



INVESTIGA@UIB PROGRAMME

4) RECRUITMENT PROGRAMME FOR LOCAL TECHNICAL AND OPERATIONAL PROJECT MANAGEMENT STAFF (PTGP)

I. Purpose

The programme aims to bolster research and innovation abilities at research, innovation and transfer structures through hiring four (4) local technical and operational project management staff members for a two-year term. As set out in university regulations, research activity is undertaken by many different professionals: researchers, researchers in training, experimental support technicians and local technical and operational project management staff. Recruiting these support staff members for financial and administrative management will enable research activity to be better organised and bolster outcomes on high-quality research, innovation and transfer projects at research and innovation structures, optimising results and knowledge transfer in the productive sector and society as a whole. This will strengthen the competitive regional, national and international standing of UIB R&D&i structures.

II. Applicant Requirements

1. Individuals who are PIs in a consolidated group or R&D&i group may be applicants and beneficiaries of these grants
2. The application must set out the need for a local technical and operational project management staff member, accrediting:
 - a) The funding volume: multiple sources or high amounts to be managed within the grant performance period
 - b) The applicant team: explicit support for the application by 10 coordinating or established researchers (including the applicant), in accordance with the profiles set out in Regulatory Agreement 15350/2024
3. PIs at R&D&i structures who have recruited a local technical and operational project management staff member whose duties are planned to end after six (6) months from the day following publication of this call are not eligible for these grants. In this regard, the committee will consider and decide whether this requirement is fulfilled based on the specificities and scope of the support covered by current contracted project management staff members.

III. Local Technical and Operational Project Management Staff Requirements

1. Individuals whose recruitment is funded by this programme must meet the following requirements:
 - a) Have an official undergraduate degree on the deadline for application submissions
 - b) Have an accredited B2-level in Catalan or equivalent.

IV. Features of the Grants

1. The grants will fund recruitment of local technical and operational project management staff (PTGP) for a maximum of two (2) years. The operational period will start on the date the PTGP



staff members join the UIB, notwithstanding what is set out in Point 10 regarding suspensions and renewals for the performance period of the activity in question.

The selected individuals must join the UIB within three (3) months starting from the day following the date the award decision is published

2. Applicant PIs may only submit a single grant application for this programme. Where they submit more than one, only the last recorded submission will be considered. Other members on the applicant team may only provide support to a single grant application

3. Recruited project management staff members must at least be in charge of managing the grants set out in the activity report and for the activity to be undertaken, under the applicant's responsibility

4. The assessment and selection procedure for proposals will look at the expected impact of the activity to be undertaken by PTGP staff members on the applicant team's scientific activity. It will assess:

- The funding sources or the volume of funding to be managed
- The research and innovation activity undertaken by the applicant team over the last two (2) years, including attracting talent in external competitive calls
- The thematic coherence of the applicant team

5. Selected project management staff members shall be recruited through a scientific and technical contract for activities linked to research areas or scientific and technical services, including scientific and technical management. These contracts are governed by Article 23 (b) in Act 14/2011 of 1st June on Science, Technology and Innovation (LCTI), amended by Act 17/2022 of 5th September

6. The salary linked to the contract shall align with what is set out in Executive Agreement 15602/2024 of 4th September that regulates the Salaries of Research Staff, as well as Technical and Operational Research Support Staff, under the category of senior technician, category B

7. The grants will fund the following items linked to the project activities: the recruitment expenses and redundancy settlement at the end of the contract, considering the minimum salary

8. The award of grants set out in this resolution is subject to budget availability.

V. Allocation of Funds

1. The minimum gross annual salary for the contract is 19,942.63 euro for both years, notwithstanding the compensation rights set out in Executive Agreement 14892/2023 of 19th April on Salary Rises for Research Staff Recruited under Chapter 6 Allocation at the UIB

2. The minimum set salary may be supplemented by funds provided by the applicant, with approval from the relevant organic classification supervisor.

VI. Application Submission Deadline and Method

1. Grant applications on this programme must be submitted using the application form on the Research Staff Portal ([PPI](#)), setting out the list of projects to manage and the members of the applicant team. Where applicable, the organic classification with the available funds to jointly fund the contract must be specified. The application submission deadline period shall run from the date of publication to 11.59 pm (CET) on January 15, 2025

2. Individuals who fulfil the requirements set out in Point 3 must submit a candidate application for the PTGP recruitment programme over the [PPI](#). The application must be filled in and submitted in accordance with the procedure set out in Regulatory Agreement 14540/2022 of 15th June 2022 governing Recruitment of Research Staff under Chapter Six Allocation in the University Budget, as well as Technical or Operational Research Staff. The application submission deadline period shall run from December 19, 2024 to 11.59 pm (CET) on January 15, 2025.

VII. Grant Application Content and Documents

The grant application must include a descriptive report on the projects to be managed and a justification for the required additional support, including a list of associated funding. The document may run to no more than three (3) pages. The template attached to the resolution and the CV for the applicant team members taken from the [SIRA](#) platform must be used.

VIII. PTGP Candidate Submission Content and Documents

1. Applicants shall attach the following documentation in digital format to the recruitment application:

- a) A copy of their ID document (valid DNI, NIE or passport)
- b) An abbreviated CV (ACV) in Catalan, Spanish or English running to no more than four (4) pages. The template is available on the Spanish Foundation for Science and Technology (FECYT) website: <<https://cvn.fecyt.es>>
- c) Supporting documents for the merits included on the CV or a sworn statement signed by the interested party

2. Only the information included on the CV will be taken into consideration for the candidate assessment procedure. The information contained in the ACV may not be amended at a later date. Where candidates request it be amended, rectified or clarified, they must provide the relevant information prior to the application submission deadline

3. An applicant's submission of a grant application implies consent to provide third parties with the information contained therein for subsequent statistical, historical or scientific processing, within the framework of Organic Law 3/2018 of 5th December on Personal Data Protection and Guarantee of Digital Rights.

IX. Evaluation Procedure

A. Application Assessment

1. Submitted grant applications shall be assessed by an external assessment agency, in accordance with the following criteria:

- a) Volume and competitive nature of the funds to be managed (50 points)
- b) Research curriculum of the applicant team, with particular focus on activities undertaken in the last five (5) years, including attracting talent in external competitive calls and the potential to successfully compete in future calls, especially at an international level (30 points)
- c) Thematic coherence on the applicant team, and joint scientific and innovative production (20 points).

B. PTGP Selection

1. Candidate applications will be reviewed and assessed, and the selection procedure finalised, in accordance with the procedure set out in Regulatory Agreement 14540/2022 of 15th June 2022 governing Recruitment of Research Staff under Chapter Six Allocation in the University Budget, as well as Technical or Operational Research Staff

2. Candidate selection will be managed by the selection committee. Said committee will comprise the following members:

- i. The relevant Pro-Vice-Chancellor for Research (or delegated representative) as chair
- ii. The members of the Research Area Assessment Committee (CARAI)
- iii. The Head of the Office for National and Regional Projects (OSR-EA) (or delegated representative)
- iv. The Head of the Office for European Projects (OPE) (or delegated representative)
- v. The Head of the Management Office for the Research Promotion and Human Resources Programme (or delegated representative), as secretary

3. The selection committee may decide to include an unlimited number of alternates who also fulfil all requirements to be awarded the position in strict order of ranking, where the initially selected candidate withdraws from the position for whatever reason.

C. Grant Award and PTGP Appointment

1. In accordance with the external assessment results, the selection committee will produce and publish a resolution containing the priority list of awarded grants, as well as a reserve list

2. Selected candidates and PIs awarded a grant must state an order of preference for the applicant team where the candidate or technical manager will work, as applicable

3. In line with the preferences stated by PIs and technical managers, as well as the score awarded in the assessment and selection procedure, a final resolution will be produced and published setting out the final PTGP appointments for PIs and the planned employment start date

4. Where a PI withdraws from the grant, it shall automatically be awarded to the next application on the reserve list. The grant reallocation may occur either before or after the PTGP candidates are recruited

5. Where a PTGP candidate withdraws from the recruitment process or the contract is terminated for whatever reason within the first year, the following candidate on the reserve list



may be called to cover the vacancy without the need for a new selection procedure to be implemented, in strict accordance with the order set out in the selection committee resolution.

X. Grant Incompatibilities and Combinations

Contracts funded by grants from this call are incompatible with any other ongoing employment contract for technical staff, as well as any other salary-based remuneration, where this hinders the research support purpose of the grant and/or the relevant activity takes place in the same schedule. Moreover, these contracts may not be combined with other grants with a similar purpose.

XI. Amending Award Decisions

The UIB may decide to suspend and extend the performance period for the activity on the recruitment programme for local technical project management staff for the time the contract is suspended due to temporary incapacity during pregnancy or related reasons. A performance period suspension and extension may be requested for as long as the temporary incapacity endures. For other instances of temporary incapacity, a performance period suspension and extension may be requested where the temporary incapacity lasts for at least two (2) consecutive months.

Suspensions due to different reasons than those stated above, or those notified outside the deadline set in this section, shall not lead to an extension of the performance period.

The request to suspend and extend the performance period for activities must be submitted within two (2) months from the date on which the circumstance leading to suspension occurs.

In general, the year where the suspension occurs shall be extended for the same amount of time the suspension lasts.

XII. Scientific and Technical Monitoring of the Activities and Obligations of Recruited Individuals

1. Recruited individuals must produce a six-month monitoring report and a final report for the entire grant performance period, even in the event of early withdrawal

2. The activity undertaken by local technical and operational project management staff shall be assessed on a six-monthly basis by the Research Area Assessment Committee for the time they remain on the programme. The contract may be terminated where they fail this assessment

3. PTGPs and the teams they support must publicise the public nature of the funding for the activity by specifically referencing the Investiga@UIB programme, the UIB awarding body and the joint funding from the:

*2023 Annual Sustainable Tourism Promotion Plan
(ITS2023-086 - Research Promotion Programme)*

in any activity arising from the grants to recruit local technical and operational project management staff awarded under the framework of this resolution.

XIII. Funding

This activity may be jointly funded by the 2023 Annual Sustainable Tourism Promotion Plan (ITS2023-086 - Research Promotion Programme).



XIV. Final Provision

1. This decision and all administrative steps arising from it may be appealed in the form and manner set out in Act 39/2015 of 1st October on the Common Administrative Procedure for Public Administrations
2. The Executive Council is responsible for deciding on any dispute possibly arising from the interpretation of this resolution
3. All designations of governing bodies, representation, posts, duties and members of the academic community, as well as any that appear in this resolution in masculine or feminine, shall be understood as referring without distinction to the individual in question, regardless of gender.

Palma, on the date stated in the electronic signature

Pro-Vice-Chancellor for Scientific Policy and Research
Víctor Homar