

FAQs

Frequently Asked Questions

**Maria de Sousa Call for PhD Studentships –
2021**

SEAGULL – Seeking Epidemiological and Virological Answers

May 2021

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1 - INFORMATIONS ON THE APPLICATION

1.1 - On which platform should I submit the application?

Application must be completed and submitted directly in the myFCT platform (available at: <https://myfct.fct.pt/>).

To access the myFCT platform you need to have a CIÊNCIA ID, your unique national identifier and authenticator that allows you to have access to various science services. If you do not yet have this identifier, you can register through the address: <https://www.ciencia-id.pt/CiencialD/Passo1.aspx>).

CIÊNCIA ID allows access to the myFCT platform and also to the platform where the curriculum must be filled out - **CIÊNCIAVITAE** (available through: <https://cienciavitae.pt/>) that will be associated with the application.

For a better user experience in myFCT, FCT suggests the preferred use of the **Chrome** or **Firefox** browsers.

1.2 - In which language should I fill out the form?

The form should be filled out either in Portuguese or in English; this is also applicable to all uploaded documents, CV (applicants and supervisors), recommendation and letters of support.

1.3 - To apply to this call, do I need to have an ORCID ID?

No, an ORCID ID is optional for applicants and supervisors. You may submit the application even if the ORCID section is in a "Not Filled in" status.

In case you would like to create an ORCID identifier, you will have to register as a new user at <https://orcid.org/register>. An ORCID identification number will be assigned to you. This number appears on the left hand side of the screen under your name. It consists of 16 digits in four groups of four, e.g., <http://orcid.org/xxxx-xxxx-xxxx-xxxx>.

1.4 - How should I proceed to make my ORCID ID visible in the application?

If you intend to associate your ORCID identifier in your application you must access the menu "Profile> ORCID" on the top-right side of your personal myFCT area and authorize ORCID ID access. There is also a field in the **CIÊNCIAVITAE** CV to indicate your ORCID.

Please note that, any elements present in ORCID that are not mentioned in the submitted CV will not be considered.

1.5 – Is it mandatory to select one or more of the specific objectives of the call?

Yes. The Maria de Sousa Call for PhD Studentships – 2021 has as its scope the development of new knowledge allowing the development of competences to answer to epidemiological and virological phenomena, so it is mandatory to select between 1 and 3 of the specific objectives of the call, established in the Notice of the Call, in which your work plan must fit.

1.6 - What should I select under Scientific field and subfield?

You should select the scientific field and subfield that better matches the thematic area of the work plan and which is included in the Main Scientific Field. Only when none of the subfields mentioned in Annex I of the Application Guide fit the work plan of your application, should you select the option "Other" indicating the most appropriate designation.

1.7 - What are both in Portugal and abroad fellowships?

For these fellowships, the applicant carries out a work plan in Portugal and in another country, under co-supervision. There are however limits to the length of stays abroad: two years for PhD studentships (No. 8 of article 6 of the FCT Regulation for Studentships and Fellowships). Hence, for a both in Portugal and abroad fellowship it is mandatory to indicate: i) a foreign host institution; ii) a supervisor/co-supervisor affiliated with the indicated foreign institution; if the two conditions are not guaranteed, the application is automatically converted to a PhD studentship in Portugal, being evaluated accordingly.

1.8 - May I apply for a PhD studentship that takes place entirely or partially abroad?

Yes, you may apply for 1) a both in Portugal and abroad studentship (in case the work plan will be carried out partially at foreign institutions) or 2) an abroad studentship (if the work plan takes place entirely in a foreign institution). In both cases, you must prove that you are a citizen permanently and usually living in Portugal, at the starting date of the studentship, under the terms of No. 2 of article 9 of the RBI. This requirement is applicable to both national and foreign citizens. When conditionally granting the studentship, for the purposes of contracting, it is mandatory to present a permanent residence permit valid on the date required for the start of the studentship; however, this is not required at the application submission stage, and will only be required at the contracting stage.

If the work plan is carried out exclusively abroad, you must select the option "Abroad" and a specific field will appear to justify this choice, where you should clearly explain the reasons for your option, namely the fact that there is no participation of national institutions.

1.9 - I am a citizen of a non-EU member country. May I apply to a PhD studentship?

Yes, applicants who are citizens of third-party states are eligible to the Maria de Sousa Call for PhD Studentships – 2021.

1.10 - Do I need to submit a proof of residence in the application?

No. Applicants who wish to carry out their research fully in Portugal do not need to present a proof of residence in the country. Applicants to a both in Portugal and abroad fellowship, or an abroad studentship, will need to prove that they have permanent and regular residence in Portugal, however, this proof of residence will be only required at the contracting stage. These requirements are applicable to both national and foreign citizens.

1.11 - Are applicants with a proven degree of disabilities granted any bonuses?

Yes. Applicants with a proven degree of disability equal or above 90% shall have a bonus of 20% on criterion A - Merit of the Applicant. Applicants with a proven degree of disability equal or above 60% and under 90%, shall have a bonus of 10% on this criterion. Disabilities of less than 60% are not awarded bonuses.

1.12 - Which document should I submit to attest the degree of disability?

The document that is accepted to attest the degree of disability is the document “*Atestado de Incapacidade Multiuso*”, issued according to the Decree-Law no. 202/96, of 23 of October, in its current version.

2 - PREVIOUS FELLOWSHIPS

2.1 - When is a studentship/fellowship considered to be directly funded by FCT?

When the contract is established between FCT and the studentship/fellowship holder, as is the case in the annual call for studentships and fellowships and in FCT PhD Programmes.

2.2 - I had a previous studentship/fellowship funded by FCT, either directly or indirectly. May I still apply for a PhD studentship in this call?

Yes, unless:

- The applicant is in breach of studentship/fellowship holders’ duties regarding the previous fellowship, directly or indirectly, funded by FCT. This includes non-delivery of midterm or final reports, or lack of refunding of costs that may be due, according to the applicable legislation and regulations.
- The applicant has previously been awarded a FCT-funded PhD or a PhD in industry studentship, regardless of its duration.

3 - PROFESSIONAL ACTIVITY

3.1 - Is it possible to hold a job at the same time as the studentship/fellowship?

Work carried out by the studentship/fellowship holder falls under conditions of exclusivity or full-time functions according to the terms stated in article 5 of the Research Fellow Statute (approved by Law 40/2004 of 18 August 2004, amended and re-published in Decree-law 202/2012 of 27 August and further amended by Law 12/2013 of 29 January, Decree-Law 89/2013 of 9 July and by Decree-law 123/2019 of 28 August) and under the terms set forth in the FCT Regulation for Studentships and Fellowships (Article 16).

3.2 - My professional activity is compatible with the fellowship according to Article 5 of the Research Fellow Statute. Which procedures should I follow?

You will have to:

1. Specify the activity to be carried out, indicating the institution, nature of the labour relationship, function/role and number of weekly hours;
2. Attach a document provided by the institution where you will carry out the activity, indicating the information mentioned in the previous point. If it is impossible to obtain the abovementioned document, this may be substituted by an affidavit indicating the activity, labour relationship, function/role and number of weekly hours.
3. Fill in all the fields related to the professional activity before the association of your supervisor.

Your supervisor must, in her/his personal area, “Supervisor area”, indicate if the declared activity(ies) is/are feasible or not feasible together with the proposed work plan, and justify her/his answer. Without your supervisor’s answer, it will not be possible to validate and submit your application. In case the applicant changes her/his answer in the field of professional activity, namely, by submitting a new professional activity, after the supervisor’s answer, he/she will receive a notification. It is not mandatory for the supervisor to change the declaration previously submitted if she/he wishes to keep the information already filled in.

3.3 - I am not able to provide the required documents relating to my professional status. How should I proceed?

When it is not possible to obtain such documents, the applicant may provide instead a statement indicating the activity, nature of the employment contract, position and the number of weekly working hours, assuming full responsibility for the validity of the information provided.

4 - CURRICULUM VITAE

4.1 - What type of curriculum vitae must I submit in my PhD studentship application?

Applicants may only use the curricular management platform **CIÊNCIAVITAE**.

To create a CV in **CIÊNCIAVITAE** platform you need to have a CIÊNCIA ID unique identifier. If you still do not have a CIÊNCIA ID identifier, you may register at: <https://www.ciencia-id.pt/CiencialD/HomePage.aspx>.

After this first registration, you may then create your CV in the **CIÊNCIAVITAE** platform, available at: <https://www.cienciavitae.pt/>.

At the platform webpage you may find useful information for the creation and management of your CV, namely, the user manual and frequently asked questions (FAQs). **CIÊNCIAVITAE** has a helpdesk to answer questions available through the address: info@cienciavitae.pt.

4.2 - How may I associate the CIÊNCIAVITAE CV to my application?

To associate the **CIÊNCIAVITAE** *curriculum* you need to:

- Grant access to FCT, for each field you want to make public;
- Verify all the levels of access in each field you wish to be available for evaluation;

- Check all the levels of access of fields containing personal data that you wish to share.

When you create your *curriculum vitae* in the **CIÊNCIAVITAE** platform, please make sure that your access level is defined as “Public” or “Semi-Public”. Only then will your curricular data, namely education, affiliation, outputs, etc., become accessible to FCT. In case you select the “Private” mode, it will not be possible to access your data.

In the scope of the application, it is mandatory to grant access to FCT in order to access your **CIÊNCIAVITAE** information.

The curriculum vitae will be available after clicking on “Obtain CV **CIÊNCIAVITAE**”. The link for the PDF version of your CV will then be available in the application platform, followed by the date and hour of association. Any change in the **CIÊNCIAVITAE** curriculum after the date and time of association will only be considered if you **remove the CV (click on "Remove")**, and **make a new association** by clicking again on "Obtain CV **CIÊNCIAVITAE** " again.

You should also consult, for each CV field, the specific subset of information recorded in your **CIÊNCIAVITAE** CV to which FCT will have access, by consulting the Excel file provided in the “Guide to FCT calls on the MyFCT platform”.

Applications in which the CV does not contain any curricular information, presenting only name, CIÊNCIA ID and ORCID, will be considered as non-eligible.

5 - ACADEMIC DEGREES

5.1 - Which certificates should I include in the application?

You should include the certificates of qualification of your academic career. In the case of post-Bologna degrees, the 1st and 2nd cycle study certificates should be included. In the case of integrated Master degrees i) a single certificate may be submitted including both cycles and indicating the final grade (studies equal to or greater than 300 ECTS) or ii) the certificates of the 1st and 2nd cycle of the integrated Master study may be presented separately. In the case of pre-Bologna courses, the Graduate certificate and the Master’s certificate should be presented.

Although the presentation of all academic certificates is not mandatory in the application, it is worth noting that its submission will determine the score of the sub-criterion A1 (Academic Career), as established in the Evaluation Guide (Table 1). **If you do not present any academic degree certificate, the sub-criterion A1 will be scored 0 (A1=0).**

5.2 - Should I include in the application form the academic degree certificate indicating the classifications obtained in all the completed disciplines?

Yes, you may submit the certificate with the classification of all disciplines, although its submission is not mandatory.

5.3 - I have PDF documents corresponding to each page of a certificate. How should I submit them?

We suggest that you merge the several PDF files into a single file, using the appropriate software.

5.4 - Should I include certificates for all academic degrees I hold?

The submission of all academic certificates is not mandatory in the application. However, we emphasize the importance of its presentation, since the classification to be assigned in sub-criterion A1 (academic career) depends directly on the final classifications registered in the degree certificates submitted. The score to be awarded in sub-criterion A1 will depend, as established in Table 1 of the Notice of the Call, on the presentation of the academic certificates stating the final classification obtained, and in case of foreign degrees' certificates, on the submission of the conversion of classifications to the Portuguese grading scale. If you do not present any academic degree certificate, the sub-criterion A1 will be scored 0 (A1=0).

5.5 - I hold a two-stage higher education qualification, having obtained a grade of 13 in the 1st study cycle (graduate degree) and 17 in the 2nd study cycle (masters). How will the score of my academic career be calculated?

Applicants are required to specify the grades obtained in the 1st and 2nd study cycles, as well as the ECTS completed, in the application form. The following formula will be used to calculate the applicant's average grade:

Final grade average (first degree +Masters) = (Final Grade 1st cycle+ Final Grade 2nd cycle)/2

In the above example the average grade would be: $(13 + 17)/2 = 15$, so the academic career score would be 3.5 (out of 5) in this call edition.

5.6 - I have a foreign degree. How should I proceed?

For academic degrees issued by a non-Portuguese higher education institution, to apply the scores established in Table 1 of the Notice of the Call to calculate the classification of sub-criterion A1 (academic career), you must submit the recognition of your degree and the conversion of the final grade to the Portuguese grading scale.

To obtain the recognition of foreign academic degrees and diplomas, as well as the conversion of the respective final grade to the Portuguese grading scale, you should contact a Portuguese public higher education institution, or the Directorate General for Higher Education (*Direção-Geral do Ensino Superior*, DGES). The DGES website has more information on how to proceed: <https://www.dges.gov.pt/en>.

5.7 - Do I need to obtain recognition of all my foreign academic degrees?

The classification to be assigned to sub-criterion A1 (academic career), by applying the Table 1 scores of the Notice of the Call, will only consider the grades that are duly proven by the submission of the registration of the degrees and the respective conversion of the final grade to the Portuguese grading scale of the academic degrees submitted.

If no recognition / equivalence records are presented, the minimum score (A1 = 0) will be assigned in this sub-criterion.

5.8 - What is the supplement/annex to the diploma?

It is a supplementary document, which contains detailed information about the programme, grades, and the education institution, from an international mobility perspective. In Portugal it is regulated by *Portaria* No. 30/2008 of 10 January.

5.9 - Should I include the supplement/annex to the diploma?

This document should be included whenever applicable, that is, whenever it is provided by the degree-awarding institution.

5.10 - What is the Percentile?

The percentile is a document that indicates the relative position of the final grades obtained in the rank list of grades in the year in which the student was awarded the degree, in the same education establishment and for the same course.

5.11 - Should I include the “Percentile”?

This document should be included whenever possible, that is, whenever it is provided by the degree-awarding institution.

5.12 - May I apply for a PhD Studentship without having a Master’s degree?

Yes you may.

6 - DOCUMENTS OF MANDATORY SUBMISSION

6.1 - Am I required to submit the document that better represents my scientific/professional career?

Yes. In this call edition the submission of this document is mandatory.

6.2 - What type of document may be submitted as illustrating my scientific/professional career?

The relevant documents depend on the applicant’s career, and, in particular, on his/her research area. These may include, for example:

- Scientific publications, such as papers in national or international journals, books, book chapters, papers or oral communications at national or international conferences, scientific reports, PhD theses, among others;

Or

- Clear demonstration of scientific or professional achievements, such as, for example, an artistic performance or work of art.

The document should, in both cases, attest to the applicant’s ability concerning the application being submitted.

One should not submit in this field academic degree certificates, CVs, portfolios or documents illustrating applicant’s career path. Even if the application is admissible to the call, it will be penalized in the evaluation of sub-criterion A2 – Personal Curriculum.

6.3 - In which format can be submitted the documents that illustrate my scientific/professional career?

Documents in JPEG, PNG or PDF format may be submitted in the proper field of the application form, up to a maximum size of 12 MB.

6.4 - Do I have to submit a motivation letter?

Yes, submission of a motivation letter is a mandatory requirement for application's admission to the call. In this edition of the call, it must be written in the appropriate field of the application form, replacing the upload of a specific file.

6.5 - How many recommendation letters are required?

Two recommendation letters are required.

6.6 - Is there a template for recommendation letters?

There is no set format; the content is up to the issuer of the letter. However, they should specify that they are related with the specific call, should include academic and/or professional context relationship of the referee with the candidate and his work, and the referee's opinion on how the applicant's profile is suited to the work plan. Supervising acceptance letters should not be used as recommendation letters.

Recommendation letters may be written in Portuguese or in English.

The two letters submitted must be different and signed by the respective issuer; letters without issuer's identification will not be considered, which will determine the application as non-eligible.

6.7 - Is it possible to submit recommendation letters without their content being known to the applicant?

Yes, if you choose to submit a "closed" recommendation letter. In this case, the applicant should provide the name, affiliation institution and email of the referee to whom the letter will be requested, and the FCT's information system will issue the referee. The message sent to the referee will contain all the necessary information for letter submission. When her/his recommendation letter is submitted, an "OK" message will be shown in the summary table of the section "Recommendation Letters"; until this moment, the respective field (under the "Document" item) will be empty.

The possibility of uploading scanned versions of recommendation letters by the applicant, directly in the application form, the "open" letters, is still available.

6.8 - May the recommendation letters be written by the supervisor/co-supervisor?

It is the applicant's responsibility to choose the author of the recommendation letters. However, as the recommendation letters represent an opportunity for the candidate to highlight additional support, it is suggested that these letters should be issued by third parties, not directly involved in the application.

6.9 - May the recommendation letters be written in other languages, besides Portuguese and English?

No. The recommendation letters, such as the other documents submitted in the application, can only be written in Portuguese or in English, under penalty of non-admission of the application.

7 - WORK PLAN

7.1 - Am I required to include one (or a maximum of 3) of the 17 objectives of the UN Sustainable Development Goals (2030 Agenda)?

If your work plan falls within one of the goals set out in Agenda 2030 of the United Nations, you should indicate one or maximum 3 of the 17 listed goals. If you consider that your work plan does not fit into any of the goals, you must select the option “No alignment with any of the SDGs”.

7.2 - What is expected in the description of the adequacy of the supervising team and of the means provided by the host institution for the full implementation of the work plan?

In this field, the applicant must demonstrate the scientific merit and experience of the supervising team in the scientific area of the work plan as well as its suitability to supervise the application. The quality and suitability of the conditions made available by the host institution(s) should also be clearly demonstrated as well as an indication of the tasks to be carried out in each of the institutions, if more than one is indicating, avoiding generic descriptions of the institutions. Likewise, the role of the co-supervisor(s), if applicable, should be made clear in order to understand their relevance and complementarity in the development and feasibility of the work plan.

7.3 - What is the difference between the work plan starting date and the studentship starting date?

In most situations, these dates will coincide, as it will be from the beginning of the studentship that you will begin to execute the work plan submitted in the application. However, if your studentship is intended to complete a work plan that you have already been developing, and which is part of the doctoral studies in which you are or intend to be enrolled in, you can specify an earlier date in the work plan starting date.

The studentship starting date is the date from which you will receive the monthly stipend and cannot, however, be earlier than the work plan starting date. This date must comply with the period referred in the Notice of the call.

7.4 - What should I indicate under Periods of Stay Abroad?

In both in Portugal and abroad studentships applications, you should always specify the starting date(s) and the length(s) of time you plan to stay abroad; this period cannot exceed two years in total.

7.5 - What is the Abstract?

This is a summary of the applicant's proposed work plan.

7.6 - What is meant by State of the Art?

It is the current scientific knowledge in the field of research in which the applicant intends to develop his/her work plan. This information is meant to ascertain the potential scientific impact of the proposed work plan in the field.

7.7 - What are the Objectives?

This is what you hope to achieve, in terms of research, by carrying out your work plan.

7.8 - What is meant by Detailed Description?

This is a description of your work plan, in sufficient detail to allow the panel to evaluate the proposal appropriately. You must provide the necessary elements for its analysis, including the methodologies and tasks to be developed, and corresponding implementation deadlines.

7.9 - Am I required to include a timeline for my work plan?

Yes, it is mandatory to submit a timeline showing the scheduling of the tasks proposed in the work plan, as well as the main milestones to be achieved, as to allow the panel to better evaluate the feasibility of the proposed work plan.

7.10 - My work plan has ethical issues. Is it mandatory to submit the approval of the ethics committee?

Whenever the work plan's scientific area, methodology or results include ethical questions, these should be clearly identified and justified (in the respective field of the application form), explaining how they will be addressed. However, it is not necessary to submit the respective approval from the ethics committee.

To help identifying these questions, the ethics self-assessment guide should be consulted (Ethics Guide, available at: <https://www.fct.pt/apoios/bolsas/mariadesousa.phtml.en>).

7.11 - Is its mandatory to include letters of support?

No, the presentation of a letter of support is optional, but, when applicable, this element is relevant to demonstrate the planned cooperation between all the entities/researchers besides the identified host institutions/supervisors, respectively, in order to better analyse the work plan feasibility.

8 - HOSTING CONDITIONS

8.1 - What is a host institution?

Institution where the proposed research will be carried out by the candidate. The maximum number of host institutions to be included in the application is defined by the following formula: $N + 1$, where N is the total number of supervisors.

8.2 - What is meant by NUTS II?

This is the second level Nomenclature of the Territorial Units for statistical Purposes. Applicants are required to indicate the region where their host institution is located (North, Centre, Lisbon, Alentejo, Algarve, Azores, Madeira).

8.3 - What do you mean by Doctoral Granting Institution?

The institution that will award the PhD degree.

8.4 - What is meant by supervisor(s)?

Researcher(s) who will be responsible for following and guiding the research work.

8.5 - Does the (co)supervisor have to be affiliated with the host institution?

The (co)supervisor should be associated with the host institution, in order to guarantee continuous and fruitful work with the fellowship holder. The evaluation panel will judge the suitability of other situations, though FCT's generic guidance is that these should be reflected in the score awarded to the hosting conditions.

8.6 - I have more than one supervisor. How should I proceed?

Each application may have only one supervisor and up to two co-supervisors.

8.7 - Is there an upper limit to the number of students that a supervisor may supervise?

The maximum number of students being supervised is not an evaluation criterion for FCT.

8.8 - What will my supervisor need to do to associate to my application?

Your supervisor(s) must access the respective personal area – “Supervisor Area” – and perform the following actions:

1. Register in the CIÊNCIA ID information system, if they have not already done so;
2. Access to myFCT portal using the respective credentials;
3. Indicate the ORCID identifier in myFCT profile, if you wish to do so. This information is optional;

4. Indicate **all** of her/his affiliation institutions, including higher education institution and R&D unit, if applicable, or, for example, R&D unit and company;
5. Present a curriculum vitae in one of the following options (curricula submitted in any other way will not be considered):
 - Filling in and updating your curricular data in the **CIÊNCIAVITAE** platform;
 - Submitting your curriculum vitae in a PDF file;
6. Comment on the feasibility of the work plan (“Feasible” or “Not feasible”) when the applicant declares that he/she wishes to maintain a professional activity; this action is only applicable to supervisors and not to co-supervisors;
7. Confirm her/his association to the application.

The supervisor has the list of supervisions (lateral left menu), *i.e.*, the list of applicants who have associated her/him as a supervisor or co-supervisor in this Call. In the summary view of supervisions, the supervisor can verify the application status (draft or submitted) and access to the global view of applications, by clicking on the respective references.

8.9 - Do co-supervisors also have to fill out a curriculum vitae and associate themselves with my application?

Yes, co-supervisors will also have to submit their CV through the **CIÊNCIAVITAE** platform or by submitting a PDF file, and associate to the application following the same steps described for the supervisor, except for the comment on the feasibility of the work plan when the applicant declares to maintain a professional activity, as this action is only applicable to supervisors and not to co-supervisors.

In case the applicant describes, in any of the fields of the application form, the collaboration of co-supervisor(s) that is/are not associated to the application, the respective participation should not be considered in the evaluation; the panel should only analyse the CV of supervisor, and co-supervisor, if applicable, whose association to the application was successfully confirmed.

8.10 - May I submit the application form before the association of my supervisor/co-supervisor(s) to my application?

No. The process of submitting the application form depends, among other factors, on the confirmation of the association of the scientific advisor and the co-supervisor (s), whenever appointed by the candidate in the field regarding the hosting conditions. The submission of the application depends also on the submission of the comment relative to the applicant’s professional situation by the supervisor.

In case there is any co-supervisor who is indicated by the candidate, but who has not completed their association, the application submission will only be possible if the candidate removes the indicated co-supervisor from the respective field in the form. It should also be noted that, in these circumstances, any mention in the application to the co-supervisor removed from the proper field, will be disregarded in the scope of the application’s evaluation.

8.11 - Will I need to include my supervisor's acceptance statement and that of the host institution in my application?

Not at this stage. These documents will be required only if the studentship is awarded and are not requested in the application form.

9 - INSTRUCTIONS FOR (CO)SUPERVISORS

9.1 - May the supervisor/co-supervisor's CVs be in other languages besides Portuguese and English?

The supervisor/co-supervisor' CVs must be written in Portuguese or in English, curricula in other language will not be accepted.

9.2 - What type of curriculum vitae may (co)supervisors associate to my PhD application?

Supervisors may choose to submit their CV through the CIÊNCIAVITAE platform or by uploading the CV in a PDF file.

9.3 - I am a supervisor/co-supervisor. What will I need to do to associate myself to my student's application?

You must access your personal area – “Supervisor Area” – and perform the following actions:

1. Register in the CIÊNCIA ID information system, if they have not already done so;
2. Access to myFCT portal using the respective credentials;
3. Indicate the ORCID identifier in myFCT profile, if you wish to do so. This information is optional;
4. Indicate all of her/his affiliation institutions, including higher education institution and R&D unit, if applicable, or, for example, R&D unit and company;
5. Present a curriculum vitae in one of the following options (curricula submitted in any other way will not be considered):
 - Filling in and updating your curricular data in the CIÊNCIAVITAE platform;
 - Submitting your curriculum vitae in a PDF file;
6. Comment on the feasibility of the work plan (“Feasible” or “Not feasible”) when the applicant declares that he/she wishes to maintain a professional activity; this action is only applicable to supervisors and not to co-supervisors;
7. Confirm her/his association to the application.

You have the list of supervisions (lateral left menu), *i.e.*, the list of applicants who have associated you as a supervisor or co-supervisor in this Call. In the summary view of supervisions, you may verify the application status (draft or submitted) and access to the global view of applications, by clicking on the respective references.

10 - APPLICATION SUBMISSION

10.1 - May I change/edit my application after submission?

Yes. During the period of applications' submission you may validate, submit, and re-edit your application whenever necessary. In the latter case, if you want to edit an already submitted application, you must select the option "Edit".

When you decide to modify your application, it will return to Draft and will no longer be considered as submitted to the Call. Hence, **you will have to repeat the submission process before the established deadline to submit applications. Different versions of the application will not be recorded.** When the application submission period is over, applicants can only consult the application by consulting the overview of the application, which displays its global content. You may also make a PDF file of the submitted version, available in the upper right corner of the overview screen.

It is strongly recommended that, before submitting the application, you check that all the fields have been filled in, and all the required files have been uploaded.

10.2 - May I submit the form before the association of my supervisor?

No, the form may only be submitted after your supervisor and co-supervisor(s) associate themselves to your application.

10.3 - I am not able to submit my application, what is the reason?

The existence of errors or lack of information in the form prevents the submission of the application.

After completing the application, you must click on "Validate and Submit". At this point, all mandatory fields will be validated. For optional sections, whenever you start filling in the respective fields, the system will validate the obligation to fill in all the fields that comprise that section. If there are errors in the application, the list of issues is provided, with an indication of the section and field in which they occur, and a brief indication of the problem leading to the error. The applicant must proceed accordingly to correct the identified errors.

The process of submitting the application form depends on the confirmation of the association of the scientific supervisor and co-supervisor(s), if any. The submission of the application also depends on the confirmation of the following declarations:

- "I hereby declare that I have read and understood the content of all the documents regulating the call";
- "I hereby declare that the information contained in the application form and attached documents is true, and I am aware that providing false declarations or committing acts of plagiarism determines the exclusion from the call".

The application can only be submitted after the form is fully validated, *i.e.*, when there is no longer any error or lack of information in the form.

10.4 - Is it necessary to send paper documents or hard copies to attach to my application?

No. All the necessary documents to evaluate your application should be uploaded within the appropriate fields of the application form; FCT will not accept any paper or emailed documents (see also Article 10 of the FCT Regulation for Studentships and Fellowships).

10.5 - When will the results be made available?

The deadline for the disclosure of the preliminary results is 90 working days, after the deadline for application submission, as defined in the notice of the call.

10.6 - Which fields of my application will be visible to other candidates of the panel?

The fields of the application form that will be made public when the results are published are duly identified in the Overview (available in the upper right corner of the form) of the application with the caption “**Public Information**”.