# GUIDE

# STIMULUS OF SCIENTIFIC EMPLOYMENT, INDIVIDUAL SUPPORT

# 2018 CALL

**January 2019**

# CONTEXT

## About CIÊNCIAVITAE

<u>CIÊNCIAVITAE is a platform that allows you to create, manage and promote your curriculum vitae quickly and easily</u>. It will gradually replace[1] the previous available CV platforms and in a close future will be the only CV platform in the Portuguese scientific system.

Using **CIÊNCIA**VITAE as your curriculum vitae management platform has many advantages:

*One cv:* common to different stakeholders of the national academic-scientific system. The administrative burden on the user and the effort in multi-agency validation/certification tasks is reduced;

*Customise:* the user chooses how, when and what to share. The "Export Curriculum" feature allows you to create multiple versions of the CV, suitable for different needs: customizable content and various document formats;

*Integrate:* **CIÊNCIA**VITAE is integrated with several national and international systems, such as ORCiD, FCT|SIG, etc. You can reuse information you have already registered in these systems to build your CV;

*Promote:* promote your CV. By making it public, other users will be able to find it through the "Find CVs" feature.

More information [here](#).

## Creating a CIÊNCIAVITAE curriculum vitae

**CIÊNCIA**VITAE is aimed at all those, Portuguese or foreigner, operating in the academic and research context in Portugal.

<u>To create a **CIÊNCIA**VITAE you need a CIÊNCIA ID,</u> which is a unique identifier and authenticator. If you do not have one, you can register [here](#).

Once you have a CIÊNCIA ID you will be able to create your **CIÊNCIA**VITAE [here](#). To help you in this process, you will find [FAQs](#), [Tutorials,](#) and the [User Manual](#) on the platform's website.

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[1] Please consult the platforms' websites for a detailed schedule to the stoppage of its services

## Using CIÊNCIAVITAE in CEEC-IND2018

In section "F. Curriculum Vitae" of the CEEC-IND2018 application form, you will be asked to choose between two CV platforms: FCT|SIGcv and **CIÊNCIA**VITAE.

If you opt for **CIÊNCIA**VITAE, the system will automatically check if you have already associated[2] a CIÊNCIA ID with your FCT identifier: if you do, you will be able to use your **CIÊNCIA**VITAE right away. If not, you will be redirected to your FCT|SIG account, where you can make this association.

## FCT access to CIÊNCIAVITAE

FCT will have access to a subset of data from your **CIÊNCIA**VITAE. This subset of data includes information useful for most FCT evaluations and is fully compliant with the new General Data Protection Regulation (GDPR).

The FCT access credentials to the **CIÊNCIA**VITAE API[6] services allows FCT to access your **CIÊNCIA**VITAE information with both "Public" and "Semi-public" levels of privacy. As users´ privacy is pivotal to the **CIÊNCIA**VITAE platform, the user can define the level of privacy to each item of the CV:

**Public**:
*Accessible to*: anyone (includes third-party systems)
The information can be used under a CC BY (4.0) license.

**Semi-public**:
*Accessible to*: user, CV managers named by the user, third-party systems duly consented by the user

**Private**:
*Accessible to*: user, managers named by the user

By submitting an application to FCT and choosing **CIÊNCIA**VITAE as the source of curricular information, FCT may access the user's information. As the information collected under the scope of this application represents necessary pre-contractual arrangements requested by the applicant, the applicant's consent is granted with the submission: this is the reason why you will not be asked to provide your consent to FCT accessing your **CIÊNCIA**VITAE during the submission of this application.

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[2] This association is done on "Your Account" section of your FCT|SIG account
[6] *Application Programming Interface*, permite a transferência de dados entre sistemas

Please note that the "Private" level of privacy represents the most restrictive access to the information deposit on your **CIÊNCIA**VITAE. Be sure to select the "Public" or "Semi-public" levels of privacy to all the data you want to be made available to the evaluators. Any information with the privacy level set to "Private" will not be accessed by FCT, i.e., it will not be available in this application to be evaluated.

Each **CIÊNCIA**VITAE user is fully responsible for the management of the privacy levels of the **CIÊNCIA**VITAE. **CIÊNCIA**VITAE cannot be held responsible for this management.


*List of accessed data*

As aforementioned, FCT will access a specific subset of the information available in your CIÊNCIAVITAE.

In compliance with Article 5 of the new GDPR, this subset of information respects the following principles:

1. Lawfulness, fairness and transparency;

2. Purpose limitation;

3. Data minimisation;

4. Accuracy;

5. Storage limitation; and,

6. Integrity and confidentiality.

This subset can be consulted **here** (download).

Please be aware that not all the data from this subset will be evaluated. FCT evaluation of the curriculum vitae will respect what is explicitly mentioned in the "Evaluation Guide".


*Time interval to have the information accessible*

When choosing the CV platform in this application (see **Using CIÊNCIAVITAE in CEEC-IND2018**), "the chosen CV will be automatically attached to your application within 24 hours of submission". Therefore, if you chose **CIÊNCIA**VITAE as your curriculum vitae in this call, please ensure that:

1. The information to be accessed by FCT (see **List of accessed data**) has the privacy level set to "Public" or "Semi-public";

2. You do not revoke FCT permission to your **CIÊNCIA**VITAE within this timeframe.

The consequences of **1.** is that all information set to "Private" will not be accessed by FCT and

therefore will not be included for evaluation. The consequence of **2.** is that FCT will not be able to access your information at all, and hence your **CIÊNCIA**VITAE will not be associated with your application. If no curriculum vitae is submitted, the evaluation is not possible (see Evaluation Guide).

If for any reason you wish to revoke FCT's permission to access your **CIÊNCIA**VITAE, please select FCT|SIG as the curriculum vitae to be associated to your application.

*Revoking FCT access before 24 hours of submission*

If, by accident, you revoked FCT permission to access your **CIÊNCIA**VITAE after submission and before 24 hours since submission have passed, you may contact FCT by email (info.ec@fct.pt) and ask FCT to re-open the application. This option is available up to 5 working days before the call ends. Please note that it is your responsibility to lock the application afterwards, as the re-submission of the application does not happen automatically.

## **CIÊNCIA**VITAE **helpdesk**

If you have any doubts or suggestions on **CIÊNCIA**VITAE platform please send them to info@cienciavitae.pt.

## **CEEC-IND helpdesk**

If you have any doubts or concerns on this application please contact us via the email address: info.ec@fct.pt.

**EDITION**

**CIÊNCIA**VITAE Team (PTCRIS-UCCN/FCT)