

Regulations for the Assignment of Research Grants

(Issued with D.R. n. 1776/2019 - 07/06/2019)

Article 1 - Objects, Requisites and Objectives

1.1 These Regulations govern the assignment of research grants by Sapienza University of Rome, hereafter indicated as "University," as per Art. 22 of Law N.240 (30/12/2010).

1.2 Research grants may be assigned to scholars with a scientific-professional curriculum that satisfies requirements for research activities, PhDs or possessors of an equivalent academic degree received abroad, and, for the relevant sectors, individuals with a medical specialization and an adequate scientific production, with the exception of permanent staff, as indicated by Art. 22, Paragraph 1 of Law N. 249/2010.

1.3 In relation to the measures described in the last sentence of Art. 18 Paragraph 1b of Law N. 240/2010, that are also mentioned in Letter (c) for research grants, individuals who are related, directly or indirectly, up to the fourth degree with a professor in the Department issuing or renewing the call are automatically excluded. This also holds true for all said relations with the Rector, the Director General or any member of the University Board of Administrators.

1.4 General admission requisites for the public selection for assignment of research grants are specifically indicated in calls, as established by Art. 11 of these Regulations.

1.5 Following the approval of the budget and based on the budgeted allocation of resources, the Academic Senate determines the research grant resources that will be distributed to each Department, also in relation to the general guidelines approved by the Academic Senate and according to criteria based on the scientific productivity of Departments and individual professors.

1.6. There are two categories of research grants:

A) Grants provided by Department calls and funded by University;

B) Grants provided by Department calls and funded by the Department or research projects,

1.7 Procedures for the assignment of research grants are regulated as follows, depending on the grant typology indicated in Paragraph 1.6:

A) Publication of a single call indicating all the areas of scientific interest of the Department that will assign the research grants; direct presentation of research projects by candidates, along with curricula and publications.

B) Publication of calls addressing individually funded, specific research programmes that meet the measures set by the University in terms of amount, duration and procedures and therefore conform to the limits set by current legislation.

1.8 Research grants are assigned via a private contract that does not in any way represent a form of employment and provides no rights in terms of access and/or seniority for University positions.

Article 2 – Duration and Renewal

2.1 Research grants cannot be assigned for less than one year, nor for more than 3 years. They may be renewed with the same person as established by Art. 22, Paragraph 3 of Law N. 240 (30/12/2010) through Department resolutions. In particular, the overall length of the collaboration, as established by Art. 22, Paragraph 3 of Law N. 240 (30/12/2010), including any renewals, may not exceed six years, excluding periods in which research grants coincide with PhDs and for the maximum legal duration of the programme.

The overall length of the collaboration for research grant holders and for fixed-term researcher contracts, as per Art. 24 of Law N. 240/2010, for the same individual, may not exceed twelve years, even on a non-continuous basis. As per current legislation, maternity and sick leave are not included in the calculation of said periods.

2.2 As per the previous paragraph, calls indicate the duration of the grants.

2.3 Direct renewals may be ratified by the Department, following a proposal by the Scientific Coordinator before the contract ends.

Article 3 – Grant Typology, Co-financing, Amounts

3.1 There are two types of research grants: Type 1 grants do not necessarily require a PhD and Type 2 grants that are reserved for PhDs (Postdoc) or researchers with advanced curricula who have tenure at Universities, research agencies, public or private applied research institutions abroad or, for non-tenured positions, Italian. In calls for Type 2 research grants, Departments may further specify the requisites established by this paragraph.

3.2 The minimum annual gross amount for both category A and B research grants (see Art. 1.6) is determined by the Academic Senate and the Board of Administrators based on the minimum amount established by ministerial decree. The Department Council or Executive Committee (“Giunta”) may increment these amounts in relation to the type of grant (see Art 3.1). Category A grants may be increased by no more than 30%.

3.3 Category A grants (see Art. 1.6) are assigned to Departments based on indicators describing the research activity of Departments. Co-financing quotas for each macro-area are determined by the Academic Senate.

3.4 Research grants are paid via monthly instalments.

Article 4 – Rights and Duties of Research Grant Holders

4.1 Research grant holders must conduct research activities in the research programmes approved by their reference Departments. Tasks assigned to research grant holders must address research activities, not mere technical support. At the beginning of the collaboration, the Department Director will appoint the grant holder to a scientific coordinator.

4.2 Research grant holders may collaborate on research activities conducted by PhD students for their theses, participate in seminars and student exercises and participate in Exam Commissions as interested parties.

4.3 Research grant holders have the right to use all Department equipment for their research activities and enjoy all services provided to researchers by current legislation and Department resolutions.

4.4 If expressly authorised by a scientific coordinator, research grant holders can participate in missions as part of the research and will be reimbursed for expenses as established by current legislation.

4.5 Research grant holders must present annual written reports on their research activities, along with an evaluation by the scientific coordinator, to the Department.

4.6 Research activities may be conducted, in part, at Universities or Research Agencies abroad, as long as this activity is officially certified and coherent with the research programmes and objectives received by the research grant holder. Periods of sojourn abroad must be previously and expressly authorized by the relevant Department based on a motivated proposal by the scientific coordinator.

Article 5 - Research Grant Holder Coordinators; Scheduling and Definition of Tasks

5.1 The Department identifies a research activity coordinator (scientific coordinator) who coordinates the research activity assigned to the grant holder.

5.2 The Department determines, both at the beginning of the collaboration and periodically at the beginning of each new year, following a proposal by the scientific coordinator and coherently with the call indications and the interests of the grant holder, the research programmes in which the research grant holder will participate and their tasks, as well as how they are to conduct the assigned scientific operations.

Article 6 – Restrictions concerning Paid Activities, Incompatibility, Suspension

6.1 Research grants are not compatible with income from work as an employee (as established by Art. 49, Paragraph 2 of TUIR Title I, Section IV) exceeding €16,000. Moreover, research grants may not be enjoyed in conjunction with scholarships, with the exception of scholarships provided by foreign or national institutions to integrate research activities by holders during periods abroad.

6.2 Research grant holders cannot enrol in Bachelors, Masters, Specialisation or PhD degree (with scholarship) or medical specialisation programmes, in Italy or abroad.

6.3 Public administration employees receiving a research grant must be placed on unpaid leave.

6.3.1 Private employment, even part-time, is incompatible with research grants.

6.3.2 Research grants may not be enjoyed in conjunction with other research grants, even from different public, private or on-line universities, as well as agencies as specified by Art. 22, Paragraph 1 of Law N. 240/2010.

6.4 Research grants are individual. Research grant holders may as free-lancers, as long as they have communicated this to the Department and the activity is compatible with research activity, does not entail any conflict of interest with the specific research activity and does not harm the University. The scientific coordinator and research grant holder must declare that they have no current or previous joint professional interests.

6.5 Research grant holders who wish to conduct or continue conducting voluntary work for associations, cooperatives, non-profit cultural institutions or assistance-based services, may continue to do so, as long as this does not affect their research activity.

6.6 Research grant holder activity can be suspended for mandatory maternity leave, parental leave or sick leave and prolonged as per current legislation. Justified absences that last less than 30 days in any given year are not considered a period of suspension.

Article 7 – Supervision and Evaluation of Activity

7.1 The Department administration and management organ annually express a judgement on the activities conducted by research grant holders based on the reports submitted by the researchers (as per Art. 4, Paragraph 5).

7.2 If the assessment is negative, the contract will be terminated (as per Art. 16, Paragraph 4).

Article 8 – Taxation, Social Security and Insurance

8.1 Research grants are subject to taxation as per Art. 4 of Law N. 476 (13/08/1984) and subsequent amendments and integrations; to social security as per Art. 2, Paragraphs 26-on of Law N. 335 (8/08/1995) and subsequent amendments; to mandatory maternity leave as per the measures established by Ministry of Labour and Social Security Decree (July 12, 2007) and to sick leave as per Art. 1, Paragraph 788 of Law N. 296 (27/12/2006) and subsequent amendments.

8.2 During mandatory maternity leave, INPS provides an allowance (as per Art. 5 of DM 12/07/2007) that is integrated by the University to reach the full amount provided by the research grant.

8.3 The University will provide research grant holders with insurance coverage for accidents and third-party liability. The coverage addresses tasks carried out during research activities.

Article 9 – Doctors with Research Grants for Experimental and Clinical Medicine

9.1 Doctors who are assigned research grants for experimental and clinical medical sciences may conduct medical activities as established by current legislation.

9.2 The Dean of the Faculty to which the Department belongs will agree on all procedures with the Director General of the General Hospital.

Article 10 – Request for Selection Activation

10.1 In order to activate public selections for the assignment of research grants, the Department Council must pass a resolution to activate the call as established by the selection criteria described in Art. 1, Paragraph 7 of the Regulations, also indicating how all expenses will be covered.

10.1.1 The call for the selection procedure is issued by Department Directors. The call must be signed by the Director, following the assessment that it meets all administrative requisites by the Administrative Manager (RAD - "Responsabile Amministrativo Delegato").

10.2 The research grant call must include the following information:

- Research grant category A or B as per Art. 1, Paragraph 7 of these Regulations.
- Type of research grant as described in Art. 3.1.

- For Category A: scientific areas (call sector or alternatively the scientific-disciplinary areas that must be no less than the number of research grants announced in the call).
- For Category B: scientific-disciplinary areas and research project for which the grant will be assigned.

10.3 The call and selection procedures described in these Regulations may be waived if there are individuals who have already been selected as part of European or international research projects based on the requisites and procedures established by the European Commission for its research and technological development programmes.

Article 11 – Participation Requisites and Application

11.1 The public selection calls for the assignment of research grants are open to all individuals as described in Art. 1, Paragraph 2 of these Regulations.

11.2 Departments may decide that PhDs or equivalent academic titles issued abroad and for specific sectors that a medical specialization and an adequate scientific production are mandatory requisites for participation in the call. If the aforementioned academic titles are not mandatory, they will still represent grounds for preferential assignment of the research grant.

11.3 For Type 2 research grants, PhDs or equivalent academic titles, even received abroad, are a mandatory requisite.

11.4 Departments may reserve a quota of research grants for Italian or foreign scholars who received their PhD (or equivalent title) abroad, as well as foreign scholars who received their PhD in Italy.

11.5 Participation requisites must be possessed ad of the deadline established by the application call.

11.6 Applications must be submitted by the deadline and as indicated in the call. Candidates must include a personal e-mail address for all communications, including an appointment for a interview, without any need for further notification.

Article 12 – Selection

12.1 Evaluation criteria are determined by the commission and must be expressed in weighted points out of one hundred. The criteria include:

- Research Project (only for Category A);
- PhD (if not mandatory);
- Final grade (GPA);
- Publications and other research products;
- Specialisation diplomas and attendance certificates for post-graduate courses;
- All other academic titles related to activities conducted as holders of contracts, scholarships and appointments in national or international research agencies. This information must include beginning and end dates, and duration of activities;
- Interview (Mandatory only for Type 1).

12.2 The result of academic title evaluations must be communicated to participants before the interview, if any, via publication on the Department Board (“Albo”) and website.

12.3 Interviews may be conducted on-line (videoconference), guaranteeing full transparency of all procedures.

Article 13 – Exam Commission

13.1 The Exam Commission is designated by the Department Director who issues the call, following a resolution by the Department Council or, in case of urgency, by the Executive Committee (“Giunta”). For Category A research grants, there will be a sole commission for all scientific areas of interest included in the call.

13.2 For both research grant categories, the Commission is composed by three members: a professor acting as President and two members selected from amongst professors and researchers (even fixed term) at Sapienza and researchers from partnered research agencies; one member must act as secretary and keep all minutes. All members must belong to the sector or scientific-disciplinary area addressed by the selection call.

13.3 The evaluation procedure terminates with the production of a ranking list based on the scores received by candidates for titles, publications and interview, if any. As described in Art. 1., Paragraph 6a, the Commission may turn to – without any further public expense – expert revisors, Italian or foreign, external to the University to produce said ranking for each interested area.

13.4 At each meeting, the Commission must produce a written report with evaluation criteria, the overall score attributed to each candidate and the final ranking.

Article 14 – Call Announcement

14.1 The selection call will be published on the Department Board (“Albo”) and on the websites of the Department, University, MIUR and European Union.

14.2 Similarly, the selection results will be published by the Department and on the University website.

Article 15 – Interview and Ranking

15.1 During its first meeting, the Exam Commission will establish the criteria and procedures for the evaluation and assignment of scores to academic titles and interviews, describing both in the minutes.

15.2 Candidates must be informed of their interviews no less than 20 (twenty) days before the date on which they will be held, unless all candidates opt out of the interview. The communication will be transmitted to the e-mail address provided by the candidates in the application. The administration is not responsible for changes in the address or wrong addresses. Interview may be conducted on-line (videoconference), guaranteeing full transparency of all procedures.

15.3 At the end of each meeting, the Exam Commission must produce a written report with the scores obtained by each candidate.

15.4 The Exam Commission will produce a ranking of candidates in decreasing order, based on the points attributed for academic titles, publications and interview, if any.

15.5 The Commission Acts will be approved via a resolution by the Department Director, following the assessment that it meets all administrative requisites by the Administrative Manager (RAD - “Responsabile Amministrativo Delegato”).

15.6 Candidates will be informed that the acts have been approved and begin the procedure for assigning research grants starting with the top-ranked candidate and moving down as long as grants are available. Candidates may opt out in writing by e-mail or be opted out automatically if they do not contact the Department following the communication sent by e-mail.

Article 16 – Forfeiture and Termination

16.1 Candidates who do not expressly accept their research grant or do not show up by the communicated deadline automatically forfeit their grants.

16.2 The only valid reasons for deferring the starting date for research grants are certified ill health, mandatory maternity leave and proven *force majeure*.

16.3 Procedures will be commenced to terminate the contract, following a motivated proposal by the Scientific Coordinator approved by the reference Department council, for research grant holders who do not regularly and uninterruptedly pursue the programme, without justification, or who are responsible for serious and repeated failures related to the assigned tasks.

16.4 The following causes will lead to contract termination:

- Unmotivated failure to start or delay to beginning of activities;
- Unmotivated suspension of activities for a period that may endanger the research programme;
- Violation of the incompatibility regime described in Art. 6, repeated after an initial warning;
- Negative assessment by Department Council or Administration.

The Rector

Please note: the official version of this document is in Italian and is available on the Sapienza website. This translation into English is provided as a service but has no legal value.