

POST DOCTORAL

RESEARCH EXCELLENCE INNOVATION



Cyprus
University of
Technology

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Call for Submission of Research Proposals to the Programme
"To Attract/Support Postdoctoral Researchers"

"POSTDOCTORAL" Programme

JULY 2025



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The wording of this document was based on the guidelines for the use of inclusive language applied at the Cyprus University of Technology (CUT). 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, colour, religion, gender, nationality, age, physical ability, marital status or sexual orientation.

A. GENERAL PRINCIPLES OF THE "POSTDOCTORAL" PROGRAMME

- The General Principles governing the Call for submission of Research Proposals entitled "Attracting/ Supporting Postdoctoral Researchers" ("POSTDOCTORAL" Programme) are the following:
 - Promotion of research and innovation through the implementation of Research Programmes by Postdoctoral Researchers from internal funding.
 - Rewarding excellence through a competitive process and evaluation by independent evaluators.
 - Equal treatment of research thematic areas and topics.
 - Equal treatment of Postdoctoral Researchers in applying for Research Programmes.
 - Interdisciplinarity of Research Programmes.

B . CALL PROCEDURE

- The Current Call includes the following steps on a scheduled basis:
 - Drafting and approval of the Call for Proposals: The Call is formulated by the Office of the Vice- Rector for Academic Affairs and the Research Services, and approved by the University Senate.
 - Announcement of the Call for Applications: After approval by the Senate, the Call for Applications is communicated inside and outside the University by the responsible Administrative Services in collaboration with the Office of the Vice-Rector for Academic Affairs.
 - 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 announcement of the Call through the Research Proposal Submission Form. The form must be signed (original or electronic signature) by the Postdoctoral Researcher and co-signed (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 template:

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

- **Evaluation of Research Proposals:** The evaluation is completed within four (4) months from the deadline for submission of the Proposals to the Research Services. The evaluation procedure is described in detail in Part D of this Call.
- **Announcement of Results:** The results are communicated by the Research Services to the Vice- Rector for Academic Affairs and the Ad Hoc Committee for the Monitoring of the Evaluation Process of Research Proposals after the completion of the Proposals' evaluation. The composition of the Ad Hoc Committee is described in detail in Part D of this Call.
- **Signing of Contracts:** The signing of the Contracts with the selected postdocs will take place within one (1) month after the approval of the results by the responsible University Bodies.
- **Starting of Programmes:** Programs/ projects shall start implementation within one (1) month after the signing of the Contracts or as otherwise agreed with the selected postdoctoral fellow(s), but no later than the end of the fiscal year under review.



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

C. TERMS AND CONDITIONS

■ **Beneficiaries/ Internal Programme Coordinators**

The Programme Coordinator (or Project Coordinator, as otherwise stated) must be a Postdoctoral Researcher and have obtained the doctoral degree on a date prior to the date of the call of the Programme. Each Research Proposal (submitted under this Call) has only one Coordinator and the Postdoctoral Researcher/ Coordinator may only submit and participate in one Research Proposal. The participation of CUT Academic Staff in the Research Proposals is not allowed.

The Postdoctoral Researcher upon approval of the Proposal is required to be physically present at CUT.

It is noted that no Proposal funding can be granted for a second time to a postdoctoral researcher who has already obtained funding of a Proposal under the "POSTDOCTORAL" programme, before a period of not less than three (3) years has elapsed. Also, a Postdoctoral Researcher may obtain funding under the "POSTDOCTORAL" programme up to a maximum of two (2) times.

■ **Thematic Areas**

There is no restriction on the Thematic Areas.

■ **Research Activities**

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

Basic Research is defined as an experimental or theoretical work undertaken primarily for the purpose of acquiring new knowledge about 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 aimed 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**

Research Proposals should be submitted in English through the relevant Research Proposal Submission Form.

■ Total Budget - Programme Budget

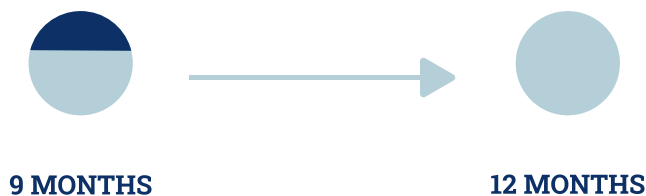
The total Budget of the Programmes amounts to €200.000 with a maximum funding amount of €20.000 per Proposal. The Budget is covered by the Article 1/102 of the University Budget, under the title: "Support/ Attraction of Postdoctoral Researchers."

■ Eligible Costs

The eligible costs include only expenses related to the employment of the Postdoctoral Researcher. Any other expense is considered ineligible.

The hourly cost of the Postdoctoral Researcher should be in line with the relevant University Policy/ Rules 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 Postdoctoral Researcher may vary from 48.3% to 72.5%, depending on the hourly cost and duration of employment, as shown 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. EVALUATION OF PROPOSALS/ ANNOUNCEMENT OF RESULTS AND FUNDING

Establishment of an Ad Hoc Committee for Monitoring the Evaluation Process of the Research Proposals

The evaluation process of the Research Proposals in accordance with the Call is monitored by a special Ad Hoc Committee, which is established for this purpose. Upon completion of the evaluation process, the Research Services informs the Vice-Rector for Academic Affairs of the process followed and the final results of the evaluation, who then informs the Ad Hoc Committee.

Within the framework of this Call, the Ad Hoc Committee consists of the Vice- Rector for Academic Affairs (Chair) and the Deans of the Faculties and is administratively supported by the Research Services. In cases of conflict of interest between any member of the Committee and candidates, the Vice-Rector for Academic Affairs decides on his/her replacement.

Preliminary Proposal Evaluation

The preliminary evaluation of the submitted Proposals is carried out by the Research Services and concerns the eligibility of the proposals in terms of the completeness of the documents attached.

Following the completion of the preliminary evaluation, the Research Services informs the Vice Rector for Academic Affairs of the results of the preliminary evaluation. Subsequently, and after informing the candidates for their result from the Research Services, candidates may submit to the Research Services a reasoned objection for a re-examination of their Proposal within five (5) days from the date of the announcement of the result. The request for redress is examined by the Research Services in collaboration with the Vice-Rector for Academic Affairs.

Research Proposals' Evaluation

The Research Proposals are evaluated by two (2) external evaluators/ experts in each scientific area. The evaluators are selected 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 weighting (see Part E below). In case of a large deviation (more than 30 points) in the scores of the two evaluators, the proposal is also evaluated by a third evaluator. The final score is the average of the two evaluators' ratings or the two nearest ratings, if the proposal is also evaluated by a third evaluator.

In addition to the Proposals' evaluation, the Ad Hoc Committee for Monitoring the Evaluation Process of the Research Proposals may decide whether to proceed with an oral evaluation of the Postdoctoral Researchers whose Proposals received high scores and are ranked within the top fifteen (15) Proposals. The oral evaluation will be carried out based on specific criteria 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 Research Services.

After the evaluation of the Research Proposals, all Postdoctoral Researchers are informed in writing of the evaluation outcome of their Proposal, with the Proposal Evaluation Form also made available upon request.

After the evaluation of the Proposals and the announcement of the results, the submission of any objection by the applicants is not accepted.

Eligibility of Proposals

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

Distribution of Funding

Each Faculty (seven (7) in total) is initially allocated one scholarship, in order to give the opportunity to Research Proposals in completely different subjects to be funded. The remaining three (3) Proposals to be funded are those with the highest score according to the order of ranking, regardless of the Faculty, provided that the eligibility criteria mentioned above are met.

The maximum number of Research Proposals expected to be approved for funding will be ten (10) or the equivalent, until the total budget is fully distributed. In case that any of the top ten successful post-doctoral applicants does not accept the post, the post will be given to the next applicant based on the evaluation and final ranking table, provided that the eligibility criteria are met.

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 Feasibility 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 content of the Proposal, 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 Project funding received

5%

F . IMPLEMENTATION OF PROGRAMMES

- The duration of internal Programmes or Projects, as being otherwise referred to, ranges from nine (9) to twelve (12) months.
- Only the employment of the Postdoctoral Researcher/ Project Coordinator is considered eligible expenditure. Any other expenditure related to the implementation of the Programme/ Project is considered ineligible. For the employment of the Postdoctoral Researchers, the relevant University procedures (Human Resource Services/ Research Services) should be followed and approval by the Rector's Council of the University should be obtained.
- The Hourly Cost of the Postdoctoral Researcher must be in accordance with the relevant University Policy and Rules of the for Postdoctoral 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 Postdoctoral Researcher is required to submit to the Research Services on a monthly basis, Timesheets, signed by both the Researcher and the Principal Investigator.
- Up to two (2) months after the completion of the Programmes, the Postdoctoral Researcher submits to the Research Services, through the relevant electronic link for submission of a request to the Research Service, an Activity Report by uploading the Activity Report Form at the link. The Report is evaluated by two (2) evaluators - academic members of the CUT with relevant scientific background, appointed by the Head of the Research Services in collaboration with the Dean of the School in which the Postdoctoral Researcher implemented the Programme and to whom the Report is sent by the Research Services for evaluation.
- The Activity Report aims to fully inform the University about the effective implementation of the Programme, the Deliverables and its final results. The evaluation of the Programmes by the two (2) evaluators is recorded on the Activity Evaluation Report.