



FCT PhD
PROGRAMMES

APPLICATION GUIDE

A Guide to writing and submitting proposals for FCT PhD programmes

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Chapter I

Introduction

This guide to writing and submitting proposals for **FCT PhD Programmes** is designed to help and guide the process of writing and submitting a good proposal and to provide information about the evaluation, notice of the decision and appeal processes.

1. All documents are available at <http://www.fct.pt/apoios/programasdoutoramento/documentos>

It brings together information from the FCT website, the application form and the applicable legislation. **It is not, however, intended to replace legislation governing the application process.** This guide highlights important information that the programme director (PD) should be aware of.

We recommend that you download the Official Announcements of the Call ([National/International PhD Programmes](#) and [PhD Programmes in an Industry Setting](#)), the [FCT PhD Programmes Regulations](#) and the [Evaluation Guide](#)¹, to accompany this guide.

Abbreviations

FCT	Fundação para a Ciência e a Tecnologia <i>Foundation for Science and Technology</i>
ERDF	European Regional Development Fund
PD	Programme Director

Chapter II

Before submitting your proposal

Read these notes carefully

- The call for FCT PhD Programmes includes **3 distinct types** that differ in the financial contribution from FCT and in participating institutions, in accordance with the conditions established in the *Regulations*:
 - National;
 - In an Industry Setting;
 - International.

The **definition of each PhD programme type is available in the** announcements of call for proposals ([National/International PhD Programmes](#) and [PhD Programmes in an Industry Setting](#)).

- **Applications** to the call for FCT PhD Programmes are open until **the date specified in the announcement of call for proposals**.
- **The programme director may be the director of a single FCT PhD programme and be a team member in a second FCT PhD programme, including those already awarded and still running.** Each team member may be part of the team of up to two **FCT PhD programmes, including those already awarded and still running**.
- In past FCT calls some locked proposals were not accepted for the evaluation step. In many cases this was due to **non-submitted or incomplete Declarations of Commitment**. FCT **will not** accept replacements for any incorrect or incomplete Declarations of Commitment.

The FCT application submission system

The FCT Science Portal (<https://pct.fct.pt/PortalCT/>) gives you access to the following sections:

Application form

- Identification of the PhD programme
- Sections of the application form
- Overview of the proposal
- Validate and lock the proposal
- Instructions for completing the form
- Sample overview of the form
- Sample Declaration of Commitment

The various sections can be accessed from the bar that appears on the left hand side of the pages. Changes can generally be made to information submitted by clicking on the buttons labelled “Edit”, “Cancel”, “Remove”, etc, that appear on the right hand side of the page. These changes are transmitted to the FCT server by clicking on the buttons labelled “Save” at the bottom of the page. This enables you to work on the application form over several sessions until you consider it complete. Once all of the validation tests have been passed, the proposal is **locked**, thereby completing the submission process.

Not all of the sections are accessible at once. They become accessible as you progress through the form, and sections may be hidden at times so as not to overload the interface.

If you have used the FCT applications portal in the past, you will naturally find this system familiar. Some details of the interface may be different, hopefully you will find them clearer and easier to use.

What you should do before submitting a proposal

Official Announcement and Regulations

Before beginning to prepare your proposal, make sure you are well informed of the rules and requirements of the call to which you are submitting a proposal by reading the relevant documents. This is for the most part administrative and financial information described in the [Regulations](#) and in the Announcements of Call for Proposals ([National/International PhD Programmes](#) and [PhD Programmes in an Industry Setting](#)).

No information contained in this Guide replaces or overrides what is set forth in the Regulations or in the Announcement of the Call for Proposals.

The terms of admissibility of proposals for funding of FCT PhD Programmes, as well as the rules and requirements of each phase of the application process and during execution of the programme, should it be approved, are set forth in:

– **Regulations for FCT PhD Programmes**

which set forth the general terms under which funding may be granted to support FCT PhD Programmes through national funding sources and, when eligible, co-funded by the European Social Fund (ESF) and managed by FCT.

– **Announcements of Call for Proposals**

which set forth technical stipulations not defined in the regulations or limits the general terms set forth in the regulations.

For information regarding studentships please consult the following:

[Norms for the Award of Studentships and Fellowships](#)

In the context of the present call for FCT PhD Programmes, only the following studentship/fellowship categories will be considered: BI (research) and BD (doctoral degree, national or mixed) in agreement with any other requirements or addenda set forth in the [Regulations for Advanced Training and Qualification of Human Resources \(FCT Studentship and Fellowship Regulations\)](#). Information on the studentship/fellowship stipends can be found in the [table of studentship and fellowship amounts](#).

Registering on the Applications Portal

The PD must be registered on the [FCT/CV Portal](#)² (FCTSIG – Management Information System) in order to submit a proposal. For detailed information on how to register, or how to recover your user name and password if you have lost them or they no longer work, please follow the [instructions](#)³.

2. To login to FCT|SIG:
<http://www.fct.pt/fctsig>

3. To register on FCT|SIG:
<http://www.fct.pt/registo/>

The Application Form and General Recommendations

The application form is organised in such a way as to provide the evaluators with relevant information.

Go over the structure of the application form and the information required before you begin filling it out. **As PD you will have to gather information from other colleagues and institutions**, e.g. their public keys. Please gather this information early on. If you wish to include a **recipient institution that is not registered on the FCT database**, remember that you should not delay **filling out the Pre-registration of Institutions form**, available on the FCT Science Portal, to request that addition. The new institution will be added to the list of choices within two working days after the completion of that form.

The FCT website has an overview of the proposal form available at:
http://www.fct.pt/apoios/programasdoutoramento/concursos/2013a/docs/formulario_branco_2013.pdf

Read the General Recommendations section of this chapter (below), and try to follow these recommendations while you are preparing and submitting your proposal.

Who may submit proposals

The proposal must be submitted by the PD.

The conditions that the PD must satisfy are set forth in the [Regulations](#) and, when applicable, in the Announcements of Call for Proposals ([National/International PhD Programmes](#) and [PhD Programmes in an Industry Setting](#)), as are the conditions that recipient institutions (i.e. those applying for funding), must satisfy, depending on their role in the proposal (proponent or participant).

General recommendations

This page contains recommendations for candidates submitting proposals.

- Plan and complete your proposal as early as possible.
- Explore **all the sections of the form in advance** so you will have an idea of what is being asked for and to give yourself time to gather all the information required for submission (e.g. public keys of team members).
- Read the **instructions for filling out the form** given in this **guide** and on the **form** itself carefully. Also check for available **FAQs**. These may answer many of your questions or doubts. Do this before contacting FCT with your questions.
- The Announcements of Call for Proposals ([National/International PhD Programmes](#) and [PhD Programmes in an Industry Setting](#)) and the [Regulations](#) contain important information that you should be familiar with before you begin to submit your proposal. Read them carefully.
- Text for each section should be directly typed into the form or, alternatively, you can copy, paste and save sub-components of the form that were previously prepared with a word processor. You can always get an overview of the contents of the form, and validate each of its sections, thus reducing errors that may appear during the proposal preparation.
- **Do not use quotation marks (“ ”)** in your text. Some types of quotation marks (“ ”) may determine that the text following the mark is ignored. Please verify if your saved text corresponds to what you originally planned.
- As you save the data in different fields on the application form, the system will alert you if there are errors; **correct the errors as you go along during the proposal writing process**. Trying to correct all the errors just before the submission deadline can be a difficult task or may even disqualify your proposal.
- The system provides an **explanation for each error detected**. Read and interpret this message carefully and proceed accordingly. It is much faster to do this than to contact FCT to report the error messages you get when you have made a mistake completing the form.
- There will be a final verification process before locking the proposal which may detect additional problems. Waiting until the last minute to make corrections can be risky.

– The best advice we can give any candidate to a call where proposals are submitted online is: **plan and complete your proposal process as early as possible**. That way you can ensure that in the event it is needed, FCT can provide you the best possible assistance.

How to write a good proposal

This guide provides information on how to write a good proposal for a FCT PhD Programme. This first section gives some general guidelines, which are described in more detail in the various sections of the application form.

Write in such a way as to convince experts that your PhD programme proposal deserves to be funded. At the same time, you must convince someone who is scientifically literate, but may not have specific background in the proposal's thematic area. You can also point out the importance of the proposal in terms of specific national innovative training strategies.

While you are writing the proposal, remember that your goal is to convince the evaluators of the merit of your proposal. You will have to prove that your PhD programme is worthy of being funded. Remember that the proposal also represents a commitment in terms of time, involvement and cost, not only on your part as PD, but also on the part of the entire team.

Avoid the temptation to repeat the same text or entire paragraphs in different sections. The evaluators can always go back and read these paragraphs. Word for word repetitions of portions of text may harm how evaluators regard your proposal.

A careful review of the evaluation criteria listed in the Announcements of Call for Proposals ([National/International PhD Programmes](#) and [PhD Programmes in an Industry Setting](#)) and in the [Guide for Evaluation](#) will give you a good idea on how the proposal will be evaluated. Read these criteria carefully and make sure that your proposal addresses each one positively.

How to direct questions to the FCT

Information regarding the contents of the proposal form may be requested by e-mail to programas.doutoramento@fct.pt.

For questions related to technical aspects of the website, please contact the webmaster by e-mail at webmaster@fct.pt

Chapter III

Preparation and Submission of the Proposal

To start an application you must be the PD. The PD must be affiliated with a research institution. In case the PD is not yet officially affiliated with a research institution, he/she must inform the FCT about the change in host institution. The PD is responsible for filling in the forms and his/her role must be agreed upon by all participating institutions and team members.

The PD may submit only one proposal (and should not be PD of an already funded FCT PhD programme).

The PD is a key element for the evaluation, and should therefore be a recognised leading scientist with expertise in advanced training.

The PD is required to hold a PhD.

Once on the [PCT Platform](#), there will be the option of editing a proposal that has already been created or registering a new proposal. In the latter option, there will be the possibility to access all the calls for proposals that are open on that day. Choose the call to which you would like to submit a proposal.

The reference code for the project is automatically generated. This will be FCT's unique identification code for the programme until all activities are completed.

The application form has the following sections, all of which must be completed:

- 1 [Programme identification](#)
- 2 [Institutions and their roles](#)
- 3 [Research team](#)
- 4 [Characterisation of the programme](#)
- 5 [Recruitment strategy](#)
- 6 [Management and governance](#)
- 7 [Monitoring](#)
- 8 [Budget](#)
- 9 [Locking and commitments](#)

All fields must be filled out in English, except where indicated otherwise.

In the following subsections of this guide, the content requested in each of the sections of the form and suggestions for writing a good proposal are given.

Many of the fields in the form have character limits. Try to be concise.

Programme identification

When you access this menu for the first time after you have registered your proposal the reference code for the project is automatically generated. You will be asked if this application is a resubmission. If so, space will be provided (4000 characters) in case you wish to specify changes made in order to address the reviewers' comments, or others.

Institutions and their role

This section identifies the institutions involved in the proposal regarding administrative, financial and scientific information.

Institutions may have two types of participation: proponent and participant.

Proponent institutions

- a) Portuguese higher education institutions qualified to award PhD degrees, associated with at least one Portuguese research institution;
- b) Portuguese research institutions, associated with at least one Portuguese higher education institution qualified to award PhD degrees.

Participating institutions

Any institution may participate, provided that it is registered with the FCT (if not registered yet, registration must be requested through the [PCT Platform](#))

- a) Higher education institutions and research institutions, whether public or private, national or foreign;
- b) State laboratories and other public or private institutions, with legal status, that intend to develop programmes of advanced training and research;
- c) Companies, provided that they are integrated into projects in which the proponent is a public or not-for-profit private R&D institution;
- d) Foreign entities, provided that no budget is allocated to them in the proposal, and that they meet the criteria set forth in the Announcement of Calls for Applications or in the Regulations.

All institutions involved in the PhD programme as entities that may receive funds upon approval of the proposal must have a NIPC (Collective Person Identification Number, "Número de Identificação de Pessoa Coletiva" in Portuguese).

The proponent institution serves as proposal leader. In addition to coordinating the programme, the proponent is responsible for communicating with FCT on behalf of all partners, as well as for the financial execution of the programme.

Foreign institutions, which do not have a NIPC, may apply as participants with a requested budget of zero. The application form presents the NIF or NIPC as being 0 (zero).

You will be asked whether the research institution with which you are affiliated is the proponent institution, or if the proponent institution is a higher education institution.

You must select the higher education institution(s) awarding the PhD degree, from amongst those listed in the Portuguese university registry. For foreign universities, registration with FCT must be requested on the [PCT Platform](#).

You must select all other participating institutions (if any).

To add an institution, whatever role it plays in the programme, click on [+ add institution]. Then choose the desired institution from the pull-down list of those available. If you begin to write the first few letters of the name of the institution, the choice of institutions will be narrowed down.

If the institution meets the requirements but is not on the list, you must fill out the Pre- registration of Institutions form, available on the FCT Science Portal, to request that addition. The institution will be added to the list of choices within two working days. In this case, you will need to come back to this section of the form to add a new institution to the programme.

To remove an institution click on the [delete] button. If you need to switch or change an institution, just remove the old and add the new one.

Accreditation

by the national *Agência de Avaliação e Acreditação do Ensino Superior-A3ES* (*Agency for Assessment and Accreditation of Higher Education - A3ES*)

While some FCT PhD Programme proposals may derive from on-going PhD programmes registered with the A3ES, others may be novel and may require registration with A3ES. In this field the PD should specifically mention whether novel registration to A3ES is necessary.

Title of the programme

(in Portuguese and in English)

The title should be brief and understandable to a reader with a general scientific background and suitable for public dissemination.

Acronym of the programme

You can assign an acronym for identification of your FCT PhD Programme, which should not exceed 15 characters.

Format of the programme

Choose one of the following formats:

– **National**

must involve at least one Portuguese higher education institution qualified to award PhD degrees and one Portuguese research institution;

– **In an Industry Setting**

must involve at least one Portuguese higher education institution qualified to award PhD degrees, one Portuguese research institution, and one company with research and development activities;

– **International**

must involve at least one Portuguese higher education institution qualified to award PhD degrees, one Portuguese research institution, and one foreign university or research institution.

Programme starting date

Pick out the starting date from the calendar panel. The date may be changed in proposals recommended for funding during the Acceptance Agreement signature phase, in accordance with the rules set forth in the [Regulations](#).

Main scientific area

The scientific domain must be chosen from the options available. The scientific domains correspond to FCT scientific councils.

The scientific domain will determine which sub-panel will be in charge of evaluation of the proposal. Members from other sub-panels may be involved in the evaluation, if necessary.

Key words

Insert up to four keywords that you consider characterise the theme of the programme.

Institutions and their roles

Host institutions are all institutions involved in the programme (proponent and participants, if any).

Host conditions

(max. 5000 characters)

This section should provide a brief description of the host institutions, highlighting the relevant characteristics for the PhD programme proposed, including available infrastructures and equipment, competitive funding secured in the last five years and other aspects that certify to the capability of the institutions to successfully host the students.

Expertise in advanced training

(max. 4000 characters)

This section should specify the previous track record of the team in each institution with respect to advanced training in the theme of the PhD programme, including measurable outputs (e.g. number of PhD theses completed, initiatives in advanced training, publications, patents, etc) from the last 5 years. In case no measurable indicators are available, a proper justification for the capacity of the team/host institutions in the proposed PhD programme must be provided.

Complementarity and synergies between the host institutions

(max. 4000 characters)

The synergies and complementarities of the host institutions should be presented in relation to the aim of the PhD programme proposal, and taking into consideration the expected benefits for student training.

Collaboration with other institutions

(max. 3000 characters)

Information should be provided with respect to other national or international collaborating institutions/companies, not formally associated with the proposal, if these are considered to contribute to the complementarity and diversity of the training opportunities proposed within the theme of the PhD programme.

Research team

Research team per institution

You should list at least ten researchers when only one research institution is involved, twenty researchers when two research institutions are involved, or at least 25 researchers (maximum of ten researchers per institution) for applications that include more than two research institutions. For companies, five members should be listed. Members can be listed either in the FCT-registered research unit to which they belong, or in their Portuguese higher education institution (if applicable, that is, if the HEI is a participating institution in the application).

When adding a member to the team, you must specify the researcher that will serve as “sponsor”, this is the person who will be the responsible team member of that institution/company.

Team members should be PhD holders, when listed within research or in higher education institutions and PhD holders or recognised experts in the field when listed within companies.

Team members from research or higher education institutions should fulfil the requirements established for supervising PhD theses. Other investigators may be involved with the PhD programme, in training activities and/or as supervisors of the PhD theses, but do not need to be specified in this section of the proposal. Team members are expected to be PhDs. If not, their recognised professional expertise should be clearly demonstrated.

Each individual may participate as core team member in up to two FCT PhD programmes (including those already running).

The FCT association keys should be inserted by the PD. An automatic email will be generated so that each associated researcher can validate his/her association to the programme. When confirmed, the corresponding status of “confirmed” will appear on the screen; while not confirmed the information “pending” will remain.

For researchers not yet associated with the host institutions or on the FCT system, registration should be requested at <http://www.fct.pt/registo>. It is essential that the CVs of research team members be updated before submission of the proposal since they will be considered during the evaluation process.

It is the responsibility of each team member, as well as being in his/her best interest, to update his/her *curriculum vitae* at <http://www.fct.pt/fctsig/cv>, since the evaluation panel will have access to the CV submitted with the proposal.

The *curriculum vitæ*:

- Should be **brief**, emphasising relevant information, and written in English;
- **Should not include references to articles submitted** for publication or presentation, nor to R&D projects currently in the proposal phase. Only articles published or accepted for publication and approved projects should be mentioned;
- Should present lists in reverse chronological order;
- When mentioning projects, indicate the project title, the funding agency of the project, the period in which the project was executed and your role in the project (e.g., principal investigator, team member);
- Should mention activities such as serving as associate editor for journals, member of the technical committee for international conferences, person in charge or jointly in charge of organising scientific events;
- Mention only doctoral or master's theses **that have already been completed**. For each student, enter their name, title of the dissertation, year completed and the student's current job position. List doctoral dissertations first, followed by master's dissertations.

The evaluation panel will examine the CVs of the PD and team members of each institution with particular interest.

Important notes

The *curricula vitæ* of all members of the team will be copied to the evaluation area, **at the moment the proposal is locked**. Therefore, for the purposes of evaluation of the proposal, the state of each *curriculum vitæ* at the moment the proposal is locked is what counts, although each researcher can continue to update his/her *curriculum vitæ* on the management page.

Criteria for supervision of PhD students

Among other factors, the quality of supervision determines the quality of a PhD programme. In this section the PD should specify which criteria are considered minimum requirements for an investigator to become the supervisor of a PhD student. These must include indicators of scientific productivity (adjusted to the scientific areas), funded projects, previous pre- and post-graduate experience, participation in initiatives of advanced training, professional expertise. Proponents are encouraged to specify how young investigators fulfilling the minimum criteria of merit will be recognised as PhD supervisors in the programme.

Characterization of the programme

Strategy and Aims

(max. 5000 characters)

In this section the PD should specify the pertinence and aim of the programme, as well as the strategy envisaged to support the need for the programme.

This section should be completed in English and in Portuguese, and will be used as the summary of your Programme.

Curricular structure

(max. 4000 characters)

While all PhD programmes must presently be organised within the Bologna system, there is freedom to shape the curricular path of the students. In this section the PD should briefly present how the ECTS/curricular units/modules of advanced training are to be organised and distributed throughout the period of training (usually established as 3 or 4 years); how flexible and adequate they are to the needs of each student and how the programme contributes to train students to acquire specific skills and independence. Flexible programmes, easily adjusted to the students' individual needs are encouraged.

Mobility

(max. 3000 characters)

Whenever adequate, interaction between various institutions is to be fostered, either through formal or informal collaborations. In this section the PD should indicate how mobility is to be implemented amongst the participant institutions or others, including perspectives of short/long training periods in foreign laboratories.

Periodicity of admission

The PhD programmes may be launched with different periodicities. In this section the PD should specify whether admission of students in each cohort is planned to be annual or biennial (every two years).

Language of the programme

To attract foreign students programmes may be delivered in the language best suited to the field of study of the PhD programme. In this section the PD should specify and justify which language the programme is to be delivered in.

Recruitment strategy

Target population

(max. 3000 characters)

In this section the PD should specify the expected background of the students to be recruited to the programme.

Admission criteria

(max. 3000 characters)

In this section the PD should specify the minimum academic/professional qualifications needed for a student to be admitted to the programme, that if not accomplished will be considered exclusion criteria.

Selection and ranking criteria

(max. 3000 characters)

Selecting the suitable students for any PhD programme is critical to its success. The definition of the “best” students may vary, according to the scientific fields and areas of expertise. In this section the PD should present the criteria for selection and ranking of the students to be admitted to the programme in detail. It is mandatory that the recruitment procedures are clear to the students and that the ranking criteria are provided. Selection and ranking of the students should be done in compliance with Law 32/91 (20th July). Criteria that are adjusted to the dimension of the programme and to the autonomy of the PhD programme in the selection procedure are encouraged.

Advertising

(max. 3000 characters)

Advertising is a crucial element in the recruitment strategy for the best suited students for the programme. In this section the PD should specify the advertising strategies to attract the best possible applicants.

Number of students to admit in each edition

Specify and justify the number of students to be admitted in each edition. The number of students to admit for the first year of a three or four year programme does not need to be the same as the number of students that formally start a PhD thesis project. The programmes may choose to have a two-step procedure for selecting students who will start the PhD thesis; this should be clearly presented when specifying the selection criteria. For example students admitted to the first stage may benefit from BI scholarships in the first year and, based on academic performance, a smaller number of students may progress to PhD scholarships.

Number and types of fellowships/studentships

Three types of fellowships are allowed, in accordance with the [Regulations](#). These are: PhD studentships (BD) (national or mixed) with a maximum duration of four years; and research fellowships (BI) with a maximum duration of one year. In case BI scholarships are chosen for the first year of the programme, the maximum duration of the BD that follow is of three years.

The PD should specify the type and number of studentships/fellowships to request for each cohort admitted to the programme, in the table provided. Please be careful when filling in the table: in year 1, put in the number and type of fellowships for the students of a specific cohort admitted to the programme; in year 2, the number and type of fellowships for those students who successfully finish the first year in that same cohort; in year 3, the number and type of fellowships for those students who successfully finish the second year in that same cohort; in year 4 (for PhD programmes with 240 ECTS), the number and type of fellowships for those students who successfully finish the third year in that same cohort.

The maximum number of scholarships that may be requested is of 12 PhD/year; a maximum of 18 BIs may be considered for the training year if the programme chooses a two-stage procedure.

Duration of FCT funding is for a maximum of 4 admissions (cohorts).

Justification must be provided for the chosen fellowship scheme.

The information contained in this table of studentships/fellowships will automatically feed the monthly payment to students in the Budget section. The values in this Table will be automatically multiplied by the number of editions proposed for the programme (by four if there is one admission/year, and by two if there is one admission every two years).

The fellowship awardees will sign a contract directly with FCT. Each fellowship foresees tuition fees (to be paid to the higher education institution with which the student is registered) and other benefits as specified in applicable fellowship regulation (<http://www.fct.pt/apoios/bolsas/regulamento>); these will not appear in the budget section.

Below are three examples:

Example 1

In each admission (cohort) the programme intends to provide 12 mixed BD scholarships of four years each.

Type of scholarship	1st year Cohort 1	2nd year Cohort 1	3rd year Cohort 1	4th year Cohort 1	Total All Cohorts
Research Scholarship[BI]					
National Doctoral Scholarship[BD]					
Mixed Doctoral Scholarship[BD]	12	12	12	12	48

The total number of scholarships for all cohorts is automatically calculated.

If the programme proposes four admissions (four cohorts):

For the purpose of the automatic filling in of the corresponding Budget section, the calculation will be 12 (number of students to admit in each edition) * 4 (duration of each fellowship) * "estimated yearly expenses with each fellowship" * 4 (number of admissions=number of cohorts).

If the programme proposes two admissions (two cohorts):

For the purpose of the automatic filling in of the corresponding Budget section, the calculation will be 12 (number of students to admit in each edition) * 4 * "estimated yearly expenses with each fellowship" * 2 (number of admissions=number of cohorts).

Example 2:

In each admission (cohort) the programme intends to provide 18 BI fellowships in the first year. From these 18 admitted students, only 12 will continue the programme with mixed BD fellowships for the following three years; the other 6 BIs will be stopped at the end of the first year. The table should specify that 18 BI fellowships will be awarded in the first year of that cohort, and that 12 will be transformed into mixed BDs in the ensuing three years.

Type of scholarship	1st year Cohort 1	2nd year Cohort 1	3rd year Cohort 1	4th year Cohort 1	Total All Cohorts
Research Scholarship[BI]	18				72
National Doctoral Scholarship[BD]					
Mixed Doctoral Scholarship[BD]		12	12	12	48

The total number of scholarships for all cohorts is automatically calculated.

If the programme proposes four admissions (four cohorts):

For the purpose of the automatic filling in of the corresponding Budget section, the calculation will be 18 (number of students to admit in each edition) * 1 * "estimated yearly expenses with each BI fellowship" * 4 (number of admissions=number of cohorts) + 12 (number of students to admit in each edition) * 3 * "estimated yearly expenses with each mixed BD fellowship" * 4 (number of admissions=number of cohorts).

Example 3:

In each admission (cohort) the programme intends to provide 6 mixed BD scholarships and 6 national BD scholarships of four years each.

Type of scholarship	1st year Cohort 1	2nd year Cohort 1	3rd year Cohort 1	4th year Cohort 1	Total All Cohorts
Research Scholarship[BI]					
National Doctoral Scholarship[BD]	6	6	6	6	24
Mixed Doctoral Scholarship[BD]	6	6	6	6	24

The total number of scholarships for all cohorts is automatically calculated.

If the programme proposes two admissions (two cohorts):

For the purpose of the automatic filling in of the corresponding Budget section, the calculation will be [6 (number of students to admit in each edition for National BD) * 4 * "estimated yearly expenses with each National BD fellowship" * 2 (number of admissions=number of cohorts)] + be [6 (number of students to admit in each edition for Mixed BD) * 4 * "estimated yearly expenses with each Mixed BD fellowship" * 2 (number of admissions=number of cohorts)].

Management and governance

Governance

(max. 3000 characters)

The governing structure of a PhD programme is crucial for successfully implementing the established programme and to rapidly intervene if necessary. The Directive Board should include, but may not be restricted to, the programme director and the responsible researchers from the participating institutions (when present).

In this section the PD should describe the management structure to be adopted, in particular coordination procedures among partners, its composition, planned meetings, and the reporting process.

Mentoring of the students

(max. 3000 characters)

Students should be followed closely in tailor-making their curriculum and scientific choices. Mentoring is therefore important. In this section the PD must specify which initiatives are to be implemented with respect to mentoring/tutoring the students enrolled in the programme. Initiatives planned to foster informal contact/discussion between the students and staff, including those related to career development, are encouraged.

Monitoring

External Supervisory Committee

(max. 3000 characters)

The PhD programme should be monitored by an external supervisory committee that will provide annual reports to the programme and to FCT. The PD should list three members for this committee, by including a public key (if available) or providing the name and a link to the corresponding CV. Information should be provided on how the committee is expected to monitor the programme and communicate its recommendations.

Self-monitoring

(max. 3000 characters)

Students' feedback is to be encouraged as a way to improve the programme. In this section the PD should provide information on the means that shall be made available to students to provide feedback about the various aspects of the programme.

Budget

Budget table

The field corresponding to fellowships will be automatically filled in with information provided in the appropriate section. The field provides the sum of the estimated expenses with the scholarships [monthly payments to students, tuition fees and other complements will be provided in accordance with the Fellowships regulation (<http://www.fct.pt/apoios/bolsas/regulamento>). The fellowships will be processed and paid annually by FCT to the students admitted to the programme; PhD tuition fees will be paid to the institution in which the student is registered.

A budget table must be filled out for each institution, for the full duration of the programme [(proponent and participant(s)), even if no budget is required (the table should be filled in with "0").

Funds for other expenses related to the programme may be requested, up to the maximum specified in the Announcements of Call ([National/ International PhD Programmes](#) and [PhD Programmes in an Industry Setting](#)) and [Regulations](#) for all institutions involved and for the full duration of the programme. These may include:

- Expenses for covering the costs of travel and accommodation of researchers involved in advanced training; and organisation of retreats for the various cohorts of students;
- Consultants (consulting expenses for project support related with the external supervisory committee for whom financial support for travel to Portugal and accommodation may be requested);
- Acquisition of goods and services (expenses related to acquisition of goods or services for the programme and which can be documented by: "recibo verde", receipt for an "Isolated Act" or an Invoice/Receipt);

- Other current expenses directly related to execution of the project (e.g., consumables, reagents, etc., and acquisition of books and subscriptions to scientific journals when these fall within the scope of the programme) and expenses paid to licensed auditors or accountants.

In the case of companies or international or national organisations with advanced training remits, the total amount to be attributed must comply with the specifications of the Announcements of Call ([National and International FCT PhD Programmes](#) and [PhD Programmes in an Industry Setting](#)) and [Regulations](#).

Chapter IV

Overview, Locking and Commitments

The FCT Science Portal gives you access to the following options:

- Application form
- Overview of the proposal
- Validate and lock the proposal

Overview of the proposal

The overview of the proposal displays the contents of the proposal fields in a single window, which includes links to the CVs of the PD and of the other core members. You can view the details of a single section of the form or a group of sections.

Using the “Print” option in your browser, you can generate a pdf file with the contents of this window.

Notice:

The abovementioned pdf file will NOT, in any circumstances, be accepted as a substitute for submitting the proposal. Submission entails completing the form and locking it online.

Validate and lock the proposal

Locking is preceded by an automatic procedure that validates the proposal and checks for errors.

We suggest that you run the validation procedure, available for each section, as you fill out your form. This way, you will eliminate errors at an early stage (e.g. in the text fields of the application). After the application is complete, click on “Validate and Lock” to validate the entire proposal. When no errors are detected, the programme will ask the PD to confirm that he/she indeed wishes to lock the proposal.

If there are errors, a list of the problems detected is generated on the application form showing the section and field where the error occurred, along with a brief description of the problem that led to the error. The

existence of **errors prevents locking**.

Warnings issued during the validation **do not prevent locking**. Only the existence of errors prevents locking. When the PD locks the proposal he/she will receive guidance on how to proceed with the warnings. Many of them are related to lack of information concerning the applicant and institutions involved, and these will be required to provide the missing information.

The error related with the legal characterisation of the institutions (only an alert in case of institutions with zero budget) refers to the absence of information on whether the institution is a Government Agency, a private not-for-profit or a for-profit organisation. We suggest the PD contact the institution's Board or Management asking them to contact webmaster@fct.pt on this subject.

The proposal can only be locked after the form has been completed and validated. Reread the General Recommendations section of this guide and do not wait until the deadline for the call draws near to proceed with validation.

Once a proposal is locked, or after the closing date for the call, you will no longer have access to the application form, but you may view its contents in Overview of the Proposal.

An email will be sent to the PD confirming submission of the proposal.

After locking the application, all proponent/participant institutions (and their legal representatives, if applicable) will have to sign a Declaration of Commitment which is pre-filled with data that was input by the PD. As a PD, **please be sure that you choose the correct Proponent Institution and Participating Institutions** and that you know their requirements (if any) to play this role. **Mistakes detected after locking are very difficult to solve.**

We suggest that the contents of the Declaration of Commitment be presented to the head of the Proponent and Participating Institutions quite in advance of sealing.

Declarations of commitment

After locking, and to complete your proposal, you will need to upload, onto the FCT website, signed Declarations of Commitment which are made available after locking.

After locking your proposal, print out the Declarations of Commitment, have them signed by whoever is authorised to do so, scan and upload them.

The deadline for submitting the Declarations of Commitment is eight working days after the call for proposals closes, as set forth in the Announcements of the Call ([National/International PhD Programmes](#) and [PhD Programmes in an Industry Setting](#)). Noncompliance with the regulations will invalidate the proposal.

FCT Fundação para a Ciência e a Tecnologia
MINISTÉRIO DA EDUCAÇÃO E CIÊNCIA

