

Terms of Reference

Call for Expression of Interest (EOI) 2015 for experts to be appointed members of the FCT

Evaluation Panels

This call is addressed to scientists who wish to be considered for the FCT Evaluation Panels, including the Individual PhD and Postdoctoral Fellowships Evaluation Panels.

1. Purpose and Scope

Fundação para a Ciência e a Tecnologia, I.P. (FCT) is the Portuguese funding agency for science and technology. FCT funds all areas of knowledge through several instruments.

Each year several public calls are opened for funding of people, ideas, institutions and infrastructures. One of the main calls for funding of researchers is the Individual Doctoral and Postdoctoral Fellowships call.

In all cases, funding of proposals is preceded by a rigorous evaluation exercise. The Evaluation Panels are responsible for the establishment of the merit of the proposals and give feedback to the applicants.

2. Requirements

The minimum criteria for consideration to become a member of the FCT Evaluation Panels are:

- A PhD degree;
- Affiliation with a Research or Higher Education Institution, or with a Company;
- Excellent knowledge of English (written and oral);
- Minimum of 5 years of professional experience after obtaining the doctoral degree;
- Experience in supervising/co-supervising at least 2 PhD students, who will have successfully defended their thesis by the EOI submission date;
- Experience in coordinating research projects.

3. Criteria for consideration of Expressions of Interest

FCT values the following general competencies:

- Scientific merit;
- A publication track record in the area(s) of expertise;
- Experience in supervising postgraduate students;
- Experience in coordinating post-graduate training activities;
- Experience in carrying out scientific assessments and/or providing scientific advice (scientific panel meeting participations, peer review of scientific publications, providing advice for policy makers, etc);
- Degree of insight into disciplines other than his/her own;
- Successfully applying for and obtaining funds for grants in competitive calls;
- Professional experience in a multidisciplinary environment;
- Availability and motivation to accomplish the specified tasks and to commit the appropriate amount of time;
- Degree of internationalisation.

4. How to Apply

An [EOI form](#) should be completed and submitted. FCT recommends a careful reading of the submission guidelines.

5. Panel Constitution

The constitution of the Evaluation Panels should reflect the diversity of expertise required in each scientific domain and the number of applications received. Typically an Evaluation Panel comprises 10-15 members.

Submitting this online application does not automatically ensure any right or preference to be appointed by FCT as an Evaluation Panel member. FCT reserves the right to invite scientists that did not apply to the present call for Expression of Interest.

In establishing the FCT Evaluation Panels the Board of Directors of FCT will follow, whenever possible, the following criteria:

- Multidisciplinary environment, that contemplates a diversity of scientific subjects and methodologies;
- Appropriate gender balance;
- Geographic and Institutional diversity;
- Healthy mix of senior and young researchers.

Conflicts of interest will be considered when assembling the Evaluation Panels. Before the evaluation exercise, panel members need to declare any existing or potential conflicts of interest and must sign a statement of confidentiality must be signed.

6. Panel member roles:

- To know the norms and directives described in the FCT Evaluation Guide;
- To ensure the evaluation of all allocated applications and submit the evaluation reports according to the schedule and further instructions provided by the FCT.

The FCT will convey to applicants all classifications and comments included in the evaluation form. These should comply with the following recommendations:

- a. To present short and solid arguments that allow the understanding of the judgment made;
- b. To point out the application's strong and weak points, according to the adopted evaluation criteria;
- c. To be in agreement with the classifications and to make clear and justify any penalisations/bonuses;
- d. To write the evaluation report that is transmitted to the applicant;
- e. To collaborate in the production of the final panel report;
- f. To be present during the entire panel meeting;
- g. To support FCT until the final funding decision is made, to reply to questions filed by the applicant during the preliminary hearing phase (appeals) that may centre around the evaluation report;
- h. To assure absolute confidentiality during the entire evaluation process, as well as the content and classification of all applications;
- i. To declare any conflict of interest with the applications in evaluation, as described in the Evaluation Guide;
- j. To act individually and not in representation or in benefit of any institution or person, clearly separating his/her role as a panel member from any other position held.

The Chair commits to allocate the applications to the different evaluators, and to assure the absence of conflicts of interest.

7. Contact Information

For further information please contact FCT through gav-m-interesse@fct.pt.