



**UNIVERSITÀ DEGLI STUDI
DELL'INSUBRIA**

**REGULATIONS
FOR THE ASSIGNMENT OF
RESEARCH GRANTS (extract)**

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TITLE I – AIMS AND ACTIVATION PROCEDURE

Article 1 - Establishment and aims

1. The University of Insubria (hereafter the University) may assign research grants, in accordance with article no. 22 of the law no. 240 of 30 December 2010 and current ministerial provisions, which should be referred to for all indications not explicitly set down in these Regulations.
2. Grants are assigned to carry out research activities in the Departments or Special Centers of the University of Insubria (hereafter the Structures) and, in particular, for:
 - a. collaboration in already established research activities or specific research projects which have already been funded, including those which derive from third-party agreements;
 - b. the implementation of research projects autonomously presented by the candidates.
3. Research grants are assigned through specific contracts for the implementation of research, which are stipulated with the Structure in which the research activity will be carried out.

Article 2 - Types of grants and activation procedure

1. These regulations discipline the activation procedure, the minimum access requirements, the duration and the amount of the research grants which may be activated. In particular, these include:
 - a. Departmental research grants for the collaboration in or the implementation of projects entirely funded by a Structure within specific research programs which have been comparatively evaluated at the national or international level, or research programs funded and approved by the Board of the Structure where the research will take place, or on any other type of external funding such as bequests, donations, third-party commercial activity, etc.
 - b. Junior (post-doc) research grants for the continuation of post-doctoral research education through the introduction of research programs by tenured professors/researchers of the University; such grants are funded by the university budget.
 - c. Senior (post-doc) research grants for post-doctoral scientific improvement through the implementation of innovative research projects of excellence proposed directly by the candidates themselves; such grants are funded by the university budget.

TITLE II – DEPARTMENTAL RESEARCH GRANTS

Article 4- Amount and duration

1. The gross amount must not be lower than the minimum threshold established by current regulations and should be related to the requirements and skills needed and to the complexity of the activity to be carried out.
2. The grants will be paid in deferred monthly installments by the University's Central Administration.
3. The amount of the research grant, as indicated in the selection call, will remain unchanged for the entire duration of the contract, without prejudice to any legislative and regulatory provisions.
4. Any additional burdens deriving from national mandatory provisions which entail an increase in the gross cost of the research grant for the university will be paid by the Structures which have activated the grant.
5. The duration of the research grant must be between a minimum of one year and a maximum of three, and is renewable and/or extendable. The contractual relationship with the recipient of the research grant is disciplined by these Regulations and by the specific rules of the fund through which the grant was activated.



TITLE III – JUNIOR RESEARCH GRANTS

Article 4 - Amount and duration

1. The gross amount is established annually by the Board of Directors, on the proposal of the Academic Senate, on the basis of budgetary availability. The amount may in no case be lower than the minimum threshold established by current regulations.
2. The grants will be paid in deferred monthly installments by the University's Central Administration.
3. The duration of the research grant is established annually by the Board of Directors on the proposal of the Academic Senate, on the basis of budgetary availability, in accordance with current regulations.
4. The amount of the research grant, as indicated in the selection call, will remain unchanged for the entire duration of the contract, without prejudice to any legislative and regulatory provisions.

TITLE IV – ASSIGNMENT OF DEPARTMENTAL AND JUNIOR RESEARCH GRANTS

Article 11 - Selection call

1. The assignment of Departmental and Junior research grants is carried out through a comparative evaluation of the candidates.
2. The Director of the Structure in which the research activity will be carried out provides for the publication of the selection call, which must contain:
 - a. the title and the research program;
 - b. the name of the research Coordinator;
 - c. the duration;
 - d. the Structure where the activity will be carried out;
 - e. the scientific and professional requisites and the required qualifications;
 - f. the thematic area in whose scientific-disciplinary field the research activity will be carried out;
 - g. detailed information on the specific functions, on the rights and duties and on the economic and social security treatment that Research Fellows will be entitled to;
 - h. the participation procedure and the candidates' evaluation criteria.
3. The selection call is published on the University's official online Board and on the Structure, Ministry and European Union websites.
4. The deadline for the submission of applications for the selection procedure starts on the day after the publication of the call on the University's official online Board, and may not be less than 15 days.

Article 12 - Evaluating Committee

1. The evaluating Committee is composed of three members, one of whom is the research Coordinator, who performs the functions of President of the Committee. The remaining two members are appointed by the Board of the Structure in which the research activity will be carried out, among the professors and researchers, also external ones, who specialize in the field. The composition of the Committee must abide by the principles of equal opportunity and gender balance, by allocating to women at least one third of all available positions.
2. The evaluation Committee is nominated by a provision of the Director of the Structure in which the research activity will be carried out.
3. The evaluation Committee must conclude their tasks by establishing a specific ranking list within 30 days from the call's expiration date.
4. The selection documents and the related ranking list will be approved by decree by the Director of the Structure which activated the grant.



Article 13 - Selection procedure

1. The selection is carried out through a comparative evaluation of the candidates' qualifications, their scientific-professional CV and their scientific output. After the evaluation, the Evaluation Committee may decide to integrate it with an interview that will focus on an explanation of the candidate's professional experience, with the aim of assessing their suitability to carry out the research activity entailed by the grant. The interview date must be notified to candidates with a notice of at least 7 days, following the procedures established by the call.
2. Being inserted in the ranking list in one evaluation procedure does not constitute a qualification for other evaluation procedures.
3. The comparative evaluation procedure is concluded with a decree of the Director of the Structure which published the call, which approves the selection documents and the general ranking list for the assignment of the research grant.

Article 14 - Subjective requirements

1. Candidates with a Master's degree and with a 4-year degree with an adequate and documented scientific-professional CV in the scientific area connected to the research activity entailed by the collaboration may participate in the selection for Departmental Research Grants. The call may limit the selection to holders of a PhD in the scientific area connected to the research activity entailed by the collaboration.
2. Holders of a PhD in the scientific area connected to the research activity entailed by the collaboration or those who have obtained a medical specialization connected to the research activity entailed by the call, if it included an adequate scientific output, may participate in the selection for Junior Research Grants.
3. Applicants must have obtained the qualification by the expiration date of the call.
4. Should the academic degree or PhD qualification have been obtained abroad, it must have been declared equivalent to a Master's degree or PhD qualification of at least three years by the Evaluating Committee.
5. Candidates are admitted to the procedure with reservation; the Structure which published the call may in any moment order, with motivated decree of the Director, the exclusion of a candidate from the selection procedure for lack of prescribed requirements.

Article 15 - Selection terms and commencement

1. The selection procedures for the assignment of research grants must be completed within 30 days of the expiration date of the call. The research activity may not begin before the stipulation of the relative contract, which starts, as a rule, from the first day of the month following the stipulation.
2. For Junior Research Grants the beginning of the research activity must take place within 6 months from the publication date of the Rectoral Decree which approves the Selection Committee procedure.
3. Should the recipient withdraw from the stipulation of the contract within the deadline which will be communicated by the Structure, the contract will be offered to the next candidate in the ranking list.
4. The contracts do not entail a permanent employment relationship and do not give right to be admitted to permanent positions within the University.

TITLE V – SELECTION PROCEDURES FOR THE ASSIGNMENT OF SENIOR RESEARCH GRANTS



Article 16 - Activation procedure for senior research grants

1. In order to improve post-doctoral scientific improvement through the implementation of innovative research projects of excellence to be carried out within its Structures, the University annually issues, on the basis of budgetary availability, which is distributed by the Academic Senate among the ERC fields, a call to select the best research grant proposals submitted by untenured holders of a PhD.
2. The call is managed through an electronic procedure which allows to collect the proposals and forward them to external reviewers, who will assess, without additional costs, the proposals received.
3. The call will be published on the University's official online Board and on the Structure, Ministry and European Union websites and must contain:
 - a. the specifications of the qualifications that candidates must own;
 - b. the indication of the gross annual amount of the grant;
 - c. the proposals' evaluation criteria;
 - d. detailed information on the specific functions, on the rights and duties and on the economic and social security treatment that Research Fellows will be entitled to;

Article 17 - Senior research grants proposals

1. Research grants proposals, written in English or in Italian, must contain:
 - a. the project title;
 - b. the ERC field(s) and subfield(s);
 - c. the applicant's name;
 - d. the applicant's CV;
 - e. a list of the applicant's major publications of the last 5 years;
 - f. the proposed keywords, which will be used, together with the information described in letter b) above, to identify external reviewers;
 - g. a description of the research project;
 - h. the objectives and results which the project aims at obtaining;
 - i. the University Structure in which the activity will be carried out;
 - j. a letter written by a professor of the Structure of the University of Insubria who undertakes to act as research Coordinator, countersigned by the Director of the Structure which undertakes to accommodate the applicant, should they be appointed recipient of the grant.

Article 18 - Amount and duration

1. The gross amount is established annually by the Board of Directors on the proposal of the Academic Senate, on the basis of budgetary availability. The amount may in no case be lower than the minimum threshold established by current regulations.
2. The grants will be paid in deferred monthly installments by the University's Central Administration.
3. The duration of the research grant is established annually by the Board of Directors on the proposal of the Academic Senate, on the basis of budgetary availability, in accordance with current regulations.

Article 19 - Subjective requirements

1. Candidates who hold a PhD qualification or medical specialization diploma, or equivalent title obtained abroad, and who display a further documented scientific activity which is relevant to the research activity for which the grant was activated, may participate in the selection for the assignment of Senior Research Grants.
2. Post-doctoral or post-specialization scientific activity, of the duration described in the call – and in no way less than 12 months – must have been carried out through research grants, or research activity scholarships or coordinated and continuous collaboration contracts for research activities or



equivalent positions.

3. Should the PhD qualification have been obtained abroad, this must have had a duration of at least three years and its equivalence must have been recognized by the Selection Committee.
4. Candidates are admitted to the selection procedure with reservation. The University may in any moment order, with motivated Rectoral decree, the exclusion of a candidate from the selection procedure for lack of prescribed requirements.

Article 20 - Proposals evaluation

1. Each proposal will be evaluated by three external reviewers, drawn from the experts registered in the MIUR database, with respect for the criterion of correspondence of the ERC subfield and/or of the keywords indicated in each proposal with those indicated in their profiles in the database.
2. Each proposal will be evaluated on the basis of:
 - a. Its level of innovation and originality to a maximum of 10 points;
 - b. The proposed methodological approach to a maximum of 10 points;
 - c. The applicant's qualifications with reference to the project's subject matter to a maximum of 10 points.

Article 21 - Selection committee for Senior research grants

1. The Selection Committee for Senior Research Grants is appointed by the Academic Senate, will remain in office for two years, and is composed of three tenured professors from the University, one for each ERC field, who have not signed the letter with which they undertake to act as Research Coordinator for a Senior Research Grant, as provided for in article no. 11, letter j) of these Regulations. The composition of the Committee must abide by the principles of equal opportunity and gender balance, by allocating to women at least one third of all available positions.
2. The Selection Committee will compile one ranking list for each ERC field on the basis of the scores received by each proposal.
3. Proposals which obtained an overall assessment greater than or equal to 80% of the maximum achievable score will be admissible to the grant.
4. Admissible proposals will be funded following the ranking list until all funds allocated to the different ERC fields are depleted. If, after having funded all admissible proposals of an ERC field, some resources are still available, these may be used to fund admissible proposals which belong to other ERC fields.
5. The documents of the Selection Committee and the relative ranking lists are approved with Rectoral Decree.

Article 22 - Selection terms and commencement

1. The selection procedure for the assignment of grants and the stipulation of the relative contracts must be completed by the deadline established in the selection call. The research activity may not begin before the stipulation of the contract and will start within three months after the stipulation of the same.
2. The beginning of the research activity must take place within 6 months from the publication date of the Rectoral Decree which approved the Selection Committee procedure.
3. Research grants are assigned through specific contracts for the implementation of research activity stipulated by the Structures indicated when submitting the proposal.
4. The contracts do not entail in any way a permanent employment relationship and do not give right to be admitted to permanent positions within the University.
5. In case of failed commencement of the activity or of withdrawal on the part of the recipient, if there are other eligible candidates in the ranking lists, the grant will be assigned following the ranking list



within 30 days; the 30 days start from the date of failed commencement of the activity or from the date of withdrawal on the part of the recipient.

6. In case of early termination of the activity on the part of the Research Fellow, the remaining funds will be reallocated to the University Budget.

TITLE VI – CONTRACTUAL RELATIONSHIP

Article 23 - Activities of the Research Fellow

1. Recipients of grants must carry out the whole research activity specified in the contract; such activity must be of a continuous, and not merely part-time, nature.
2. The tasks of the recipients of the grants described in these Regulations are established by the individual contracts. Such contracts do not entail in any way a permanent employment relationship and do not give right to be admitted to permanent positions within the University.
3. Recipients of grants may carry out some spin off activities pursuant to article no. 2 of the Legislative Decree no. 297/99, prior to authorization of the research Coordinator.
4. Recipients of grants may carry out some occasional or continuous collaboration with institutions or companies external to the University, prior to authorization of the research Coordinator, and provided that the activity:
 - a. is compatible with carrying out the research activity for which the Research Fellow was recruited;
 - b. does not entail a conflict of interest with the specific research activity carried out by the recipient of the grant and with other research activities of the Structure;
 - c. does not damage, with relation to the activities carried out, the University.

Article 24 - Access to hospital facilities

1. For grants assigned to clinical research programs to be carried out in facilities affiliated to the University, recipients must notify the Director General of the affiliated facility, in order to access the facilities under the responsibility of the Director of the clinic or of the service.

Article 25 - Incompatibility

1. Grants cannot be assigned to the officials of Universities, of public research and experimentation institutions, of the Italian National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA) and of the Italian Space Agency (ASI), as well as of institutions whose scientific diploma has been recognized as equivalent to PhD, pursuant to article no. 74, paragraph 4 of the Decree of the President of the Republic no. 382 of 11/07/1980.
2. Civil Servants, also those with part-time contracts different from those described in paragraph 1 above, who received the research grant, will have to be placed in unpaid leave for the entire duration of the research grant.
3. Receiving the grant is incompatible with enrollment in Bachelor's and Master's degrees, with doctoral courses with scholarship and with medical specialization schools, in Italy or abroad. The Research Fellow may attend a doctoral course, also in excess and without scholarship, provided that they pass admission tests.
4. Relatives and in-laws within and including the fourth degree of a professor who is a member of the Department or the Structure which requested the Research Grant, or of the Rector, Director General or of a member of the University's Board of Directors cannot participate in the selection procedure for the assignment of research grants, as provided for in article no. 18, paragraph 1, letter c) of the Law no. 240/2010.



5. The research grant cannot be cumulated with other kinds of granted scholarships, with the exception of those awarded by national or international institutions to aid, with periods of study abroad, the research activity of the recipients of research grants. The research grant also cannot be cumulated with subordinate work, even if private and part-time, with other grants or income deriving from freelance activities conducted continuously, except for those described in the following paragraph and provided that the activity does not interfere with the research activity. Recipients of research grants cannot attend master courses.
6. Recipients of research grants may carry out a limited freelance activity, with the authorization of the research Coordinator, provided that this does not entail conflict of interest with the research activity carried out for the University; they may receive teaching contracts, depending on the possibility to carry out the research activity established in the contract.
7. When subscribing the contract, recipients of grants must submit the provided declaration, pursuant to the Decree of the President of the Republic no. 445/2000, which attests any already enjoyed grants and the absence of incompatibility elements, undertaking to promptly notify any successive variations.
8. Failure to abide by the provisions of the regulations and contract entail immediate revocation of the research grant and exclusion from renewal.

Article 26 - Confidentiality and intellectual property

1. All data and information that are subject to secrecy agreements subscribed by the Structure which Research Fellows may acquire in carrying out their tasks must be considered confidential and Research Fellows undertake to maintain secrecy.
2. The attribution of the right to file a patent for the inventions devised following the scientific research activity carried out by using the facilities and economic funds provided by the University of Insubria, is generally regulated by the Italian Code of Intellectual Property (C.P.I.) and by the University's regulations.

Article 27 - Tax, social security and insurance treatment

1. To grants there apply, on tax matters, the provisions of article no. 4 of the law no. 476 of 13 August 1984, as well as, on social security matters, those of article no. 2, paragraphs 26 and following of the law no. 335 of 8 August 1995 and following amendments, on matters of mandatory maternity leave, the provisions of the Decree of the Ministry of Labor and Social Security of 12 July 2007, published on the Official Journal no. 247 of 23 October 2007, and, on matters of sick leave, article 1, paragraph 788 of the law no. 196 of 27 December 2006 and following amendments.
2. The University will cover medical insurance and third-party civil liability to the conditions provided for in the insurance policies stipulated by the University.

Article 28 - Safety regulations

1. Pursuant to article no. 2, paragraph 1, letter a) of the Legislative Decree no. 81 of 9 April 2008, recipients of grants are treated as "employees", therefore the legislative provisions for the latter on matters of health protection and workplace safety should be applied to them as well.

Article 29 - Missions treatment

1. In accordance with the procedures provided for in the University's Regulations on service missions, the missions treatment for recipients of grants falls on the funds of the research coordinator or of the hosting Structure.



Article 30 - Suspension

1. On matters of mandatory maternity leave, there apply the provisions of the Decree of the Ministry of Labor and Social Security of 12 July 2007, published on the Official Journal no. 247 of 23 October 2007. After the 5-month period of mandatory maternity leave, Research Fellows may request parental leave for a period of no more than three months, even if non-consecutive, within the first year of the child; the duration of the contract is extended for a maximum of 180 days, in order to allow for the implementation of the research program. During the period of mandatory maternity leave, the benefits paid by the INPS, pursuant to article no. 5 of the abovementioned decree of 12 July 2007, are integrated by the University to match the entire amount of the research grant, while during the period of parental leave Research Fellows are only entitled to the INPS benefits without any integration on the part of the University.
2. The research activity and the grant are also suspended for sickness and injuries. On matters of sick leave, there applies article no. 1, paragraph 788, of the Law no. 296 of 27/12/2006 and following amendments. When not regulated by specific rules, the suspension cannot exceed six months. In such cases the duration of the contract may be extended for the period of suspension, after having consulted with the research coordinator, in order to allow for the implementation of the research program.
3. The research activity and the grant may also be suspended for documented reasons, after having consulted with the research coordinator, in order to allow for the implementation of the research program. The suspension cannot exceed six months. In such cases the duration of the contract can be extended for the period of suspension, after having consulted with the research coordinator, in order to allow for the implementation of the research program.
4. The suspension of the research grant is provided for by a Decree of the Director of the Structure.
5. An overall period not exceeding thirty days per year does not constitute suspension.

Article 31 - Withdrawal

1. Contract withdrawal may be exercised by the recipient of the research grant or by the University.
2. In case of contract withdrawal, the withdrawing part must notify the other with a notice of at least 30 days.
3. In case of failed notice on the part of the recipient of the research grant, the University may withhold or recover an amount which corresponds to the remuneration for the period of failed notice or to the maximum amount established in the contract.
4. Contract withdrawal on the part of the University is provided for by the Rector, prior to deliberation of the reference Structure upon the submission of a reasoned request written by the research Coordinator.
5. Non-used funds are reallocated to the Structure which made them available (University budget - specific chapter - or funds of the research Coordinator).

Article 32 - Termination for non-fulfillment

1. In case of serious non-fulfillment, the research Coordinator or the Director of the Structure should notify in writing the Research Fellow's violations. The Structure's Board, after evaluating the justifications provided by the Research Fellow, may submit the contract termination to the Board of Directors.

Article 33 - Contract renewal and extension

1. The contract may be renewed, for a period of no less than a year, without prejudice to the limits provided for in article no. 22, paragraph 3 of the law no. 240/2010, if the continuation of the



collaboration for the research activity is strictly necessary to reach the aims for which the contract had been implemented.

2. The grant may be extended for justified reasons linked to the completion of the research project to which the recipient of the grant is committed. The extension may not exceed six months.
3. Renewal and extension are subordinated to verification, on the part of the Board of the Structure in which the research activity is carried out, of the validity of the premises described in paragraph 1 of this article and of the financial coverage by the funds of the Structure itself.
4. The research Coordinator will have to submit the renewal request to the Structure at least two months before the contract's expiration date.
5. The overall duration of the relationships with the same subject, including any renewals/extensions or grants awarded by other research Institutions/Universities, cannot exceed six years, with the exception of the period in which the grant was enjoyed during a doctoral program, within the limits of the legal duration of the program.
6. The overall duration of the relationships with recipients of research grants and contracts, in accordance with article no. 24 of the law no. 240/2010, even with other universities or research institutions, with the same subject cannot in any case exceed twelve years, even non-consecutive ones. For the purposes of the duration of the abovementioned relationships, periods spent on maternity or sick leave, in accordance with current regulations, are not considered.

Article 34 – Assessment of the activities of Research Fellows

1. For long-term research grants, recipients of grants must submit, at the end of every year, a report to the Director of the Structure in which they are carrying out the research, in which they outline the activities carried out for the project and the results thus obtained. Such report, together with the opinion of the research Coordinator, will be evaluated by the Board of the research Structure.
2. Negative evaluation of the activity carried out by Research Fellows will result in termination of the contract, without prior notice on the part of the University.
3. At the end of the grant, the recipient of the same must submit to the Director of the Structure in which they carried out the research a final report on the activity carried out for the project and the results thus obtained. The final report, together with the opinions of the research Coordinator and of the Structure's Director, will be forwarded to the Research Services Offices.