

CALL FOR GRANT APPLICATIONS (AE2020-0135)

INESC TEC is now accepting grant applications to award 1 Research Grant (BI) within the scope of the INESC TEC LA funded by National Funds through FCT - Portuguese Foundation for Science and Technology, I.P., project (reference UIDB/50014/2020)

1. GRANT DESCRIPTION

Type of grant: Research Grant (BI)

General scientific area: ECONOMICS, INFORMATION SCIENCE

Scientific subarea:

Grant duration: 12 months, starting on 2020-09-20 with the possibility of being renewed for a maximum term of two years, in the cases of students enrolled in a master's degree.

Scientific advisor: Gabriel David

Workplace: INESC TEC, Porto, Portugal

Maintenance stipend: € 798,00, according to the table of monthly maintenance stipend for FCT grants, paid via bank transfer. Grant holders may be awarded potential supplements, according to a quarterly evaluation process (Articles 19, 21 and 22 of the Regulations for Grants of INESC TEC and Annex II), up to a maximum limit of 50% of the monthly maintenance stipend.

Costs attributable to INESC TEC may include registration, enrolment or tuition fee stipend, either directly or through reimbursement, during the grant duration.

The grant holder will benefit from health insurance, supported by INESC TEC.

2. OBJECTIVES:

Contributions to the definition and implementation of a global document management plan from INESC TEC, namely through the integration of information management standards and the study of the relationship between the rules for defining conservation deadlines and the final destination of the archival documentation and the deadlines resulting from the application of the General Data Protection Regulation.

3. BRIEF PRESENTATION OF THE WORK PROGRAMME AND TRAINING:

- Comprehensive mapping of organizational processes to identify informational flows in the institution and confirm existing documentary series.
- Definition of a scalable classification plan of a functional nature, representing the functions, sub-functions and activities of the producing service.
- Validation of the preservation deadlines for the INESC TEC archive in conjunction with the retention periods for personal data, stimulating the interaction of information science, in particular file management with data protection and compliance with the GDPR legal frameworks.
- Study of information management standards, such as ISO 15489-1: 2016, ISO 16175-2: 2011, ISO 23081: 2011, and ISO 26122: 2008 that support the identification of business processes, essential for contextualizing the collection, treatment, access and conservation of personal data.
- Practical application of the proposal for a global map of retention periods (combined with the retention periods of personal data) and recommendations and procedures regarding the elimination of archival documents.

4. REQUIRED PROFILE:

Admission requirements:

Degree in Information Science or similar The award of the scholarship assumes that the candidate is a student in a cycle of studies or in a non-degree course, taught at a Higher Education Institution.

The awarding of the fellowship is dependent on the applicants' enrolment in study cycle or non-award courses of Higher Education Institutions.

Preference factors:

Knowledge of the GDPR and in mapping information processes and flows;

Minimum requirements:

Knowledge in information management

5. EVALUATION OF APPLICATIONS AND SELECTION PROCESS:

Selection criteria and corresponding valuation: the first phase comprises the Academic Evaluation (AC), based on the criteria referred to in Article 12 of the Regulations for Grants of INESC TEC, while the second phase comprehends the Individual Interview (EI). All factors are evaluated on a scale of 0 to 100, taking into account the applicants' merit, suitability and conformity with the preference factors.

The weight of the AC factors are as follows: Academic Qualifications (FA, 40%), Scientific Publications (PC, 30%), Experience (EX, 20%) and Motivation Letter (CM, 10%).

Candidates who score less than 50 points in the AC average will be considered excluded on absolute merit. The top five candidates approved on absolute merit will be qualified for the individual interview. The Final Grade (CF) is obtained by the weighted average of AC (70%) and EI (30%).

The Selection Jury is composed of the following members:

President of the Jury: Gabriel David

Full member: João Claro

Full member: Cristina Ribeiro

Substitute member: Manuel Ricardo

Release of results and prior hearing: the results of the selection process, as well as the terms and procedures for prior hearing, will be released to the applicants by email, under the terms referred to in Article 13 of the Regulations for Studentships and Fellowships of INESC TEC.

6. FORMALISATION OF APPLICATIONS:

Application Documents:

1. Motivation letter;
2. Curriculum Vitae (must include the list of previous fellowships, their type, beginning and end dates, funding entities and host institutions);
3. Certificate or diploma degree dully recognised in Portugal;
 - Documents proving the awarding of academic degrees and diplomas, or the according recognition - in cases of academic degrees or diplomas granted by a foreign higher education institution - can be dismissed in the application process, and replaced by the applicant's declaration of honour, with the verification of said condition taking place during the grant's hiring stage.
4. Proof of enrollment in a degree awarding study cycle or in a non degree awarding Higher Education program.
 - The proof of enrollment may be presented just during the grant hiring stage.
5. Signed declaration stating the infringement of the grant holder's duties (article 14, no. 4)
6. Documental evidence to support the country of residence, residence permit or other legally equivalent document, in cases where the applicant is a foreigner or non-resident in Portugal - valid until the beginning of the grant.
7. Other supporting documents relevant to the final assessment.

Failure to deliver the required documents within the 90-day period after the date of the notice of the conditional awarding of the grant implies its cancellation.

Application period: From 2020-08-14 to 2020-08-27

Submission of applications: the application will be formalised by submitting the form available in the *Work With Us* section of INESC TEC website.

7. BINDING LEGISLATION AND REGULATION

The hiring process shall comply with the current legislation regarding the Research Grant Holder Statute, approved by Law no. 40/2004 of August 18, in its current wording, as well as by the Regulations for Grants of INESC TEC and for [FCT Grants Regulation in force](#).

For more information, please check the Regulations for Grants of INESC TEC and relevant annexes at www.inesctec.pt/bolsas

