



# Visiting Programme



Fondazione  
Cassa di Risparmio di Padova e Rovigo

## CALL FOR PROPOSALS 2018

### 1 → Introduction

Fondazione Cassa di Risparmio di Padova e Rovigo invites proposal for the *Visiting Programme 2018* in order to promote the development of international scientific relations within the University of Padua through international mobility and exchange of knowledge.

### 2 → Applicants and object

The *Programme* is offered to the **Departments of the University of Padua** and is intended to fund **international collaboration projects**. The projects must involve foreign Research Institutes and include the **international mobility** of Professors and Researchers (incoming or outgoing) for teaching and research activities.

### 3 → Budget

The total available budget for the call is **600.000 euro**.

Fondazione could assign a smaller amount in consequence of the selection process.

### 4 → Eligibility criteria and submission of the applications

Departments must submit an **international collaboration project**.

The project **must include both research and teaching activities** in the framework of an incoming and/or outgoing mobility plan of one or both of the following groups:

- an **Italian Group** of Professors and/or Researchers from one or more Departments of the University of Padua, lead by a **Group Leader**;
- a **Foreign Group** of Professors and/or Researchers from one or more foreign Universities or Research Institutions, lead by a **Group Leader**.

Both of the groups can be composed even by **a single person** (the Group Leader) and the mobility plan can involve **even a single Group**.

**The Department** of reference for the Italian Group Leader at the University of Padua **will be the Applicant Unit** (Leading Italian Structure/ Applicant Unit) and **will be the only contact** of Fondazione, until the deadline as well as after conclusion of the project, in case it is funded.

At the moment of the submission, the applicant will be asked to refer his/her project to one of the following **scientific domains**:

**Area 1 > Physical Sciences and Engineering**

**Area 2 > Life Sciences**

**Area 3 > Social Science and Humanities**

Nevertheless, the Fondazione could modify this choice within the evaluation process, in particular in case interdisciplinary/transdisciplinary projects are submitted or in case incoherences between the project and the chosen domain are found.

The **Italian Group Leader** must be a Professor or a Researcher from the University of Padua.

The **Foreign Group Leader** must be a Professor or a Researcher from a foreign University or Research Institution, with proven scientific and/or teaching experience, and must have been conducting his/her research activities exclusively abroad **from January 1st, 2013** on.

The **eligible teaching activities** are:

- full teaching units;
- partial teaching units, in cooperation with a Professor of the University of Padua;
- teaching activities within doctoral programmes;
- teaching activities at the Galilean School of Higher Education.

Teaching activities can be carried out **also part time** or, in case the projects includes only the mobility of the Foreign Group, only at the University of Padua.

The total **duration of the projects** must be **between 3 months and 1 year**. All projects must be written in **English** using the Application Form template available on the website [www.fondazionecariparo.it](http://www.fondazionecariparo.it) at the webpage of the *Programme*.

Once the Application Form is filled in, it must be submitted, **in one single PDF** along with all the compulsory annexes, through the **informatic wizard** which can be accessed at the same webpage.

**The deadline for the submission is June 30th, 2018 at 12.00 am.** After this time the wizard will deactivate the submission function.

The PDF version of the project **must include the following compulsory annexes**:

- CV of the Group Leaders (max 2 pages each);
- Partnership letters of all the involved Institutions;
- Authorization letter of the Leading Italian Structure (Department);
- GANTT diagram, showing all the planned activities and detailing, for every participant, the terms of staying in an academic centre different from the originary.

The **maximum amount granted** per project will be **40.000 euro**.

Departments can submit more applications, provided the commitment to realise all the projects that should be granted. However, the Group Leaders of a project can not be involved in other projects.

Projects written or submitted in other ways, incomplete or submitted after the deadline **will be excluded** from the evaluation.

In case Group Leaders could not follow the project until its conclusion for any reason, they must identify another person who has the expertise and capacities to **replace** them for the prosecution of the activities.

## 5 → Eligible costs

**Eligible costs** are:

1. Research costs (consumables, materials, components – max 30% of the total budget);
2. Travel expenses of the Italian Group;
3. Travel expenses of the Foreign Group;

4. Dissemination costs;
5. Other expenses (max 10% of the total budget).

**Costs exceeding the limit of 9% of the total budget** must be detailed in the dedicated section "additional notes". Other fundings must also be detailed, as well as their amount and nature, except for permanent employees whom will cooperate to the project, structures, and other in kind contributions.

All expenses must be detailed, in any case, during the reporting phase.  
Expenses made before the date of the contract will be excluded.

In case of participation to other calls of proposals (promoted by Universities, local Authorities or other Institutions at National and International level) the Applicant must request and obtain the authorization of Fondazione.

## 6 → Evaluation and selection

In order to guarantee an appropriate comparison, taking into account the sector-specific characteristics of the projects, the management of the evaluation and selection process will be entrusted to **three independent Panels**. Each Panel will be appointed by Fondazione according to the scientific domains detailed above and will involve only independent reviewers.

All projects will be evaluated on the base of the following **criteria**:

- Coherence between the planned activities and the activities of the involved Institutions and groups;
- Timing of the activities and feasibility of the proposal;
- Expected results, planned dissemination activities and their methodologies;
- Sustainability of the project and impact on the scientific community of the University of Padua, in particular on the strenghtening and/or the development of international relations;
- Coherence of the budget;
- Curriculum and scientific production of the Group Leaders and of the group members.

Fondazione could take into account also the previous assignment of other of its grants to the same Department or the same group .

In particular, projects submitted by Group Leaders who are already granted by the Fondazione at the moment of launch of this call **will be excluded**.

The **results of the selection** will be published on the website **[www.fondazionecariparo.it](http://www.fondazionecariparo.it) within September 30th, 2018**.

Fondazione could modify this timing if necessary, giving notice on its website. Participants are kindly asked to check the actual timing just before the deadline.

**The evaluations of the projects, the selection and the amounts granted are unappealable.**

**Appeals, complaints, reexaminations requests and any other similar request will not be taken into account.**

All Panel members must act in compliance with the **Code of conduct and ethical standards** of Fondazione, available at [www.fondazionecariparo.it](http://www.fondazionecariparo.it), which includes confidentiality obligations for all co-workers, including part-time and casual collaborations.



### 7 → Project implementation and monitoring

Fondazione and the University of Padua will sign a specific **contract** for any granted project.

**The only administrative contact** for Fondazione will be the University of Padua, and in particular **the Department** to which the Italian Group Leader belongs. Fondazione will not transfer any amount to other Institutions.

Grants must be used only for the purposes which are described in the project. In case of other uses, the grant will be withdrawn.

Granted Departments **must allow** the Foreign Group to use their spaces, libraries, laboratories, instruments, and any other facility which will be considered necessary to fulfill the planned activities. Moreover, during the stay of the foreign group they **must organize at least one public dissemination event**, which should be open to students and citizens.

The stay of the single group members **can be interrupted**.

**At the end** of the project, granted Departments will be asked to send to Fondazione a **complete balance** of the expenses, detailed in compliance with the submitted budget, as well as a **final report** of the activities which will have been carried out (length: 10-30 pages).

The final report will be written following the form sent by Fondazione and could be submitted to the evaluation Panel and/or to other reviewers.

In case of outgoing mobility of the Italian Group, the report must include in annex a **declaration from the Director of the host Institute** which must certificate the actual presence of the participants and the terms of their stay. The Group could send also other deliverables from the activities (publications, presentations, scientific articles, etc.).

During the implementation of the project Fondazione could monitor the activities, in order to assess the impact of its interventions, even through site visits at the Departments.

### 8 → Contacts

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(reference: dott. Andrea Stocco)