



UNIVERSITÀ  
DI SIENA  
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DIVISIONE RESEARCH AND GRANTS  
MANAGEMENT

Decreto rettorale  
Classificazione: III/13  
N. allegati: 2

THE RECTOR

- having regard to the Statute of the University of Siena issued by Rectoral Decree no. 164/2012 of 7 February 2012, as amended and supplemented;
- having regard to Law no. 241 dated 07.08.1990, as amended and supplemented, containing provisions governing administrative procedures, and the related University Regulations for their implementation, adopted through Rectoral Decree no. 1037 dated 30.05.2007;
- having regard to Law no. 104 dated 05.02.1992, as amended and supplemented, regarding the assistance, social integration and rights of disabled persons;
- having regard to Presidential Decree no. 487 dated 09.05.1994, as amended and supplemented, containing norms governing access to jobs in public administrations and the procedures for public competitions, single competitions and other forms of recruitment in public administrations;
- having regard to Presidential Decree no. 445 dated 28 December 2000, as amended and supplemented, containing the act consolidating legislative provisions and regulations governing administrative documentation;
- having regard to legislative decree no. 165 dated 30 March 2001, as amended and supplemented;
- having regard to legislative decree no. 82 dated 07.03.2005, “Code for digital administration”, as amended and supplemented
- having regard to Presidential Decree no. 189 dated 30.07.2009, “Regulations concerning the recognition of academic qualifications”;
- having regard to Law no. 240 dated 30.12.2010, in particular art. 22, as amended and supplemented;
- having regard to Law no. 183 of 12.11.2011, and in particular art. 15 “Norms in matters concerning certificates and declarations in lieu of certificates and the ban on introducing, in the transposition of EU directives, other obligations in addition to those specified in the directives themselves”;
- having regard to the Ministry of Education, Universities and Research Decree no. 102 of 9 March 2011 establishing the minimum gross annual amount of research grants;



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- having regard to the Code of Ethics of the University of Siena Community, issued through Rectoral Decree. no. 1381 dated 28.07.2011;
- having regard to Law no. 190 dated 06.11.2012 regarding “Provisions for preventing and suppressing corruption and illegality in public administrations”;
- having regard to Legislative Decree no. 192 dated 31.12.2014, converted, after amendment, into Law no. 11 of 27.02.2015, and in particular art. 6, par. 2-bis, which sets out that the total duration of fellowships under art. 22 of Law 240/2010, is increased by two years;
- having regard to the Regulations for research fellowships pursuant to art. 22 of Law no. 240/2010, issued through Rectoral Decree no. 325/2016 of 03.03.2016, as amended and supplemented (hereafter “Regulations”), and in particular in accordance with art. 5 par. 6;
- having regard to EU Regulation 2016/679 regarding personal data protection and Legislative Decree 196/2003, as amended and supplemented;
- having regard to DR no. 1624/2019, prot. no. 158158 of 05.09.2019, concerning eligibility requirements for procedures ex-articles 18, 22 and 24 of Law 240/2010;
- having regard to Regulation (EU) no. 1291/2013 of the European Parliament and of the Council of 11 December 2013 establishing Horizon2020 – The EU Framework Programme for Research and Innovation (2014 - 2020) and its Rules for Participation and Dissemination;
- having regard to the Commission Recommendation of 11 March 2005 regarding the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;
- considering the Marie Skłodowska Curie Actions 2018-2020 work programme;
- considering that the Academic Senate of 15/12/2021 (SA Resolution 245\_2020) and the Council of 18/12/2020 (CdA Resolution 322\_2020), Rectoral Decree Rep. no. 439/2021, Prot. no. 45728 of 5/03/2021, approved the funding of four research grants, for a maximum duration of eighteen months, one for each of the University's four research areas, for recruiting young researchers who have obtained the Seal of Excellence (SoE), following the submission of Individual Fellowship projects, within the framework of Marie Skłodowska Curie Actions (hereafter MSCA SoE@UNISI 2021);
- considering that the above-mentioned research fellowships are fully covered by the appropriations relating to the 2021/2023 multi-annual budget, Research Support Plan 2021 - F-SEAL project, as certified by the Head of the Administrative and Accounting Services Office - ARBI3 of the Area Research, Libraries, Internationalisation and Third Mission.
- having regard to Legislative Decrees no. 18 of 17.03.2020, no. 19 of 25.03.2020, no. 33 of 16.05.2020, no. 149 of 09.11.2020, no. 158 of 02.12. 2020, no. 12 of 12.02.2021 and the Prime Ministerial Decree of 02.03.2021 containing urgent measures for the containment and management of the COVID-19 epidemiological emergency;



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- having regard to Legislative Decree no 125 of 07.10.2020 extending the epidemiological emergency declaration from COVID-19 to 31 January 2021 and further related urgent measures

**HEREBY DECREES**

**Art. 1 – SUBJECT**

The "MSCA SoE@UNISI 2021" initiative shall finance up to one project per academic area at the University of Siena presented by researchers who obtained the Seal of Excellence in the 2019 and 2020 H2020-MSCA-IF calls and who meet the requirements indicated in art. 2 of this call.

The 4 academic areas at the University of Siena (<https://www.unisi.it/strutture/dipartimenti>) are:

- Economics, Law and Political Science
- Humanities, History, Philosophy and Arts
- Biomedical and Medical Sciences
- Experimental Sciences

Each project shall be assigned €50,000 as follows:

- €45,000 to cover the salary of researcher(s);
- 5,000 € to cover expenses for kicking-off research, training, networking, missions required to carry out the project, all of which will be managed by the Supervisor's University Department (Direct costs - see art. 8).

**Art. 2 – ADMISSION REQUIREMENTS**

The following individuals may apply:

- those who have submitted a European project under the 2019 or 2020 Marie Skłodowska Curie Actions - Individual Fellowships (MSCA-IF) calls;
- those who have been awarded the European Commission's "Seal of Excellence - MSC Actions" with a score of 85/100 or higher.

The following individuals cannot apply:

- permanent staff of universities, institutions and public research and experimentation institutes, the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA) and the Italian Space Agency (ASI), as well as institutions issuing postgraduate diplomas in advanced sciences that have been recognised as equivalent to the title of research doctorate under article 74 of Presidential Decree 382/1980;



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- those who have a relationship of kinship or affinity, up to and including the fourth degree, with a professor from the reference Department for the research project or with the Rector, the General Manager or a member of the University Council;
- those who have been in receipt, from any institution, of a fellowship pursuant to Law 240/2010, as supplemented and amended, for a period which, including the expected duration of the fellowship herein, exceeds a total of 6 years, including any renewals. Fellowships received during a doctoral programme without scholarship, for the legal duration of the programme only, do not count towards the 6-year limit.

The fellowship is not compatible with enrolment in a bachelor's or master's degree course, doctoral research with scholarship or medical specialisation, in Italy or abroad. Employees of public administrations must take a period of unpaid leave.

In the event that the winners of the call are awarded an MSCA Individual (or Postdoctoral) Fellowship after the grant herein is awarded, the MSCA SoE@UNISI 2021 grant shall be suspended.

### **Art. 3 – APPLICATION PROCEDURE AND DEADLINE**

This call for applications and all the documents required to submit a request for funding are available on the page <https://en.unisi.it/research/unisi-host-institution-apply-us/seal-excellence>

They are also published in accordance with article 11.

Each applicant should prepare an application dossier, following the Application Template (Annex A) and including the following documents:

- Copy of the MSCA-IF project submitted to the European Commission in the 2019 or 2020 call (Part A and Part B);
- Copy of your identity document (valid identity card or passport);
- *Evaluation Summary Report* stating the score awarded;
- Copy of the *Seal of Excellence Certificate* issued by the Commission;
- Copy of your doctoral certificate or other equivalent qualification. Applicants who obtained their degree in Italy may attest to their qualifications by submitting self-certification (Annex B).
- In the absence of a doctoral degree or other equivalent qualification, a copy of the documentation attesting to at least four years of full-time research experience;
- A brief description of the project proposal (max 3000 characters, including spaces) indicating the duration of the proposed project (12 or 18 months) and the supervisor at this University. The description must indicate any changes made to ensure that the project can be carried out within the timeframe identified by the candidate.

Applications must be submitted by e-mail only to [rettore@pec.unisipec.it](mailto:rettore@pec.unisipec.it) no later than



**04th June 2021 at 12.00 PM**

Applicants are requested to specify the following subject in the e-mail accompanying the application dossier: 'MSCASoE-UNISI- SURNAME'.

Incomplete applications or applications sent after the deadline will not be accepted.

#### **Art. 4 - SELECTION PROCEDURE**

The procedure for selecting proposals for funding is carried out by the UNISI Research and Grants Management Division (DRGM), which, in accordance with the aims and objectives of the Seal of Excellence - MSCA, shall acquire the required documentation.

The DRGM carries out an initial administrative eligibility check on all applications for funding, as indicated in art. 4 - 4.1.

Following this, selection based on the merit of proposed research projects will take place in accordance with the procedures set out in art. 4 - 4.2.

##### 4.1 Admission to the selection procedure

At the close of the call, applications received are checked to see that they meet participation requirements as per Art. 2. Dossiers will be examined to verify the correctness and completeness of the declarations provided by the applicant and the documentation submitted.

Any applicant who does not meet one or more admission requirements will be notified of the start of exclusion procedures by e-mail, and the interested party will have 10 days to provide further appropriate documentation. After this deadline, the administration will, where appropriate, proceed to issue the exclusion decision.

##### 4.2 Selection

An internal UNISI Evaluation Committee formulates a ranking of the eligible proposals, ordered according to

- the score assigned by the European Commission and indicated in the Evaluation Summary Report;
- any indication of UNISI as Host Institution already in the application submitted to the European Commission;
- any further parameters that the UNISI internal Evaluation Committee will define during the first meeting.

Proposals in the ranking list are funded until the budgeted funds for each academic area are exhausted.

Any cases of equal merit will be dealt with in accordance with the criteria established by the



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European Commission for the Marie Skłodowska Curie Actions, Work Programme 2018-2020.

The list of projects eligible for funding and the relevant funding proposal will be published online at <https://www.unisi.it/ricerca/supporto-alla-ricerca/researchers-towards-unisi-msca-post-doctoral-fellowships/seal> and filed with the DRGM so that they are available to anyone requesting access to the acts.

The acts shall also be published as indicated in art. 11.

**Art. 5 –SELECTION COMMITTEE**

Applications shall be assessed by an internal selection committee appointed by the Rector.

Within 30 days of its formation, the Committee shall formulate:

- the ranking of the four proposals worthy of funding;
- the ranking of proposals in a reserve list, i.e. proposals worthy of approval but not eligible for funding due to exhaustion of budgeted funds.

In the event of forfeiture of the grant or inability to carry out the planned research activities, the funded applications will be replaced by others on the reserve list, in order of ranking.

If additional funds become available, applications on the reserve list may be funded in the order of ranking.

**Art. 6 – AWARDING OF FUNDING**

The ranking list of the funded projects, approved by Rector's decree assigning the funding, shall be published online at <https://en.unisi.it/research/unisi-host-institution-apply-us/seal-excellence> and as indicated in art. 11.

UNISI will provide a fellowship amounting to € 45,000 (gross of expenses borne by the University) to the candidates who receive the funding.

In view of the above-mentioned total amount, the grant may have a duration of 12 or 18 months. The selected option must be indicated by the candidate, in agreement with the Supervisor at the University of Siena identified at the time the application is submitted.

The research grant is awarded in accordance with art. 5, paragraph 6, of the aforementioned Regulations, as it can only be awarded to subjects already successfully selected within the framework of European or international research projects, on the basis of the requirements and according to the procedures established by the European Commission.

The University agrees with the researcher on the date by which, on pain of forfeiture, the fellowship must be signed. This deadline is 01st December 2021.

Failure to stipulate the contract by the above-mentioned date will result in forfeiture of the right to the fellowship. An extension of the deadline for the stipulation of the contract may be allowed in exceptional cases relating to duly documented extraordinary and unforeseeable events (*force majeure*).

**Art. 7 – THE FELLOWSHIP**



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If the application for funding is approved, the University will award the researcher a fellowship by stipulating a specific contract.

The fellowship shall be awarded in compliance with the Regulation for the awarding of research grants, issued by Rector's Decree no. 325 of 03.03.2016, as subsequently amended and supplemented, including aspects relating to:

- rights and duties of the assignees
- responsibility for the activities of assignees;
- prohibition of accumulation of paid activities, incompatibility, suspension;
- monitoring and evaluation of activities;
- tax, social security and insurance;
- forfeiture, termination and withdrawal.

**Art. 8 – DIRECT COSTS**

Direct costs are expenses specifically and directly related to research activities, including but not limited to:

- participation in training activities;
- purchasing laboratory equipment and consumables;
- participation in conferences or workshops;
- carrying out short missions or secondments;
- publication of papers or monographs

Direct costs are identified and borne by the Department in accordance with the accounting principles and reporting rules set out in the Annotated Model Grant Agreement of Horizon 2020 adopted on 20.12.2013, as subsequently updated, the University Regulations for Administration, Finance and Accounting in force since 2 February 2017 and any applicable University regulations.

Indirect costs are expenses that cannot be directly identified as specific and attributable to research activities, including but not limited to:

- management activities and administrative management of the project
- purchase of stationery;
- maintenance costs;
- telephone costs.

**Art. 9 – OBLIGATIONS OF RESEARCHERS WITHIN CONTEXT OF FUNDED PROJECTS**



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Researchers selected under this call must carry out personally and in full the planned work in the research project submitted, for which they have been funded. In order to ascertain that the aims of funding have been achieved, the researcher(s) must submit, within 60 days of the end of the project, a report containing an account of the use made of the portion of the funding allocated to research and describing the manner in which the project was carried out, the results obtained and any changes made to the initial proposal, a list of research products (publications, published or in press, databases), and a report on the networks set up during research, on the organisation of seminars and conferences, on possible future research developments, on the continuation of the research with other external funding.

This report, accompanied by the evaluation of the Board of the Department where research is carried out, and signed by the researcher and the University supervisor, must be sent to DRGM UNISI (research.eu@unisi.it).

Any publications resulting from research activities funded by this call for proposals must acknowledge the funding received by indicating the name of the programme "MSCA SoE@UNISI 2021" and the project acronym.

**Art.10 - OPEN ACCESS**

The University of Siena adheres to the Open Access policy and requests that the beneficiaries of the present call guarantee free on-line access (at least in green access mode) to research results and to the contents of publications, provided that this does not conflict with the need to protect sensitive and confidential data.

This without prejudice to any obligations of confidentiality or protection of personal data.

**Art. 11 – PROCESSING AND PROTECTION OF PERSONAL DATA. PRIVACY NOTICE PURSUANT TO ART. 13 OF THE GDPR**

The processing and protection of personal data, contained in the application for this selection procedure or possibly communicated with documents supplementing the application, will be carried out in compliance with EU Regulation 2016/679 on data protection and Legislative Decree no. 196/2003 as amended, and in particular according to the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity referred to in article 5, paragraph 1 of the GDPR.

The data controller is the University of Siena. The personal data provided by the candidates will be processed for the purpose of managing the procedure, for any conferral of appointment or employment, for managing the ranking lists (where provided for in the call) exclusively for the purpose of fulfilling legislative requirements, including the publication requirements provided for by current legislation.

The provision of personal data is mandatory. Any refusal will make it impossible to carry out the operations necessary for the procedure and, possibly, for establishing and managing the employment relationship.

The policy regarding data processing is published on the University website at <https://www.unisi.it/ateneo/adempimenti/privacy>.





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For the purposes envisaged by Law no. 241 of 7 August 1990, as amended and supplemented, the person managing the selection procedure relating to this call is the Head of the Research and Grant Management Division.

This call for proposals is published on the page <https://en.unisi.it/research/unisi-host-institution-apply-us/seal-excellence>.

This call for applications is published on the University's online noticeboard and on the University's website at <https://www.unisi.it/ateneo/concorsi-gare-e-appalti>.

This call is also published on the portal of the European Union at <http://ec.europa.eu/euraxess/>.

**Art. 12 – ETHICAL PRINCIPLES**

Proposed research activities must respect the ethical and legal principles of the University, Italy, the international community and the European Union, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its additional protocols. Particular attention must be paid to the principle of proportionality, the right to privacy, the right to protection of personal data, the right to a person's physical and mental integrity, the right to non-discrimination and safeguarding human health and safety. Proposed research activities must focus exclusively on civil applications.

The Rector, Prof. Francesco Frati  
Siena, date of digital signature

Dr. Donata Franzì  
Responsible for the procedure  
Siena, date of digital signature

Dr. Guido Badalamenti  
Research, Libraries, Internationalization and Third Mission Area Director  
Siena, date of digital signature

**ANNEXES**

Annex A: APPLICATION TEMPLATE

Annex B: DECLARATION IN LIEU OF CERTIFICATION



## ANNEX A: APPLICATION TEMPLATE

**To the Rector  
of the University of Siena**

I, the undersigned, \_\_\_\_\_ born in \_\_\_\_\_  
on \_\_\_\_\_ Italian fiscal code (*Italian nationals*) \_\_\_\_\_  
tel. \_\_\_\_\_ resident in (*full address*) \_\_\_\_\_  
city \_\_\_\_\_ postal code \_\_\_\_\_

request to be admitted to the public selection, based on qualifications, for awarding one (1) fellowship within the framework of the MSCA SoE@UNISI 2021 project.

To this end, I declare that:

- I am a/an \_\_\_\_\_ citizen
- I am on the electoral register of the Municipality of \_\_\_\_\_; (1)
- I have no criminal record (2);
- I hold the academic qualification required for admission to the selection procedure;
- I am not a permanent staff member of a university, institution or public research and testing agency, the National agency for New Technologies, Energy and Sustainable Economic Development (ENEA) or the Italian Space Agency (ASI), nor of the institution that awarded the advanced scientific qualification declared equivalent to the *Dott. Ric.* (PhD) pursuant to art. 74, par. 4 of Presidential Decree 382/1980;
- I do not have a relationship of consanguinity or affinity up to and including the fourth degree with a professor from the reference Department for the research project or with the Rector, the General Manager or a member of the University Council;
- I have not been in receipt, from any institution, of a fellowship pursuant to law 240/2010 for a period which, including the expected duration of the fellowship object of this notice, exceeds a total of 6 years, including any renewals;
- my position concerning military service is \_\_\_\_\_ (3);
- for the purposes of the selection procedure, my elected domicile is (*full address*) \_\_\_\_\_

\_\_\_\_\_ tel. \_\_\_\_\_ cell. \_\_\_\_\_ and email \_\_\_\_\_ for receiving communication from the University of Siena;



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- I am physically able to carry out the work in question;
- I am aware that the Selection Committee members will be nominated by Rectoral Decree and published on the University online noticeboard, which will serve as official notification;
- I am aware that the approved selection proceedings will be published on the University online noticeboard, which will serve as official notification;
- I am aware that any variation in my home address or contact telephone number/email address must be promptly reported by e-mailing the reference department for the research project indicated in art. 1;
- I am aware that the fellowship is not compatible with enrolment on first or second cycle degree courses, doctoral research with scholarship or postgraduate medical school, in Italy or abroad, and that recipients who are employees of public administrations must take a period of unpaid leave.

I, the undersigned, attach the following documents to the application:

- a) a copy of a valid identity document, pursuant to Presidential Decree no. 445/2000;
- b) Copy of the MSCA-IF project submitted to the European Commission in the 2019 or 2020 call (Part A and Part B);
- c) *Evaluation Summary Report* stating the score awarded;
- d) a copy of the *Seal of Excellence Certificate* issued by the Commission
- e) a copy of the doctoral certificate or other equivalent qualification. Applicants who obtained their degree in Italy may attest to their qualifications by submitting a self-certification (Annex 1 – (4)). Alternatively, a copy of the documentation attesting to at least four years of full-time research experience;
- f) a brief description of the project proposal (max 3000 characters, including spaces) indicating the duration of the proposed project (12 or 18 months) and the supervisor at this University. The description must indicate any changes made to ensure that the project can be carried out within the timeframe identified by the candidate (5).

Date and place \_\_\_\_\_

Signed \_\_\_\_\_ (6)

- 1) Italian nationals must indicate the municipality in which they are enrolled on the electoral register, or else the reason why they are not registered; foreign nationals must indicate that they enjoy civil and political rights in their country of origin or residency and have adequate proficiency in Italian;
- (2) should this not be the case, indicate any convictions (also in the case of amnesty, remission, pardon or conditional pardon) or criminal proceedings which are pending against you;
- (3) to be compiled only by male Italian citizens born in or before 1985;
- (4) failure to sign annex 1 leads to exclusion from the selection procedure;
- (5) failure to submit the project (letter b) and a brief description of the same (letter f) leads to exclusion from the selection procedure;
- (6) failure to sign the application leads to exclusion from the selection procedure;

N.B. Pursuant to Law no. 104 dated 5 February 1992, disabled candidates must explicitly request any required assistance or extra time, in relation to their disability, for completing the tests in this comparative assessment procedure.



## ANNEX B

### DECLARATION IN LIEU OF CERTIFICATION (articles 46 and 47 of Presidential Decree no. 445 of 28.12.2000)

I, the undersigned, (*surname, name*) \_\_\_\_\_

born in \_\_\_\_\_ on \_\_\_\_\_

resident in (*full address*) \_\_\_\_\_

- aware of the penalties established by the Italian Criminal Code and by special laws concerning those who make false declarations, as stated in art. 76 of Presidential Decree no. 445 of 28 December 2000, as amended and supplemented;
- also aware of the risk of forfeiting any benefits assigned as a consequence of provisions issued on the basis of false declarations, under art. 75 of Presidential Decree no. 445 of 28 December 2000, as amended and supplemented

#### HEREBY DECLARE

that I was awarded first cycle degree (*laurea specialistica/magistrale/under former university regulations*)  
in \_\_\_\_\_ on (*date*) \_\_\_\_\_ from the Faculty/Department  
of \_\_\_\_\_ at the University of \_\_\_\_\_ with a final mark  
of \_\_\_\_\_ ;

that I was awarded a PhD in \_\_\_\_\_ on (*date*) \_\_\_\_\_ from the  
University of \_\_\_\_\_;

I, the undersigned, declare that the information provided in my CV included in the MSCA proposal corresponds to the truth, pursuant to the regulations on declarations in lieu of certification, as set forth under art. 47 of Presidential Decree no. 445/2000, as supplemented and amended.



- *I, the undersigned, am aware that:*
  - *the processing and protection of personal data contained in the application for admission to the selection procedure or communicated in documents supplementing the application, will take place in compliance with EU Regulation 2016/679 on data protection, with legislative decree no. 196/2003, as supplemented and amended, and with legislative decree no. 101/2018 regarding the protection of natural persons in the processing of personal data, and in particular in accordance with the principles of lawfulness, correctness, transparency, appropriateness, relevance and necessity, pursuant to art. 5, par. 1 of GDPR;*
  - *the Data Controller is the University of Siena. The personal details provided by candidates will be processed for the purpose of managing this procedure, for conferring the assignment or contract of employment, for managing rankings (where provided for in the notice) exclusively for the purpose of compliance with the law, including publication obligations pursuant to the laws in force;*
  - *candidates must provide their personal details. Refusal to do so would make it impossible to complete selection procedures and to draw up and manage any contracts of employment;*
  - *the privacy policy is published on the University portal at <https://www.unisi.it/ateneo/adempimenti/privacy> .*

The Declarant

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Date and place \_\_\_\_\_