Guide for Applicants

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UNIVERSIDAD DE CÓRDOBA
JUNTA DE ANDALUCIA
IMIBIC MAIMONIDES BIOMEDICAL RESEARCH INSTITUTE OF CORDOBA

This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 847468.

1 Purpose of the Call

Biomedical research has become in recent years a truly multidisciplinary field. Advances in all areas of science and technology are allowing new developments in biomedicine that are having an impact in health research and ultimately in health care, with improved patient outcomes and benefiting society as a whole.

These new developments have shown a shift toward a patient-centred medicine that allows for more tailored or personalised interventions. While this approach allows for more innovative solutions in diagnostics and medical treatments, it also requires a different set of skills for biomedical researchers.

Within this context, the Maimonides Biomedical Research Institute of Cordoba (IMIBIC) has designed the new *Fellowship Programme for Personalised and Precision Medicine* to provide trans-national mobility and training that improve the employability and career prospects of experienced biomedical researchers. The Fellows will perform forward-looking research in a field which is set to become the standard of medical practice, situating them in an advantaged position to continue their research careers.

The programme has one call for proposals and offers a minimum of 6 Fellowships with a maximum duration of 3 years.

The selection and recruitment of the Fellows is based on an Open, Transparent and Merit-based Recruitment process in line with the recommendations of the Charter and Code for Researchers. An independent and external evaluation panel will ensure an international process with diverse competences, gender balance, and inter-sectoral representation.

2 Important Dates

- Call Opening: 1st of October 2019
- Application deadline: 10th of January 2020 at midnight CET
- Evaluation and Selection: January - May 2020
- Fellowships start date: June - September 2020

3 Eligible Researchers

The IMIBIC-P²Med Fellowships are targeted to:

Recognised Researchers (R2), based on the research profile descriptors of the European Commission, i.e. **researchers who hold a Doctorate degree (PhD) but have not yet established a significant level of independence. Recognised Researchers** must be in **possession of a PhD** or have accumulated **at least 4 years of full time equivalent postgraduate research experience** prior to the call deadline (i.e. 10/01/2020).

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Full-time equivalent research experience is measured from the date when a 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, even if a doctorate was never started or envisaged.

All applicants must comply with the International Mobility Rule:

The applicant must **not** have resided or carried out his/her main activity (work, studies, etc.) in Spain for more than 12 months in the 3 years immediately before the call deadline.

Exceptions to the mobility rule will be considered in duly justified cases, like in the case of researchers undergoing a procedure for obtaining refugee status under the Geneva Convention. Compulsory national service or short stays such as holidays are not taken into account.

Researchers of any nationality may apply.

If you are unsure about your eligibility, please contact the Helpdesk: imibic.p2med@imibic.org

4 Equal Opportunities

The IMIBIC-P²Med programme is open to researchers of all nationalities, sex, ethnicity, religion, sexuality and age, and encourages applications from women, disadvantaged groups and researchers returning to a research career.

In order to ensure equal opportunities to researchers that have experienced a career break or have unconventional career paths, we will take into account, in duly justified cases, personal circumstances that may have affected applicants' research career. The CV template includes a section where the applicant can explain any personal circumstances that have led to career breaks.

The Fellowships are open to candidates through the Science4Refugees initiative.

5 Appointment Conditions

The Fellows will enjoy the same standards and working conditions as those applicable to any other researchers holding a similar position at IMIBIC, including adequate individual working space and access to all IMIBIC research services and facilities. The Fellows will be hired through an employment contract with full Social Security coverage, including full health insurance and unemployment benefits. The length of the contractual relationship with IMIBIC will be for the total duration of the proposed project. The employment contracts will have a duration of one year and will be renewed yearly.

SALARY

- The annual Gross Salary for researchers without family allowance is 34.850 €.
- The annual Gross Salary for researchers with family allowance is 38.930 €.

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Note that the taxes that will be deducted from the gross salary depend on the total income and family situation of the Fellow.

The family allowance will be paid in case the researcher has family obligations. In this context, family is defined as persons linked to the researcher: (i) by marriage; (ii) by a relationship with equivalent status to a marriage recognised by the legislation of the country or region where this relationship was formalised; (iii) as dependent children who are actually being maintained by the researcher. The family status of a researcher will be determined at the date of deadline of the call (i.e. 10 January 2020) and will not be revised during the Fellowship.

RESEARCH, TRAINING AND TRAVEL FUNDS

- In addition, all Fellows will have 6.630 € per year will be available for research, training and travel costs.

WORKING HOURS

- 40 hours of work per week.

HOLIDAYS

- 26 working days of paid holidays per year.
- The bank holidays as per the regional calendar of each year.

LEAVES

- 16 weeks in case of maternity.
- 8 weeks in case of paternity.
- 15 days in case of marriage.
- 2 days for in case of death, serious accident or illness, hospitalization or surgery without hospitalization that required medical leave, of relatives to the second degree of consanguinity or affinity. Employees who are required to travel for any of the prior reasons will be entitled to a leave of 4 days.
- 1 day of leave of absence for employees who are moving from one residence to another.
- Leaves for the time required for prenatal examinations and classes, which must be taken on during working hours.

Note that some of the appointment conditions may change due to modifications to national legislation. The abovementioned information is based on information available in 2019.

6 Contractual Obligations

The selected IMIBIC-P^{2}Med Fellows must comply with the provisions of the Grant Agreement No 847468 and the contractual obligations of FIBICO (the Beneficiary), in particular:

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1. Ethics

The Fellow must carry out the action in compliance with the ethical principles (including the highest standards of research integrity, i.e. as stated in the European Code of Conduct for Research Integrity and the applicable international, EU and national law. *[Article 34 of the Grant Agreement No 847468]*

2. Dissemination and communication

All applications for protection of results (including patent applications), generated standards, and dissemination and communication of results, must acknowledge the funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 847468. *[Article 29.4 of the Grant Agreement No 847468]*

3. Open Science

3.1 Open Access to Scientific Publications

Open access (free of charge online access for any user) must be provided to all peer reviewed scientific publications relating to the project results. *[Article 29.2 of the Grant Agreement No 847468]*

3.2 Open Access to Research Data

IMIBIC-P^{2}Med participates in the Open Research Data Pilot of the H2020. All Fellows are requested to prepare a Data Management Plan (DMP) based on the template provided by H2020 (http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf#page=10). The first version of the DMP will be requested after the first months of the Fellowship, and updated versions at half way and at the end of the fellowship.

For more information about Data Management Plan, see: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm#A1-template

[Article 29.3 of the Grant Agreement No 847468]

4. Intellectual Property Rights

Fellows will have access to the Beneficiary's background and results that are necessary for carrying out their project and for exploiting the results. As employed by the managing entity FIBICO, all intellectual property developed by the Fellow will be owned by FIBICO. *[Article 26.1 of the Grant Agreement No 847468]*

5. Personal Career Development Plan

Fellows must prepare a Personal Career Development Plan with the help of their Supervisor.

6. Reporting

Fellows must report their research, training and communication activities, if requested by the programme coordinator or programme manager, for the reporting of the IMIBIC-P^{2}Med project towards the European Commission as well as for the internal reporting of IMIBIC.

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Fellows must also report to the programme manager any aspect or risks that may affect the correct implementation of their research and training plan.

7 How to Apply

Online Application Platform

Applications must be completed and submitted via the Online Application Platform, accessible via the IMIBIC-P^{2}Med website. The Online Application Platform will be available during the call opening, from 1st of October until the call closing, 10th of January 2020, midnight CET.

The Online Application Platform requires a generation of a password protected user account.

The application must be complete and include all obligatory information and documents.

Applications must be written in English, be readable and must respect the formatting rules and maximum length as stated in the templates and Guide for Applicants. Any excess pages will not be taken into consideration.

Although professional proof-reading or correction of the proposal is not mandatory, the application should meet the standards of academic English for international research. A poor level of English in the proposal will be reflected in the final remarks by the evaluators.

Information needed for the application

In order to submit your application for the IMIBIC-P^{2}Med Fellowship, you need to provide with the following information via the Online Application Platform:

SECTION 1 Personal details:

- Name and Surname
- Nationality
- ID number
- Date of Birth
- Gender (only for statistical purposes)
- Postal address
- Email address
- Telephone number

SECTION 2 Eligibility:

Only for applicants **holding PhD**:

- PhD certificate + translation into English (only if the PhD certificate language is other than Spanish or English. Official translation is not needed, the candidate can make the translation her/himself)

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- PhD date of award
- Name of the PhD awarding institution

Only for applicants **not holding PhD**:

- Expected PhD date of award (if applicable)
- Name of the degree giving access to PhD
- Name of the Institution of award of the degree giving access to PhD
- Date of award of the degree giving access to PhD
- Details of research activities counting towards the total full-time postgraduate research experience

For all applicants:

- Place of main activity/residence during the period 10/01/2017 – 10/01/2020
- Confirm if you are eligible for family allowance

SECTION 3 Scientific Programme and Host group:

- Selection of the Scientific Programme (from a dropdown menu)
- Selection of the preferred IMIBIC research group, and 2 alternative groups (from a dropdown menu)

SECTION 4 Research project:

- Project acronym
- Project title
- Project duration in months
- Up to 5 scientific keywords

SECTION 5 Document uploads:

- CV (It is obligatory to use the **template**, see Application Documents)
- Project proposal (It is obligatory to use the **template**, see Application Documents)
- PhD certificate (if applicable)
- Translation into English of PhD certificate (if applicable)
- Copy of ID document (passport/NIE/NIF)
- Documents accrediting eligibility for family allowance (if applicable)
- Documents accrediting main activity/residence during the period 10/01/2017 – 10/01/2020
- Documents accrediting research activities counting towards the total full-time postgraduate research experience (if applicable)
- Commitment letter from the Principal Investigator of the research stay host group (if applicable)

Guidance notes and additional information on each section and requested information will be provided within the Online Application Platform.

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Guidance notes and additional information on each section of the CV and project proposal are provided within the CV template and the project proposal template.

In case of doubt, please contact the IMIBIC-P²Med Helpdesk: imibic.p2med@imibic.org

8 Training and Research Stays offered by Partner Organisations

The Fellows may propose a Research Stay in one of the IMIBIC-P²Med Partner Organisations.

Planning Research Stays are encouraged, but they should be relevant, feasible, and beneficial for the researcher and in line with the project objectives.

The Research Stay can be a single period or can be divided into shorter mobility periods. It can take place at one or more organisations. A Research Stay is allowed during any phase of the project.

The maximum length of a research stay is 3 months for fellowship that last 18 or less months, and 6 months for fellowships that last between 18 and 36 months.

The IMIBIC-P2Med Partner Organisations that are willing to host Fellows during optional Research Stays and/or provide additional training, are:

- European infrastructure for translational medicine (EATRIS)
- Instituto Superiore di Sanità (ISS)
- Bioinformatics Barcelona Association (BIB)
- Research and Innovation Programme on Chronicity, Digital Health and Systems (CROSADIS)
- Health Research Institute of Santiago de Compostela Foundation (FIDIS)

Details about the potential research stay host groups and training are available on the IMIBIC-P²Med website: https://p2med.imibic.org/partner-organisations/

9 Ethics Guidance

Ethics issues are included in the *Section 4: Ethics* of the Project Proposal. Compliance with the relevant ethics provisions is essential from the beginning to the end of the project and is an integral part of research funded by the European Union within Horizon 2020.

Applicants submitting proposals for funding for the IMIBIC-P²Med programme should demonstrate proactively that they are aware of, and will comply with, ethical principles and applicable International, European and national law. Some of the relevant laws and guidelines include:

- Regulation (EU) No 536/2014 of the European Parliament and of the Council of 16 April 2014 on clinical trials on medicinal products for human use, and repealing Directive 2001/20/EC (Text with EEA relevance) [http://data.europa.eu/eli/reg/2014/536/2014-05-27]
- EudraLex - Volume 10 - Clinical trials guidelines [https://ec.europa.eu/health/documents/eudralex/vol-10_en]

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- ICH Harmonised guideline integrated addendum to ICH E6(R1): guideline for good clinical practice ICH E6(R2) [https://www.ich.org/fileadmin/Public_Web_Site/ICH_Products/Guidelines/Efficacy/E6/E6_R2__Step_4_2016_1109.pdf]
- Recommendation CM/Rec(2016)6 of the Committee of Ministers to member States on research on biological materials of human origin [https://search.coe.int/cm/Pages/result_details.aspx?ObjectId=090000168064e8ff]
- Royal Decree 1090/2015 of 4 of December, regulating the clinical trials with medicines, Ethic Committees for research with medicines and the Spanish Registry of Clinical Trials [https://www.boe.es/eli/es/rd/2015/12/04/1090]
- Royal Decree 1591/2009, of 16 of October, regulating the medical devices [https://www.boe.es/eli/es/rd/2009/10/16/1591]
- ORDER SAS/3470/2009, of 19 of December, publishing guidelines on observational post-authorization studies of medicines for human use [https://www.boe.es/eli/es/o/2009/12/16/sas3470]
- ISO 14155:2011 Clinical Investigation of medical devices for human subjects. Good clinical practice [https://www.iso.org/standard/45557.html]
- Circular nº 07/2004 of clinical investigation with medical devices [https://www.aemps.gob.es/informa/circulares/productosSanitarios/2004/docs/circular_07-2004_inv-clinica-PS.zip]
- Guidelines of the Spanish Agency of Medicines and Medical Devices for carrying out clinical trials in Spain. Version 23 of June 2017 [https://www.aemps.gob.es/investigacionClinica/medicamentos/docs/Instrucciones-realizacion-ensayos-clinicos.pdf]
- Directive 2010/63/EU on protecting animals used for scientific purposes [https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=LEGISSUM:sa0027&from=ES]
- Royal Decree 53/2013, of 1 of February, laying down the basic rules applicable to the protection of animals used in experimentation and other scientific purposes, including teaching [https://www.boe.es/eli/es/rd/2013/02/01/53]
- Order ECC/566/2015, of 20 of March, laying down the training requirements to be met by personnel handling animals used, raised or supplied for experimental and other scientific purposes, including teaching [https://www.boe.es/eli/es/o/2015/03/20/ecc566]
- COMMISSION RECOMMENDATION of 18 June 2007 on guidelines for the accommodation and care of animals used for experimental and other scientific purposes (notified under document number C(2007) 2525) (Text with EEA relevance) (2007/526/EC) [https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32007H0526&from=en]

The ethical approvals will be channelled through the **Ethics Committee of IMIBIC** or the **Committee on Animal Experimentation (CEEA)** of the University of Cordoba (UCO) depending on the type of research:

1) Research projects and clinical trials on human beings or involving human biological material will be revised by the Clinical Research Unit of IMIBIC, and ethical approvals will be given by the Ethics Committee of IMIBIC.

2) Research projects involving animal experimentations will use the Animal Experimentation Unit of IMIBIC, which forms part of the SAEX of the UCO. Ethical approvals will therefore be requested to the Committee on Animal Experimentation (CEEA) of the UCO.

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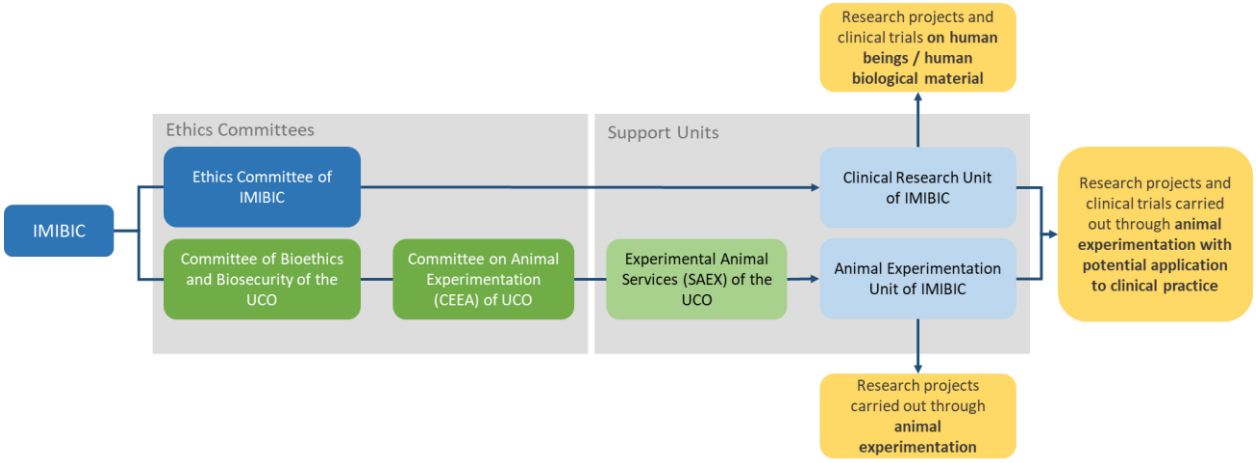
3) In case the research involves animal experimentation and has potential application to clinical practice, the project will be revised by the Clinical Research Unit of IMIBIC and the Experimental Animal Services (SAEX) of the UCO.



Information about the Ethics Committees and Support Units

The **Ethics Committee of IMIBIC** (Comité Ética de la Investigación/en medicamentos de Córdoba (CEIM/CEI) operates in the context of the Reina Sofia University Hospital and is registered within the Andalusian Health Service (Servicio Andaluz de Salud – SAS). The hospital is the administrative headquarter of the Committee that, in addition to the hospital itself, covers altogether 9 different nodes of healthcare centres across the province of Cordoba. The Ethics Committee is regulated by the European *REGULATION (EU) No 536/2014 OF THE EUROPEAN PARLIAMENT AN/D OF THE COUNCIL of 16 April 2014 on clinical trials on medicinal products for human use, and repealing Directive 2001/20/EC*[1], and the Spanish *Royal Decree 1090/2015, of December 4, regulating clinical trials with medicines, Committees of Ethics of Research with medicines and the Spanish Registry of Clinical Studies*[2] and *Law 14/2007, of July 3, on Biomedical Research*[3]. It is an official competent body trusted with the evaluation of research projects and clinical trials on human beings or their biological material, as well as those carried out through animal experimentation with potential application to clinical practice.

The **Clinical Research Unit of IMIBIC** is a specialised unit to support researchers in the development and promotion of clinical research of excellence and in providing patients with quality care. The multidisciplinary team provides comprehensive management services of clinical studies, including scientific, technical, regulatory and methodological advice, pharmacovigilance, monitoring, statistics, drug management and data management. The Standard Operating Procedures (SOP) with regard Clinical Studies at IMIBIC are defined

[1] http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32014R0536&from=ES

[2] Real Decreto 1090/2015, de 4 de diciembre, por el que se regulan los ensayos clínicos con medicamentos, los Comités de Ética de la Investigación con medicamentos y el Registro Español de Estudios Clínicos: https://www.boe.es/diario_boe/txt.php?id=BOE-A-2015-14082

[3] Ley 14/2007, de 3 de julio, de Investigación Biomédica: http://www.boe.es/buscar/doc.php?id=BOE-A-2007-12945.

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within the Institute's Clinical Research Unit's procedures. Those define the applicable laws, the roles and responsibilities of the different departments and personnel involved in the process, and detail the necessary steps from the preparation of the required documentation until obtaining the approvals, and from the start of the clinical/observational study until its close.

The **Committee of Bioethics and Biosecurity of the University of Cordoba** is formed by four subcommittees, including the Committee on Animal Experimentation (CEEA). The procedures for each are available via the UCO website for the Committee of Bioethics and Biosecurity of the University of Cordoba[4].

The **Experimental Animal Services (SAEX)** is a Central Research Support Service of the University of Cordoba. Its premises are in accordance with the current legislation (EC Directive 2010/63/EU[5], EC Recommendation 2007/526/E[6], and Royal Decree 53/2013[7]). It is registered as user centre with Nr. CO/2/U and CO/3/U, and as breeding and provider centre with Nr. CO/1/CS (according to the Decree 142/2002, of 7 May, that creates and regulates the Register of establishments for breeding, providers and users of experimental animals and for other scientific purposes[8]). SAEX holds the quality certificates ISO 9001:2008 and ISO 14001:2004. The IMIBIC's Experimental Animal Service forms part of the SAEX.

10 Evaluation and Selection process

The selection of the IMIBIC-P^{2}Med Fellows follows an open, transparent, merit based, impartial and equitable selection procedure.

The evaluation and selection process has the following phases:

1. Eligibility check
2. Evaluation of CV and project proposal
3. Personal interview
4. Final ranking of applicants
5. Appointment of selected applicants

[4] http://www.uco.es/investigacion/portal/comite-bioetica-bioseguridad

[5] DIRECTIVE 2010/63/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 22 September 2010 on the protection of animals used for scientific purposes: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:276:0033:0079:en:PDF

[6] COMMISSION RECOMMENDATION of 18 June 2007 on guidelines for the accommodation and care of animals used for experimental and other scientific purposes: http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32007H0526&from=ES

[7] Real Decreto 53/2013, de 1 de febrero, por el que se establecen las normas básicas aplicables para la protección de los animales utilizados en experimentación y otros fines científicos, incluyendo la docencia: https://www.boe.es/diario_boe/txt.php?id=BOE-A-2013-1337

[8] DECRETO 142/2002, de 7 de mayo, por el que se crea y regula el Registro de establecimientos de cría, suministradores y usuarios de animales de experimentación y otros fines científicos: http://www.juntadeandalucia.es/boja/2002/55/2

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PHASE 1: ELIGIBILITY CHECK

Once the applications have been submitted via the **Online Application Platform** and the Call has closed, all applications will be checked for eligibility by the Selection Committee of IMIBIC.

We will check that applicants:

- fulfil the eligibility rules
- all required fields in the application have been filled in, and
- obligatory documentation has been provided and that it respects the formatting rules.

All applicants will be informed about the results of the eligibility check. If an application is not eligible, we will provide with an explanation on the grounds for ineligibility. Ineligible applications will not be evaluated.

PHASE 2: EVALUATION OF CV AND PROJECT PROPOSAL

All eligible applications will be evaluated by a panel of external experts. The panel members will be appointed based on the selection of the Scientific Programme and the scientific keywords provided by the applicant.

Each application will be evaluated remotely and anonymously (gender, full name and nationality will not be visible for the evaluators) by a Panel that includes at least three experts, of which at least 1 will be an international expert. The panel will evaluate each application based on the following evaluation criteria:

The evaluation criteria for the evaluation of the CV and project proposal is:

EVALUATION CRITERIA	Score
CRITERIA 1: Excellence of the candidate's CV	**0-40**
1.1 Scientific production: Number and relevance of peer reviewed publications (authorship, citations, impact factor, quartiles), other publications (book chapters, clinical guidelines, reports), patents, hard/software development	0-20
1.2 Research experience: Participation in international conferences (poster and oral presentations), participation in collaborative projects, international and inter-sectoral mobility, experience in management of research or innovation	0-10
1.3 Personal grants and fellowships (both requested and granted), awards and honours, and other professional activities (reviewer, chair, memberships, etc.)	0-5
1.4 Teaching and supervision activities	0-3
1.5 Participation in public awareness or other scientific communication activities	0-2
CRITERIA 2: Excellence of the Project proposal	**0-60**
2.1 Quality, feasibility and innovative aspects of the proposed research project. If applicable, competences and infrastructure of the research stay host organisation.	0-30
2.2 Impact on enhancing the potential and future career prospects of the researcher and capacity of the researcher to reach a position of professional maturity in research	0-6
2.3 Coherence and effectiveness of the work plan, including plan for Open Access to scientific publications and research data	0-15

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2.4 Appropriateness of risk management	0-5
2.5 Ethics issues	0-2
2.6 Gender issues (research-related)	0-2
TOTAL SCORE	0-100

The maximum score is 100. A threshold of 60 will be applied in this phase. The priority in ex aequo is defined by the score of Criteria 2 (Excellence of the project proposal).

All applicants will be informed about the results of the evaluation. The evaluation report will include the score and feedback to the applicant about the strengths and weaknesses of the application. Applicants will not be informed about their position in the ranking in this phase.

The evaluation of CV and project proposal lasts approximately four months.

Up to 18 best ranked applicants above the threshold will pass to the Interview phase.

PHASE 3: PERSONAL INTERVIEW

Up to 18 highest ranked applicants above the threshold will be invited for an interview that will be conducted via tele or video conference.

Applicants will be interviewed by an Interview Panel including one senior researcher (PI, Co-PI) from IMIBIC that works in the research area corresponding to the applicant's project proposal, one member of the Selection Panel (e.g. the Programme Manager, General Manager or HR representative) and one international expert with deep understanding of the research area.

Interviews will be conducted in English. Applicants invited to interviews will receive instructions on how to prepare for the interview. The interviews are semi-structured, and candidates will be requested to give a brief oral presentation (approx. 10 minutes) about their project proposal and its expected impact.

The evaluation criteria for the Personal Interview is:

EVALUATION CRITERIA	Score
CRITERIA 1: Scientific knowledge and skills in the area of interest, understanding of a field of study and mastery of research associated with that field.	0-60
CRITERIA 2: Capacity of creative thinking, critical analysis, and synthesis of new and complex ideas.	0-20
CRITERIA 3: Presentation and communication skills, ability to explain the expected outcome and value of their research to the research community and also to lay audience.	0-20
TOTAL SCORE	100

The following scoring scale will be used:

0 - Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
20 - Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.

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40 - Fair. Proposal broadly addresses the criterion, but there are significant weaknesses.
60 - Good. Proposal addresses the criterion well, but a number of shortcomings are present.
80 - Very Good. Proposal addresses the criterion very well, but a small number of shortcomings are present.
100 - Excellent. Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

All interviewed applicants will be informed about the results of the interview. The evaluation report will include the score and feedback to the applicant about the strengths and weaknesses with regard the evaluation criteria. Applicants will not be informed about their position in the ranking.

PHASE 4: FINAL RANKING OF APPLICANTS

The IMIBIC Selection Panel will complete the final selection of the applicants and dictate the resolution, taking into account the results of both the Evaluation of CV and project proposal and the Personal Interview.

The Score of the Evaluation of the CV and Project Proposal will weigh 70%, and the score of the Personal Interview will weight 30%, of the final score. The threshold for selection is 70 of the final score.

PHASE 5: APPOINTMENT OF SELECTED APPLICANTS

The selected applicants will be invited to start the appointment process. The applicants on a reserve list will be informed personally.

Calendar for Evaluation and selection process:

- Call Closes: 10th of January 2020 at midnight CET
- Eligibility check: January 2020
- Evaluation of CV and project proposal: February – April 2020
- Interviews: May 2020
- Appointment of selected applicants: June – September 2020

Summary of evaluation criteria and weighting:

PHASE	CRITERIA	SCORE	TOTAL SCORE	WEIGHT	THRESHOLD
1. Eligibility check	CRITERIA 1: Applicant has PhD or 4 years of full time research experience	n/a	n/a	n/a	Eligible / not eligible
	CRITERIA 2: Applicant fulfils the International Mobility Rule				
	CRITERIA 3: Application has been submitted in the Online Application Platform before the call deadline				
	CRITERIA 4: Application is readable, accessible and printable				
	CRITERIA 5: Application is complete and includes the requested administrative data,				

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	and any obligatory supporting documents specified in the call				
PHASE	**CRITERIA**	**SCORE**	**TOTAL SCORE**	**WEIGHT**	**THRESHOLD**
2. Evaluation of CV and project proposal	CRITERIA 1: Excellence of the candidate's CV	0-40	0-100	70%	60
	CRITERIA 2: Excellence of the Project proposal	0-60			
PHASE	**CRITERIA**	**SCORE**	**TOTAL SCORE**	**WEIGHT**	**THRESHOLD**
3. Personal Interview	CRITERIA 1: Scientific knowledge and skills in the area of interest, understanding of a field of study and mastery of research associated with that field.	0-60	0-100	30%	No threshold
	CRITERIA 2: Capacity of creative thinking, critical analysis, and synthesis of new and complex ideas	0-20			
	CRITERIA 3: Presentation and communication skills, ability to explain the expected outcome and value of their research to the research community and also to lay audience	0-20			
FINAL SCORE = Total score from phase 2 * 70% + Total score from phase 3 * 30%					**70**

11 Redress Procedure

All applicants are entitled to request a redress procedure during the selection process.

The applicant can file a formal request for redress via the Helpdesk email if he/she believes that a mistake has been made during the selection process that may affect the outcome of the eligibility check or evaluation.

The requests for redress must be filed within one week (5 working days) upon reception of the results of the eligibility check, the evaluation of the application or the interview. The redress procedure is not intended to object or to challenge the scientific or technical opinion of adequately qualified experts.

All requests for redress will be reviewed within 10 working days by a specific redress committee, appointed from IMIBIC's staff with no connection to the IMIBIC-P^{2}Med programme. The redress committee will examine the request and either dismiss it or recommend a re-evaluation of the parts of the application affected. The decision from the redress committee will be final.

12 Applicant's Checklist

- I have read the Guide for Applicants.
- I have checked my eligibility:

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a) I am in possession of PhD or can demonstrate 4 years of full time equivalent postgraduate research experience before the call deadline

b) I fulfil the International Mobility Rule

- I have checked the eligibility of my application:
  a) application is written in English, is readable, accessible and printable
  b) application (CV and project proposal) has been prepared using the provided templates
  c) application is complete and include the requested administrative data and the obligatory supporting documents specified in the call
  d) application has been submitted via the Online Application Platform before the call deadline
- I have ensured that my project plan is feasible within the IMIBIC research facilities and within my preferred research group.
- If I plan a research stay, I have contacted the Partner Organisation and have a Commitment letter signed by the Principal Investigator of the research stay host group.
- I have ensured that my project is in line with the scope of the call: Personalised and Precision Medicine, and within one of the Scientific Programmes of IMIBIC.
- I have ensured that my project does not include research fields that are not eligible within the programme, i.e. research activities directed at human cloning for reproductive purposes; research activity intended to modify the genetic make-up of human beings that could make such changes heritable (apart from research relating to cancer treatment of the gonads, which may be financed); research activities intended to create human embryos solely for the purposes of research or stem cell procurement, including the technique of somatic cell nuclear transfer; or research that leads to the destruction of human embryos).

13 Helpdesk & FAQs

The Helpdesk can be contacted by email at imibic.p2med@imibic.org and during regular office hours (9-15h from Monday to Friday) by telephone: +34 957 21 37 16

The Frequently Asked Questions can be consulted on the Programme website at: https://p2med.imibic.org/faqs/

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