



Universidade Federal de Ciências da Saúde de Porto Alegre – UFCSPA

## Public Notice for Internationalization of UFCSPA Graduate Studies

### 1. PREAMBLE

1.1 The Dean of Research and Graduate Studies (PROPPG), based on art. 23, item IV, of UFCSPA's internal rules, and the Internationalization Office (EInter) of the Federal University of Health Sciences of Porto Alegre (UFCSPA) make this public notice known to PhD researchers at UFCSPA's Graduate Programs (PPGs) interested in welcoming researchers from reputable institutions abroad, within the scope of a joint research project between UFCSPA and the foreign visiting researcher.

1.2 This measure aims to consolidate, expand and internationalize research at UFCSPA in accordance with the requirements and conditions set out in this notice.

### 2. OBJECTIVE

2.1 The present call for proposals aims to promote short-term missions by foreign visiting researchers to the Graduate Programs at UFCSPA, within the scope of a joint research project between UFCSPA and the foreign visiting researcher, supporting strategic partnerships between the institutions. The proposal must include a research project and a work mission for a foreign visiting professor, as well as courses, seminars and/or workshops to be held at the UFCSPA PPGs by the referred visiting professor, in addition to the submission of a joint research project to a funding national and/or international agency.

### 3. SCHEDULE

Activities	Date	Place
Submission of proposals	January 27 to March 13, 2020	PROPPG Secretariat
Publication of the preliminary list of proposals approved in Step I	March 17, 2020	UFCSPA Website
Deadline for filing administrative appeals against the preliminary list of proposals approved in Step I	March 18-20, 2020	Office of Protocol

Publication of the final list of proposals approved in Step I after the administrative appeal period	<b>March 24, 2020</b>	<b>UFCSPA Website</b>
Publication of the preliminary classification of proposals evaluated in Step II	<b>April 14, 2020</b>	<b>UFCSPA Website</b>
Deadline for filing administrative appeals against the preliminary classification of proposals evaluated in Step II	<b>April 15-17, 2020</b>	<b>Office of Protocol</b>
Publication of the final classification of the proposals evaluated in Step II	<b>from April 27, 2020</b>	<b>UFCSPA Website</b>

#### **4. ELIGIBILITY CRITERIA**

##### **4.1 Qualification of the applicant**

4.1.1 The tenderer must:

- a) Hold a doctorate and be a permanent professor at one of UFCSPA's PPGs;
- b) Have a registered and updated curriculum at the CNPq's Lattes Platform;
- c) Declare that the foreign visiting researcher fulfills the required stipulations and is aware of the obligations stated in this notice (Annex I);
- d) **Confirm that none of the tenderers hold a current proposal supported by internationalization notices in other national development agencies (Annex II);**
- e) Ascertain support from the respective PPG through a letter signed by the respective coordinator (Annex III);
- f) Participate at an UFCSPA research group.

##### **4.2 Qualification of the foreign visiting researcher**

4.2.1 The foreign visiting researcher must:

- a) Hold a doctorate or be a researcher of notorious knowledge, proven by publications and international scientific activities;
- b) Share a labor bond with the respective foreign institution;
- c) Have an updated resumé;
- d) Commit to the activities proposed in the project, during the mission period;
- e) Hold courses, seminars or related activities (preferably in English) that may contribute to UFCSPA's PPG students' course load;
- f) Take part in the respective PPG student(s)' supervision during their stay at UFCSPA;
- g) Contribute to the production of a research project with the tenderer to be submitted jointly to a national and/or international development agency.

##### **4.3 Preliminary conditions of the proposal**

4.3.1 The proposal must be presented in the form of a research project with the foreign visiting researcher, in order to allow adequate analysis by the Evaluation Committee.

**4.3.2 The proposal must contemplate a 5 (five)-day foreign visiting researcher mission to UFCSPA, excluding the commuting period, to take place between May and December 2020.**

4.3.3 The proposal **must** include the following items, stated in a clear and concise format:

- a) **Applicant's identification data** (name, PPG, contact e-mail, updated curriculum link to the Lattes Platform and link to the research group);
- b) **Identification data of the foreign visiting researcher** (name, university of origin, city, country, passport number, contact e-mail, link to the CV available on the internet or attached to the proposal);
- c) **Team;**
- d) **Research Project title;**
- e) **Justification and relevance of the theme** (which should demonstrate the project relevance, as well as its contribution to the consolidation, expansion and internationalization of the participating PPG (s));
- f) **General and specific objectives;**
- g) **Methodology;**
- h) **Goals and activities to be developed;**
- i) **Schedule and activity plan to the research project (to take place within up to 24 months);**
- j) **Activity plan to the foreign visiting researcher**, which should include: participation in teaching activities at the PPG (course, seminar and/or workshop); estimate of submission of research project to a national and/or international funding agency, nominating potential agencies; timetable for respective activities;
- k) **Expected results** (including predefined quality indicators to be used to monitor the project);
- l) **Funding for the Project Development.**

4.3.4 The submission of a proposal implies the proponent's commitment to sustain the predicaments of qualification, eligibility and suitability necessary for the perfect fulfillment of its object during the period of project implementation.

4.3.5 The project documents may be presented in Portuguese, English or Spanish.

## **5. FUNDING RESOURCES**

5.1 **The present notice will fund the best classified proposals**, providing solely airfares and daily allowances to the foreign visiting researcher, with financial resources from the UFCSPA budget.

5.2 The present call for proposals has a total budgetary prevision of up to R \$ 150,000.00 (one hundred and fifty thousand *reais*), with each contemplated proposal having a maximum value of up to R \$ 20,000.00 (twenty thousand *reais*) to meet item 5.1 .

5.3 In potential cases of budgetary or financial restriction by UFCSPA, the amount granted may be reduced, followed by concession conditions readjustment, or even by the missions' cancelation.

## **6. SUBMISSION**

6.1 The proposal must be delivered in a sealed envelope to the PROPPG secretariat, room 600D of Building 1, on working days, from 9:00 am to 12:00 pm or from 1:30 pm to 5:00 pm, respecting the deadline established in this notice .

6.1.1 Attachments I, II and III, completed and signed, must be delivered, in the envelope, altogether with the proposal.

6.2 **A single proposal per bidder will be evaluated.**

## **7. ANALYSIS AND JUDGMENT**

7.1 The Dean of Research and Graduate Studies and UFCSPA’s Internationalization Office will appoint a specific Evaluation Committee for this Notice, which will analyze and judge the proposals.

7.1.1 The referred commission will be made up by internal and external members.

7.2 The analysis of the proposals will proceed the following steps: document analysis (eliminary) and analysis by the Evaluation Committee (classificatory).

**7.3 Step I - Documentary analysis (eliminary)**

7.3.1 Consisting of the analysis of the documentation presented and the verification of the compliance with the requirements established by this notice.

**7.4 Step II - Analysis by the Evaluation Committee (classificatory)**

7.4.1 Proposals will be evaluated and classified, at this Step, by the Evaluation Committee regarding the following criteria:

<b>EVALUATION AND ANALYSIS CRITERIA</b>		<b>GRADE</b>	<b>WEIGHT</b>
A	Technical-scientific relevance of the proposal for scientific, technological and innovation development.	0 to 10	30
B	Adequacy of the work plan of the activities to be developed at UFCSPA.	0 to 10	10
C	Assessment of bidder as to quality and regularity of scientific, technological or innovation production published in qualified journals and their contribution to the development of human resources (as from 01/01/2014)	0 to 10	25
D	Assessment of visiting researcher as to the quality and regularity of scientific, technological or innovation production published in qualified journals (as from 01/01/2014)	0 to 10	25
E	Adequacy of the activity plan and timetable to the proposed objectives, activities and goals.	0 to 10	10
<b>TOTAL</b>			<b>100</b>

**7.4.2 In order to reach endorsement the proposal must obtain, at least, grade 7 (seven) in the final average of the analysis and judgment criteria.**

#### **7.5 Tiebreaker criteria**

7.5.1 In the event of a tie of the score obtained in two or more proposals, the following tiebreaker criteria will be observed:

- a) Evaluation of the tenderer as to the quality and regularity of scientific, technological or innovation production published in qualified media;
- b) Analysis of tenderer contribution to the qualification of human resources (as from 01/01/2015);
- c) Scientific relevance of the proposal for scientific, technological and innovation development.

#### **7.6 Result of analysis and judgment**

7.6.1 The list of classified and approved proposals for funding will be published at the UFCSPA website ([www.ufcspa.edu.br/proppg](http://www.ufcspa.edu.br/proppg)) following the announced schedule.

### **8. ADMINISTRATIVE APPEALS**

8.1 Appeals must be submitted and forwarded by the applicant following this notice's deadlines, by means of administrative proceeding protocolled to the PROPPG.

8.1.1 Appeals to Step I will be appraised by the PROPPG and by EInter; **adding or replacing documents, however, will not be accepted.**

8.1.2 Appeals to Step II will be appraised by the Evaluation Committee.

8.2 Appeals sent after the established deadline will not be considered by the Evaluation Committee.

### **9. FOREIGN VISITING RESEARCHER MISSION**

9.1 It will be under the tenderer's of the contemplated projects responsibility to forward the request for the granting of airfares and daily allowances, by starting an administrative proceeding for airfares and daily allowances to foreign visiting researcher, through the Electronic Information System (SEI), within minimally of 30 days in advance to the event .

9.1.1 For approval, the grant request will respect the following flow: Bidder → EInter → PROPPG → Rectory → SCDP.

9.2 Airfares and daily allowances will be granted exclusively to the foreign visiting researcher listed in the proposal, under the conditions of item 4.3.2.

9.3 UFCSPA and the federal government regulations regarding the granting of airfares and daily allowances must be complied with.

9.4 It will be the visiting researcher's responsibility:

- a) Attainment of health insurance that covers the period of stay in Brazil;
- b) Acquirement of a visitor's visa to enter the country, under the terms of the current legislation;
- c) Provision of the necessary documents for the trip report of the proposing researcher, pursuant to item 9.5.

9.5 The proposing researcher must e-mail the PROPPG the travelling report of the foreign visiting researcher within 5 calendar days after the return trip, in compliance with the current legislation and SCDP procedures.

### **10. REPORTS**

10.1 The proponent must e-mail the PROPPG the activity report of the foreign visiting researcher's mission within 5 calendar days after the return trip.

10.2 The proponent must send by e-mail to the PROPPG the technical-scientific report of the research project, according to the model to be made available, one month after the expected end of the research project.

## **11. GENERAL PROVISIONS**

11.1 Participation in this process will imply acceptance of the rules of this notice and its amendments, if any.

11.2 The veracity of the information provided, as well as the documentation presented, will be the sole responsibility of the proponent, responding for them, in accordance with the law.

11.3 Any publication by the selected bidder, related to the object of this notice, must mention the support by UFCSPA.

11.3.1 Failure to comply with this requirement will disqualify the applicant from receiving other grants or scholarships from UFCSPA.

11.4 UFCSPA may postpone or suspend the procedures of this notice, informing interested parties, if the circumstances so require.

11.5 Omissions and situations not provided for in this notice will be decided by the Dean of Research and Graduate Studies in conjunction with the UFCSPA Internationalization Office.

Porto Alegre, January 22, 2020.

Jenifer Saffi  
Responsible for the Internationalization Office

Marcia Giovenardi  
Dean of Research and Graduate Studies

## ANNEX I

### STATEMENT BY THE COORDINATOR

I, hereby (NAME OF RESEARCHER), ID, ID NUMBER certify, under the penalties of the law, that (NAME OF RESEARCHER / TEACHER), passport number (PASSPORT NUMBER), meets the specified requirements and is aware of the obligations in this notice.

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Researcher's name

## ANNEX II

### **STATEMENT OF NOT CURRENTLY HOLDING A PROPOSAL SUPPORTED IN INTERNATIONALIZATION NOTICES IN OTHER NATIONAL FUNDING AGENCIES**

I, HEREBY NAME OF RESEARCHER, RG, RG NUMBER, certify, under the penalties of the law, that I am not the coordinator of a proposal contemplated in internationalization notices in other national funding agencies.

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Researcher's name



## ANNEX III

### UFCSPA'S PPG STATEMENT

When submitting this form to UFCSPA, the applicant formally certifies awareness of the rules and clauses that govern the **Public Notice for the Internationalization of UFCSPA's Graduate Studies**. Furthermore, the tenderer also declares formal consent from the Graduate Program of the applicant's connection, and that both are in accordance with the proposed activities. They also declare that the foreign visiting researcher complies with the requirements and that he/she is aware of the respective obligations mentioned in this notice.

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Researcher's name Coordinating signature