, **the Ad Hoc Committee for Monitoring the Submission and Evaluation of Research Proposals may decide as to whether to proceed with an oral evaluation** of the Post-doctoral Researchers whose Proposals were highly ranked within the first fifteen (15) Proposals. The oral evaluation will be carried out based on specific criteria to be set by the Ad Hoc Committee.

■ Announcement of Results

The Research Proposals are ranked based on the obtained score and the results will be announced within four (4) months from the date of submission of the Research Proposals to the Senate Committee for Research and Innovation.

After the completion of the Proposals' evaluation and the announcement of results, no request for redress will be accepted from the applicants.

■ Eligibility of Proposals

Proposals are eligible for funding when obtaining an overall average score given by the evaluators **of at least 80%** provided that the rating of the individual categories of criteria as determined in the Evaluation Form exceeds 60% each.

■ Distribution of Funding

In each Faculty (six (6) in total) a scholarship is initially granted aiming at giving the opportunity to Research Proposals of completely different subjects to be funded. The remaining four (4) Proposals to be funded will be those with the highest score according to the ranking, regardless of the Faculty, provided that they will receive at least 80% of the score achieved by the Proposal with the highest score (of all the submitted Proposals).

The maximum number of Research Proposals expected to be approved for funding is ten (10) or until the total budget is fully distributed. In case that any of the top ten applicants does not accept the award, then the award will be offered to the next succeeded applicant based on the final ranking.

E. RESEARCH PROPOSALS EVALUATION CRITERIA

The Evaluation Criteria of the Research Proposals are illustrated in the Table below.

EVALUATION CRITERIA

EXCELLENCE - QUALITY - INNOVATION

50%

Quality of the Project objectives and their contribution to the development of scientific area(s) of the Project

20%

Completeness, Reliability and Achievability of the proposed idea

15%

Degree of Innovation and Originality of the project in relation to the existing knowledge locally/ internationally

15%

IMPLEMENTATION - METHODOLOGY

20%

Completeness and appropriateness of the Proposal's content, the allocation of individual activities, the timetable and the budget

10%

Effectiveness of the proposed methodology in terms of the implementation of deliverables

10%

DEGREES - PERFORMANCE

30%

Academic Qualifications

10%

Publications/ Journals

10%

Invitations for Presentations/ Oral Presentations

5%

Awards, distinctions, participation in Projects and funding that has been obtained

5%

F . IMPLEMENTATION OF INTERNAL PROGRAMMES

- The **duration** of internal Programmes or Projects, as being otherwise referred to, ranges from **nine (9) to twelve (12) months**.
- The **employment of the Post-doctoral Researcher/ Project Coordinator** is exclusively considered as eligible costs. **Any other expenses related to the implementation of the Internal Programme/ Project are considered ineligible**. For the employment of the Post-doctoral Researchers the relevant University procedures (Human Resource Services/ Research Services) should be followed and approval by the responsible University Bodies should be given.
- The **Hourly Cost** of Post-doctoral Researcher should be consistent with the relevant Policy/ Regulations of the University for Post-doctoral Researchers, ranging from €21,36 to €24,07. The annual beneficial time is set at 1720 hours, i.e. 143.33 hours per month for full time employment.
- The Post-doctoral Researcher is obliged to submit Timesheets to the Research Services on a monthly basis signed by himself/ herself and the Principal Investigator.
- Up to two (2) months after the completion of the Internal Programmes, the Post-doctoral Researcher must submit to the Senate Committee for Research and Innovation an Activity Report in the predefined **Activity Report Form**. This Report will be reviewed by an Ad Hoc Committee which will be appointed by the Senate Committee for Research and Innovation and will consist of two members with relevant scientific background. The Activity Report aims to fully inform the Committee about the effective implementation of the Programme, the Deliverables and the final results of the Internal Programme. The evaluation of the Programmes by the Ad Hoc Committee is noted in the **Activity Evaluation Report**.