

2. Research staff mobility programme

Action 2.1. Grants for Universitat Jaume I teaching and research staff visiting other research centres.

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[\[Forms: 3, 4, 5 and 38 \]](#)

1. Purpose

The purposes of the grants applied for within this programme are to complete, further and update the education of Universitat Jaume I research staff who are either undergoing training or improving their skills and do not have a specific programme of visits to research centres. This call for applications excludes teaching and research staff who are civil servants, indefinite contract staff and trainee research staff with state or regional grants.

The grant will be used to execute a work plan connected with the beneficiary's project or line of research.

Visits will take place in renowned research centres which are appropriate for the training of teachers in the corresponding areas of knowledge.

2. Characteristics of the programme

2.1. Visits shall last a minimum of two months and a maximum of six months. The period for the visits will start between the resolution date and 31 March 2011 and will not be interrupted. If beneficiaries fail to join the research centre in the period indicated above, their application shall be withdrawn.

2.2. On exceptional occasions, the Vice-Rector for Research may authorise a single interruption of the visit. This circumstance does not entail any increase in the financial aid granted.

2.3. The grants awarded consist of:

- a. **A monthly allowance** of between 450 and 1200 gross euros. The amount depends on the country and city where the research centre is based.
- b. Aid totalling a maximum of 1200 euros for **travelling expenses** (from the home university and back). This amount will be paid entirely, but no aid will be given should the visit not entail a change of residence.
- c. **A combined accident and health insurance** in the host country, except in Spain. If the host centre requires a more complete insurance than the usual one, its underwriting shall need to be authorised by the Vice-Rectorate for Research.

2.4. In the event of withdrawing or cancelling the grant for any reason, the budget allocated to it shall be used to finance other applications in accordance with the priority order established.

2.5. Nobody can submit more than one application.

2.6. The receipt of this grant is incompatible with the receipt of other grants awarded by other organisations or institutions for the same purpose and period.

3. Requirements

3.1. Applicants must be full-time members of teaching and research staff, and belong to any of the following categories:

- a) Assistants
- b) Assistant lecturers (PhD)
- c) Pre-doctoral trainee research staff on a grant under the Plan for the Promotion of Research at the UJI (Action 3.4 of the Plan for the Promotion of Research).
- d) Research staff supporting research groups (Action 3.4 of the Plan for the Promotion of Research).

On exceptional occasions, and to be no longer applicable in future calls for applications, candidates also include teaching and research staff belonging to any of the following categories:

- e) Pre-doctoral trainee research staff on a CSIC grant who have been assigned to a CSIC-UJI associated unit.

3.2. Where appropriate, it is necessary to submit a certificate in which the corresponding Department Council undertakes to fulfil the teaching duties of the candidates, without new incorporations, during the period applied for.

3.3. Admission to the research centre or university chosen must be proven, indicating the activities to be carried out there.

3.4. The grant award does not exempt the beneficiary from obtaining the leave authorisation from the Vice-Rectorate for Academic Organisation and Teaching Staff that allows the interruption of the teaching tasks during the approved research visit period.

3.5. Applications from research staff who fail to duly submit the reports corresponding to grants for previous visits awarded by the Caixa Castelló-Bancaixa Foundation shall not be accepted.

3.6. Staff from the above categories *c*, *d* and *e* shall need authorisation from the teaching staff responsible for their further training.

3.7. Applicants who do not hold a PhD shall need to hold the Advanced Studies Diploma or the administrative document which replaces it in accordance with the new structure of studies adapted to the European Higher Education Area.

3.8. Requirements must be met by the application deadline, and kept as long as the activity takes place.

4. Formalising applications and deadline for submissions

4.1. The applications, addressed to the Vice-Rectorate for Research, must be presented at the General Register of the Universitat Jaume I and must enclose the documents below, which shall conform to the standard forms provided for this purpose:

- a. Application form duly filled in (form no. 4).
- b. Work plan (form no. 5).
- c. The candidate's curriculum vitae (form no. 3).
- d. Documents proving that the requirements stated in the previous section (3. Requirements) are met.

4.2. Models of standard forms can be obtained at <http://www.uji.es/CA/ocit/pinv10/>.

4.3. The deadline for submissions is 5 March 2010.

5. Selection of beneficiaries

5.1 The selection of beneficiaries shall be made by the Governing Council upon proposal of the Research and Postgraduate Committee.

5.2 The Vice-Rectorate for Research may designate a sub-committee of the Research and Postgraduate Committee to do the assessment work.

5.3. The resolution must be published on the Universitat Jaume I's noticeboards, and must be notified to the candidates.

5.4. The assessment criteria shall be as follows:

- a. Candidates' academic, teaching and research merits.
- b. Interest of the work plan, feasibility of implementation within the period proposed and with the resources available, and potential effects of the research work
- c. Characteristics of the research centre and/or group to be joined by the applicant.
- d. Results of the activity carried out in previous visits in accordance with the reports submitted upon their completion and to the scientific production (articles, books, etc.) achieved.

5.5. The number of applications per department shall be taken into account by considering the quantity of applications submitted with respect to the total number of possible candidates.

5.6. In any case, priority to applications is given in an inverse proportion to the number of months awarded in previous calls for the applications of the 2nd Programme of the Plan for the Promotion of Research Caixa Castelló-Bancaixa Foundation.

6. Beneficiaries' obligations

6.1. To accept the grant in writing within 30 days after the publication of the grant award resolution. Failing to meet this requirement involves losing the grant.

6.2. By accepting the grant, the beneficiary undertakes to abide by the regulations governing this call for applications, and the regulations set out by Vice-Rectorate for Research.

6.3. To successfully complete the different phases of the work plan proposed by working on it in accordance with the host centre's own regulations.

6.4. To submit a report of the activity undertaken, a certificate of the visit issued by the host centre and a sworn statement confirming that the beneficiary has not received other grants from other organisations (form no. 38) to the Vice-Rectorate for Research within a month upon completion of the research visit. It is not necessary to present the expenses resulting from the journey made.

6.5. To notify the Vice-Rectorate for Research of arrival at the host centre or university and of the personal address there.

6.6. To remain in the centre applied for. Any changes made must be authorised by the Vice-Rectorate for Research.

6.7. To acknowledge that any resulting publication has been possible thanks to a grant from the Caixa Castelló-Bancaixa Foundation. Furthermore, a copy of each publication must be submitted to the Vice-Rectorate for Research and to the Caixa Castelló-Bancaixa Foundation.

6.8. In the event of failing to meet any of the obligations indicated above, the Vice-Rectorate for Research may cancel the award of the grant or ask for the payments received to be returned.

6.9. Losing the condition of full-time teaching and research staff at the Universitat Jaume I, in accordance with requirement 3.1, entails the immediate cancellation of the grant.

7. Appeals

Against this resolution, which is the final administrative action that can be taken, an appeal can be filed before the Universitat Jaume I's Rectorate within a period of one month from the date following its publication in accordance with Articles 114 to 116 of

Law 30/1992, of November 26, on legal rules governing public authorities and ordinary administrative procedure. An appeal for review of administrative decisions can also be filed before the Contentious Administrative Court of Castelló within a period of two months from the date following the publication of the resolution in accordance with the provisions set out by Articles 8, 14 and 46 of Law 29/1998, of 13 July, which regulates contentious-administrative jurisdiction. All this does not preclude the possibility of filing any other appeals that may be deemed appropriate.