FAPESP/BAYLAT-Workshop 2017: State of São Paulo, Brazil and Free State of Bavaria, Germany

GUIDELINES FOR APPLICANTS

1. Overview

The São Paulo Research Foundation (FAPESP) and the Bavarian State Ministry of Education, Science and the Arts of the Free State of Bavaria, (StMBW), Bavaria, Germany represented by the Bavarian Academic Center for Latin America (BAYLAT), Bavaria, Germany, signed a Cooperation Agreement for Research on April 11, 2012, aiming to implement scientific and technological cooperation between researchers from Bavaria, Germany and from the State of São Paulo, Brazil, through the funding of joint research projects.

This element is designed to provide financial support to bring together a Free State of Bavaria and the São Paulo State cohort of early career researchers and PhD students who are about to defend their thesis to take part in a workshop focusing on building links for future collaboration and enhancing the researchers' career opportunities.

Workshops will be coordinated by two leading researchers **one from a higher education or research institutions in the Free State of Bavaria, Germany one from a higher education or research institution in the State of São Paulo, Brazil**.

Proposals will be accepted in any discipline/multidisciplinary area including from the natural sciences, social sciences, arts and humanities (see Annex 1 or 2 for further details). FAPESP and the Free State of Bavaria will co-fund the workshops.

2. Who can apply

Two leading researchers, **one from a higher education or research institutions in the Free State of Bavaria, Germany one from a higher education or research institution in the State of São Paulo, Brazil,** are welcome to send in a joint application to propose a theme for the workshop using the application forms and online platform described in Item 16. Both applicants will be referred to as "**Workshop Coordinators**".

> 2.1 Workshop Coordinators from the State of São Paulo **must be or have been** Principal or Co-Principal Investigators of research projects funded by FAPESP within at least one of the following FAPESP funding lines: Thematic Projects, Young Investigators Award (JP), Research,

Innovation and Dissemination Centers (CEPIDs/RIDCs), and Research Partnership for Technological Innovation (PITE).

3. Location of the workshops

The workshops will take place, one in the State of São Paulo, Brazil, and one in the Free State of Bavaria, Germany.

4. Timing of the workshop

The first workshop must take place between 01 of January 2018 and 31 of December 2018

The second workshop must take place between the 01 of January 2019 and the 31 of December 2019

5. Who will take part in the workshops?

Up to 40 researchers can take part in each workshop as described below:

5.1 Two (2) workshop coordinators **[1]:** one from the Free State of Bavaria and one from the State of São Paulo.

5.2 Four (4) mentors **[1]:** two from the Free State of Bavaria and two from the State of São Paulo.

5.3 Approximately thirty four (34) early career researchers OR PhD students about to defend thesis: up to 17 from the Free State of Bavaria and up to 17 from the State of São Paulo, to be selected after the proposal is successful.

> a. Early career researchers must have a PhD, obtained less than 10 years prior to the workshop.

> b. PhD students must have their thesis defense scheduled for no more than 12 months after the start of the first workshop. Participants who are PhD students must send a document of their institution or of their PhD supervisor that they are about to finalize their thesis.

6. Role of the Workshop Coordinators

Workshop Coordinators will send a joint application form. They will determine the theme and the content of the workshop. They can propose up to four other **leading/established researchers** to be involved in the workshop as **Mentors**. If the proposal is successful, Workshop Coordinators will also be responsible for selecting early career researchers/ PhD students about to defend thesis to participate in the workshop.

7. Role of the Mentors

Mentor researchers are expected to act as mentors to the early career researchers/ PhD students about to defend thesis during the workshop by sharing their experience and knowledge. Ideally, they

would also remain in contact with the early career researchers/ PhD students about to defend thesis after the workshop has finished, in order to sharing networks and contacts.

8. Language

Workshops will be held in English.

9. Theme of the workshop

Applicants can present proposals in **all knowledge areas**.

10. Content of the workshop

Workshop Coordinators will lead on the research content of the workshops. The content must reflect the goal of the program to build links for future collaboration and enhancing the researchers' career opportunities.

10.1 Brief workshop guidelines.

10.2 Sessions should be as interactive as possible with participants encouraged to share knowledge, experience and ideas.

10.3 Workshop coordinators and mentors should have the opportunity to share their expertise.

10.4 Suggested sessions:

a. Formal keynote lectures by the workshop coordinators and mentors.

b. Research sessions, where the early career researchers/ PhD students about to defend thesis are able to share their current research (could be in poster format or oral presentations).

c. Networking sessions, where researchers are able to interact and explore opportunities for collaboration (e.g. speed-networking sessions).

d. Overview of the research base and funding opportunities: a brief introduction to the research base in the Free State of Bavaria/Germany and in the State of São Paulo/Brazil – how it is funded, size, strengths, international collaborative activity, links with industry.

e. Depending on the research field or theme of the workshop, coordinators may wish to include a session that invites industrial or other non-academic partners to talk about cross-sectoral collaboration.

f. Public engagement activity.

g. Cultural activity.

h. Visit to a relevant research or university facility.

11. Organization of the workshop

Workshop applicants are responsible for planning and organizing the workshop.

11.1 FAPESP and BAYLAT can provide funds for:

a. International (economy class) airfares for up to 20 researchers (including Workshop Coordinators and Mentors) from the Free State of Bavaria to travel to the State of São Paulo and back and from the State of São Paulo to travel to Free State of Bavaria and back.

b. Local travel costs for attendees (Free State of Bavaria and State of SP).

c. Per diems (allowances) to cover meals, personal costs for the participants and accommodation for all external attendees for up to 5 nights in the city where the workshop will take place.

d. Organizational support.

11.2 The workshops will take place in the facilities of the host institution in the Free State of Bavaria and in the respective host institution in the State of São Paulo (counterpart).

11.3 BAYLAT and FAPESP will contribute with 50% of the costs each. Expenses can be related to: transport costs for German and Brazilian participants, accommodation for a max of 40 attendees, expenses with coffee breaks and refreshments, promotional material, contingency, according to their own rules. Costs will be previously discussed.

11.4 More details on the funding for the workshops can be found in Annex I.

12. Recruitment of participants

12.1 After the selection process, successful Workshop Coordinators will be responsible for recruiting participants to the workshops. **All participants must come from the Free State of Bavaria higher education institutions and from higher education or research institution in the State of São Paulo**. Participants linked to institutions outside of the Free State of Bavaria and the State of São Paulo are not eligible.

12.2 Early career researchers recruited to participate in the workshop must have a PhD obtained less than 10 years before the start of the workshop. PhD students must have their thesis defense scheduled up to 12 months after the start of the first workshop.

12.3 **No more than a third of the early career researchers/ PhD students about to defend thesis** from each country may be recruited from the institutions of the coordinators and mentors.

12.4 There must be an open call for participants, and this must be disseminated through various defined channels (BAYLAT and FAPESP can support the dissemination) and coordinators are

encouraged to identify and employ additional avenues of communication so that the workshops are advertised as widely as possible.

12.5 Participants will need to demonstrate a sufficient standard of English to participate in the workshops.

12.6 While recognizing that some research fields are dominated by one particular gender, workshop coordinators are encouraged to work towards as equal a gender balance as is possible, promote diversity, and ensure that no applicants are excluded from participation on the basis of ethnicity, gender, religious belief, sexual orientation, or disability.

13. Sustainability

The aim of the workshops is to stimulate longer term links between the Free State of Bavaria, Germany and the State of São Paulo, Brazil, as well as to contribute to the personal and professional development of the participants. Workshop Coordinators should indicate how they envisage this occurring, including any plans for long term mentoring of early career researchers/ PhD students (either within each country, or cross-nationally).

14. Outputs and longer term benefit

Coordinators should outline the specific outputs planned from the workshop. They should also explore any potential longer-term benefit that might arise, thinking about who might benefit and how they might benefit, describing the actions that will be taken to ensure that potential impact is realized.

15. Selection Process

15.1 There will be a three-step selection process by:

a. FAPESP will analyze the proposals based on the FAPESP's peer reviewing system for "Auxílio Organização" scheme.

b. BAYLAT will analyze the proposals and evaluate the merit and relevance of the project, the capacity of the proposed project to leverage further research funding, and the strategic research aims of the Partner Institution.

c. FAPESP and BAYLAT will be making a final decision together based on the recommendations from both panels (a and b above), and define how many proposals will be awarded the grant.

15.2 Successful applicants will be notified approximately eight weeks after the call deadline.

16. How to submit

Applicants should submit a joint proposal to FAPESP as described in the Annex 1 and to BAYLAT as described in the Annex 2 below.

16.1. To FAPESP:

Send by post the documents described on **item 2, Annex 1** below, to the address: Rua Pio XI, 1500, Alto da Lapa, CEP 05468-901 – São Paulo/SP, Brazil. Please identify the envelope with "FAPESP/BAYLAT- Workshop 2017" written on the envelope.

16.2 To BAYLAT:

a. This year's proposals from Bavaria in the frame of the "FAPESP/BAYLAT-Workshops 2017" will be submitted for the first time via an online application management system (OASys): https://fapesp.oasys.baylat.org/page/xhtml/index.xhtml
OASys is a token-based application and administration system, through which project applications can be prepared, submitted, evaluated and managed. The online platform OASys is available in German, English and Portuguese.

b. Please note that the Bavarian Workshop Coordinator (=Bavarian project partner) must submit the application via OASys. The Bavarian Workshop Coordinator must send the application in English.

A submission of your project application is possible till Monday, 19 of June 2017 electronically via the OASys online platform. Please note that the system automatically closes when the deadline is reached and after that date no submissions will be possible. We recommend that you submit the application early, as system overloads could occur on the last day of the submission. Please note that you should also write long application texts externally, for example in a Word document, in order to avoid any data loss if the OASys online platform is overloaded.

c. After submitting your proposal using the OASys online platform, print out the project application via OASys, let it be signed by the signed by the Bavarian project coordinator and send the project application, to the following address:

Bayerisches Hochschulzentrum für Lateinamerika (BAYLAT)
Envelope: „FAPESP/BAYLAT- Workshop 2017"
Apfelstraße 6
91054 Erlangen

Please note that you have to send the printed application to this address no later than one week after the electronic submission deadline

d. A guide to the application with OASys in German is available at the BAYLAT homepage (http://www.baylat.org/foerderprogramme.html)

17. Deadline for applications

Deadline for applications: Monday, 19 of June 2017. Proposals submitted after the deadline will not be considered for funding.

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[1] *For an indication of profiles for the different types of participants we suggest applicants refer to the document 'Towards a European framework for research careers' (http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf). According to the categories in this document we would suggest that the coordinators and mentors should be at 'R4 – Leading Researcher' level or 'R3 – Established Researcher' level, and the early career participants at 'R2 –Recognized Researcher' or at the beginning of R3 level.*

ANNEX 1

FAPESP/BAYLAT- Workshop 2017

Further instructions for the applicants <u>from the State of São Paulo</u>

Considering that the FAPESP/BAYLAT Program follows the objectives agreed by both parties in the Scientific Cooperation Agreement, applicants from the State of São Paulo must present their proposals according to FAPESP's guidelines in the "Auxílio Organização" funding scheme, as described below:

1) The resources necessary for the delivering of the workshop shall be equally distributed between FAPESP and the BAYLAT.

> a. In the Research Proposal form, the applicant from State of São Paulo must complete the item 6.1 with the consolidated budget requested to FAPESP, and item 6.2. with the budget requested to the BAYLAT. This data have to match the total budget requested in the BAYLAT online platform OASys

> b. The list of FAPESP's eligible items is available at **www.fapesp.br/156#3824**, Item 8.

> c. Non-eligible costs, as described in Item 9 at **www.fapesp.br/156#3824** can be funded by BAYLAT according the Cooperation Agreement for Research and in Item 11 of these Workshop Guidelines.

2) Applicants from the State of São Paulo must also send to FAPESP the following documents to Rua Pio XI, 1500, Alto da Lapa, CEP 05468-901 – São Paulo/SP, Brazil:

> d. FAPESP **Research Proposal form** and **Researcher's Registration form**;

> e. FAPESP **Budget Worksheets** (FAPESP);

f. FAPESP **Budget Worksheets** (BAYLAT);

g. **Application Form** (BAYLAT and FAPESP);

h. Timetable;

i. Description of the selection process of "Earlier carrier" and "PhD students about to defend thesis" participants, observing the recruitment rules described in item 12 of this Call for Proposals.

j. Please note that **participants who do not satisfy the requirements of item 12 of this Call for Proposals will not be accepted**.

3) Contact Information

All questions related to these Guidelines must be directed to:

FAPESP: Mrs. Ana Paula Yokosawa, e-mail: chamada_baylat@fapesp.br

ANNEX 2

FAPESP/BAYLAT- Workshop 2017

Further instructions for the applicants <u>from the Free State of Bavaria</u>

Considering that the FAPESP/BAYLAT Program follows the objectives agreed by both parties in the Scientific Cooperation Agreement, applicants from the Free State of Bavaria must present their proposals to BAYLAT as described below:

1. The resources necessary for the delivering of the workshop shall be equally distributed between FAPESP and BAYLAT:

   a. In the OASys platform the applicant from the Free State of Bavaria must complete items with the consolidated budget requested to BAYLAT, and has to attach a the Budget Sheets of FAPESP, with the consolidated budget requested to FAPESP by the applicant from the State of São Paulo. This data has to match with the budget data given to FAPESP.

   b. Costs that are non-eligible for FAPESP, as described at **http://www.fapesp.br/156#3824** can be funded by BAYLAT according the Cooperation Agreement for Research and in Item 11 of these Workshop Guidelines.

2. Please submit your proposal using the online platform OASys and after submitting send to the following address: BAYLAT, Apfelstraße 6, 91054 Erlangen, Germany

   a. Description of the selection process
      a.1 Please note that **participants who do not satisfy the requirements of item 12 of this Call for Proposals will not be accepted**.
   b. Timetable
   c. Curricula vitae
   d. Budget worksheets (FAPESP)
   e. Letter of Agreement
      e.1 A Letter of Agreement between the Higher Education and Research Institution of Bavaria and the Higher Education and Research Institution in the State of São Paulo to which the Workshop Coordinator from São Paulo is affiliated, including Intellectual Property rights, confidentiality, and publication, agreement, in observance of the policies of each funding Party. The Letter of Agreement is not mandatory for the submission of proposals, but no approved project will be contracted before the presentation of a copy of the signed Agreement.

3. Contact Information

Questions regarding content of the Call: Dipl.-Pol. Luise Freitag, E-Mail: baylat-fapesp@fau.de

Questions regarding budget or financing of the Call: Janka Eilers, E-Mail: baylat-fapesp@fau.de