

INESC PORTO GRANT REGULATION

I - GENERAL PROVISIONS

Article 1

(Purpose of the grants)

1. In order to promote and encourage advanced training in its research and technological development areas of intervention, INESC Porto - Instituto de Engenharia de Sistemas e Computadores do Porto awards grants to carry out scientific research or pursue activities related to technical support and research management.
2. This regulation was approved by the Fundação para a Ciência e a Tecnologia (Foundation for Science and Technology), hereinafter designated as FCT, in accordance with Law No. 40/2004, dated 18 August, which approves the Research Grant Holder Statute.

Article 2

(Grant recipients)

1. The research grants will be awarded to those holding undergraduate degrees, postgraduate degrees, doctorates or to those who hold equivalent academic qualifications, obtained in Portuguese or foreign higher education institutions.
2. Other grants may be awarded to individuals without academic degree, pursuant to Annex I.

Article 3

(Types of grants)

1. Grants awarded by INESC Porto for the purposes outlined in Article 1, number 1, must conform to one of the types described in Annex I of the present Regulation, which will be updated as and when necessary.
2. The types of grants offered by INESC Porto and their respective conditions are outlined in Annex I, an integral part thereof of the present Regulation, which will be updated as and when necessary.
3. INESC Porto may award grants as part of Research Projects funded by the FCT or as part of the activities of the R&D Unit/Associate Laboratory. In addition, these grants can be awarded in the context of other national programmes, as long as the types and conditions established by them correspond to some of the types in Annex I of this regulation.
4. Special types of grants may be awarded, namely for programmes run by the European Union or other International Programmes that have special arrangements for this type of grant.

Article 4

(Grant schemes)

1. For all matters not provided in the present Regulation, hereinafter referred to as the INESC Porto Grant Regulation, the abovementioned grants will be governed by the Research Grant Holder Statute, approved by Law No. 40/2004, dated 18 August, hereinafter designated as Grant Holder Statute, and by further applicable legislation.
 2. The grants mentioned in Article 3, number 3, will be governed by the Grant Holder Statute, by the FCT's Regulation for the Advanced Training and Qualification of Human Resources, and by this Regulation.
 3. The grants mentioned in Article 3, number 4, will be governed by the specific rules of each programme under which the grants have been awarded, as well as by this Regulation.
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Article 5
(Hosting grant holders from other institutions)

1. Besides the grant holders who have been awarded one of the grants outlined in Annex I, INESC Porto can also receive grant holders from specific programmes, namely those run by the European Union, other International Programmes or grant holders financed by other national or foreign institutions, provided that their work is carried out in areas related to those pursued by INESC Porto, who will become their host institution.
2. INESC Porto may co-fund the grants mentioned in number 1.
3. Grant holders received under the above mentioned conditions must sign a "*statement of acceptance*" of the internal standards of the institution, as well as the obligations outlined in the present Regulation provided that they do not conflict with the specific regulations of their respective grants.
4. As a host institution, INESC Porto agrees to fulfil all its duties and obligations, particularly those established in Articles 13 and 15 of the Grant Holder Statute.

II - AWARDING THE GRANTS

Article 6
(Recruitment)

1. The recruitment of grant holders will be preceded by the publication of advertisements in suitable locations. In order to reach broader audiences, INESC Porto may disseminate the announcements at Universities, on the Internet or through the media.
2. All the advertisements will be published on the Eracareers Website, or other equivalent websites indicated by the FCT for that purpose. A copy of all advertisements will be sent to the FCT prior to publication with the minimum notice established by the FCT.
3. The advertisements should contain information about the starting date and duration of the application period, the required profile according to the purpose of the grant, as well as the selection criteria.
4. The information required by Article 6 of the Grant Holder Statute that is not included in the advertisement will be made available by redirecting to this Regulation and its Annexes, by means of indicating the website where the Regulation is published.
5. Exceptionally, if the grant is to take place as part of an academic project, the grant holder may be selected directly in a selection process carried out by the Higher Education institution, according to its internal rules.

Article 7
(Selection of applicants)

1. The grant holders will be selected by a jury composed of at least three individuals with a Doctorate degree. The selection will be based on the following criteria, by decreasing order of importance:
 - a) An Academic *Curriculum* relevant to the scientific area of the call.
 - b) Proximity between the scientific fields of specialisation and the activity of INESC Porto where the activity will take place.
 - c) Previous experience.
 2. To select grant holders without an academic degree or with a Doctorate degree, the jury may use selection criteria that are more suitable according to these types of Grant. These criteria will be mentioned in the respective advertisement.
 3. All the decisions taken and the criteria applied by the jury must be stated in an official minute.
 4. With reference to the grants mentioned in Article 3, number 3, INESC Porto will send copies of the official minutes to the FCT or other entities responsible for the national programmes awarding the grants.
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Article 8
(Announcement of results)

1. The results of the selection procedure will be announced within 30 working days of the application deadline and the candidates will be notified by written communication which may be in the form of an e-mail.
2. Within 5 days after being notified of the final results, the applicants may appeal the decision to INESC Porto's Board of Directors.

Article 9
(Formal procedures)

1. The award granting procedure must include the following documents:
 - a) A proposal signed by the scientific advisor.
 - b) A Work Plan stating the main objectives to be accomplished.
 - c) A Certificate of academic qualifications.
 - d) A *Curriculum Vitae* duly signed by the applicant.
 - e) An Academic Transcript providing proof of acceptance from the institution for grants holders in on-going education (if applicable).
2. The awarding of a grant will be formalised by the signing of a grant contract that conforms to the model in Annex III of the present Regulation, between INESC Porto and the grant holder.

Article 10
(The Scientific Research Grant Holder Statute)

1. The statute of Research Grant Holder is automatically granted with the signature of the grant contract, and will be effective from the starting date of the grant. Whenever necessary, INESC Porto or the FCT will issue a statement confirming the statute.
2. INESC Porto is responsible for issuing all documentation confirming that its grant holders fall under the Research Grant Holder Statute, regardless of who awarded the grant.

Article 11
(Grants duration and renewal)

1. INESC Porto awards grants for a period of 12 months and can be renewed, following a decision by INESC Porto's Board of Directors, for a further period of 12 months until the maximum time limit is reached for each type of grant, as outlined in Annex I.
2. Exceptionally, grants may be awarded or renewed for a period shorter than 12 months, in order to align grant lengths with the duration of the projects.
3. The request for renewal must be submitted in the appropriate form available, duly substantiated, and presented to INESC Porto's Board of Directors at least 30 days before the conclusion of the grant. The request should include a statement from the scientific advisor, as well as an activity report and a work plan for the renewal period requested.

Article 12
(Budgetary and financial conditions of the grants)

1. The global expenditure for INESC Porto's grants is established in the annual budget and an estimate of all grants must be included in each Unit's yearly plan and budget.
 2. The Board of Directors of INESC Porto will decide annually on the monthly stipend of each type of grant described in Annex I, with the values approved by the FCT for similar grants as reference.
 3. The stipends and components of the grants referred in Article 3, number 4, are those defined in the programme or project awarding the grants.
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4. The stipends will be paid monthly by bank transfer to the grant holder's bank account.
5. The grant does not include subsistence allowances, Christmas bonuses or holiday pay, or any other subsidies which are not explicitly mentioned in this Regulation.

Article 13
(Additional payments)

1. In accordance with Article 5, number 4 of the Grant Holder Statute, all grant holders may receive additional payments for technical or scientific activities, of a non-permanent nature, that take place within the scope of projects or contracts signed between INESC Porto and other public or private, national, foreign or international entities providing that they are directly related to the grant's work plan.
2. The abovementioned remunerations will be paid by INESC Porto, following a quarterly evaluation process. These payments will have as maximum limits those established annually by INESC Porto' Board of Directors.
3. The abovementioned payments will be made by bank transfer to the grant holder's bank account.

III - RIGHTS AND OBLIGATIONS OF THE GRANT HOLDER

Article 14
(Exclusive dedication)

1. With the exception of the cases included under Articles 3 and 4 of the Grant Holder Statute, the grants awarded by INESC Porto are issued on an exclusive dedication basis; therefore, grant holders are not permitted to perform any privately or publically paid activity, including any self-employed work.
2. In order to carry out the activities mentioned in Article 5, number 4 of the Grant Holder Statute (activities outside the host institution and teaching activities), the grant holder must request INESC Porto's prior authorisation and agree with the institution the terms under which those activities will be carried out.

Article 15
(Attendance)

1. In terms of attendance and working hours, the grant holder should follow the internal rules in force at INESC Porto, or those established by the scientific advisor.
2. With reference to research grants awarded to higher education students in on-going education, the grant holder and his advisor should agree on the minimum weekly time to be dedicated to the research activities.
3. The non-compliance with the abovementioned obligations will cause the immediate suspension of grant payments, until the reasons that caused the infraction are clarified.
4. The repeated absence from work or absences with serious activity impacts may lead to the cessation of the grant contract.

Article 16
(Confidentiality obligation)

Grant holders shall not disclose any information to which they have access to during their activities at INESC Porto, under the "Confidentiality Agreement" in force at INESC Porto.

Article 17
(Collaboration with INESC Porto)

1. The grant holder will make all efforts to analyse and solve the problems presented by his scientific advisor or the researcher responsible for the R&D project he is working on. While executing his work plan, the grant holder will act according to the guidelines of the scientific advisor, providing all the information and performing all the tasks that may be given to him.
2. During his participation in a R&D project, the grant holder may disseminate his scientific and technical results, by publishing papers in scientific journals or by presenting papers in conferences, workshops, or courses. These actions, which are part of the work plan, must be executed under the guidance of his scientific advisor or the researcher responsible for the R&D project his are working on.

Article 18
(Activity report)

1. On a renewal request of the grant, the grant holder is required to present a progress report, which must be approved by his scientific advisor, regarding the activities concluded in the previous period, according to the model in Annex III of this Regulation.
2. The grant holder must present a final report until the end of the grant. This report must include the elements outlined in Article 12, paragraph f) of the Grant Holder Statute and in accordance with the model presented in Annex III. The grant holder is also expected to complete a final assessment report on the grant programme, in accordance with the model in Annex IV.
3. Failing to submit the reports mentioned in numbers 1 and 2 will lead to the suspension of payments in the case of grants awarded by INESC Porto until they are presented. With reference to grants funded by other institutions, those institutions will be notified.
4. Failing to submit the final report within the deadline mentioned in number 2, this will result in the denial of further grants until the report is submitted, and that no statement related to the status of grant holder will be issued.

Article 19
(Evaluation)

Besides the quarterly evaluation process, mentioned in Article 13 of this Regulation, the scientific advisor will perform a global evaluation of the grant holder's activity, to be included in the Final Report, based on the model in Annex V. In particular, the global evaluation should take into consideration whether the grant holder fulfilled the objectives of the grant and the respective work plan.

Article 20
(Intellectual property rights)

1. INESC Porto's directives on the matter of intellectual property rights (IPR) will be applied to all IPR resulting from the activity of the grant holders.
2. As a principle, the results of grant holders should be protected and exploited in the name of INESC Porto, without prejudice to the indication of the grant holder's name and to the sharing of possible revenues resulting from that exploitation.

Article 21
(Leave)

1. Each calendar year, grant holders are entitled to a two working days off per each month of work, up to a maximum of 22 working days per year.
 2. These days off must be agreed with the scientific advisor, and can be scheduled at one time or spread out throughout the period of the grant.
 3. The Human Resources service must be informed of the scheduling of these days off at least one month in advance, as well as of any changes made to the scheduled days.
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Article 22

(Personal accident insurance)

1. Throughout the duration of the grant, the grant holder will benefit from a personal accident insurance.
2. The insurance shall be extended in case of travelling abroad.

Article 23

(Social Security scheme)

1. The grant holder must ensure his right to social security by joining the "Seguro Social Voluntário" (Voluntary Social Insurance), provided by Decree-Law No. 40/89, dated 1 February, with the special provisions set out in Article 10 of the Grant Holder Statute.
2. INESC Porto will reimburse the grant holder with an INESC Porto grant who decide to join this voluntary social security scheme, in the amounts corresponding to the first salary scale, on condition that that he provides proof of the full payment of the instalments.

Article 24

(Changes to the Work Plan)

- 1 On penalty of the termination of the grant contract, the grant holder is not allowed to unilaterally change the course of the work plan that has been initially proposed.
1. INESC Porto's Board of Directors may, however, authorise changes to the work or study plan, following a duly justified request from the grant holder, accompanied by the revised work plan proposal and the scientific advisor's opinion.

Article 25

(Suspension of work)

1. The grant holder cannot suspend his course, studies or work he is involved in, unless authorised by the INESC Porto's Board of Directors or in situations outlined in Article 9, number 1, in paragraphs f) and g) of the Grant Holder Statute.
2. If the grant holder decide to renounce the grant, he must communicate his intention to INESC Porto and the funding entity (if applicable) with 30 days notice.
3. The grant holders must disclose to the FCT any fact that may justify the suspension of the activities funded by the grant.

Article 26

(Suspension of payments)

1. The suspension of the activities implies the immediate interruption of payments for the corresponding period, without prejudice to the cases outlined in the following number.
2. In the suspension cases described in Article 9, number 1, paragraphs f) and g) of the Grant Holder Statute, INESC Porto will continue to pay the stipends only if the event is not covered by the "Seguro Social Voluntário" (Voluntary Social Insurance) or by the Social Security Scheme in which the grant holder is included.

Article 27

(Termination of the grant contract)

1. In addition to the motives provided in Article 17 of the Grant Holder Statute, grants may be cancelled for the following reasons:
 - a) Breach of the exclusive dedication regime, established in Article 14.
 - b) Repeated breach of attendance and considered of serious impact, as defined in Article 15.
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- c) Breach of the "Confidentiality Agreement", mentioned in Article 16.
 - d) Breach of the obligation to collaborate, as defined in Article 17.
 - e) Negative performance evaluation, under the terms provided in Article 19.
 - f) Non-compliance with property protection stipulating that developments are made in the name of and used by INESC Porto, as defined in Article 20.
 - g) Unauthorised changes to the work plan, as defined in Article 24.
 - h) Suspension of activities for a period over 365 days, due to the reasons provided in Article 9, number 1, paragraphs f) and g) of the Grant Holder Statute.
 - i) Suspension of activities for the reasons provided in Article 9 number 1, paragraphs f) and g) of the Grant Holder Statute, beyond the duration of the project under which the grant was awarded.
2. The termination of the grant contract and grant holder statute will be decided by the INESC Porto's Board of Directors, which may yet decide to request the application of sanctions and the restitution of the amounts paid until that date, under the terms provided in Article 18, numbers 1 and 4 of the Grant Holder Statute.
 3. The grant holder will be informed of the decision to terminate the grant contract and will be presented with the justification.

Article 28

(Other rights and obligations of the grant holder)

In addition to the rights and obligations outlined in this Regulation, the grant holder is entitled to all the rights and obligations laid down in the Grant Holder Statute.

Article 30

(Grant Holder Information office)

1. The Grant Holder information Office is responsible for following up the grant holders and operates in the Human Resources Service. A member of the Human Resources Service will be responsible for providing all the necessary information and for guiding the grant holders, assisted by collaborators specialised in other areas.
 2. The Office is responsible for giving grant holders all the necessary information concerning the Grant Holder Statute, this Regulation, the rules and procedures in force at INESC Porto, as well as support them in any other matters (such as accommodation, social security formalities, etc.) and if and when necessary passing the issues onto other collaborators.
 3. A section called "Núcleo do Bolseiro" (Grant holder Information Centre) is available on the Intranet of INESC Porto's website. This section contains all the necessary information and documents, including a compilation of FAQs.
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ANNEXES

Annex I: INESC Porto Grants, including those awarded as part of R&D Projects funded by the FCT, or in the scope of the R&D Unit benefiting from the "Plurianual" funding programme

Annex II: Grant Contract Model

Annex III: Research Grant Holder Activity Report Model

Annex IV: Final Report for the Grant Programme Appraisal Model

Annex V: Advisor's Final Report Model
