



Università
Ca' Foscari
Venezia

G@V

Global@Venice - Research and Training for Global
Challenges Cofund Fellowship Programme

Guidelines for Applicants & Application Forms

Date of call opening: 15 March 2021

Deadline: 5 pm (CET) 30 June 2021

The purpose of this document is to offer guidance to potential candidates as to assist them in preparing and submitting an application for Global@Venice - Research and Training for Global Challenges Cofund Fellowship Programme.

We strongly recommend applicants read the Global@Venice 2021 call for proposals first, as this document is not intended to replace it.

1. Application form for Global@Venice - Research and Training for Global Challenges Cofund Fellowship Programme.

Thank you for your interest in applying for a G@V Fellowship.

The deadline for us to receive your application is 5 pm (CET) on 30 June 2021. Applications received after this time will not be considered.

To avoid any technical difficulties arising that may prevent you from submitting in time, we recommend applying well before the deadline.

Please note that you can submit **only one application** per call.

2. Eligibility

Research Fellows **of any nationality** on the date of the deadline must meet the following criteria to be considered eligible:

- Be in possession of a PhD degree awarded not later than 8 years prior to this call deadline;
- Have at least one major publication without his/her PhD supervisor (either accepted, in press or published) at the time of deadline;
- Have not resided or carried out their main activity in Italy for longer than 12 months in the 3-year period before the call deadline in compliance with MSCA mobility rule.

Please refer to the Call for Proposal – Art 2 Eligibility Criteria for a complete overview. Please pay special attention to cases when your current working position and funds you have been receiving could result in conflict with this Fellowship, and therefore making your application ineligible.

3. How to apply - general

Applications must be submitted exclusively via the PICA electronic submission system. A registration is required. Only applications received online using this platform will be considered.

Before starting your application, please make sure you have read the **Call for proposal document**, you meet the eligibility criteria, and have clear which documents you need to provide for the application.

Please, use the templates we provide in the online form.

Your CV must be printed, signed and dated, and re-uploaded. Please make sure you have a printer and a scanner available.

Please, read the **FAQs** on our website, where you will also find an overview of the whole selection process and timetable.

Applications must be written in English.

If you need further information, do not hesitate to get in touch with us: globalvenice@unive.it

If you are experiencing problems in registering, accessing or submitting the online form, please contact the PICA-CINECA staff.

Any related issues can be reported to support from the link at the bottom of the page (Image 1) <https://pica.cineca.it/unive>



(Image 1)

4. Instructions on how to access the system, register, complete and submit the proposal

4.1 access the system and register

To access the system, please go to: <https://pica.cineca.it/unive>

You can either click on bandi/call or you can select the login button on the right hand side top corner

If you already are a LOGINMIUR user, you don't need to create a profile, but you can register using the same credentials of your Loginmiur account. To access the system this way, please select "LOGINMIUR" from the "CREDENTIAL" dropdown list, and enter your username and password.

In case you forget your password or username, please click on "Forgot your credentials?" at the bottom of the page and follow the steps to generate new credentials.

If you register for the first time, please click on "New registration" and fill in all the requested fields (Image 2).

LOGIN

Italiano English

If you already own a loginmur, reprise or referees account, use it by clicking "loginmur, reprise or referees" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page

Credentials
PICA / REPRISE

Username

Password

Remember me

Login

New registration Forgot your credentials?

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(Image 2)

Please **fill in the “full form”** as explained in the light blue box, complete all the mandatory fields (Image 3), and click on “New Registration”. The system will send an email to the address you have provided informing you on the next step to complete the registration. If you do not receive the email address, please check your spam folder first. If it is not there either, please contact the support <https://pica.cineca.it/unive/>

REGISTRATION

Italiano English

Register on pica.cineca.it

Credentials

Username *

suggested format: FirstnameLastname.

Email *

Confirm email *

Password *

Choose a password of at least 10 characters, combining letters, numbers, and special symbols: . , - + ? { } _ * ! @

Confirm password *

Personal data - full form

In order to apply for the calls published on PICA, it is necessary to fill the Personal data - full form. If you choose to fill the Personal data - restricted form, you will be requested to integrate your personal information when submitting an application. PICA reviewers or members of PICA boards do not need to fill in the Personal data - full form. Important: if you have an Italian fiscal code and already participate to other CINECA sites like LOGINMUR, REPRISE, ASN we...

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(Image 3)

4.2 Complete the online form

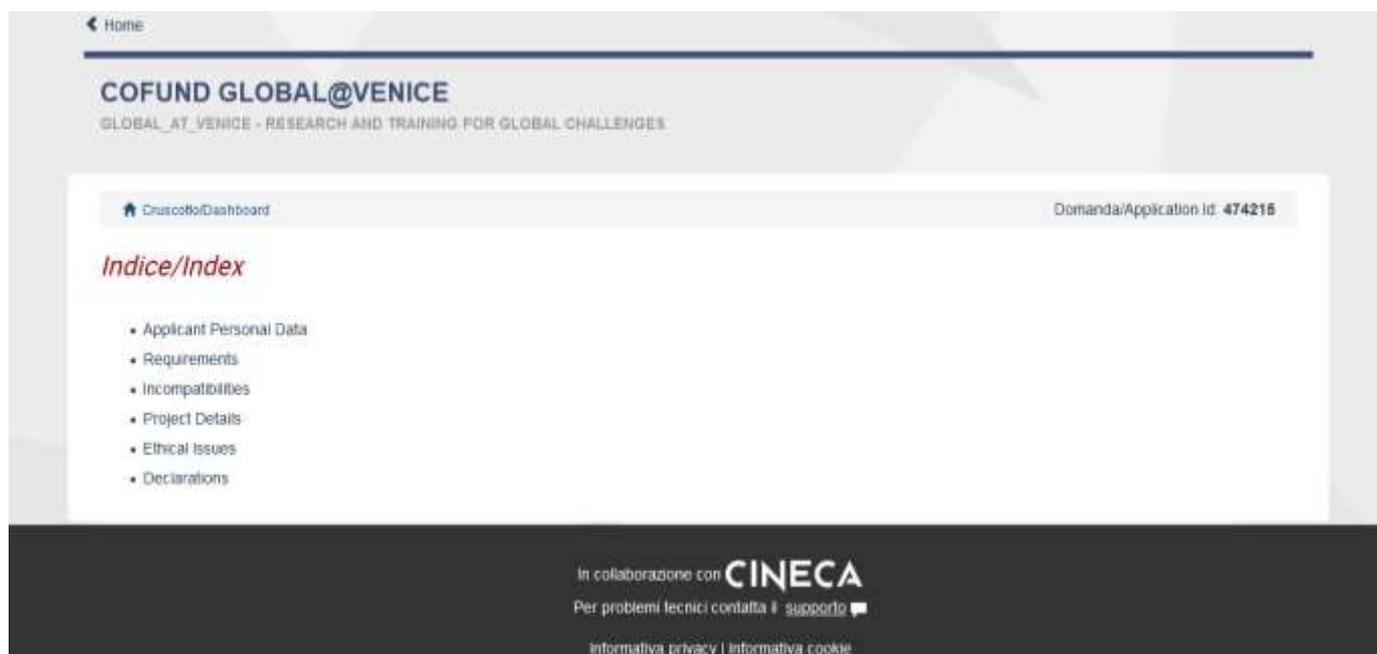
Once you have created your account, you can log in to <https://pica.cineca.it/unive/>

Select the COFUND Global@Venice programme by clicking on Bando/Call.

Click on “compila una nuova domanda/new submission” to start a new submission, and you will be taken to the index page, where you can find all the sections you need to complete (Image 4).

It is possible to access the electronic submission system multiple times to fill in the proposal, saving the data you enter every time. Once you access the system again, you can continue filling in the proposal by clicking on: “Modifica/Edit”.

While completing the form, we suggest that you regularly save your answers. You can do so by clicking on “Salva e prosegui/Save and proceed” after you have entered all your answers for each section.



(Image 4)

Applicant personal data

This page contains data that you provided at the registration stage, which is why some of the fields are already populated. Please, fill in only the empty fields. In case your data is incorrect, please modify your personal information on 'User profile' in the top-right menu and then reload the webpage.

Curriculum Vitae

Please download and use the form you find in this section: make sure you **add your signature and the date at the end of your CV**, scan it and upload it as a .pdf.

The CV should include the standard academic and research records. The maximum length of the CV is 4 pages.

Any periods of inactivity in research and/or unconventional paths for work reasons outside the academic field (e.g. industry), can be considered a potentially valuable

contribution to the career development of researchers and should be explained in a detailed way in the CV so that the evaluation committees can assess it fairly.

Requirements

This page is key to make sure you meet the eligibility criteria. Please enter all the information required.

Please upload a copy of your PhD certificate. If the certificate has not yet been issued, but you have passed the doctoral final examination (dissertation defense) before the call deadline, you must indicate this date as “Date of award” and upload an official letter in English issued by your University/Institution confirming this and stating the expected date your doctoral degree certificate will be issued.

Should your PhD certificate be written in any other language than English or Italian, an English translation must be included. An official letter written in English from the University that awarded the PhD confirming the award and its date would be considered acceptable.

Incompatibilities

This section has been designed to highlight some cases in which, according to the Italian Law, we would not be able to accept your application, even if you meet the eligibility criteria.

Project details

In this page we collect information on your proposal. Please use the form provided, where you will find the instructions on the information we need.

Project Title

Please give your project a simple and clear title. This will be useful to the panellists, and is how the public will find your project on Ca' Foscari's website, so do make it relevant, accessible and persuasive.

Acronym

Choose the appropriate acronym for the title of your proposal.

Abstract

The abstract should provide a clear and captivating description of your proposal and its objectives, its implementation, and its scientific and technical relevance. It should also include the Research for Global Challenges Institute (RGCI) that you think can support you with your individual research and training needs. You can find the full list of the RGCI available at Ca'Foscari [here](#)

Please use plain text, avoid hyperlinks, formulas, and do not include confidential information. There is a limit of 8,000 characters (spaces and line breaks included).

Personal Career Development Plan (PCDP)

Please use the form provided. This is the first draft of your career development plan where you will be asked to describe your Career Development objectives and training needs, possible networking, and cross-sectoral training opportunities.

Ethical issues

You will be requested to fill in an ethics table. Proposals raising ethics concerns will be flagged at any stage of the evaluation process.

Declarations

In this page we ask the applicant to read and accept some statements on personal data handling and accept the declaration of liability. You can download the information notice on personal data treatment by clicking on the text we have underlined.

4.3 Submit the proposal

Once you have completed the declarations page, click on “salva e ritorna al cruscotto/save and back to the dashboard”.



Image 5: Dashboard with status of your application and possible actions.

Verify that you have completed all the fields and uploaded all the attachments by clicking “Verifica/Verify”.

If there is no error, the system will let you submit your application. If there is any issue, the system will display an error message that needs correcting in order to proceed any further.

Please go back to the main menu by scrolling up and selecting “Cruscotto/Dashboard”.

If all the fields have been completed correctly, and you are ready to submit your application, please select “Presenta/Submit” Scroll down and click on “Presenta/Submit” at the bottom of the page. (Image 6)

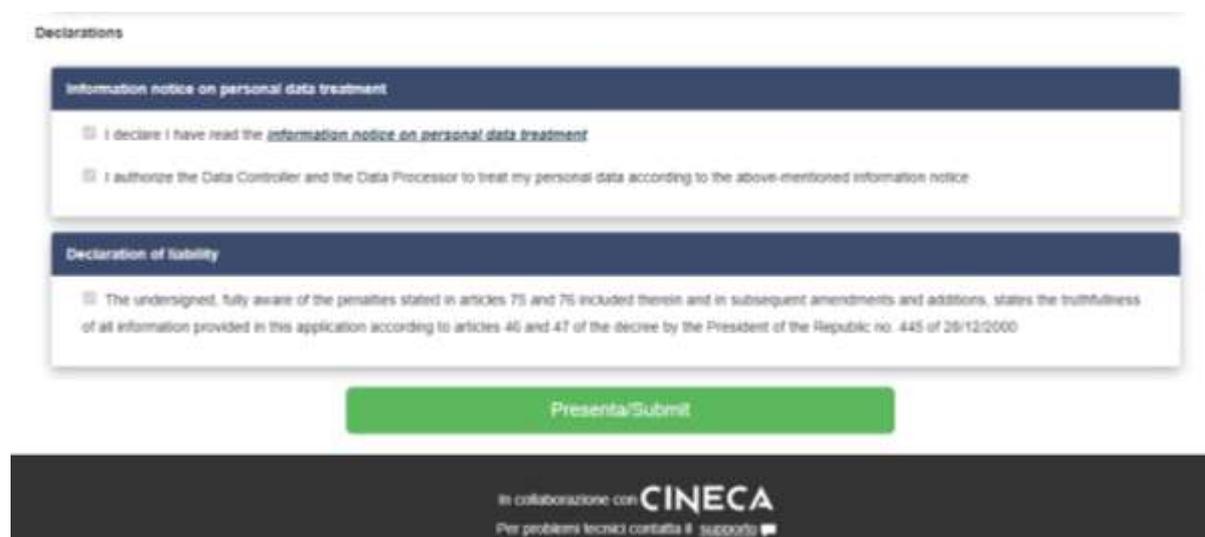


Image 6

Within a few minutes you will receive an email confirming that your application has been submitted successfully.

4.4 How to modify or withdraw your proposal

Once proposals are submitted, they cannot be opened and no further modifications can be made.

If you need to make any changes, you will need to cancel the proposal by selecting “Ritira/Withdraw” (Image 7) and **create a brand new proposal within the call deadline.**



Image 7

To complete the withdrawal process, please tick the “I wish to withdraw my application” box and include the reason for your application withdrawal (Image 8).

You will receive an email to the email address you provided to confirm your application withdrawal.

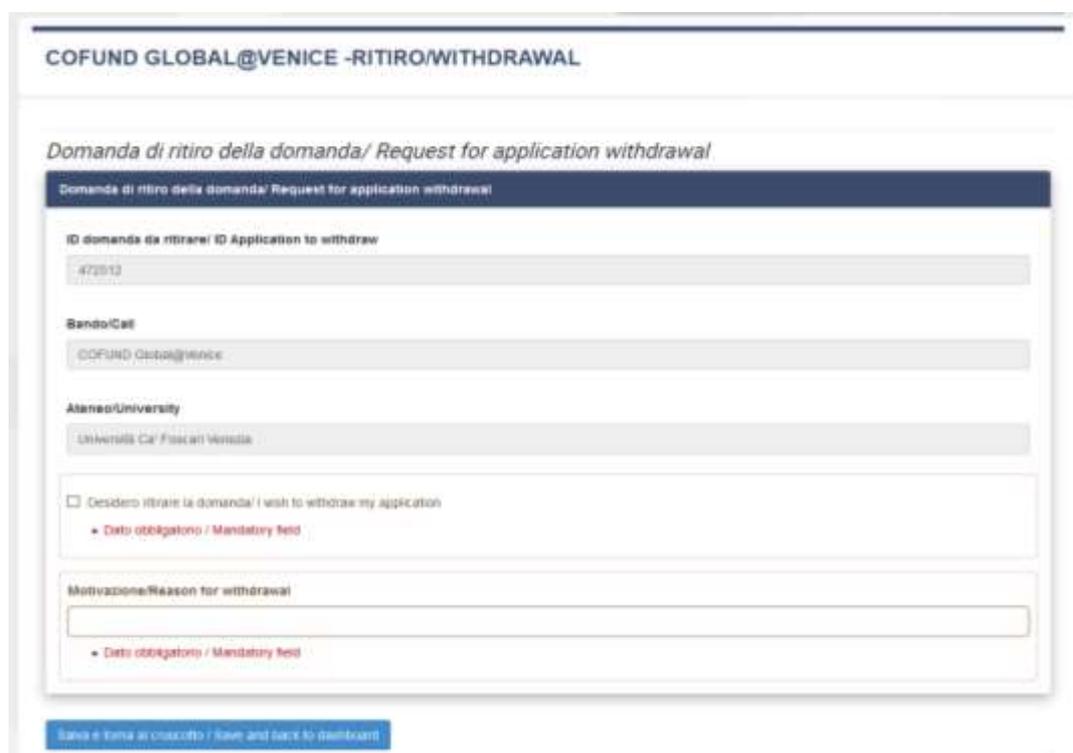
A screenshot of a web form titled 'COFUND GLOBAL@VENICE -RITIRO/WITHDRAWAL'. The form is for a 'Domanda di ritiro della domanda/ Request for application withdrawal'. It contains several fields: 'ID domanda da ritirare/ ID Application to withdraw' with the value '472813'; 'Bando/Call' with the value 'COFUND Global@Venice'; 'Ateneo/University' with the value 'Università Ca' Foscari Venezia'. There is a checkbox labeled 'Desidero ritirare la domanda/ I wish to withdraw my application' which is currently unchecked. Below this checkbox, it says '• Campo obbligatorio / Mandatory field'. There is also a text input field for 'Motivazione/Reason for withdrawal' which is currently empty, with a red asterisk and the text '• Campo obbligatorio / Mandatory field' below it. At the bottom of the form, there is a blue button labeled 'Salva e torna al sommario / Save and back to dashboard'.

Image 8

5. Timeframe for the G@V Fellowship 2021 call for proposals and additional information

Call Opening	15 March 2021
Deadline for application	5 pm (CET) 30 June 2021
Eligibility Check and application matching	by 31 July 2021
Scientific proposal evaluation and Ethic Review	by 30 November
Interviews	January 2022
Evaluation Results	February 2022
Start of projects	from March 2022

For an overview of the selection process and timeline, [please visit our website](#)

Annex 1: Curriculum Vitae

Annex 2: G@V Project Proposal Form

Annex 3: G@V Personal Career and Development Plan Form

Annex 1: Curriculum Vitae

Curriculum Vitae (max 4 pages)

Text highlighted in light blue and in *italics* serves as a guideline only and should be deleted

Please use this template. It should be modified only if necessary and appropriate.

PERSONAL INFORMATION

Family name, First name:

Researcher unique identifier(s) (such as ORCID, Research ID, etc. ...):

Date of birth:

Nationality:

Country of residence:

URL for web site:

- **EDUCATION**

in reverse chronological order, using exact dates

- **CURRENT POSITION(S)**

year(s) Current Position

Name of Faculty/ Department, Name of University/ Institution, Country

- **PREVIOUS POSITION(S)**

in reverse chronological order

year(s) Position held

Name of Faculty/ Department, Name of University/ Institution, Country

- **PRIZES, AWARDS AND FELLOWSHIPS**

year(s)

- **FUNDING RECEIVED**

year Project Title, duration, amount awarded, Name of University/ Institution, Country

link to project detail/website, if available

- **TEACHING ACTIVITIES**

year Teaching position – Topic, Name of University/Institution, Country

- **SUPERVISING AND MENTORING ACTIVITIES**

year(s) Number of Postdocs/ PhD/ Master Students

Name of Faculty/ Department/ Centre, Name of University/ Institution, Country

- **MAJOR COLLABORATIONS**

Please, enter major collaborations such as networks, academic and non academic collaborations

- **CAREER BREAKS**

Please indicate exact dates, the duration in months and the reason

Please consider that any periods of inactivity in research and/or unconventional paths for work reasons outside the academic field (e.g. industry), can be considered a potentially valuable contribution to your career development and should be explained in a detailed way

- **PUBLICATIONS**

please enter details of your publications

- **INVITED PRESENTATIONS**

Invited presentations to internationally established conferences and/or international advanced schools;

- **ORGANISATION OF INTERNATIONAL CONFERENCES** *in your field(s) of research,*

including membership in the steering and/or programme committee

- **PARTICIPATION IN INDUSTRIAL INNOVATION**

- *Granted* **PATENT(S)**

The **Curriculum Vitae** is true and correct as at (insert date)

Signature: (please print, sign, scan and upload the CV as a .pdf)

Annex 2: G@V Project Proposal Form

Instructions:

This page of instructions is for information only and should be deleted from your proposal!

Proposals must respect the following minimum standards:

- **a minimum font size of 11 points, except for the Gantt chart and tables where the minimum font size is 8**

Points;

- **single line spacing;**
- **A4 page size;**
- **margins (top, bottom, left, right) of at least 15 mm (not including any footers or headers);**
- **a clearly readable font (e.g. Arial) on a printed copy.**

Footnotes are to be used exclusively for literature references. Their minimum font size is 8. They will count towards the page limit. Any other information included in a footnote will be disregarded.

Proposal Template should not contain any hyperlinks in the core text. Any additional information provided through hyperlinks in the core text will be disregarded.

The maximum total length for this document is 6 pages.

Applicants are free to decide on the allocation of pages among the required paragraphs. However, do NOT add a cover page as the overall page limit will be strictly applied: after the call deadline, excess pages will not be taken into consideration by the experts.

It is the applicant's responsibility to verify that the submitted PDF documents are readable and are within the page limit. PDF documents can contain colours.

Applicants will not be able to submit their proposal in the submission system unless Project Proposal Form and Career Development Plan Form are provided in PDF format



Global@Venice Project Proposal form

START PAGE COUNT–MAX 6 PAGES–DO NOT ADD INTRODUCTORY PAGES BEFORE THIS

1. Project Title and Acronym

2. Relevant Research for Global Challenges Institute

Insert the Research for Global Challenges Institute to work with.

3. State-of-the-art

Provide an introduction, discuss the state-of-the-art, specific objectives and give an overview of the action.

4. Research aims and methodology

Discuss the research methodology and approach, highlighting the type of research / innovation activities proposed.

5. Relevance and added-value of proposed research project

Describe the originality and innovative aspects of the planned research as well as the contribution that the action is expected to make to advancements within the research field.

6. Interdisciplinary nature and research alignment with one or more research areas connected to one or more RCGI

Discuss the interdisciplinary aspects of the action (if relevant) and the alignment with the research areas of the selected Research for Global Challenge Institute – describe the choice of Ca' Foscari as Host Institution.

7. Career impact

Explain the expected impact of the planned research and training activities, demonstrate how professional experience and the proposed research will contribute to the development of your independence as a researcher.

8. Communication and dissemination activities

Provide a communication plan - Demonstrate how both the research and results will be made known to the public in such a way that they can be understood by non-specialists. Provide a dissemination and if relevant an exploitation plan, discuss the strategy for targeting peers and key stakeholders.

9. Work plan: Feasibility of your Research project

Describe how the work planning (including deliverables and milestones) and the resources mobilised will ensure that the research and training objectives will be reached. Provide a Gantt chart of your activities.

STOP page count (maximum 6 pages including the start page)

Annex 3: Career Development Plan Form

Instructions:

This page of instructions is for information only and should be deleted from your proposal!

Career Development Plan must respect the following minimum standards:

- **a minimum font size of 11 points;**
- **single line spacing;**
- **A4 page size;**
- **margins (top, bottom, left, right) of at least 15 mm (not including any footers or headers);**
- **a clearly readable font (e.g. Arial) on a printed copy.**

The maximum total length for this document is 2 pages.

It is the applicant's responsibility to verify that the submitted PDF documents are readable and are within the page limit. PDF documents can contain colours.

Applicants will not be able to submit their proposal unless Project Proposal form and Career Development Plan form are provided in PDF format



Global@Venice Career Development Plan

START PAGE COUNT—MAX 2 PAGES—DO NOT ADD INTRODUCTORY PAGES BEFORE THIS

1. Career Development objectives and training needs

Research results:

- Anticipated publications.
- Anticipated conference, workshop attendance, courses, and /or seminar presentations.

Research skills and techniques:

- Training in specific new areas, or technical expertise etc.

Research management:

- Fellowship or other funding applications planned (indicate name of award if known; include fellowships with entire funding periods, grants written/applied for/received, professional society presentation awards or travel awards, etc.).

Communication skills:

Other professional training (course work, teaching activity):

Other activities (community, etc.) with professional relevance:

2. Networking and cross-sectoral training opportunities

You are encouraged to include cross-sectoral mobility and to describe possible networks and connections, employment perspectives through intersectoral and international secondments (minimum duration of three months, and/or possible short visits)

STOP page count (maximum 2 pages including the start page)