

Career Development Programme (CDP)



*Boosting your postdoctoral career in
Prehistory at IPHES-CERCA*

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In order to boost the postdoctoral career in the fields of Prehistory and Human Evolution studies at IPHES-CERCA, the R2STAIR fellows will improve their skills having a first hand experience within a complete research life cycle in Prehistory and Human Evolution studies (from fieldwork to a societal impact through heritage enhancement).

In addition, fellows will be appropriately inducted and setting out their Personalised Career Development and Training Plan (CDP), tailored in accordance with the principles of the [EU Charter for Researchers](#). It will include supervision, mentoring, training to gain new scientific skills, as well as additional training in non-research oriented transferable skills within specific interdisciplinary and intersectoral experiences, in accordance with his/her project.

To carry out this Personalised CDP, the fellow and the supervisor will be supported by the IPHES-CERCA's Head of Research Area, the Career Development Officer, and the Knowledge Transfer Manager who assist with advice and monitoring.

All the skills acquired during the project (core and advanced research skills as the soft ones) and the exposure to both academic and non-academic mind sets, will be a good tool to the fellow's choice of future career paths.

As a practical arrangement, at the beginning of the project the research fellow, the supervisor, the Project Manager, the Head of Research Area, the Career Development Officer, and the Knowledge Transfer Manager will organise a kick-off meeting. Subsequent iterative meetings will be organized regularly to follow-up an evaluation.

The Career Development of the fellow will be managed according to a timetable proposed in the Gantt Chart of the project, which will be used as a guideline for the progress assessment.

Therefore, the fellow's progress will be based on the Personalised CDP traced at the beginning of the fellowship, including the definition of the career goals, the project and training objectives, as well as the milestones to be achieved. The progress will be measured by effective reaching of the aims, training and deliveries targets as planned in the proposed work plan.

In addition, on a daily basis, fellows will benefit of regular discussion meetings and weekly interdisciplinary seminars and lectures where researchers of IPHES-CERCA give brief presentations on their work. This allows for the identification of synergies and provides a widely diverse feedback to the presenters.

Finally, the fellow will join the supervisor's research group at IPHES-CERCA, taking part in the research group's regular meetings. This will provide strong multidisciplinary environment, including different disciplines involved into the execution of his or her project.

In addition, fellows will must have a first-hand practical experience performing short or medium term stays under a non-academic supervisor paired to the project and the fellow. This will be proposed by the IPHES-CERCA's Project and Transfer manager to the fellows after the hiring process in a kick-off meeting and according to the corresponding projects. At the end of this document there is the potential specific trainings, and non-academic stays offered by IPHES-CERCA to the fellows.

Knowledge Transfer Manager at IPHES-CERCA's Project and Transfer Unit will act as a non-academic co-supervisor during the fellowship, being paired to the project and the fellow and the academic supervisor. Non-academic supervisor will propose, in accordance with the fellow and the academic supervisor, the non-academic short stays, including those related to get a first-hand practical experience in heritagisation process developed by IPHES-CERCA.

Notice that applicants must not explain neither the non-academic supervisor, nor the non-academic short stays in their proposals since they will be discussed after the hiring process in the kick off meeting, and according to the corresponding projects as a part of the training and the Personalised Career Development Plan. It will work as follows:

- Fixed regular meetings to accomplish Milestones, Tasks and Deliverables of the project following its revised Gantt Chart. A minimum of four annual meetings depending of each particular situation and the specificities of each project.
- IPHES-CERCA will use its internal prospective guide as a basic plan to prepare the next career move of the fellow, creating a brief short-term customised recommendations (no more than 5) as basic indicators of the potential impact in the professional career of the fellow. All the insights should be captured by the fellow in a personal workbook which forms part of her/his Personalised Career Development Plan.
- The agendas of the meetings will follow an iterative system to assess the planned actions with the fellow and supervisor/s, including career actions, financial aspects and RRI issues, according to a standard model from MSCA personal Career Development Plan.

This Personalised Career Development Plan is based on the MSCA Personal Career Development Plan as is set at EURAXESS in the resources of the PIPERS Project Career Kit:

<https://euraxess.ec.europa.eu/career-development/researchers/pipers-project-career-kit>

<https://ec.europa.eu/research/participants/documents/downloadPublic?documentIds=080166e5bd4ed377&apld=PPGMS>

http://ec.europa.eu/assets/eac/msca/funded-projects/how-to-manage/funded-projects/how-to-manage/itn/career_development_plan.doc

This template will work as a mutual agreement in different agreed phases, the plan year 1 and the Final Year Plan, signed and updated by all parts involved in the Personalised CDP.

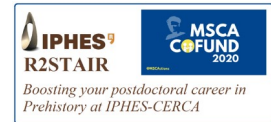
R2STAIR-COFUND Career Development Plan-Year 1

Name of fellow and granted period:

Name of Supervisor:

Research Unit and Research Group:

Planned academic secondments and co-supervisors:



BRIEF OVERVIEW OF RESEARCH PROJECT AND MAJOR ACCOMPLISHMENTS EXPECTED (half page should be sufficient):

LONG-TERM CAREER OBJECTIVES (over 5 years):

1. Goals:
2. What further research activity or other training is needed to attain these goals?

SHORT-TERM OBJECTIVES (1-2 years):

1. Research results
 - Anticipated publications:
 - Anticipated conference, workshop attendance, courses, and /or seminar presentations:
2. Research Skills and techniques:
 - Training in specific new areas, or technical expertise: Why, who, where, when, how?
3. Anticipated networking opportunities created with the supervisor/s in the project:
- 4.- Fieldwork activities involved in the project:
5. Proposed non-academic first hand experiences: Why, who, where, when, how?
6. Training in RRI tools: Gender issues, Ethics, Open Science, Public Science, Governance:
7. Planned actions to develop communication skills and outreach activities:
8. Other possible professional training (course work, teaching activity):
9. Research management:
 - Planned expenditure and management of funds
 - Other funding applications planned during or after the Fellowship:

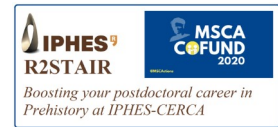
Follow a rational entire funding-cycle according to the duration of the current situation. Indicate the potential calls and why is relevant to apply for.

Grants written/applied for/received: additional research funds, workshop organisation, fieldwork missions.

10. Other activities with professional relevance (community engagement, etc):

Date & Signature of fellow. Date & Signature of supervisor. Date & Signature of IPHES-CERCA officer representative

R2STAIR-COFUND Career Development Plan-Final year



BRIEF OVERVIEW OF PROGRESS, ACHIEVEMENT AND PERFORMANCE (half page should be sufficient):

LONG-TERM CAREER OBJECTIVES (over 5 years):

If relevant, mention any adjustments to your long-term career objectives as a result of the training received.

SHORT-TERM OBJECTIVES ACHIEVED DURING THE TRAINING PERIOD:

1. Research results

- Publications (incl. in press):
- Conference, workshop attendance, courses, and /or seminar presentations:

2. Research Skills and techniques acquired:

- Training in specific new areas carried out, or technical expertise acquired:

3. Uses of the networking opportunities:

- The experiences at the secondments:

4.- Fieldwork activities carried out:

5. Non-academic first hand experiences acquired:

- Short stays carried out at the non-academic organizations:

6. Training in RRI tools carried out: Gender issues, Ethics, Open Science, Public Science, Governance:

7. Communication skills carried out:

8. Other professional training carried out:(course work, teaching activity):

9. Research management:

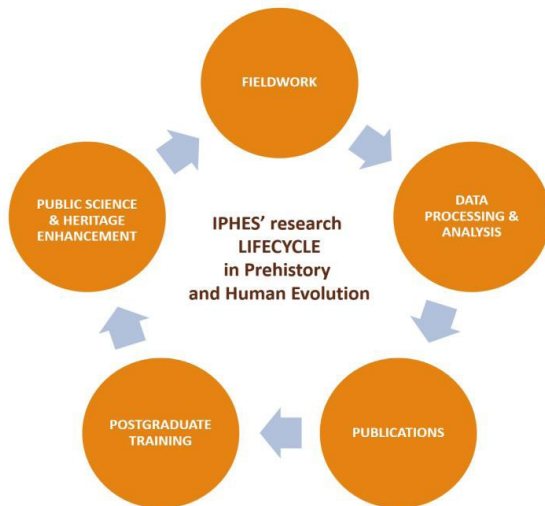
- Fellowship or other funding applications achieved (indicate name of award if known; include fellowships with entire funding periods, grants written/applied for/received, professional society presentation awards or fieldwork missions)

10. Other activities (community, etc) with professional relevance carried out:

Date & Signature of fellow. Date & Signature of supervisor. Date & Signature of IPHES-CERCA officer representative

Annex. Potential specific trainings and non-academic stays offered by IPHES-CERCA to the fellows:

R2STAIR aims at training the fellows' skills throughout **the whole research life cycle of Human Evolution studies** (Fieldwork, Data processing and analysis, publications, postgraduate training, public science and Cultural Heritage enhancement). This includes both specific research skills needed to develop each fellowship and non-research oriented transferable ones.



Training on specific research skills

The main training activities on research-oriented skills will be:

- **Training through research:** By developing projects within R2STAIR, fellows will benefit from the experience of their supervisors and other senior researchers working in closely related projects. Conversely, they will have the opportunity to contribute their own background and expertise hosting research groups, both at IPHES-CERCA and Partner Organisations.

- **Training on the use of technical equipment:** Hands on training on the usage of scientific instrumentation will be provided by the corresponding laboratory responsible at IPHES-CERCA and Partner Organisations.

Training on non-research oriented transferable skills

This second part of the R2STAIR's training programme will focus on research integrity and general transferable skills that can be key for the future career development of any junior R2 researcher. In particular, it will include training activities, both hosted at IPHES-CERCA or as part of fellowship secondments:

- **Introduction to IPHES' procedures on research integrity:** Fellows will learn about IPHES-CERCA's practices on research integrity, and how it will be incorporated to their projects. This will be achieved through a seminar at the beginning of the fellowship, where the fellows will meet IPHES-CERCA's main contacts on Open Access and Data Management, Ethics, gender issues and citizen science. Each of them will explain the IPHES-CERCA's procedures and tools to incorporate these issues in their research projects (in the form of successive training activities).

- **Formal training on Open Science:** Fellows will be introduced to the general Open Science concepts (e.g. Open Access, FAIR Data, Data Management Plan), current trends and initiatives at European scale (such as the Open Research Europe platform, the European Open Science Cloud, or the OA Plan S), and the potential impact at all steps of the research life cycle of Human Evolution studies (from publication of archaeological findings to the re-use of data for research and non-research-oriented activities).

- **Hands-on training on Open Access and Data management:** Fellows will be impelled to use open access in all their project-related scientific publications, as well as a FAIR-based management of their research data. To this end, they will have quarterly meetings with IPHES' Data technician. Such meetings will ensure a step by step guidance on issues like Data Management Plan design or selection of appropriate data repositories.

- **Public engagement and communication skills:** Fellows experience on outreach will improve by participating in the following:

- o Hands-on training on IPHES-CERCA's outreach activities, either individually or together with colleagues and assisted by the staff at IPHES-CERCA Project and Transfer Unit.
- o Monthly communication activities related to activities at Sierra de Atapuerca UNESCO World heritage sites, at Fundacion Atapuerca (Ibeas de Juarros, Spain).
- o Public Science activities related to Sierra de Atapuerca sites: Visit management and public engagement activities of the Experimental Archaeology Centre (Atapuerca, Spain).
- o Fundación Atapuerca, an example of Public-Private-Partnership for heritage enhancement.

- **Musealization in Prehistory and Human Evolution:**

- o Management of exhibitions, both permanent and temporary, on Prehistory and Human Evolution at Museo de la Evolución Humana (Burgos, Spain).
- o Educational and public science programme at Museo de la Evolución Humana (Burgos, Spain) and at EPCC CERPT Tautavel (France).
- o Curatorial and conservation practices of museum collections at the British Museum (London, UK), Museum Institut royal des Sciences naturelles de Belgique (Brussels, Belgium) or CENIEH (Burgos, Spain).

- Heritage enhancement processes:

- o Management of archaeological parks and didactic activities on cultural tourism at NEAN Prehistoric Park (Capellades) and the Parc prehistòric de les Coves del Toll (Moià).
- o Management of a municipal Tourism Master Plan focused on Cultural Heritage at L'Espluga de Francolí City Council (Spain).
- o Touristic experience for families based on prehistoric heritage, as part of a European funded RIS3-ESIF Action in Barranc de la Boella (La Canonja, Spain).
- o Design and creation of cultural amenities combining natural and archaeological heritage, and their management in a touristic context (Caldes de Malavella, Spain).

- Hands-on training on grant writing: Fellows will receive specific training, advice and support to prepare applications adapted to their professional needs as R3 researcher and follow-up research opportunities worldwide. In spite of paying special attention to the ERC-StG scheme, this training will focus on how to choose the right funding scheme to different projects.

- Formal training on other transferable skills: During the execution of the fellowship, post-doctoral researchers will be offered specific seminars on competences such as scientific communication or project management, as well as local languages (Catalan and Spanish), through the URV's lifelong learning programme for research staff (PROFID)

As other aspects of the programme, **R2STAIR** candidate fellows will be encouraged to propose and justify additional training activities, depending on her/his specific project.