Visiting professors and researchers call 2024
Brief guidance for professors wishing to apply for funding to visit Sapienza

If you are a professor from a foreign institution and you are interested in taking part in the Visiting Professor/Researcher call, here is some useful information for your application.

If your visiting period should be funded, further and more detailed guidelines shall be sent at a later stage to help you prepare your arrival and guide you through your stay. If you have not done so yet, we advise to get in touch with your host professor as soon as possible. If you still do not have a host, you may try to reach out to a professor or researcher who may be interested in proposing your visit. To this end you may consult the academic staff contact details available on the webpage of any Department you should consider relevant for your field of interest. Please note that only one application with a single host and hosting department is allowed; in case of multiple applications, the evaluation committee shall automatically reject all applications made.

Application procedure
Applications follow the principle of “invitation”, therefore they can only be completed directly by a host professor or researcher with at least a type B/Tenure Track contract with Sapienza University. Therefore, your visit must be sponsored and agreed with by a Sapienza host professor at Sapienza. Under their responsibility, your profile and visit programme shall be presented to the Council of the Department for pre-approval as a necessary step for application. After approval, your host professor shall have to fill in the online application form proposing your visit within the due deadline (24 May 2024, 12:00 hs). Following this step, a selection committee shall evaluate all submitted applications. If you are selected for funding, we should get in touch no later than November 2024.

Helping your host professor fill in your application
Your host professor shall have to fill in an online application providing a number of details regarding your profile and visit. In order to facilitate coordination between you and your host in the submission process, here is a brief outline of the information requested:

- Confirmation that you are currently employed at your institution and not retired;
- A full copy of your resume;
- According to the type of visit, your host shall be asked to fill out the following sections:

Visits for joint research activities
- Brief overall description of the research project (max 8.000 characters);
- Plan of research activities foreseen during the visiting period (max 4.000 characters);
- Additional teaching activities (if any) foreseen during the period (max 4.000 characters).
- Objectives and expected results (max 4.000 characters).
- Description of the international relevance of the visit - e.g. interuniversity international agreement, Horizon Europe or other programme or any other element you consider is worth highlighting for this point (max 4.000 characters).

Visits for teaching activities
- Type of course your teaching activity is foreseen to be in;
- Plan of teaching activities foreseen during the visiting period (max 8.000 characters);
• Relevance of the professor’s profile for the course (max 4,000 characters);
• Description of the international relevance of the visit - e.g. interuniversity international agreement, Horizon Europe or other programme or any other element you consider is worth highlighting for this point (max 4,000 characters);
• Additional research activities (if any) foreseen during the period (max 4,000 characters).

Selection criteria
All submissions shall be evaluated by an evaluation committee composed of Sapienza professors selected so to cover the main scientific areas:

Visits for joint research activities
• Experience of the visiting professor in the scientific field of reference, evaluated, where possible, according to international parameters based on publications (Impact factor, H index, number of quotations, etc.) (points 1 to 5);
• Prestige of the institution of origin (points 1 to 5);
• Plan of research activities foreseen during the visiting period (points 0 to 5);
• Research objectives and expected results (points 0 to 5);
• International relevance of the visit (points 0 to 5);
• If the host has already received the same grant over the last 3 years (points 1 to 5, with highest evaluation assigned to who has not yet had access to funding).

Visits for teaching activities
• Experience of the visiting professor in the scientific field of reference, evaluated, where possible, according to international parameters based on publications (Impact factor, H index, number of quotations, etc.) (points 1 to 5);
• Prestige of the institution of origin (points 1 to 5);
• Plan of teaching activities foreseen during the visiting period (points 0 to 5);
• Relevance of the professor’s profile for the course (points 0 to 5);
• International relevance of the visit (points 0 to 5);
• If the host has already received the same grant over the last 3 years (points 1 to 5, with highest evaluation assigned to who has not yet had access to funding).

Additionally, for teaching visits, teaching activities in I and II level language courses (if foreseen) shall also be considered.

About funding
Sapienza professors can apply for funding for activities mainly aimed at teaching or joint research activities. In both cases, two types of visits are foreseen:

• Category A: Visits for periods of 30 days.
• Category B: Visits for periods of 90 days.

All visiting periods must take place between 1 of January 2025 and 31 December 2025 and must be continuous (meaning that visits cannot be split in shorter periods). Category A visits are reserved for visiting professors that are deemed "outstanding researchers or professors" (i.e., researchers and professors with an excellent track record and in possession of international awards for their scientific and / or academic achievements).
The contribution for the visiting professor is considered to be a reimbursement for travel, hotel, and extra insurance expenses and is awarded as follows:

- € 5.000,00 gross / month for Category A visits;
- € 3.000,00 gross / month for Category B visits.

Please note that, although it is not considered a remuneration contribution, it is subject to current tax legislation, which means that the sum received is considerably lower than the gross amount stated.\(^1\)

Sapienza does not provide housing directly. However, you may get in touch with the Department before your arrival for further arrangements regarding affiliated entities if you should be interested.

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\(^1\) The amount is granted as a lumpsum contribution; therefore, no proof of expenses shall be required. However, according to Italian fiscal legislation - even though no contract is foreseen - the contribution concurs to your income. This means that a flat rate of 8.5% regional tax + a 30% income tax shall be deducted at source from the amount. For category B visits for non-EU residents, a further social security tax may apply to the part in excess of 5.000€. In alternative, if an agreement against double taxation is in place, you may request exemption from income tax and social security contributions, and request to be taxed in your country directly according to your fiscal legislation. To this end, all due guidance shall be handed out at a later stage.