

ANNEX

SECOND CALL FOR APPLICATIONS FOR EARLY-STAGE FELLOWSHIPS UNDER THE WIT PROGRAMME 2022

Article 1. Purpose of the call and number of fellowships.

The purpose of this call is to regulate the terms and conditions of the of the fellowship award process within the WIT Programme, for the arrival in Navarre of eight early-stage researchers to study a doctoral programme and write a doctoral thesis in one of the four strategic areas of the Programme and to complete their initial training as researchers through the implementation of a Personalised Professional Development Plan.

Article 2. Host institutions.

For the purpose of this call, the Public University of Navarre and the University of Navarre will be the institutions to host the beneficiaries of the WIT Programme fellowships.

These institutions will assume the condition of collaborating entity for the management of the fellowships, for the purposes of the provisions of the Regional Foral Law 11/2005, of 9 November, on Funding, which regulates the general legal administration of the fellowships awarded charged against the General Budget of Navarre.

Article 3. Characteristics of the fellowship.

3.1. Nature and duration of the fellowships.

Fellowships will be awarded for the recruitment of research staff for a period of 36 months by their host institutions. The working conditions will comply with the principles established by the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers", and the regulations of the contracting universities under the conditions set out in the applicable Spanish laws and regulations. The early-stage researcher contract shall be drawn up in accordance with the provisions of Article 21 of Law 14/2011, of 1 June, on Science, Technology and Innovation and secondary legislation.

In addition to funding the early-stage researcher contract and other expenses related to the Research Project (doctoral thesis), the fellowship includes the design and implementation of a Personalised Professional

Development Plan, which includes training in other transversal skills such as knowledge transfer, entrepreneurship, exploitation and valorisation of research results, intellectual property, gender analysis in research, leadership, creativity, communication skills, teamwork, ethics, etc.

3.2. Amount.

The amount of the fellowships will cover the following items:

1. Salary.

Each predoctoral researcher will receive a contribution of €36,000 (including family allowance) or €32,400 (not including family allowance) per year, which corresponds to a gross annual salary of 27.944€ or €25.144€, respectively (after the employer's social security contributions have been paid by the hiring university).

Each grant year will consist of 12 monthly payments and two extraordinary payments, which translates into a gross monthly salary of 1.996€ in the case of research staff with family allowance, and 1.796 € in the case of research staff without family allowance.

The costs of the employer's social security contributions are also financed during the length of the fellowship, in accordance with the statutory rules on social security contributions, end-of-contract severance pay, as well as the costs of any changes in these contributions that may occur.

2. Other allowances.

Additionally, the grant shall include the following allowances:

a) Mobility allowance

The grant shall amount to up to 2.400€ to cover the expenses related to the beneficiaries' travel and relocation to Navarre.

b) Research-related allowance.

A sum of up to 4.800€ per year to cover any costs that may arise from their research activity (equipment, consumables, conference/congress attendance, fees for open access publications, course registrations, tuition fees, dissemination costs, etc.).

Regarding travelling, accommodation and living costs linked to their participation in conferences or congresses, the following limits for "travelling expenses" indicated in the section below shall apply:

c) Travel allowance.

Visiting researchers may receive up to 2.400€ per year to cover travelling expenses during secondments.

This section shall include the following items:

- Living and accommodation allowance. This allowance shall be calculated by multiplying the number of days of the stay by the daily rate of €40/day and by the applicable corrective coefficient set out in the table provided in Annex V.

- A travel allowance, dependant on the destination country, according to the following table:

Travelling distance	Up to 1.000 km.	1.001 km - 2.500 km.	Over 2.500 km.
Travelling expenses	€300	€600	€1.000

- Financial assistance for travel and medical insurance abroad, amounting to no more than 300€.

Article 4. Budget allocation.

The line-item budget to which these fellowships are to be allocated to is G10001-G1100-4800-322302, (PEP: E-21-000327-01), referred to as "Training and Research and Development (R&D) Funding Programme" for the years 2023, 2024, 2025 and 2026, subject to budgetary availability. The maximum expenditure allocated to this call for applications is 1,056,000€.

The indicative budget is distributed on a yearly basis is as follows:

Year 2023: 364.800 € (including travel and relocation expenses).
 Year 2024: 345.600 €
 Year 2025: 345,600 €
 Year 2026: 259.200 €

Exceptionally, the amount allocated to this call may be increased by up to 396,000 euros, with funds released from the 1st call of the Programme, by Resolution of the Director General of the University, without the need for a new

call, provided that the conditions established in Article 31 of the Ley Foral de Subvenciones (Law on Subsidies) are met.

Article 5. Applicants' eligibility requirements.

Applicants, regardless of their nationality and age, must meet the following eligibility criteria at the closing date of the call:

- **Research experience – *Early-Stage Researcher (ESR)*:** Applicants must be in the first four years of their research careers (Full-Time Equivalent Research Experience) and have not yet formally been awarded the doctoral degree.
- **Compliance with the MSCA mobility rule:** Applicants must not have resided or carried out their main activity in Spain for longer than 12 months (whether consecutive or not) within the 3 years immediately prior to the deadline for submission of applications.
- **Level of studies:** Applicants must have completed studies leading to the award of an official university degree from any country within the European Higher Education Area (EHEA), having obtained 300 ECTS, of which at least 60 ECTS must correspond to Master's degree level. Alternatively, applicants must have completed a degree at a university not adapted to the EHEA that with access to doctoral studies.
- **Language:** Applicants must show evidence of at least a B2 English language ability level by submitting one of the following certificates:
 - Internet-based TOEFL with a minimum overall score of 83.
 - University of Cambridge: minimum overall score of 176 in the case of the *First Certificate* in English (grade A or B), *Certificate of Advanced English*, *Certificate of Proficiency in English* or the online test *Linguaskill*.
 - IELTS: minimum overall score of 6.5 In *IELTS Academic* or *General Training*.
 - Duolingo English Test: minimum overall score of 105.
 - Spanish Official Schools of Languages: B2 certificate or above.

No other certificates will be accepted, regardless of whether they are from the same or other organisations that may be considered as equivalent to the above-mentioned. Applicants will not need to submit an English language certificate if they are a national of any of the following countries:

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|-----------------------|-----------------|------------------------------------|
| • Antigua and Barbuda | • United States | • United Kingdom |
| • Australia | • Grenada | • Saint Vincent and the Grenadines |
| • Bahamas | • Guyana | • Saint Kitts and Nevis |
| • Barbados | • Ireland | • Saint Lucia |
| • Belize | • Jamaica | • South Africa |
| • Canada* | • Malta | |

- Dominica
- New Zealand
- Trinidad and Tobago

**Those who provide a Canadian academic certificate proving that their studies were taught in English will not need to certify their English language level.*

Likewise, those who have completed undergraduate (minimum 3 years) or postgraduate (minimum 2 years) studies in English, in a country other than their country of origin, and can prove it, do not need to present the language certificates mentioned above.

Article 6. Organisation, processing and resolution of the procedure.

1. The procedure will begin with the publication of the call for applications on the WIT Programme website and in the Official Gazette of Navarre by means of a Resolution of the General Directorate of University.

2. The University Service shall be the competent body in charge of the procedure, which, on its own initiative, shall take all the necessary steps to determine, examine and verify the data and evaluation of the applications on the basis of which the resolution must be pronounced. In particular, the competent body's activity shall include the request for evaluation reports from experts and evaluating entities, necessary for the second phase of the selection process, as described in Article 10.2, the resolution of any questions that may arise, as well as the preparation of instructions for their development and compliance.

3. An Evaluation Committee shall be appointed for the selection process, composed of:

- The WIT Programme Coordinator or the person delegated by the Coordinator, who will act as Chairperson.
- The Public University of Navarre's representative on the WIT Programme Steering Committee, or the person delegated by the representative.
- The University of Navarre's representative on the WIT Programme Steering Committee, or the person delegated by the representative.
- The WIT Programme Manager, who will act as secretary.

The Evaluation Committee will approve a shortlist with those who have passed each of the phases during the selection process, will submit the final proposal of awards and will ensure the coordination and transparency of the evaluation process. However, the Evaluation Committee will not participate in the scientific-technical assessment of applications, which will be carried out

by an Evaluation Panel under the terms set out in Article 10 and whose members must not have a connection with the contracting universities.

Once the Evaluation Committee has been appointed, it must approve, in a period of no more than seven months from the end of the period for submission of applications, a provisional award proposal, in accordance with the rules established in Article 10.4.

4. The call for applications shall be resolved by means of a Resolution of the General Directorate of University, upon the proposal by the competent body. The period for issuing the Resolution and publishing it in the grant application page shall be no more than eight months from the end of the deadline for submission of applications. Failure to do so within this period may result in the rejection of the application.

Article 7. Submission of applications.

1. All information related to the call for applications will be published on the WIT Programme website, which includes a link to the application page on the Navarra.es site. The WIT website will provide all the information, forms and sample documents necessary to formalise an application. All applications and any other related documents must only be submitted electronically through this website.

2. The deadline for submission of applications will be 2 months from the day following the publication of the call on the Programme's website. Enquiries regarding the call and applications must be made exclusively by e-mail to the address wit@navarra.es

3. In accordance with article 14.3 of Law 39/2015, on the Common Administrative Procedure of Public Administrations, those participating in the application process will be required to use electronic means in all the administrative procedures derived from this call. It shall be compulsory to provide an e-mail address for notifications, which must be included in the application form.

4. Applications must be submitted electronically by filling in the form available on the WIT Programme website.

This electronic application form includes a declaration that the applicant complies with the provisions of Article 13 of the Regional Foral Law on Funding. It also includes an authorisation for the Department of University, Innovation and Digital Transformation to check that the applicant is up to date

with their tax and Social Security obligations. Should the applicant expressly object to this in their application, proof that they are up to date with these obligations must be provided.

When filling in the form, applicants must state in their application their chosen scientific area, the line of research and the sub-line or research group from among those listed in the classification in Annex I. Once the definitive list of accepted applications is published, the selected option may not be changed. Each applicant may only submit one application to this call. Submitting more than one application will be grounds for the rejection of all of them.

Article 8. Supporting documents to be included in the application.

The application shall be formalised by submitting, in separate files, the following documents through the Programme's website. All documents must be completed or written in English in pdf format and clearly identified with the applicant's acronym and surname:

- **A. Application form (online).**

It shall contain personal identification information, specific information to ensure compliance with the requirements, as well as other information relating to the doctoral programme to be studied, WIT area, line and group of research chosen, etc.

- **B. Supporting documents stating the compliance with the grant requirements:**

- **Documents confirming the applicant's Early-Stage Research status:** Applicants will not need to provide additional information if they have stated in their application form that the date of completion of the studies that allow access to the doctorate is within the last 4 years from the date of submission of applications. Should this not be the case, documentation must be provided regarding interruptions in the research career (e. g. career break) that confirms that the applicant is in the first 4 years of their research career.
- **Supporting documents for compliance with the mobility rule (MR):** Applicants must submit a single document containing all pages of their passport, municipal records, employment contracts, university fees, etc., supporting the applicant's compliance with the mobility rule.
- **Copy of Diplomas (TIT 1 and TIT2):** These allow access to the doctorate studies and their academic records. Should applicants have carried out their studies in countries belonging to the EHEA, the "European degree supplement" must be provided. In the case of studies carried out outside the EHEA, applicants must provide the documentation from the university or similar institution accrediting that the qualification provided allows access to doctoral studies in the country where the studies were carried out. This information must be provided in a single document and in addition to the degree and academic record.
- **Document providing proof of the applicant's level of English (EL):** Only one of

the certificates indicated in Article 5 will be accepted. Applicants who have completed their Bachelor's or Master's degree studies in English, in a country other than their country of origin, or those whose mother tongue is English, must present the documentation accrediting this circumstance (passport, degree, etc.).

C. Supporting documents necessary for the correct scoring of applications:

- **Curriculum Vitae (CV):** Personal, academic and professional information as well as scientific production. Applicants must use the template found in Annex II, which is available on the website.
- **Recommendation Letters (RL1 and RL2):** (Up to two letters).
- **Expression of interest (EOI):** (Up to two A4-sized documents). Applicants must submit a research proposal and express their interest in developing it within the WIT Programme. A template for this document can be found in Annex III which is available on the website.

D. Other Documents:

- **Document providing proof of personal circumstances (OPD):** Applicants who have indicated family obligations, career breaks, refugee status, etc. within their application form must provide, in a single document, all the information (birth certificates of children, marriage certificate or equivalent legal document, disability certificate, asylum application, etc.), certifying said circumstance.
- **Document providing proof of achievements indicated in the CV (MJ):** Supporting documents that could not be accredited via DOI or via URL must be included in a single document.

Article 9. Eligibility check.

After administrative processing, the University Service will publish on the website the provisional list of applications that have been admitted, excluded and in need of rectification, indicating the reasons for rejection or rectification. Applications that fail to provide proof of achievements indicated in the CV cannot be rectified.

Applicants will have a period of 7 calendar days to submit their amended applications on the website. After that period of time, the definitive list of admitted and excluded applications will be published on the website.

Both provisional and definitive lists of admitted and unsuccessful applications will be notified by e-mail.

Article 10. Selection process.

Once the definitive shortlist of successful applicants has been published, the applications that have met the requirements, and are therefore

eligible, will be classified according to the four WIT thematic areas to which they are assigned according to Annex I of this call for proposals.

The selection process will consist of the following phases:

- 1st Phase or pre-selection phase.
- 2nd Phase or final selection phase.
- 3rd Phase or interview phase.

10.1. Pre-selection phase.

In this phase a maximum of 10 applications will be pre-selected for each of the four WIT areas listed in Annex I. The evaluation of the applications in this phase will be carried out by an Evaluation Panel of 12 experts who will organise their work according to the four WIT areas, producing a report for each application. Each application will be evaluated by 3 experts, one of whom shall have an industrial (non-academic) profile. The score obtained in this phase will only be used to move on to the next phase and will be independent to the score obtained in the second phase.

10.1.1 Award criteria.

Each application shall be awarded a maximum of 100 points according to the following criteria:

CV: Up to 50 points. Preference will be given to the applicant's studies and academic records, assessing their suitability for the chosen sub-line, whether those studies have been completed within the framework of international mobility actions, previous awards and grants, etc.

2. Letters of recommendation: Up to 25 points. The recommendation and relevance of those who endorse them will be assessed.

3. Motivation and relevance of the expression of interest: Up to 25 points. This criterion will assess the novelty and interest of the proposal and its feasibility within the WIT Programme's framework, as well as the candidate's motivation and complementarity to work as an early-stage researcher in the chosen research group, and the grant's potential contribution to the applicant's research career.

10.1.2 Provisional list and final list of pre-selected applicants.

Once each application has been assigned a score, they will be ranked in order, in each of the WIT areas. The ten applications with the highest scores

in each of the areas, which have exceeded the threshold of 60 points, will be shortlisted to move on to the second phase.

Both the provisional list of pre-selected and unsuccessful applications will be published on the WIT website, allowing a period of five days to file any objections. Applicants will be notified by e-mail of the publication of the lists and unsuccessful applicants will also receive the Evaluation Summary Report.

Applicants may contest the procedural aspects of the evaluation, such as material or factual errors. The Evaluation Committee's scientific or technical judgement shall not be contested.

Once any objections have been addressed, the definitive list of pre-selected applications will be published on the website and candidates will be notified by e-mail.

10.2. Final Selection Phase.

10.2.1 Submission of supporting documents.

After the definitive list of pre-selected applications has been published, applicants accessing the final selection phase will be required to prepare and submit the following documents. These must be submitted electronically through the WIT website and within a non-extendable period of 30 days:

1. Research Proposal: Candidates must respect the 5-page limit and use the template provided in Annex 5.
2. Ethics self-assessment: A template is available on the WIT's website.

10.2.2 Award criteria.

To draw up the pre-selection shortlist, the Evaluation Committee will be supported by the Evaluation Panel and a group of international experts from an external evaluation entity. The Evaluation Committee will organise its work according to the scientific areas listed in Annex I and will prepare a report for each application, assigning it up to 100 points according to the criteria set out below. Each application will be evaluated by 2 members of the Evaluation Panel and 2 international experts.

1. Researcher's excellence: Up to 50 points. The provided CV and letters of recommendation will be assessed, considering the following criteria:

- Academic achievements: Studies completed and their academic records; assessing their suitability for the chosen sub-line, and whether they were completed in an international mobility framework; previous awards and grants, etc.

- Research experience: Participation in projects, publications, teaching experience, participation in conferences.

- Complementary competences: teamwork, work activity in industry, research management, dissemination and transfer actions, etc.

- Other: Recommendation letters.

2. Research proposal: Up to 30 points: The following aspects will be considered:

- Quality: Originality and innovative nature of the project, scientific-technical quality including inter/multidisciplinary, state-of-the-art and proposed methodology.

- Proposal's viability: coherence between the approach and proposed methodology, proposed approach and capacity to carry it out.

- The potential impact and relevance of the research.

- Consistency of the proposal with WIT's lines of research.

- Complementarity between the candidate and the receiving research group.

- Suitability of the host university and receiving research group: Scientific and technical relevance of the research group to the proposed line of research, available infrastructure for the project.

3. Potential for the development of the research career: Up to 20 points. The impact and benefit of the grant will be assessed considering the WIT context (employment prospects, growth potential, industrial applications, connection with Navarre's S4, etc.), based on the following criteria:

- Relevance of the grant for the applicant: fit of the applicant in the WIT Programme in line with the receiving research group and alignment with Navarre's S4.

- Synergies and networking: potential of the researcher to create and propose new lines and synergies in the host institution.

- Potential impact of the grant on the industry: potential applicability of results, capacity to improve the relationship between academia and industry, etc.

- Connection of the proposal with Navarra's S4 and with the region's industry, capacity to establish collaborations and knowledge transfer in the region.

10.2.3. List of selected applicants.

In phase 2, the Evaluation Committee will draw up a list of 16 successful candidates in accordance with the following guidelines:

1. Applications shall be ranked within each of the four WIT areas, based exclusively on the score obtained in the second phase of the selection.

2. Once the ranking in each WIT area has been established, the application with the highest score in each WIT area will be selected first.

3. The next four candidates with the highest score, who were not selected in step 2, irrespectively of their corresponding area, will then be selected according to their score. Out of these four candidates, up to two candidates per WIT area shall selected.

4. The remaining eight candidates will be the two candidates with the highest score from each WIT area and who have not been selected according to their score in steps 2 and 3.

5. Ties in the process shall be resolved according to the following criteria and in the following order: (1) preference will be given to the candidate who secures a more gender balanced proposal; (2) highest score obtained in the "research excellence" section; (3) youngest age (4) candidates coming from disadvantaged countries; (5) candidates with refugee status.

The provisional list of selected and non-selected applications will be published on the WIT website. Applicants will also be notified by e-mail of the publication of the lists and will receive the evaluation report of their application, allowing a period of five days for the interested parties to make allegations. Allegations must be based on inadequacies related to the procedure, material or factual errors, etc. The scientific-technical considerations of the Evaluation Panel cannot be appealed.

Once any appeals have been addressed, the definitive list of the 16 applications moving on to the interview phase will be published on the website and candidates will be notified by e-mail.

10.3 Interviewing phase.

The 16 selected candidates will be required to have a personal interview with the principal researcher from the chosen research group along with two members from the Evaluation Panel. The interview may be in person or by videoconference. Prior to the interview, the candidate will be required to apply for admission to their chosen PhD programme. This will ensure that there are no circumstances that would make it unfeasible for the candidate to enrol in the PhD programme.

The purpose of the interview is to ensure the candidate's suitability to receive the grant. It does not entail an additional score, but it is a verification of the candidate's motivation, maturity and communication skills. It will also ensure that there are no circumstances that would make enrolment in the candidate's chosen doctoral programme unfeasible. In the event that, during the interview, a candidate is deemed to be unsuitable for any reason to receive the grant or an inconsistency between the score obtained and the reality observed in the interview is detected, the Evaluation Panel will be asked to re-evaluate the application.

The possible modification of the score awarded by the Evaluation Panel shall be made by consensus or by majority vote.

10.4 Proposal of fellowships and rejections.

Once the interviews have been completed and the scores revisions have been taken into account (where appropriate and agreed by the Evaluation Panel according to the procedure described above), the definitive proposal for the award of the eight fellowships shall be approved. A list of candidates who will constitute the reserve list shall also be agreed.

In the event of applicants withdrawing or beneficiaries resigning, applicants from the reserve list may be called up. This shall be subject to the existence of budgetary availability for the award of the new grant. The same rules of proportionality by WIT areas previously indicated in Article 10.2.3 will be applied in this call, i.e. a minimum of one and a maximum of three fellowships per WIT area will be ensured, and the reserve list may be extended if necessary to achieve this.

The provisional proposal of fellowships and rejections will be published on the WIT website and applicants will be notified by e-mail. After this publication, a period of 14 days will be allowed for applicants to confirm their acceptance of the grant by submitting the corresponding document online. Should applicants fail to submit the documentation within this period, they will be considered to have withdrawn their application.

The call for applications will be resolved by Resolution of the General Directorate of University upon the proposal of the competent body. The resolution will be published on the WIT website.

Article 11. Rights and Obligations of the beneficiaries.

11.1. Rights of Researchers in training.

1. In general terms, beneficiaries shall have the following rights:

a) To receive the host institutions' collaboration and support necessary for the smooth development of their doctoral studies, and for their training in research and other skills. In this regard, and with the purpose of collaborating with the researcher in the design of a Personalised Professional Development Plan, they will be assigned an academic Mentor, preferably a researcher from the Research Group at the host institution, as well as an "industrial" Mentor, preferably from one of the collaborating non-academic organisations.

b) To benefit from the additional rights derived from the implementation of Law 14/2011, of 1 June, on Science, Technology and Innovation, with regard to early-stage researcher contracts.

c) To receive the funding corresponding to the grant as it has been established in this call for applications.

2. Likewise, researchers shall be entitled to the benefits derived from the early-stage researcher contract during its period of validity, as stated by the host institutions.

3. The fulfilment of the obligation to obtain a favourable assessment in the monitoring reports will entitle the research personnel to maintain the contract for a new year.

Obtaining such a favourable assessment shall not be considered an end in itself for the purposes of this call. However, it will be taken into account as a positive approximation to total compliance and as a clear indication that the commitments are met in the terms established in Article 35.3 of the Regional Foral Law 11/2005, of 9 November, on Subsidies.

Based on the aforementioned, obtaining a favourable assessment in the monitoring reports in due time and form will result in the definitive consolidation of the part of the grant established in point 11.6 of this Article. Such consolidation will not take place until the relevant resolution is issued, which will include a declaration of compliance or non-compliance, and the corresponding financial settlement.

11.2. Obligations of Researchers in training.

In addition to the researchers' obligations established in Article 13 of the Royal Decree 103/2019, of 1 March, which approves the Statute of predoctoral research staff in training, beneficiaries must comply with the following norms:

1. In general terms, to abide by the instructions issued by the University Service for the appropriate monitoring of fellowships.
2. To enrol in the doctoral programme in the following academic years during which the fellowship is extended, in accordance with the procedure established at their university.
3. To join the host institution within the period established in Article 14.2 of this call for applications.
4. To comply with the operating rules at the host institution in terms of their commitment, timetables, holidays and temporary absences, as well as the procedures established by these organisations for applying for authorisations, financial management of fellowships, etc.
5. To obtain a positive assessment in the annual monitoring reports. Compliance with this obligation will be essential for the annual renewal of the grant's contracts.
6. To obtain a positive assessment in the final report.
7. To request authorisation from the University Service should the researcher wish the change of doctoral programme, doctoral thesis topic, thesis direction or co-direction. The application must contain the reasons for the proposed changes and must include a favourable report from the host institution and, where applicable, from the thesis supervisors involved in the change.

Under no circumstances will these changes, should they occur, allow for an extension of the deadlines established in the previous sections for the accreditation of compliance with the grant's obligations.
8. To inform the University Service in writing of any work activity or the receipt of any other scholarship or grant.
9. When disseminating the research results, even partially, to state that "the project has received funding from the European Union's Horizon 2020 Programme under the Marie Skłodowska-Curie Funding Agreement No. 101034285"
10. To attend official events related to the call and to participate in promotional and dissemination activities for the WIT Programme as and when needed.

11. To comply with any possible actions of financial verification and control that may be carried out by the competent bodies, by providing any documentation that may be required for this purpose.

12. To be up to date with their tax and Social Security obligations at the time the grant resolution proposal is issued.

11.3. Obligations of the host institutions.

A. The obligations of the host institutions are as follows:

1. To provide the beneficiaries with the necessary support and to facilitate the use of the resources they may need to develop their activity.

2. To appoint a thesis supervisor and, where appropriate, an academic Mentor or research supervisor, and an "industrial" Mentor. Both Mentors shall be responsible for the overall coordination and guidance, both academic and research. In particular, they will be responsible for monitoring the obligations of the grant beneficiaries and the fulfilment of the purpose of the fellowship.

3. To draw up and submit to the University Service the monitoring reports and the final report on the activity, as established in Article 14.3 of this call for applications.

4. To ensure the proper development of the training programme, without being required to carry out any other activity that is not related to their research or to the specific training required for it.

5. To notify the University Service of the researchers in training being awarded with a doctoral degree no later than twenty working days from the award date.

6. To assume the condition of collaborating entity for the management of grants awarded to assigned research personnel, in accordance with the provisions of the Ley Foral 11/2005, de 9 de noviembre, de Subvenciones (Foral Law 11/2005, of 9 November, on Subsidies).

The collaboration agreement signed between the Government of Navarre and the host institutions to which the beneficiaries are assigned to will not entail any alteration of their competence. It shall only affect those elements of its exercise that are foreseen therein and as a consequence of the practical application of the tasks that require the application of the procedures of the call for applications.

7. To formalise the grant contracts in accordance with Law 14/2011, of 1 June, on Science, Technology and Innovation and other applicable regulations, once the requirements established in the call for applications have been verified.

8. To notify the University Service of any issue related to the fellowship within twenty working days of its existence.

9. To submit a copy of the contracts signed by the researchers within twenty working days of their signature.

10. To submit proof of expenses incurred in the execution of the grant within thirty days of the end of the period previously paid.

11. Contracts between the host institutions and the researchers in training shall reference the contract's funding by the WIT Programme in Navarre. This also applies when disseminating all or part of the results of the research carried out under this call for fellowships.

12. To comply with the requirements set out in article 13 of the Regional Foral Law 11/2005, of 9 November, on Subsidies in order to obtain the status of collaborating entities and the collaborating entities' obligations as established in the aforementioned law.

13. To provide with any information that may be required of them and to have the accounting books, records and other documents duly audited as required by the applicable sectorial legislation, in order to guarantee the correct exercise of the powers of verification and control, as established in article 9.e) of the Regional Foral Law 11/2005, of 9 November, on Subsidies.

11.4. Postponement of the incorporation date.

The University Service may authorise the postponement of the incorporation of researchers into the host institution and, therefore, their registration as a beneficiary. This request shall be made within the period in which the incorporation was to take place, for justified reasons, with the agreement of the host institution and for a period of no longer than three months. If the beneficiary does not join the programme once the period granted has expired, it will be considered a resignation. The fellowship may be offered to the person on the corresponding reserve list of substitutes in order of priority.

11.5. Interruption of the fellowships.

1. Should the contract be suspended for the reasons foreseen in articles 45 and 46 of the Statute of Workers' rights, the duration of the fellowship will not be extended. This will not apply to situations of temporary incapacity, maternity or foster care during the duration of the contract, which will interrupt it in accordance with the provisions of the third final Provision of Organic Law 4/2007, of 12 April, which amends Organic Law 6/2002, of 21 December, on Universities. The time interrupted may be made up in this case, provided that it is for periods of at least 30 days and that there is budget availability.

2. The suspension of the contract by mutual agreement of the parties for a period of over three months shall result in the withdrawal of the grant.

3. Should the researcher not return to the host institution after the period of interruption has expired, it shall be presumed that the researcher withdraws from the grant.

11.6. Consequences of non-compliance with the obligations.

Failure on the part of the beneficiaries to comply with any of the obligations and other conditions set out in this call for applications will entail the withdrawal of the grant, following a resolution issued for this purpose.

The aforementioned will entail the obligation to reimburse the Government of Navarre the received funds, without prejudice to the corresponding legal actions and penalties. Where applicable, the amount of the refund shall be increased by the legal interest for the period between the receipt of the grant and the date of its reimbursement, in accordance with the provisions of Article 35.2 of the Regional Foral Law 11/2005, of 9 November, on Funding. The aforementioned amounts shall be considered public funds for legal purposes.

Should the research staff fail to comply with the obligation to obtain a positive assessment of the final report on their work, for the purposes of the provisions of Article 14.1.p) of the Law on Subsidies, a favourable assessment in the annual monitoring reports shall be considered as a criterion for graduation from non-compliance. In this case, the beneficiary researcher may maintain 85% of the grant received during the period the positive evaluation refers to and shall reimburse the remaining amount.

Irrespective of the above, should the non-compliance be due to force majeure, the managing body may propose that the termination decision states

that the non-compliance is due to force majeure. The interested party may, in this case, keep all or part of the grant disbursement received up to that date.

Article 12. Disbursement of grant funds.

1. The corresponding amount of the grants shall be charged against the fiscal years 2023, 2024, 2025 and 2026.

Funds will be transferred to the collaborating entities in four annual advance payments.

- The first payment shall be disbursed the month the fellowship starts. The amount given to the researchers assigned to each host institution shall correspond to the following grant items: annual salary and corresponding social security contributions, relocation expenses, travel expenses and research expenses.

- The following two advance payments will be disbursed in the first quarter of 2024 and 2025. The total amount shall match the first-year payment items, excluding the relocation expenses. Payment will be made upon presentation of the monitoring reports and the supporting documents of the expenditure incurred in the previous year.

- The fourth and final payment will be made in the first quarter of 2026, on presentation of the monitoring reports and supporting documents for expenditure incurred in the previous year and for the remaining amount of the aid.

2. All payments shall be considered advance payments for the purposes set out in the Regional Foral Law 11/2005, of 9 November, on Funding, and shall be disbursed subject to a favourable report from the University Service.

3. Once the funds have been received by the host institutions, they will be made available to the beneficiaries according to the concept of the grant as follows:

- a) Salary: In arrears on a monthly basis from the start date of the contract and upon effective incorporation into the host institution.
- b) Travel and relocation expenses: A single payment, upon presentation by the researcher of the corresponding receipts.
- c) Research-related expenses: As per the procedure established by the host institution for this type of expenses.

- d) Travelling expenses: Expenses corresponding to each research visit will be disbursed prior to the start of the visit, following a favourable report from the University Service. The amount to be paid will be quantified in accordance with the provisions established in Article 3.2.c).

Article 13. Incompatibility.

The receipt of the grant shall be incompatible with:

1. The grant is incompatible with any other grant funded by public or private funds, whether Spanish or foreign. It shall only be compatible with those grants listed in Article 13.3.
2. The grant is incompatible with any employment, professional or business activity carried out by the beneficiary.
3. The following scenarios may be authorised upon request by the beneficiary:
 - a) Any income generated from teaching and research work, provided that it is directly connected to the research carried out and that on an occasional, not regular basis. Such income may not exceed 30% of the gross annual amount of the grant. Regarding teaching, the maximum will be 60 hours per year. Host institutions may increase the contracted beneficiaries' salary with their own funds; this increase must be stated in the contract and must be carried out in accordance with current tax and labour law.
 - b) Grants for attending congresses, meetings and scientific conferences.
 - c) Grants for brief visits aimed at reinforcing the beneficiaries' training and improving the development of their research work. The activities carried out during the stay, (in research laboratories, consulting bibliographic or documentary collections of a diverse nature, learning new instrumental techniques and other field work) shall be considered significant and beneficial for the fulfilment of the objectives of these grants.

These grants and extra income shall be reported to and authorised by the University Service.

Article 14. Execution of the grant.

14.1. General information.

1. The University Department shall be responsible for monitoring and controlling the execution of the grants awarded to researchers through this call for applications. To this end, it shall establish the appropriate procedures in collaboration with the host institutions.

2. Beneficiaries shall be subject to the monitoring activities carried out by the host institutions, and other organisations authorised to do so by the Regional Foral Law 11/2005, of 9 November, on Funding.

3. As collaborating entities, host institutions shall be subject to the control actions of the bodies authorised to do so by the Regional Foral Law 11/2005, of 9 November, on Funding.

4. For the purposes of Article 1 above, standard monitoring activities shall include:

- The requirement and verification that the necessary supporting documents have been submitted to accredit compliance with the obligations required by this call in its Article 11.

The following shall be considered extraordinary monitoring activities:

- Any actions that are initiated ex officio by the managing body, as a result of the documentation contained in the follo dossier, or those arising as a result of a report from the directors or from the host institutions and as many as are considered appropriate in relation to compliance with the conditions of the call.

5. Should the deadline established for each of the phases listed in the previous section have ended and the documents indicated in each case have not been received, the beneficiary or the host institution will be formally requested to provide them within a non-extendable period of five days. Failure to present the documents within this new deadline will have the effects indicated in Article 11.6 as a case of non-compliance.

14.2. Start of the fellowship.

The registration or start date of the fellowship will be the date established in the early-stage researcher contract, to be formalised between the researcher and his or her host institution.

Should the registration not take place within 3 months of the publication of the award decision, it shall be considered that the beneficiary renounces the fellowship.

The start date of the fellowship will be established by Resolution of the General Directorate of University upon presentation of the following documents by the interested parties via the host institutions:

- Enrolment confirmation form in the chosen doctoral programme.
- Copy of the signed employment contract.

14.3. Follow-up.

1. In the tenth month of both the first and the second year of the grant, the beneficiaries shall submit the annual monitoring reports to the host institutions so that, in their capacity as a collaborating entity, they can send them to the University Service in the first fortnight of the following month. These reports shall be submitted together with a statement from the university's Management or Accounting Service specifying, item by item, all grant-related expenses. Such reports must be submitted signed by the beneficiary and the countersigned by the host institution's representative.

2. The report must be submitted together with the following documents:

- Report on the research work carried out to date, signed by the thesis supervisor, stating the degree of development of the doctoral thesis and the temporary planning of the activity to be carried out in the coming year.
- Report on the implementation of the Personal Professional Development Plan, signed by the person responsible for academic and, where appropriate, industrial mentoring, which should reflect all the activities carried out in the execution of the PCDP, as well as an update of this plan for the following year.
- Financial report: This shall contain an itemised summary of the research costs, travel costs and travel expenses incurred during the reporting period. The sample tables in Annex VI must be used for this purpose. Photocopies of the invoices and the supporting documents for payment must be submitted too.
- Statement on other funding received.
- Certificate of employment record from the Social Security.

Based on this documentation, the University Service will draw up a favourable or unfavourable report and will propose the corresponding resolution on the fulfilment or non-fulfilment of obligations and the continuation of the grant. The University Service will carry out, where appropriate, the corresponding financial settlement.

14.4. End of the procedure.

1. Within one month of the end date of their contract, beneficiaries shall submit the final-year report to the host institutions so that, in their capacity as collaborating entity, they may send them to the University Service in the first fortnight of the following month. The report shall be sent together with a certificate from the university's Management or Accounting Service specifying, itemising the expenses incurred with the aid. Such reports must be submitted signed the researcher and countersigned by the host institutions' legal representative.

2. The report must be submitted together with the following documents:

- Final report on the research work carried out to date, signed by the thesis director, stating the degree of development of the doctoral thesis. Should the thesis have at least been deposited for defence, a copy of the thesis in digital format will be included.
- Report on the implementation of the Personal Professional Development Plan, signed by the person responsible for academic and, where appropriate, industrial mentoring, which should reflect all the activities carried out in the execution of the PCDP.
- Financial report: This shall contain an itemised summary of the research costs, travel costs and travel expenses incurred during the reporting period. The sample tables in Annex VI must be used for this purpose. Photocopies of the invoices and the supporting documents for payment must be submitted too.
- Statement on other funding received.
- Certificate of employment record from the Social Security.

Based on this documentation, the University Service will proceed to propose the appropriate decision on compliance or non-compliance with the obligations and other conditions set out in this call for applications, the resulting financial settlement and the end of the procedure.

Article 15. Withdrawal and renunciation.

1. Applicants may withdraw their application at any time before the resolution of the call, including during the phase of appeals to the provisional grant proposal, by means of a simple written communication to the University Service.
2. In the event that an applicant does not respond to the request to rectify the deficiencies in the application in the terms outlined in Articles 9 and 10.2.1, it shall be presumed that the application is withdrawn from the procedure.
3. The beneficiary may renounce the grant at any time during the duration of the grant by simply informing the University Service in writing.
4. By renouncing, the beneficiary shall lose their status as such for all purposes and must repay the received advance payment plus legal interest, in accordance with the provisions of Article 11.6, which refers to the Regional Foral Law 11/2005, of 9 November, on Funding.

Article 16. Legal framework.

The call for submissions shall be regulated by:

1. Grant Agreement no. 101034285, agreed between the Research European Agency (REA) and the Government of Navarre.
2. Regional Foral Law, 11/2005, of 9 November, on Funding, por la que se regula el régimen jurídico general de las subvenciones otorgadas con cargo a los Presupuestos Generales de Navarra.
3. Law 39/2015, of 1 October, on the Common Administrative Procedure of the Public Administrations.
4. Organic Law 6/2001, of 21 December, on Universities, modified by Organic Law 4/2007, of 12 April.
5. Law 14/2011, of 1 June, on Science, Technology and Innovation.
6. Royal Decree 1497/1987, on common guidelines on curricula for official degrees recognised throughout Spain, modified partially by the second paragraph in section 5, Annex I, Royal Decree 1044/2003, of 1 August.
7. Royal Decree 99/2011, of 28 January, governing official doctoral education.
8. Royal Decree 103/2019, of 1 March, approving the Statute of predoctoral research staff in training.
9. Any infringement procedures shall be established by the Regional Foral Law 11/2005, of 9 November, on Funding.

Article 17. Appeals.

Appeals against these regulations may be lodged with the Regional Minister for University, Innovation and Digital Transformation of the Government of Navarre within one month after the day of publication in the Official Gazette of Navarre.