

## **APPENDIX 1 - DOCUMENTS TO SUBMIT**

For the applications to be taken into account under this 2015 Financial Aid Programme for Researchers, it will be necessary to submit the documents listed below by the deadline (11th May 2015) and in the way which is described in this section.

Unless deemed appropriate, bizkaia:talent will not consider any applications with documents submitted in ways other than those which are described below. Bizkaia:talent will not consider any documents other than those which are requested herein.

The aforementioned documents must be presented in English (unless in the case of justified reasons).

### **MODE 1 - Support the integration in Bizkaia of experienced researchers**

- Curriculum Vitae of the highly qualified person. The CV shall contain all relevant information about the initial training of the researcher, as well as proof of her/his professional experience and competence. The researcher must register and upload the CV through the following link;  
<http://www.bizkaialent.org/en/profesionales/registrate/>

The following documents shall be sent using the 4 "Documents/Dokumentuak" tab ([www.bizkaialent.org](http://www.bizkaialent.org)):

- A Research Plan (maximum 5 pages) covering the period of funding, which includes:
  - o presentation of the main goals of the scientific activity of the fellow during the fellowship;
  - o description of the proposed research activities to be carried out during the fellowship, which may include several projects and other research activities that will enhance the individual career of the fellow;
  - o description of the complementarities between the researcher's project and the host and/or home organisations (including the organisation strategy);
- Career Development Plan (Maximum 2 pages), presenting the expected effects of the project on the career progression of the applicant.
- Ethical issues [questionnaire](#) of the project.
- If the Research Plan raises ethical issues (as listed in the Guide for Applicants), provide documents assuring that the project will be carried out according to the relevant legal and ethical frameworks.
- Declaration of commitment (Statement of commitment), in which the applicant organisation certifies that
  - o The researcher will receive a long term work contract complying with the requirements of this aid programme, and comprises full social security coverage. (min. 3 years).

- The organisation has the capacity to provide the researcher with appropriate space, equipment and material<sup>1</sup>.
- The applicant agrees with the terms of the 2015 Financial Aid Programme for Researchers.
- Declaration of salary (Budget of Expenses): document signed by the manager or person in charge of the Human Resources Department indicating foreseen gross annual income.
- Minimis aid. Please, introduce the required information on [Responsibility Statement](#) document (Minimis).

---

<sup>1</sup> For this purpose, bizkaia:talent reserves the right to demand as much supporting documentation as necessary at any stage of the selection process, in order to guarantee said integration and check the adequateness of the equipment available to the researcher to carry out the research.

## **MODE 2 - Support to the linking of external collaborators who initiates innovative projects in Bizkaia**

- Curriculum Vitae of the qualified person. The CV shall contain all relevant information about the initial training of the researcher, as well as proof of her/his professional experience and competence. The researcher must register and upload the CV through the following link;  
<http://www.bizkaiatalent.org/en/profesionales/registrate/>
- The following documents shall be sent using the 4 "Documents/Dokumentuak" tab ([www.bizkaiatalent.org](http://www.bizkaiatalent.org)):
- A Research plan, maximum 5 pages, indicating the following:
  - o presentation of the main goals of the scientific activity of project;
  - o description of the proposed research activities to be carried out during the fellowship,
  - o description of the complementarities between the researcher's project and the host and/or home organisations (including the organisation strategy);
- Career Development Plan (Maximum 2 pages), presenting the expected effects of the project on the career progression of the applicant.
- Ethical issues [questionnaire](#) of the project.
- If the Research Plan raises ethical issues (as listed in the Guide for Applicants), provide documents assuring that the project will be carried out according to the relevant legal and ethical frameworks.
- Declaration of commitment, in which the applicant organisation certifies that
  - o the researcher will receive a work contract complying with the requirements of this aid programme, and comprises social security coverage.

- The organisation has the capacity to provide the researcher with appropriate space, equipment and material<sup>2</sup>.
- That the applicant agrees with the terms of the 2014 Financial Aid Programme for Researchers.
- Estimate of expenses (Budget of Expenses) incurred due to the engagement of the external collaborator (maximum two pages).
- Minimis aid. Please, introduce the required information on [Responsibility Statement](#) document (Minimis).

### **MODE 3 - Support for the training of qualified people abroad, with a return phase to Bizkaia**

- Curriculum Vitae of the qualified person. The CV shall contain all relevant information about the initial training of the researcher, as well as proof of her/his professional experience and competence. The researcher must register and upload the CV through the following link; <http://www.bizkaialalent.org/en/profesionales/registrate/>

The following documents shall be sent using the 4 "Documents/Dokumentuak" tab ([www.bizkaialalent.org](http://www.bizkaialalent.org)):

- A Research plan, maximum 5 pages, indicating the following:
  - Short account of the reasons and the objectives to be achieved by means of the chosen training.
  - presentation of the type of training chosen, place length and activities that will be carried out;
  - description of the complementarities between the researcher's project and the host and home organisations (including the organisation strategy);
- Career Development Plan (Maximum 2 pages), presenting the expected effects of the project on the career progression of the applicant, including

---

<sup>2</sup> For this purpose, bizkaia:talent reserves the right to demand as much supporting documentation as necessary at any stage of the selection process, in order to guarantee said integration and check the adequateness of the equipment available to the researcher to carry out the research.

improvement to be achieved regarding salary, responsibility, position, etc. as a consequence of the training.

- Ethical issues [questionnaire](#) of the project.
- If the Research Plan raises ethical issues (as listed in the Guide for Applicants), provide documents assuring that the project will be carried out according to the relevant legal and ethical frameworks.
- Declaration of commitment, in which the applicant organisation certifies that
  - o The researcher will receive a work contract complying with the requirements of this aid programme, and comprises social security coverage.
  - o The organisation has the capacity to provide the researcher with appropriate space, equipment and material<sup>3</sup>.
  - o That the applicant agrees with the terms of the 2014 Financial Aid Programme for Researchers.
- Estimate of expenses (Budget of Expenses) incurred due to the training of the researcher (maximum two pages). Please, also include the salary of the researcher.
- When the highly qualified person already works within the organisation:
  - o Copy of work contract.
  - o Social Security registration certificate.
  - o Official document by the manager or person in charge of the Human Resources Department indicating gross annual income.
- Ethical issues questionnaire of the project.
- Evaluation area form. Applications will be assessed on areas related to the topic of the project and/or career development of the researcher.

All documents shall be sent in an easily readable format and in English, preferably Microsoft Word or PDF format.

---

<sup>3</sup> For this purpose, bizkaia:talent reserves the right to demand as much supporting documentation as necessary at any stage of the selection process, in order to guarantee said integration and check the adequateness of the equipment available to the researcher to carry out the research.

Bizkaia:talent may require whatever documentation and/or complimentary information it considers necessary to properly understand and assess the submitted application, at any stage of the evaluation process.

Appendix

<b>Aid Modes</b>  <b>Type of Document</b>	<b>Mode 1: Support the integration in Bizkaia of experienced researchers</b>	<b>Mode 2: Support to the linking of external collaborators who participate in innovative projects in Bizkaia</b>	<b>Mode 3: Support for the training of qualified people abroad</b>
CV	X	X	X
Research Plan. <b>Max. 5 pages</b>	X	X	X
Career development plan. <b>Max. 2 pages</b>	X	X	X
Estimate of Expenses. <b>Max. 2 pages</b>		X	X
Ethical issues certificates*	X	X	X
Declaration of commitment from the applicant organisation	X	X	X
Work contract**			X
Social Security registration certificate**			X
Official declaration of salary**	X		X
Ethical issues	X	X	X

\*Only if the project raises ethical issues

\*\*in Mode 3, only if the researcher is already employed by the applicant organisation