



Comisión Nacional de Investigación  
Científica y Tecnológica - CONICYT

## FONDECYT 2014 POSTDOCTORAL GRANTS GUIDELINES

The Superior Councils for Science and Technological Development, hereinafter the Councils, call for the 2014 FONDECYT Postdoctoral Grants Competition, in accordance with the D.F.L. No. 33 of 1981 of the Ministry of Education and the Regulations contained in the D.S. No. 834 of 1982 of the same Ministry.

### I. GENERAL ASPECTS

- 1.1. The National Fund for Scientific and Technological Research (FONDECYT), created as an instrument to promote scientific and technological development in Chile, fosters the initiative of individuals and research groups by funding scientific and technological research projects in all fields of knowledge. Resources are allocated through annual public competitions and projects are selected on the basis of their intrinsic quality and the merits of applicants without, distinction of fields, institutional affiliation or gender.
- 1.2. FONDECYT grants exclusively fund scientific and technological research initiatives that lead to new knowledge or applications foreseen through the working hypotheses stated in the proposals. It does not fund artistic initiatives, compilations, preparation of catalogues or inventories, book printing, essays, translations, audiovisual material, educational textbooks or other analog activities.
- 1.3. The aim of this competition is to stimulate productivity and future scientific leadership of young researchers who hold a Doctorate degree (as specified under item 2.1.1 of these guidelines) by funding research projects with a view to their employment in academia or other areas, through their incorporation into consolidated research groups that will influence the scientific development of the postdoctoral candidate and that will also be strengthened by his/her participation in the group.
- 1.4. The projects will last **2 or 3 years** and the Principal Investigator must declare a full-time commitment to the research work. However, its execution is compatible with other paid academic, research and/or outreach activities for of up to **6** hours per week in the Sponsoring Institution. The Councils may, exceptionally, authorize that such number of hours be performed at another institution and/or authorize more hours in the Sponsoring or other institution, under the conditions determined by the Councils as long as they do not interfere with the execution of the projects.
- 1.5. The projects must be executed in Chile, by Chilean or foreign researchers who commit themselves to remain in the country for the entire duration of the project. However, Chilean and foreign researchers with permanent residence in Chile whose proposals are approved may request to the Councils, if authorized by the Sponsoring Researcher, permission to conduct part of the research (up to 12 months) abroad.

- 1.6. The projects will begin on 1 October, 2013. Thus, the first year of execution -2014- covers the period 1 October, 2013 through 30 September, 2014.
- 1.7. The Councils shall establish the evaluation modalities and conditions for the approval or rejection of the submitted proposals, in accordance with the Regulations of D.F.L. N°33 of 1982, of the Ministry of Public Education, that created FONDECYT.
- 1.8. The Councils have the authority to transfer proposals submitted from the area of science to the area of technology and vice versa, if they deem it appropriate according to the main characteristics of the research. If a proposal submitted to the area of science involves the participation of a public institution and the Councils deem it as more suitable for the area of technology, will not be eligible for funding. Likewise, if deemed appropriate, the Councils may assign the proposal to an academic discipline other than the one defined by the applicant.
- 1.9. The Councils are the bodies with the authority to set forth the meaning, scope and interpretation of these guidelines, in cases of doubt and/or conflicts arising from their interpretation. Likewise, they reserve the right to reduce requested budget allocations in relation to the objectives, proposed activities and/or CONICYT/FONDECYT's budget availability. In addition, should any project fail to fulfill the obligations required by CONICYT/FONDECYT, the Councils may cancel the allocation or declare early termination of the project.
- 1.10. The Councils shall ensure the confidentiality of the information contained in the proposal, during the application process, its evaluation and execution; the latter in case it is funded.

#### **1.11. RESEARCH INTEGRITY**

- 1.11.1. Veracity of information: Both applicants and awardees are responsible for the veracity of the information requested in the application form and/or provided during the project execution. Thus, they must be prepared to provide appropriate supporting documents at the Councils request. Omitting or providing any false or misleading information in the application or during the execution of the project may constitute grounds to invalidate the application, the award or determine early termination of the project, whichever is applicable to the specific case.

The applicant shall adhere to the Singapore Statement on Research Integrity<sup>1</sup> as a general framework for responsible research behavior. The above is required to request institutional sponsorship.

- 1.11.2. Inappropriate behaviors, such as fabricating or falsifying data and the substantial copy of other people's or the researcher's own work without proper citation (name of the author, title of the work, date and mean of publication), shall not be permitted in any phase of a FONDECYT funding competition, from the submission of proposals to the publication of results. The above includes unauthorized use of original ideas or methods obtained through privileged communication, such as proposals or manuscripts under peer review.

---

<sup>1</sup> The Singapore Statement, which is an integral part of these guidelines as an Annex will be available at <http://www.conicyt.cl/fondecyt/>

The reference to one's own work without proper citation of the author name, publication title and date and means of publication will also be considered as substantial copy.

Substantial copy is understood as the essential or fundamental coincidence involving phrases or paragraphs that may deceive the reader regarding the contributions made by the author. The determinant factor is not the number of words copied nor the place within the manuscript where the phrase in question is found (title, introduction, methodology, hypothesis, etc.), but the fact that the reader may be misled into thinking that the phrase was written by the author or that the information presented is new and not the result of earlier works, when including references to the author's own work. Phrases of general use that do not mislead the reader are not considered for this purpose.

**In the application, all literal texts, paragraphs or phrases obtained from a bibliographical reference -from the researcher's own work or that of other authors- must be acknowledged in the text and in the list of references.**

Submitted proposals that breach this rule or do not present information in the manner indicated above will be declared as non-compliant with the guidelines of this competition.

- 1.11.3. Principal Investigators whose proposals were non-compliant due to the above cause in competitions from 2010 onwards must have express authorization from the Councils to apply in any capacity to this competition. The above does not apply to researchers who have already been authorized to apply in earlier competitions.

## **II. APPLICATION**

### **2.1. REQUIREMENTS**

- 2.1.1. Researchers who attained a Doctorate between **1 July, 2010 and 1 October, 2013, which is the starting date of the projects**, may apply to this competition. For female researchers who have given birth within that period the degree award period is from **1 July 1, 2009**. In this case, it is mandatory to attach the child's birth certificate to the application.

The Principal Investigator must attach a simple copy of his/her Doctorate to the application. If not available, a certificate issued by the University's Director of Postgraduate Studies or other document, stating the date of approval of the thesis public defense, must be attached to the application. If the applicant has studied in a foreign institution, he/she must submit a certificate or other official document issued by the competent authority stating the date on which the Doctorate degree was awarded or fulfilled all requirement to be awarded the degree.

Applicants unable to meet the above requirement by the closing date of the competition will have until **3 July, 2013, 4:00 p.m. (Chilean Continental Time)** to attach this certificate to their **online application. After that date,**

**and until 1 October, 2013, these documents will be received at:**  
[postulacion.fondecyt@conicyt.cl](mailto:postulacion.fondecyt@conicyt.cl)

Applicants, who present certificates from University's Director of Postgraduate Studies, or other official, must send the official copy of the Doctorate, as soon as it is available, to the above e-mail address.

- 2.1.2. Projects shall be submitted by an applicant and sponsored by a researcher and a Sponsoring Institution, which may be a university or some other type of institution.

Only one proposal per applicant will be accepted in this competition.

- 2.1.3. The Sponsoring Researcher will be responsible for directly supervising the academic execution of the project and must hold at least a half-time appointment (22 hours per week) at the Sponsoring Institution. A Sponsoring Researcher may sponsor more than one proposal in this competition and/or Postdoctoral projects under execution.

- 2.1.4. All applications must include two (2) recommendation letters from national or foreign researchers, **other than the proposal's Sponsoring Researcher**. The application will be non-compliant with these guidelines if the Sponsoring Researcher provides a recommendation letter on behalf of the applicant he/she will sponsor. The request for recommendation letters can only be submitted through the Online Application system. To send a request institutional sponsorship, both recommendation letters must be in the system. Otherwise, the applicant will be unable to send his/her application.

- 2.1.5. Submitted proposals may not contain, in essence, aspects included in other finalized or ongoing projects or in any scientific publications or any other means of dissemination.

- 2.1.6. If the submitted proposal is part of an ongoing project of the Sponsoring Researcher, the goals to achieve must be different and/or complimentary to those already funded in such project. The above situation must be declared in the application form.

## **2.2. RESTRICTIONS**

- 2.2.1. It is expressly declared that individuals may apply as Principal Investigators to this competition as well as to the 2013 Initiation into Research and/or the 2014 National Regular Funding competitions. However, only the first proposal received through the Online Application System will be considered. The remaining applications will be declared as non-compliant with the guidelines of the respective competition.

- 2.2.2. Applicants ineligible to apply to this competition:

As Principal Investigators:

- a) Those who have been awarded a FONDECYT Postdoctoral Grant in previous competitions.

- b) Those who have received funding as Principal Investigator of a current or finalized Regular FONDECYT project or a FONDECYT Initiation into Research project.
- c) Those who have been awarded, accepted or are currently executing a project under CONICYT's Concurso Nacional de Inserción de Capital Humano en la Academia.
- d) Those funded in support of their return from abroad through CONICYT's Programa de Inserción y Atracción.

As Sponsoring Researchers:

- a) Those who have been Doctorate tutors for the applicant to this competition.
- b) Principal Investigators of FONDECYT projects with pending approval of final academic and/or financial reports by the closing date of this competition.

## 2.3. PROJECT

2.3.1. The application will be completed through the online platform available at <http://spl.conicyt.cl/auth/>. The proposal must conform to the regulations herein and the Application Instructions for this competition, both of which are integral elements of this competition guideline. It is required to provide all the information requested in each and all mandatory sections and to complete the application form available in the online system established for that purpose. There are sections that must be filled out or selected on the screen (for example, general information on the proposal and requested funding), while others require uploading files in unencrypted/unprotected PDF format. All required files must comply with the format and total number of pages specified in each section.

**The project shall be regarded as non-compliant with these guidelines if the application is incomplete or fails to provide the essential information needed for its adequate evaluation.**

2.3.2. Certifications – Authorizations:

FONDECYT project researchers must comply with current regulations and standards governing scientific activity in the areas addressed by the project.

Projects involving studies in/with:

- a) Human beings and/or Human biological material,
- b) Animals, animal samples and/or biological material,
- c) Materials that represent a risk to biosafety,
- d) Archaeological sites,
- e) Protected species, protected wildlife areas, introduction of foreign species,
- f) Archives and/or data bases containing sensitive information.

For studies described above, applicants must attach specific certifications and/or authorizations to comply with what is set forth in the Annexes Section of the document "FONDECYT 2014 Postdoctoral Grants Competition,

Application Instructions". The content of said document is an integral part of these guidelines.

The Principal Investigator is responsible for attaching, in unencrypted/unprotected PDF format, the approved certifications and/or authorizations relevant for the proposal to the online application within the established time frame. However, applicants unable to meet the above requirements by the closing date of the competition will have until **3 July 2013, 4:00 p.m. (Chilean Continental Time)** to attach those certificates to their **online application**. Under qualifying circumstances, the Councils may extend the submission period. Missing documents from the Principal Sponsoring Institution may render the proposal as non-compliant with these guidelines. Certifications must be received from all institutions involved.

FONDECYT's Bioethics Advisory Committee will review a random sample of proposals. The results of the revision will be communicated to the Principal Investigator and Sponsoring Institution -if the proposal is funded- for their knowledge and clarification to the Committee's observations, if appropriate.

The Institutional Ethics and Bioethics Committees must audit, at least once during the project's execution period, compliance with all regulations and protocols prescribed and approved by FONDECYT's Bioethics Advisory Committee. In cases where serious failures are detected through the audit process, the Sponsoring Institution must undertake the necessary remedial actions and inform FONDECYT. If applicable, the approval of the Final Academic Report is subject to submission of at least one Institutional Ethics/Bioethics audit report.

- 2.3.3. Proposals that include studies in the Antarctic Territory, and/or are interested in obtaining logistic support from the Chilean Antarctic Institute (INACH) to carry out activities in that territory, must attach a "Certificate of Compliance with Environmental Regulations" and a "Letter of Logistics Certification", both issued by INACH. To obtain them, applicants must send the Field Support Form (available at <http://www.conicyt.cl/fondecyt/>) before **8 May 2013** to INACH, at [proyectos@inach.cl](mailto:proyectos@inach.cl).

In this feasibility letter, INACH must certify that, if the project is approved by FONDECYT, it will receive the necessary logistic support from the Institute.

Proponents will have until **3 July 2013, 4:00 p.m. (Chilean Continental Time)** to attach the above certifications to their online application.

INACH, in accordance with the Collaboration Agreement signed with CONICYT on March 22, 2007, commits to provide logistic support, including transportation between Punta Arenas – Antarctic Territory – Punta Arenas; travels within the Antarctic Territory, lodging in Chilean bases and camps, arrangements for accommodation in foreign bases and camps and provision of food during the stay of the researchers in the Antarctic Continent.

Projects that do not meet the requirements set forth in this document will be declared non-compliant with the Guidelines and will not be able to continue participating in this competition.

In the event that one or more proposals are declared as non-compliant with the guidelines, FONDECYT will notify the applicant via certified mail. Applicants will have 5 working days, from the notification date, to submit an appeal to the administrative decision as prescribed by Chilean Law No. 19.880 that sets forth the Principles and Administrative Procedures that regulate the acts of State Administration Organs.

### III. BENEFITS

#### 3.1. Expenses covered by FONDECYT:

**The maximum amount of funding that may be requested for a project is CLP \$22,500,000 (twenty two million five hundred thousand Chilean pesos) for each year of execution. This amount excludes Initial Expenses, which can be requested for the first year, and the health benefit allowance that FONDECYT will assign to approved projects.**

**The above amount includes funding for the following items:**

- 3.1.1. **Honoraria: FONDECYT will disburse CLP\$18,000,000 (eighteen million Chilean pesos) per year**, in one, two or more installments, subject to CONICYT's budget availability, to the Principal Investigator and must be declared with an invoice for professional fees ("Boleta de Honorarios").

This amount is subject to increase -provided budgetary availability- for years 2 and 3 of the project's execution, if applicable, by matching it to the amounts defined for subsequent FONDECYT Postdoctoral Competitions or according to the Consumer Price Index (CPI) percentage increase.

- 3.1.2. **Travel and/or Operational Expenses: CLP\$4,500,000 (four million five hundred thousand Chilean pesos) per year of execution.**

3.1.2.1. **Travel:** Funds may be requested for tickets and per diems for domestic and/or foreign travel. These will be funded only for the project's Principal Investigator and for activities directly related to execution of the project or presentation of its results. The applicant may use the fares for tickets and per diems indicated in Annex N°1 of the FONDECYT 2014 Postdoctoral Grants Competition Application Instructions as reference.

Domestic Travel: funds field trips, attendance to scientific meetings and travel within the country.

Foreign Travel: funds, among others, research visits and attendance to scientific meetings.

3.1.2.2. **Operational Expenses:** This item includes expenses such as: computer supplies (including software and licences), laboratory reagents and supplies, vehicle rental, payment of freight charges, purchase of books, journals, subscriptions and scientific societies membership fees, registration fees to congresses, purchase of services, payment for occasional staff -if applicable-, minor expenses,

and purchase of equipment, purchase of clothing and/or shoes for work in Antarctica. Funding may only be requested for scientific publications generated by the project and in journals included in the ISI or equivalent database according to the nature of the discipline. In the case of books, only the manuscript preparation will be funded but not the publication costs.

The purchase of furniture and/or minor conditioning of physical spaces according to the nature of the project and necessary for its appropriate execution may be considered.

Payments for the mandatory health insurance for EU countries that signed the Schengen Agreement may be included in this item<sup>2</sup>.

3.1.3. **Health Benefit:** FONDECYT will assign to Principal Investigators of projects approved under this competition CLP\$396,000 (three hundred ninety six thousand Chilean pesos) as an **annual health benefit**, which may be used to pay for monthly fees to FONASA, an ISAPRE (health insurance provider) or to supplement an ISAPRE health plan or, alternatively, to purchase an independent health insurance policy. This allocation does not allow budget changes. Unused funds must be reimbursed to CONICYT. The benefit will be lost and the Principal Investigator shall reimburse CONICYT the full amount allocated if he/she does not use these funds, or reimburse them proportionally if he/she is hired by his/her or any other Institution and his/her honoraria are reduced because of this new condition, or due to early termination of the project. **This amount must not be included in the request for funds.**

3.1.4. **Initial Expenses:** These funds may be requested by individuals who apply as Principal Investigator and that, at the time the call results are communicated, reside abroad. This item provides funding to settle in Chile (room and board and/or transportation) in order to start the project, and the Principal Investigator travel ticket to Chile (including Chilean temporary visa costs), if national public funds are unavailable for this purpose.

Up to **\$3,000,000 (three million Chilean pesos) may be requested to cover these costs during the first year of execution.** This item does not allow budget changes. Unused funds allocated for this purpose must be reimbursed.

#### **IV. EVALUATION AND SELECTION**

Proposals in compliance with the requirements and conditions established in these guidelines will be evaluated by the FONDECYT Study Group to which it is assigned or by an external expert in cases it pertinent to do so.

The evaluation process will consist of completing an evaluation form using a scale from 0 to 5, except the item Productivity of the Researchers in which case the scale will be from 1 to 5. All items in the evaluation form allow for intermediate categories (half-

---

<sup>2</sup> To date, countries included are: Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Slovakia, Slovenia, Spain, Estonia, Finland, France, Greece, Hungary, Italy, Iceland, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Norway, the Netherlands, Poland, Portugal, Czech Republic, Romania, Sweden, and Switzerland.



points). The evaluation scale categories are:

<b>0</b>	<b>Not qualify</b>	The proposal does not meet/address the criterion under analysis or cannot be evaluated due to missing or incomplete information.
<b>1</b>	<b>Poor</b>	The proposal does not meet/address in an adequate manner the criterion aspects or there are serious inherent deficiencies.
<b>2</b>	<b>Regular/Fair</b>	The proposal broadly meet/addresses the criterion aspects, but there are important deficiencies.
<b>3</b>	<b>Good</b>	The proposal meet/addresses the criterion aspects in a good manner, although some improvements are required.
<b>4</b>	<b>Very Good</b>	The proposal meet/addresses the criterion aspects in a very good manner, although some improvements are still possible.
<b>5</b>	<b>Outstanding</b>	The proposal successfully meet/addresses all criterion aspects. Any weaknesses are minor.

The evaluation factors for submitted proposals are:

<b>Evaluation Factors</b>	<b>Weight</b>
Quality of the Proposal	50%
Productivity of Principal Researcher	24%
Recommendation Letters	6%
Productivity of the Sponsoring Researcher	20%

## **V. RESULTS OF THE CALL FOR PROPOSALS**

- 5.1. The Superior Councils of Science and Technological Development of FONDECYT will decide the results of this call and will allocate funds through a Resolution by CONICYT. The results will be published on CONICYT's web page at (<http://www.conicyt.cl/fondecyt>).
- 5.2. Principal Investigators will be notified of the results both via certified mail and e-mail to the postal mailing and electronic addresses indicated in the application. The notification letter will include: the position of the project in the call, the scores assigned, and the evaluation comments. Additionally, in the case of approved projects, it will also include the budget approved and, if applicable, the report prepared by the FONDECYT Bioethics Advisory Committee.
- 5.3. The ruling may include a waiting list, which will become effective if the Principal Investigator declines the award or he/she is unable to execute the project. Principal Investigators who become awardees through the waiting list will have 10 working days, from the date of the notification by FONDECYT's Superior Councils, to accept the award in writing starting **1 October, 2013**. If the awardee does not respond within the stated period, he/she forfeits his/her right to the funding. The waiting list will be valid through **4 December, 2013**.

- 5.4. Pursuant to the ruling resolution, any interested Principal Investigator may submit and appeal to CONICYT on the administrative decision as prescribed by Chilean Law No. 19.880 that sets forth the Principles and Administrative Procedures that regulate the acts of State Administration Organs, as long as it complies with the time frames, forms and requirements established by this Law.

The deadline to appeal for reversal of the ruling resolution will be 5 working days from the notification date.

## **VI. SIGNATURE OF THE FUNDING AGREEMENT AND ALLOCATION OF FUNDS**

### **6.1. FUNDING AGREEMENTS**

- 6.1.1. Funding agreements will be signed between CONICYT, the Principal Investigator, the Sponsoring Researcher and the Sponsoring Institution. They will become valid from 1 October, 2013. Signatures through an authorization letter or mandate are not accepted. The agreements will expressly establish the rights and obligations of each party, the Superior Councils authority and all clauses that best safeguard compliance with FONDECYT's purposes. By subscribing the agreement, the Sponsoring Institutions commit themselves to guarantee the proper implementation of the project.
- 6.1.2. All funding agreements must be signed by Principal Investigators and Sponsoring Institutions no later than 29 November, 2013. After that date the funding allocation becomes null and void. Under qualified circumstances and at the request of the Principal Investigator and/or Sponsoring Institution(s), FONDECYT may authorize postponement of the funding agreement. However, such action does not change the starting date of the project.
- 6.1.3. Foreign Researchers who are awarded funds through a FONDECYT project must show proof of residence in Chile via either a permanent resident or a temporary visa. In order to process the agreement, temporary visa holders must send a copy of the visa and unexpired Chilean National Identity Card. Permanent residents must show copy of such status. No other Chilean visa type is acceptable.
- 6.1.4. Awardees commit themselves to exclusive dedication to the Postdoctoral project at the Sponsoring Institution (with the exception defined in section 1.4 of these guidelines).
- 6.1.5. If the Principal Investigator is hired, in a full-time position in the Sponsoring or another institution before the beginning of the project or during its execution, he/she must request the authorization of FONDECYT's Councils to execute the project under the new condition. If the request is approved, the new institution, if applicable, will become the Sponsoring Institution. At the same time, the honoraria assigned to the researcher in this competition will be reduced to the amount established for a Principal Investigator of a Regular project of the same year as this call, from their hiring date through the end of the project. However, for all other purposes, the project will continue as a Postdoctoral project. The Principal Investigator may present a duly justified request so that the balance of the reduced honoraria is transferred to travel and/or operational expenses, as long as the allocated amount does not exceed

the maximum established in these guidelines. The above, notwithstanding item 3.1.3. of these guidelines.

- 6.1.6. The Sponsoring Institution must provide the required infrastructure during the entire execution period of the project and respect the exclusive dedication of the Principal Investigator.
- 6.1.7. If the Principal Investigator changes Sponsoring Institution before signing the funding agreement or during the execution of the project, and the Councils accept the new institution, the latter shall become the Sponsoring Institution with all the rights and responsibilities of the original Institution. It is hereby declared that CONICYT/FONDECYT shall make no statements regarding possible commitments or disputes arising between the researcher and his/her previous Sponsoring Institution(s), as these situations fall outside its competence.
- 6.1.8. Researchers whose projects are approved in this call and obtain funding for a project under CONICYT's National Competition for Placement of Advanced Human Capital in Academia or in support of their return from abroad through CONICYT's Placement and Attraction of Advanced Human Capital Program must choose one of the two grants. If the Placement Grant is awarded after commencement of the Postdoctoral project and the Principal Investigator accepts the offer, he/she must request early termination of the Postdoctoral grant. An awardee who is applying for the Support for Returning Researchers competition must request additional time to accept the Postdoctoral Grant until the results of said competition become public.
- 6.1.9. Funding or allocation of resources to the research project will only be made by annual basis. The planned research work and budget approved for the following years of execution are regarded as a proposed research to be carried out and resources to be used that does not force the Councils to renew funding. Therefore, the allocation of resources is subject to:
  - Approval of the academic reports, on specified dates, pursuant to the instructions for submission of such for each year of execution.
  - Statement of expenses without balances to be reimbursed or unapproved expenses reports.
  - Validity, feasibility and relevance of the purpose of the research.
  - Validity, relevance and compliance with ethics and bioethics certifications, informed consent or other certifications during the execution of the project, when applicable; as well as compliance with biosafety protocols.
  - CONICYT's budget existence and availability.
- 6.1.10. Academic and financial modifications associated to the execution of the project, such as: modification of objectives and/or change of Sponsoring Institution, among others, must be submitted to the Director of the FONDECYT Program.

Unused funds by the due date of each year's statement of expenses, must be reimbursed to CONICYT/FONDECYT, unless the Principal Investigator is granted an authorization to do so at a later date.

- 6.1.11. The Councils are entitled to request total or partial restitution of allocated

resources if the Principal Investigator fails to comply with the obligations undertaken by him/her.

- 6.1.12. Principal Investigators must sign a Special Mandate as a means to recover the funding transferred in case of failure to fulfill his/her obligations.

## 6.2. ALLOCATION OF RESOURCES

- 6.2.1. The resources allocated to a project approved under this call, will be transferred at the beginning of its execution, once CONICYT's administrative ruling approving the funding allocation is processed in full and provided that the Principal Investigator has no commitments or pending situations with CONICYT. **If by 15 January, 2014 he/she maintains any unresolved situation with CONICYT, the allocation will be declared null and void.**

- 6.2.2. Resources are allocated in non-adjustable national currency (except for the Principal Investigator Honoraria as indicated under section 3.1.1. of these guidelines) and will be transferred for every approved year of execution. To these effects, Principal Investigators must hold a personal checking or "vista" bank account. Expenses may be charged to the project **only from 1 October 2013**, as established in the funding agreement, except for the Initial Expenses funds which may be charged from the grant's award date (date in which the ruling will be available at CONICYT's website <http://www.conicyt.cl/fondecyt/>). Resources will be transferred under the following modality:

- a) **Honoraria:** These funds will be transferred to the Principal Investigator in one or more installments. He/She shall declare them through an honoraria invoice ("boleta de honorarios"), for the gross amount without income tax deduction. Payment of Income tax is his/her sole responsibility.
- a) **Travels and Operational Expenses:** These funds will be transferred to the Principal Investigator at the beginning of each year of execution either in partial or full payments, according to the budget availabilities of CONICYT/FONDECYT, under the conditions set forth in the funding agreement.
- b) **Health Benefit:** These resources will be transferred, as in the case of honoraria, in one or more installments, under separate disbursements.
- c) **Initial Expenses:** These will be transferred to the Principal Investigator, if applicable, at the beginning of the execution of the project and subject to CONICYT's budgetary availability. Unused funds under this item must be reimbursed to CONICYT.

The distribution of the funds assigned may be modified by the Principal Investigator during the project's execution based on its needs and under the conditions specified in the current Instructivo de Declaración de Gastos without exceeding the annual allocation.

- 6.2.3. The Councils are entitled, in view of well-founded reasons, to suspend, modify or declare the early termination of projects, thus ending the transfer of resources as indicated in the Agreement. It is CONICYT's responsibility to

control the use of transferred funds.

## VII. PERMANENCE IN THE COUNTRY

The Principal Investigator commits himself/herself to remain in the country until the end of the project and for at least 6 months during each year of execution, except as established under section 1.5. of these guidelines. Less than 6 months absences must be informed to the Sponsoring Researcher. **However, Principal Researchers must comply with the deadlines established for submission of academics reports, if applicable, and statements of expenses on the dates established in the annexes of the funding agreement.** If a Principal Investigator fails to comply, the Councils are entitled to declare early termination of the project and request total or partial reimbursement of the allocated resources.

## VIII. OBLIGATIONS

### PRESENTATION OF ACADEMIC AND FINANCIAL REPORTS

- 8.1. The Principal Investigator shall strictly and timely comply with the dates and presentation instructions for the submission of academic and financial reports as established in the Annexes, which are part of the funding agreements.

The Sponsoring Researcher shall attach to the annual academic report a detailed evaluation of the work conducted by the Postdoctoral fellow. **No postponement of the deadline for submission of academic reports will be accepted.**

Female Principal Investigators who make use of pre-maternity leave, post-maternity leave, post-natal parental leave or medical leave due to illness of a less than 1 year old child, may request to extend the project's ending date maintaining the same amount of monthly subsidy established during the validity of the project.

Fathers who take a medical leave due to illness of a less than 1 year old child may request an extension of the project. In such cases, the duration of the project will be extended for the period authorized by the Councils.

To access the above benefits, the Principal Investigator must submit a request along with a medical certificate issued by a competent professional. Female researchers who need to make use of parental postnatal leave must indicate so in the request.

- 8.2. All funds allocated to the project are governed, in regards to their statements of expenses, by Resolution N° 759/2003 of the Office of the Comptroller General of the Republic and must be declared through FONDECYT's online Statements of Expenses ("Sistema de Declaración de Gastos en Línea"), by the dates specified in the funding agreement. However, the Principal Investigator must maintain under his/her custody all original documents that justify the expenses declared and facilitate CONICYT, or the Office of the Comptroller General of the Republic, access to the revision of these documents at any stage during the project execution and for a period of 5 years from the date the Councils declare the project's completion.

For purposes of expenses recording, only those under the Sponsoring Institution or Principal Investigator name, as appropriate, will be accepted as they sign the funding

agreements and, if applicable, present the corresponding warrants.

If selected for an audit sample, the original documents supporting the statement of expenses shall be sent to CONICYT for revision and approval. The Departamento de Administración y Finanzas, Unidad de Control de Rendiciones, will be the instance responsible to validate (approve or reject) the Principal Investigator expenses report. The documents will be returned to him/her upon conclusion of the revision. CONICYT is entitled to suspend further fund transfers if the statement of expenses is inadequate to justify the funds transferred and used.

- 8.3. As for the financial report of the project, in the event that a document is used to support an expense in more than one project, the projects involved shall be immediately terminated and pertinent actions will be pursued to obtain full reimbursement of the allocated resources. If the resources transferred are used for purposes other than those specified in the project, or are not used to implement modifications approved by the Councils during the course of the research, they must be reimbursed to CONICYT.
- 8.4. It is strictly forbidden to invest the funds transferred for the execution of the project in financial instruments, of fixed or variable return, of short or long term such as: mutual funds, stocks, long-term deposits, bonds, etc. It is also forbidden to pay indemnities (for lack of severance prior notice, annual holiday or vacations and for years of service, etc.) with project funds.

## **IX. PROJECT COMPLETION**

- 9.1. A project is considered to be formally completed when the final academic report has been approved to the satisfaction of the Councils and the statements of expenses have been accepted or approved by DAF-CONICYT. Under qualified circumstances, Committed Expenses or Gastos Comprometidos are authorized to disseminate the project's results in Scientific Meetings and/or promised publications as part of the obligations established by the Councils for the project. This condition will allow continuation of the project, however, the project will be formally closed when all funds transferred are fully declared and unused funds or rejected expenses, if they exist, are reimbursed.
- 9.2. The final report must contain results that are pertinent to the objectives and thematic scope of the project. It must include copies of the published documents and of those under editorial committees review. Approval of the final report is subject to:
  - 9.2.1. Achievement of the proposed research goals or modifications known and approved by the Councils during its execution.
  - 9.2.2. If applicable, presentation of at least one audit report prepared by the Institutional Ethics and/or Bioethics Committee during the execution of the project, and according to the conditions established in section 2.3.2.
  - 9.2.3. The existence, at the end of the project, of a **manuscript accepted** in journals included in the ISI database or in equivalent databases according to the nature of the discipline. An article in a journal published by the Sponsoring Institution shall not be accepted as the sole product of the project.

All products associated with the project, such as articles, books, book chapters, licenses, or scientific meetings presentations, among others, must acknowledge CONICYT/FONDECYT and INACH -the latter only if applicable- using the following format "CONICYT + Program/instrument + Project Number".

If the Councils consider that the information provided in the final report is insufficient to warrant approval, researchers will have until 15 January 2016 or 2017, whichever applies, to respond to the objections. If by said date there are unresolved issues, it will be understood that the project is non-compliant with the responsibilities established in these guidelines.

In exceptional situations or beyond the researcher's responsibility, the Councils may provide additional time to respond to objections.

Only once the final academic report has been approved by the Councils, its results will be made available in the format and modality that CONICYT decides for this purpose. However, FONDECYT may delay this dissemination, for a period to be defined by the Councils, under the express request of the Principal Investigator when he/she shows that there are aspects that require protection. In regards to the registry of the projects' productivity, FONDECYT may keep this information updated for articles published in scientific journals or other dissemination media, during any year of execution of the project.

9.3. **Early Termination of the Project:** a project may exceptionally be terminated earlier than its approved duration due to the following reasons:

- At the request of the Principal Investigator and/or the Sponsoring Researcher.
- By the Councils' decision on the grounds that the resources allocated to the Principal Investigator are not used for the purposes that they were requested for or the researcher did not faithfully, timely and fully comply with the obligations acquired under the funding agreement.

In both cases, the Councils will determine the necessary requirements to consider the project terminated and may request full or partial reimbursement of the funds allocated per the funding agreement from the Principal Investigator. If a Principal Investigator dies, the academic obligations of the project are extinguished.

## **X. SUBMISSION OF PROPOSALS**

10.1. The call for proposals will open on **10 April, 2013** and will be published in a national circulation newspaper.

10.2. The guidelines and instructions will be available from the opening date of the call at <http://www.conicyt.cl/fondecyt/> or at the FONDECYT Program street address: Bernarda Morín N° 551, Providencia, Santiago.

10.3. The application and uploading of letters of recommendations shall be completed through the **online platform** in CONICYT website (<http://spl.conicyt.cl/auth/>). In order to apply, the researcher must enter the information on the online system and attach all required

documents in unprotected PDF format.

10.4. Completing the application in English is **optional** for proposals of all areas or disciplines.

10.5. **Closing dates for applications through the online system:**

- a) Applicants (including the reception of recommendation letters): **until Wednesday, 15 May, 2013, 4:00 p.m.**, Chilean Continental Time.
- b) Sponsoring Institutions: **until Thursday, 23 May, 2013, 4:00 p.m.**, Chilean Continental Time.
- c) **In this call, applicants do not need to send the official printed version of the proposal to FONDECYT.**

10.6. Once the call for proposals period is closed –closing date for institutional sponsorship– and the proposal has been electronically received by CONICYT, it is not possible to rectify, add, delete or receive any additional documentation to be attached to the proposal. Therefore, projects will be evaluated with the information submitted by the closing date and time of the call.

This excludes certificates and/or authorizations expressly specified in these guidelines, which will have until the date and time established

10.7. Place of submission:

Online applications: through CONICYT's website (<http://spl.conicyt.cl/auth/>), until the date and time established in these guidelines.

10.8. To make inquiries, please visit: [www.conicyt.cl/oirs](http://www.conicyt.cl/oirs). Questions received through this website will only be accepted until Friday, 10 May, 2013 or through the telephone **help desk** at (56-2) 2365 44 45, 2365 44 47, 2365 46 65, Monday through Thursday from 09:00 AM till 06:00 PM and Fridays from 09:00 AM till 05:00 PM, Chilean Continental Time.

**THE ANNEXED INSTRUCTIONS AND THE SINGAPORE STATEMENT TO APPLY ARE PART OF THESE GUIDELINES.**