

# Guide for Applicants



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

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## 1. Description of the R2STAIR Programme

### 1.1 About the R2STAIR Programme

R2STAIR H2020-MSCA-COFUND-2020 Programme is planned to boost the career prospective of 8 junior R2 fellows (PhD holders who are not fully independent yet) by training their previous skills through the entire research life cycle in Prehistory and Human Evolution studies (from fieldwork to a societal impact through heritage enhancement).

R2STAIR has the collaboration of different Partner Organisations (Research Institutes, Universities, Museums and City Councils), willing to host specialised secondments, as well as to provide short and medium internships, with specific first-hand training in ongoing processes of heritagisation promoted by IPHES-CERCA.

However, according to the 'Individual driven mobility principle', the applicants in accordance with her/his supervisor/s are free to choose other alternative entities to complete the mandatory secondment and internship in her/his project.

The process of recruitment and hiring will be handled by the IPHES-CERCA' Project Manager (PM), and its Human Resources Manager (HR), assessed by an Academic Committee specifically conformed for the Programme.

Researchers must be dedicated full time to the research training activities unless duly justified for personal or family reasons and they cannot combine several activities.

### 1.2 The IPHES-CERCA

The Institut Català de Paleoeologia Humana i Evolució Social (IPHES-CERCA) is a research centre created in 2005 within the CERCA program of the Generalitat de Catalunya through the support of different public bodies ([www.iphes.cat](http://www.iphes.cat)), being also a research institute associated to the Universitat Rovira i Virgili (Tarragona, Spain).

In 2020 IPHES-CERCA has been accredited by the Spanish Program of Centres of Excellence (CoE) as Maria de Maeztu Unit (CEX 2019-000945-M) based in its outstanding performance during the last 5 years and its international excellence. In addition, IPHES-CERCA has the HR Excellence in Research award seal in the context of the Human Resources Strategy for Researchers ([HRS4R](https://www.mec.es/HR4R)) endorsing the European Charter and Code for researchers. Therefore, all IPHES-CERCA personnel are currently abiding by these general principles and applicable requirements.

In particular, IPHES-CERCA aims at achieving gender balance in areas where women are under-represented, following on non-discriminatory and gender equal opportunity policies to ensure that good practices in the Institute. In 2018, IPHES-CERCA approved its Action Plan for equal opportunities of women and men [www.iphes.cat/gender-equality-plan](http://www.iphes.cat/gender-equality-plan). The Plan includes several activities to offer equal opportunities and gender balance in the workplace, including, among others: Flexible working hours, specific recruitment and career development actions and outreach activities to promote women in science. Moreover, the situation at the institute in terms of gender issues is regularly monitored, and gender awareness is fostered in all functional areas.

IPHES-CERCA has a strong research profile in Prehistory and Human Evolution, focusing on the study of interactions between the different species in genus *Homo* and their environments, through multidisciplinary approaches to the archaeological and palaeontological record of several sites

around the world. These main research goals are embedded in a series of on-going fieldwork projects, data compilation, laboratory analysis and theoretical work. These core activities provide IPHES-CERCA with the appropriate background knowledge to gain insight into the proximate (social and ecological) and ultimate (climatic) factors that have shaped Prehistory and Human Evolution. In this sense, IPHES-CERCA is currently functioning within a strongly multidisciplinary scientific environment since it has been structured to encompass different research disciplines and topics within three inter-linked main research groups ([www.iphes.cat/research-groups](http://www.iphes.cat/research-groups)). As result, IPHES-CERCA is on the cutting edge of international scientific debates in Prehistory and Human Evolution and is widely regarded as a generator of knowledge across topics within these fields.

### 1.3 Topics and potential supervisors

R2STAIR are primarily based on a list of 22 potential supervisors from IPHES-CERCA senior research staff able to cover the 7 research areas belonging to the programme. Although applicants should preferentially choose an IPHES-CERCA supervisor from the list is it possible to have another supervisor from the current postdoctoral researchers with ongoing fixed-term contracts at IPHES-CERCA, arguing in the proposal her/his capacity and suitability as supervisor of the project.

In addition, R2STAIR is supported by Partner Organisations, both academic and also non-academic, which are available for undertaking a mandatory secondment under the guidance of a co-supervisor. This mandatory secondment consists of a stay (or stays) with a total duration of between 2 and 4 months in a different institution that IPHES-CERCA.

Before to start the application preparation, the applicants must contact to one potential IPHES-CERCA supervisor to agree on a research project to be carry out during two years under her/his supervision and prepare together the application, according to the established templates.

The following table shows the list of potential supervisors and co-supervisors for the secondment, covering the 7 specific subjects and lines of research belonging to the R2STAIR programme.

IPHES' Potential supervisors	Research Lines	Potential co-supervisors at secondment (PO)
Dr. Isabel Cáceres Dr. Rosa Huguet Dr. Jordi Rosell Dr. Ruth Blasco Dr. Palmira Saladié	<b>Zooarchaeology:</b> Taxonomy and comparative anatomy, Taphonomy and Neo-taphonomy, Spatial analysis of marks in bone surfaces, Subsistence strategies during the Quaternary, Coevolution between hominins and carnivores as driving force in hominine subsistence behaviour.	Dr. Camille Daujeard (MNHN) Dr. Marie Balasse (MNHN) Dr. J.Ph. Brugal (AMU)
Dr. Deborah Barsky Dr. Marina Mosquera Dr. Andreu Ollé Dr. J.M. Vergés	<b>Lithic analysis:</b> Technological and morphometric analyses, Lithic raw materials, Gestural sequences studies, Cognition and social learning, Refit analysis and spatial distribution, Use-wear analysis, Multi-proxy analyses of residues in lithic artifacts.	Dr. Erella Hovers (HUJI) Dr. Marie-Hélène Moncel (MNHN) Dr. Marta Arzarello (UNIFE)
Dr. Bruno Gómez Dr. Josep Vallverdú	<b>Geoarchaeology:</b> Characterization of sedimentary facies, Micromorphology, Stratigraphy and micro-stratigraphy, Petrographic characterization of lithic raw materials, Archaeostratigraphy: diachronic and synchronic cultural series.	Dr. Matthieu Ghilardi (CEREGE) Prof. Lothar Schulte (UB)
Dr. Antoni Canals Dr. Gema Chacón Dr. Manuel Vaquero	<b>Spatial analysis:</b> Intra-site spatial analysis, Landscape and regional (cultural) archaeology.	Prof. Ferrán Antolín (IPNA) Dr. Francesca Romagnoli (UAM) Dr. Fernández de Pablo (UA)
Dr. Ethel Allué Dr. Hugues Blain Dr. J.M. López-García Dr. Florent Rivals Dr. Carlos Tornero	<b>Paleoecology:</b> Paleontology-biochronology, Biogeographic modelling, Quantitative Terrestrial Paleoclimatology (Mutual Ecogeographic Range, Bioclimatic Analysis), Stable isotope analysis, tooth wear analyses (meso- and microwear), Palynology, Anthracology, Quantitative eco-anatomy.	RNDr. Tomáš Příkrýl (CAS) Prof. Hervé Bocherens.(EKUT) Prof. Adam Nadachowski (ISEA-PAS) Dr. Massimo Delfino (UNITO) Dr. Emanuela Cristiani (UNIRO)
Dr. Marina Lozano Dr. Carlos Lorenzo	<b>Paleoanthropology:</b> Dental use-wear, Paleodiet, Post-cranial anatomy and taxonomy, 3D morphometrics, Study of hand bones, European neandertalization process.	Dr. María Martínón (CENIEH) Dr. Florent Détroit (MNHN)
Dr. Lucía López-Polín	<b>Archeo-paleontological conservation:</b> Characterization of bone and stone alterations, Efficiency of conservation techniques, Preventive conservation.	Dr. Annelise Folie (IRSNB)

However, according to the 'Individual driven mobility principle', the proposals can involve other entities from the secondment and also other co-supervisors, in a previous agreement with the main IPHES-CERCA supervisor and a proved approval by a specific official letter of acceptance from the proposed co-supervisor and her/his Host Secondment.

#### 1.4 Potential secondments and non-academic internships

In addition, fellows will be encouraged to get 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 Unit to the fellows after the hiring process in a kick-off meeting and according to the corresponding projects.

Notice again that, according to the 'Individual driven mobility principle', the proposals can involve other entities, in previous proved agreement with the participants by a specific official letter of acceptance.

Non – Academic PO	Main expertise	Main no-academic contact
IRSBN, Brussels (BE)		Dr. Annelise Folie, paleontological collections.
Museo de la Evolución Humana (Spain)	Conservation and management of paleontological and archeological collections and exhibition plans	Dr. Alejandro Sarmiento, General Manager.
EPCC CERPT Tautavel (France)	Science communication	Dr. Sophie Gregoire, Director
Fundación Atapuerca (Spain)	Outreach activities Management of public visits	Mr. Javier Gutiérrez, General Manager
Capellades City Council	Management of public visits and local museum	Mrs. Marta Fontanals, IPHES' PTU Transfer Manager
Moià City Council		
L'Espluga de Francolí City Council	Cultural Heritage and Municipal Tourism Master Plan	
Caldes de Malavella City Council		
La Canonja City Council	Cultural Heritage and Regional Smart Specialisation Strategy	
The British Museum (UK)	Conservation and management of archaeological collections and exhibition plans	Dr. Nick Ashton, Senior Curator of Dpt. Paleolithic Archaeology

Notice that applicants must not explain neither the non-academic supervisor, nor the non-academic short-visits in their proposals since they will be discussed in the kick off meeting as a part of the training and the Personalised Career Development Plan.

The short or medium term stays in non-academic institutions will last during a minimum of a month throughout the two years of the contract.

#### 1.5 Training and a Personalised Career Development Plan

The fellow, together with the supervisor/s, will be supported by the IPHES-CERCA' Head of Research Area, the responsible for Transfer Knowledge, and the Career Development Officer, who assist with advice and monitoring, specifically for a personalised Career Development Plan (CDP).

It will be devised with the researcher to define ways to monitor and ensure supervisor and HI's services, as well as describe short and long-term objectives for career development involving publications, participation at conferences, research management activities, networking opportunities and complementary mentoring.

This CDP will be tailored, after the hiring processes, according to the specific project and in accordance with the principles of the EU Charter for Researchers. Therefore, it is not necessary to put any formal CDP in the proposal.

More concretely, regarding the following up of the fellow within the project at IPHES-CERCA, the secondments or the short or medium planned internships will be done through regular coordinating

meetings with the fellow, the supervisor/s, and the Project Manager, adding ad hoc specific specialists depending in the agenda to work. Also non-academic and/or secondment co-supervisors will be invited to provide specific inputs regarding the stay performed by the fellow and her or his evolution in accordance with the work plan and the Gantt chart of the project.

### 1.6 Support for the Fellows

IPHES-CERCA will offer support to all applicants during the entire period from application preparation stage until the end of the Fellowship and beyond, where appropriate. Applicants and Fellows can benefit of a range of services offered by the Catalan node of Euraxess <http://www.euraxess.cat/> which provides information on a range of issues and areas affecting researchers, such as immigration and visas, employment law, healthcare, childcare, social services and life in Catalonia.

IPHES-CERCA has established a welcome and integration plan for new members, with special support and information for international researchers. To develop the proposed research, fellows will be given access to the needed IPHES-CERCA facilities ([www.iphes.cat/facilities](http://www.iphes.cat/facilities)), with 10 laboratories dedicated to archaeological and palaeoecological research (sample preparation, analysis, and conservation), fully equipped and available to the fellowships.

The Head of Research will inform the fellows about IPHES-CERCA' organizational structure while the Head of Scientific Services will inform them about lab health and safety procedures. Integration procedures aim at helping the fellows to integrate into the IPHES-CERCA' research community, research groups and research project teams, as well as to settle in more easily in their daily life. IPHES-CERCA will also offer to all its researchers free activities to develop transferable skills, through specific seminars on competences such as scientific communication or project management, as well as local languages courses (Catalan and Spanish) within URV's training programme for research staff PROFID since IPHES-CERCA is also associated to the Universitat Rovira i Virgili.

IPHES-CERCA's Human Resources Manager will help the new researchers with personal matters such as getting the health card and information about the health system, the identity number and card, the national tax system, visa issues and housing in Tarragona. Fellows must comply with IPHES-CERCA safety policies, in particular the rules on health and safety, and on prevention of occupational hazards. Annual medical check-ups are offered at IPHES-CERCA free of charge, also providing mandatory training in occupational health and safety standards to new employees in conformity with the Spanish regulations (Ley 31/1995, de 8 de noviembre, de Prevención de Riesgos Laborales).

### 1.7 Duties of the Fellows

The fellows will be abided by the provisions of the EU Grant Agreement No. 101034349, the Program Maria de Maeztu Unit of Excellence (CEX2019-000945-M) and IPHES-CERCA regulations and internal rules, in particular:

- **Dissemination and publicity.** For all communication relating to the project and for any dissemination of results, such as through publications, posters, conference papers, etc. you are required to ensure the visibility of the EU emblem, and to acknowledge EU funding by including the following text:

*"This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 101034349 and the*

State Research Agency of the Spanish Ministry of Science and Innovation through the Program Maria de Maeztu Unit of Excellence (CEX2019-000945-M).

- **Code of Conduct for CERCA centres.** Fellows will follow the principles of the code of conduct of CERCA centres policies, in particular regarding aspects of transparency, ethic and scientific practise, scientific integrity, and open access to data and results <https://cerca.cat/en/policies/>.
- **Reporting.** Fellows shall submit project reports as required by the Grant Agreement and requested by IPHES-CERCA.

## 2. Eligibility Criteria and application requirements

### 2.1 Eligibility Criteria

Researchers of any nationality are eligible. Candidates must comply with the following eligibility criteria:

- **Research experience:** applicants must have their doctoral degree less than 4 years prior to the deadline for applications. Exceptions will be made for documented periods of parental leave or serious illness. Other equivalent exceptions may be considered when properly documented and motivated by the applicant, e.g., in case of candidates from underdeveloped countries, minorities, and refugees:
  - Maternity: 18 months extension for each child born before or after the PhD award. If the applicant can document a longer maternity leave, the eligibility period will be extended by the documented amount of actual leave taken until the call deadline.
  - Paternity: extension by the documented time of paternity leave taken until the call deadline for each child born before or after the PhD award.
  - Long-term illness: Over 90 days for the applicant or a close family member (child, spouse, parent or sibling).
  - National service, candidates with disabilities, from underdeveloped countries, minorities, and/or refugees: extension by the documented amount of leave taken by the applicant until the call deadline for each incident which occurred after the PhD award date.
- **Mobility requirements:** researchers may not have resided or carried out their main activity (work, studies, etc.) in Spain for more than 12 months in the 3 years immediately before the R2STAIR call deadlines.
  - **At least two publications as first author** or corresponding author in journals indexed by the Web of Science or Scopus at the time of the call deadline. Only accepted and/or published papers with a DOI are eligible.

### 2.2 Application requirements.

Applications will be submitted to an email address specifically created for this purpose: [r2staircofund@iphes.cat](mailto:r2staircofund@iphes.cat). The submission period of the applications will remain open during 8 weeks. All the required information and documents must be complete in order to be considered. Applications must include the following documents (in English):

- The **application form**, following the template that can be download from the IPHES-CERCA webpage.
- A **motivation letter** (up to 2 pages, Times New Roman/Arial (size 11 and spacing 1), addressing:

- the professional background of the candidate
  - the interest in developing their project at IPHES-CERCA, regarding her or his previous work
  - the expected impact in the candidate's professional career
- **Curriculum Vitae** completed in the template available in the IPHES-CERCA webpage.
- A copy of the PhD degree (or substituting document issued by the University).
  - Document(s) that certificate or proof the mobility rule: not have resided or carried out their main activity in Spain for more than 12 months in the last 36 months (at the application deadline).
  - Document(s) that certificate the special circumstances if it is of application.
- **A research project** (up to 7 pages, Times New Roman/Arial (size 11 and spacing 1), including:
- The area of research they want to develop at IPHES-CERCA taking into account the list of the 7 research areas in which the projects of the candidates can be framed
  - The related supervisor from the list of the 22 R2STAIR potential supervisors and other potential co-supervisor from the list of Partner Organizations (PO) or other entities for the secondment and also other co-supervisors, in a previous agreement with the main IPHES-CERCA supervisor.
  - An introduction to the topic
  - Objectives of the research proposal
  - The research methodology and approach
  - The gender dimension in the research project (if relevant)
  - Implementation and feasibility of the project
  - Gantt chart (activities & schedule)
  - Relevance of the secondment (mandatory)
  - Scientific impact of the project and impact on the professional career of the researcher
- **Ethics Appraisal Procedure**
- Ethical Issues Table (EIT)
  - Ethics Self-Assessment Table (only if any ethics issues apply, and has been pointed out in the EIT)
  - Additional Ethics Statement (only if any ethics issues apply, and has been pointed out in the EIT and in the Ethics Self-Assessment Table)

Only one application per applicant may be submitted per call. Once the application documents are submitted, all candidates will receive an acknowledgement of receipt together with an application reference number for further enquiries.

According to the evaluation criteria, it will select the best candidates without taking into account any thematic distribution as the call will operate **with no disciplinary quotas whatsoever**. In addition, R2STAIR will follow a **blind recruitment process** in order to increase the transparency and fairness and avoid discriminations by gender, origin, sexual orientation, political opinion, religion or age. The documents sent to the experts for evaluation will not contain any reference to the gender, nationality or age of the applicants. **IPHES-CERCA' internal Gender Equality Committee** will monitor the gender balance policy implementation through all the process, specifically on the Panel of Experts' composition.

All the applications will undergo a formal eligibility check by the PM within a maximum of one week after the deadline. Incomplete and/or ineligible applications will be discarded at this stage. The results of the eligibility check will be notified by the PM to the applicants by e-mail. Those found not to be eligible will be informed of the eligibility criteria not met.

### 3. Organization of the selection process

The recruitment and selection of researchers is **based on the OMT-R** (Open, Transparent and Merit-based Recruitment) defined by the European Union, which represents the main pillar of the European Charter for Researchers and, obviously, the Code of Conduct for their recruitment. **The potential supervisors will not participate at any stage of the selection process.**

#### 3.1 Stages of the selection process

The R2STAIR application and evaluation procedure consists of **four (4) stages**:

- **Stage 1:** Advertising and application phase (8 weeks). This phase will be accomplished by the Project Manager (PM) and the candidates respectively.
- **Stage 2:** Eligibility check (1 week). Accomplished by the Project Manager (PM) with the advice of the Academic Committee (AC) (further details below). All the proposals with ethical considerations will be submitted to an ethical evaluation conducted by IPHES-CERCA RRI Committee, which is responsible for ensuring that all research at IPHES-CERCA is in compliance with ethical principles and rules, according to the legislation. These proposals with ethical concerns must have an explicit ethics approval from IPHES-CERCA RRI Committee, that may require, if appropriate, the evaluation and approval from other external committees that provide legally mandatory ethics advice, before the research activities of the project raising ethics issues can begin.
- **Stage 3:** Evaluation process (10 weeks). This phase will be accomplished by 3 reviewers from the Panel of Experts (PE) and by the 5 members of the Selection Committee (SC) (further details below). The CVs, motivation letters and research projects of the eligible applications will be sent by the PM to the experts for the evaluation. The 3 members of the Panel of Experts will be proposed by the Academic Commission, advised by the IPHES-CERCA' Internal Scientific Committee, taking into account the area of research in which the project of the candidate can be framed. The experts which evaluate the CVs, motivation letters (Step 1) and research projects (Step 2) will be the same to each applicant, who competes in the same research area, in order to maintain the standards and fairness of the evaluation. The motivation letter, the CV and the research project will be digitally sealed to ensure their integrity and authenticity, allowing the verification of any attempt to modify their content. The evaluation of all the interviews will correspond to the 5 members of the Selection Committee (SC).

**An evaluation process of 4 steps** is planned to arrive to a short list of twelve (12) interviewed candidates for each wave to grant four (4) contracts:

- Step 1: Evaluation of CVs and motivation letters (3 weeks). Accomplished by 3 reviewers of the Panel of Experts (PE).
  - Step 2: Evaluation of research projects (3 weeks). Accomplished by the same 3 expert reviewers as in Step 1. At this point, twelve (12) candidates will opt to four (4) contracts.
  - Step 3: Evaluation of the interviews, which will be made using on-line platforms, and provisional results (2 weeks) pending the resolution of possible claims by applicants who believe that they have been treated negligently, unfairly or incorrectly. Accomplished by the 5 members of the Selection Committee (SC).
  - Step 4: Final ranking (2 weeks). A final list of awarded and reserve candidates to be accomplished by the SC.
- **Stage 4:** Appointment. Accomplished by the Project Manager (PM) and Human Resources Manager.



### 3.2 Feedback

In line with the principle "Transparency" of the Code of Conduct for the Recruitment of Researchers, all applicants (accepted and not accepted) will receive written or electronic notice at any stage of the selection.

### 3.3 Conflicts of interest

Reviewers and members of the Selection Committee (SC) are expected to be impartial and objective, and to behave throughout in a professional manner. Experts must disclose beforehand any known conflicts of interest and should immediately inform the Project Manager if one becomes apparent during the course of the evaluation. A conflict of interest may also arise if:

- the expert has had relevant scientific collaborations with one of the candidates they are evaluating (i.e. co-authoring a paper during the last 4 years, supervisor of the candidate's PhD thesis)
- the expert has family- relative ties or other type of relevant connection to the candidates being evaluated.

Should any reviewer or member of the SC be found to breach the above defined conditions, she/he will be replaced by another expert.

## 4. Evaluation criteria

### 4.1 Step 1: Evaluation of CV (65%) and motivation letter (35%) – Score 1

**Curriculum Vitae (65%):** The curriculum vitae will be scored over 100 points. Eligible applications will undergo a selection process based on scientific qualifications and research merits based on the following criteria:

- Scientific publications (indexed by Scopus and/or WoS) (up to 50 points)
- Research mobility (up to 15 points)
- Lead presentations in international scientific meetings (up to 15 points)
- Participation in research projects (up to 15 points)
- Other activities (i.e. outreach activities, RRI activities, supervision of PhD Thesis and/or Master Thesis) (up to 5 points)

**Motivation letter (35%):** The motivation letter will be scored over 100 points. The following items will be assessed:

- The professional background (up to 20 points)
- Interest in developing the project at IPHES (up to 40 points)
- The potential impact of the researcher (up to 40 points)

Each CV and motivation letter will be evaluated independently by 3 remote experts. The final score of this step will be the mean of the score of the 3 experts. That is, the total score of the experts, divided by 3.

The threshold for being included to the final short-list for the next step (score 1) will be set at 60 points

### 4.2 Step 2: Evaluation of research proposals – Score 2

The evaluation of research proposals will be scored over 100 points. The research project of the selected candidates after step 1 will be evaluated based on the following criteria and with the following score:

**a) Excellence** (up to 65 points):

- a.1.- Scientific significance of the proposal objectives, originality and innovation of the proposed research (up to 30 points)
- a.2.- Research methodology and approach (up to 20 points)
- a.3.- Added value of the secondment(s) in terms of intersectoriality, interdisciplinarity and international relevance (up to 15 points)

**b) Impact:** Expected scientific impact (up to 20 points)

**c) Implementation:** Feasibility and Gantt chart (up to 15 points)

Each research project will be evaluated independently by 3 remote experts. The final score of this step will be the mean of the score of the 3 experts. **In case of wide discrepancies between the evaluators' scores**, two more experts will be selected to evaluate the research project. Having 5 evaluations we will calculate the average and we will discard the evaluation that is furthest away from this average, calculating the average of the remaining 4.

The best 12 candidates, adding the scores from step 1 and step 2, will go through the next step, that is 3 times the number of fellowships on offer in each call (n=4).

#### **4.3 Step 3: Evaluation of interviews and Final ranking and results – Score 3**

The evaluation of interviews will be scored over 100 points. The remote interviews will be done in English and divided and evaluated by two main criteria:

- Short presentation of the candidate's research project (maximum 10 minutes) (50%)
- Competency-based interview (50%)

Each member of the SC will give a score (over 100) for the short presentation and the interview. The final score in Step 3 for each candidate will be the average of the scores obtained by the five SC members.

Final ranking will be the result of applying the following formula:

$$\text{Final score} = (\text{Score1} + \text{Score2} + \text{Score 3}) / 3$$

Fellowships will be awarded according to the final ranking and the number of available fellowships. The list of awardees and reserve candidates per thematic area will be made public by the Project Manager through IPHES-CERCA' webpage.

## **5. Redress mechanism**

IPHES-CERCA will establish a procedure to deal with complaints made by applicants who believe that they have been treated negligently, unfairly or incorrectly. Appeals may be submitted by unsuccessful applicants within 7 days of receiving notification of the decision. Appeals will be assessed on the basis of one or more of the following issues:

- Evidence of bias or conflict of interest by one or more evaluators.
- Factual error(s) made by one or more evaluators that could have altered the outcome of evaluation.

Possible **appeals** will be evaluated and assessed by an external and independent panel from the Panel of Experts (PE). If there is a justified cause for appeal, the panel will convene a special joint

session with the Selection Committee (SC), to review the evaluations and ranking. Providing that the conclusion confirms that the candidate should have been short-listed for concession, the provisional results can be modified to configure the final ranking. All complainants will receive a response within two weeks after the appeal submission.

## 6. Ethical Issues

All applicants to the R2STAIR Fellowship Programme are requested to complete an Ethic Appraisal Procedure. It is composed of three different parts. It starts with the Ethics Issues Table (EIT). Furthermore, only if any ethics issues apply and has been pointed out in the EIT, the applicants must complete an Ethics self-assessment and explain how will they address the ethics concerns in an additional Ethics Statement. **Applications which do not include completed this ethics section will not be accepted for review**, deeming as ineligible.

The Ethics Issues Table included in the section 10 of this guide is identical to other Horizon 2020 proposals. Applicants will be asked whether her/his application deals with any ethics issues, pointing out the page number in the proposal in which these concerns appear.

Therefore, only when ethics issues have been affirmatively identified in the Ethics Issues Table, the applicants must complete the Ethics Self-Assessment, writing also an Ethics Statement of not more than 2 pages, including a description of the nature of these issues and how they plan to deal with them.

All the proposals with ethical considerations selected for funding at stage 2 of the evaluation process will be submitted to an ethical evaluation conducted by IPHES-CERCA RRI Committee, which is responsible for ensuring that all research at IPHES-CERCA is in compliance with ethical principles and rules, according to the legislation. The proposals require an explicit ethics approval from IPHES RRI committee and/or from other external committees that provide legally mandatory ethics advice, before the research activities of the project that raise ethics issues can begin.

## 7. Intellectual Property Rights

R2STAIR programme endorses the EU projects rules concerning Intellectual Property Rights (IPR). Moreover, fellows must prepare the resulting data of his/her research project for its long term preservation through a Data Management Plan (DMP) in accordance with FAIR Data Management.

Therefore, each fellow must endorse the IPHES-CERCA commitment to the practice of Open Science, and as any other project at IPHES-CERCA, all fellowships will make their research outputs publicly available as soon as possible, managing their data according to the FAIR principles, doing a Data Management Plan supervised by IPHES-CERCA data technician.

Applicants, guided by the supervisor(s), should be aware if her/his proposals are or not concerned about potential commercial Intellectual Property Rights (IPR) issues. R2STAIR programme endorses the EU projects rules concerning IPR. In case of use rights and exploitation of results (products) emerge, they will be handled by IPHES-CERCA's Project and Transfer Unit, being subjected to the IPHES-CERCA internal policy and provisions of the employment contract of the R2STAIR Fellows, both during the Fellow's stay at IPHES-CERCA as in the Secondment or Internships stays.

EU projects Intellectual Property Rights rules

[https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/intellectual-property\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/intellectual-property_en.htm)

For a specific assistance you can ask for the IPHES-CERCA's Project and Transfer Unit and also turn to European IPR Helpdesk

[https://intellectual-property-helpdesk.ec.europa.eu/regional-helpdesks/european-ip-helpdesk\\_en](https://intellectual-property-helpdesk.ec.europa.eu/regional-helpdesks/european-ip-helpdesk_en)

As IPHES belongs to CERCA Network you can have the support of the Gínjol Patents Fund set up and managed internally by I-CERCA <https://cerca.cat/en/ginjol/>

## 8. Information on processing personal data

During the selection process of the R2STAIR, personal data will be collected and digitally sealed from all the applicants. The details provided will be included in a file managed by IPHES-CERCA, only for the purpose of managing the grant application, and in the final award process to sign the employment contract with IPHES-CERCA. Therefore, in accordance with the provisions of General Data Protection Regulation (EU) 2016/679 (GDPR) on data protection:

- Applicants consent that their data will be collected and processed by the IPHES-CERCA, in order to be a candidate of the selection process. Applicants may also be sent communications about the activities and services of IPHES-CERCA that may be of their interest. Applicants data will not be transferred unless legal obligation.

- Applicants can exercise their rights to access, rectify and/or suppress their data, according to the General Regulations of Data Protection, using the contact details provided at the time they submit the information.

## 9. Contact details and relevant links

All queries should be addressed to [r2staircofund@iphes.cat](mailto:r2staircofund@iphes.cat)

### European Charter for Researchers

<https://euraxess.ec.europa.eu/jobs/charter/european-charter>

### Code of Conduct for the Recruitment of Researchers

<https://euraxess.ec.europa.eu/jobs/charter/code>

### EC Guidance: How to complete your ethics self-assessment

[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf)

**IPHES-CERCA Career Development Guide** <http://www.iphes.cat/career-development-guide>

**IPHES-CERCA Gender Equality Plan** <http://www.iphes.cat/gender-equality-plan>

**IPHES-CERCA Conflict Resolution Procedure** <http://www.iphes.cat/conflict-resolution-procedure>

**Institució CERCA Centres de Recerca de Catalunya** <https://cerca.cat/en/>

## 10. Templates for the 2021 call

### COFUND-R2STAIR Application Form

Last Name		
First Name		
Date of Birth (DD-MM-YY)		
Date of PhD	Year:	Month: - select month -
Nationality		
Email Address		
Gender	- select gender -	
ORCID number		

#### Please choose the area of research in which your project can be framed:

- Zooarchaeology:** Taxonomy and comparative anatomy, Taphonomy and Neo-taphonomy, Spatial analysis of marks in bone surfaces, Subsistence strategies during the Quaternary, Coevolution between hominins and carnivores as driving force in hominine subsistence behaviour.
- Lithic technology /cognition /archaeology of symbolism:** Technological and morphometric analyses, Lithic raw materials, Gestural sequences studies, Cognition and social learning, Refit analysis and spatial distribution, Use-wear analysis, Multi-proxy analyses of residues in lithic artifacts.
- Geoarchaeology:** Characterization of sedimentary facies, Micromorphology, Stratigraphy and micro-stratigraphy, Petrographic characterization of lithic raw materials, Archaeostratigraphy: diachronic and synchronic cultural series.
- Spatial analysis:** Intra-site spatial analysis, Landscape and regional (cultural) archaeology.
- Paleoecology:** Paleontology-biochronology, Biogeographic modelling, Quantitative Terrestrial Paleoclimatology (Mutual Ecogeographic Range, Bioclimatic Analysis), Stable isotope analysis, tooth wear analyses (meso- and microwear), Palynology, Anthracology, Quantitative eco-anatomy.
- Paleoanthropology:** Dental use-wear, Paleodiet, Post-cranial anatomy and taxonomy, 3D morphometrics, Study of hand bones, European neandertalization process.
- Archeo-paleontological conservation:** Characterization of bone and stone alterations, Efficiency of conservation techniques, Preventive conservation.

#### Checklist for required documents in PDF

- Motivation letter
- Curriculum Vitae
- Research Project
- The Ethics Appraisal Procedure
- Copy of the PhD degree (or substituting document issued by the University)
- Document(s) that certificate or proof the mobility rule: not have resided or carried out their main activity in Spain for more than 12 months in the last 36 months (at the application deadline).

Document(s) that certificate the special circumstances if it is of application

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## How did you get the information about this call?

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### Declaration

- I declare that the information provided in the application as well as in the documentation related to this call is true.
- I declare that I give my consent to communications and notifications that are part of this tender procedure
- I declare for the purposes provided for in Article 13 of the General Data Protection Regulation (EU) 2016/679 that I give my consent to IPHES-CERCA for processing personal data included in the application form, curriculum vitae and other documents submitted to the IPHES-CERCA as part of this tender procedure and for the period of time that the procedure lasts.

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### Data Protection Statement

- 1) Contact details of the data controller: Institut Català de Paleoecologia Humana i Evolució Social (IPHES-CERCA), Zona Educacional 4 - Campus Sescelades URV (Edifici W3), 43007 Tarragona (Spain). Phone: (+34) 977 943 003. Email: info@iphes.cat
- 2) Contact details of the data protection officer: Email address of the data protection officer: proteccio.dades@iphes.cat
- 3) Purpose and legal basis of data processing: The personal data is saved and processed solely for the application and recruitment processes of these post-Doctoral researcher positions at IPHES-CERCA.
- 4) Data recipients and categories of data recipients: The IPHES-CERCA Academic Committee members and the members of the selection committees have access to the data. The selection committees also include external experts.
- 5) Duration of data storage: Data will be stored until the end of the recruitment process
- 6) Rights of people concerned: You may access the personal data provided, request their rectification or deletion, oppose or limit their processing by contacting: proteccio.dades@iphes.cat

## CURRICULUM VITAE

CV Date:
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### 1.- PERSONAL INFORMATION

Last name			
First name			
Social Security, Passport or ID number		Date of Birth	
Researcher numbers ** Mandatory * optional	ORCID code **		
	WoS Researcher ID*		
	Scopus Author ID*		

### Current position

Name of University/Institution			
Department			
Address and Country			
Phone number		E-mail	
Current position		Since	
Up to 5 Key words describing your work			

### Education

PhD, Master, Graduate	University	Year

### 2.- CV SUMMARY (max. 3500 characters, including spaces)

Describe briefly your scientific career, the main scientific achievements, and the mid-to-long term scientific interests and objectives of your research agenda. Indicate any other aspects that you may consider important to understand your career path.

### 3.- RELEVANT MERITS

3.1.- Publications (only publications indexed by Web of Science and/or by Scopus)

3.2.- Research projects and grants

3.3.- Contributed presentations to congresses, workshops, conferences

3.4.- Research stays and mobility

3.5.- Other merits

## The Research Project

*Up to 7 pages. Include references in a unified list at the end - they do not count towards the page limit.*

*Use Times New Roman or Arial size 11 and spacing 1.*

*Include at least these sections:*

- 1) The area of research taking into account the list of the 7 research areas belonging to R2STAIR;*
- 2) The research line and the IPHES-CERCA supervisor supporting the proposal;*
- 3) An introduction to the topic;*
- 4) Objectives of the research proposal;*
- 5) The research methodology and approach;*
- 6) Discuss the gender dimension in the research project (if relevant);*
- 7) Implementation and feasibility of the project;*
- 8) Gantt chart (activities & schedule);*
- 9) Relevance of the secondment (mandatory);*
- 10) Expected scientific outputs of the project and the impact on the professional career of the researcher*

## Motivation Letter

*Up to 2 pages, Times New Roman/Arial size 11 and spacing 1, including: 1) the professional background of the candidate; 2) the interest in developing their project at IPHES-CERCA, regarding her or his previous work; 3) the expected impact in the candidate's professional career.*

## COFUND-R2STAIR Ethics Appraisal Procedure

All applicants are requested to complete an Ethics Appraisal Procedure. It is composed of three different parts. It starts with the Ethics Issues Table (EIT). **Furthermore, only if any ethics issues apply and has been pointed out in the EIT, the applicants must complete an Ethics self-assessment and explain how they will address the ethics concerns in an additional Ethics Statement. Applications which do not include completed this ethics section will not be accepted for review, deeming as ineligible.**

The **Ethics Issues Table** is identical to other Horizon 2020 proposals. Applicants will be asked whether her/his application deals with any ethics issues, pointing out the page number in the proposal in which these concerns appear.

Therefore, only when ethics issues have been affirmatively identified in the Ethics Issues Table, the applicants must complete the **Ethics Self-Assessment**, writing also an Ethics Statement of not more than 2 pages, including a description of the nature of these issues and how they plan to deal with them, annexing the Ethics Statement to the Research Proposal.



## The Ethics Issues Table (EIT)

<b>1. HUMAN EMBRYOS/FOETUSES</b>		<b>Page</b>
Does your research involve <a href="#">Human Embryonic Stem Cells (hESCs)</a> ?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Does your research involve the use of human embryos?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Does your research involve the use of human foetal tissues / cells?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>2. HUMANS</b>		<b>Page</b>
Does your research involve human participants?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Does your research involve physical interventions on the study participants?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>3. HUMAN CELLS / TISSUES</b>		<b>Page</b>
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>4. PERSONAL DATA</b>		<b>Page</b>
Does your research involve personal data collection and/or processing?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Does your research involve further processing of previously collected personal data (secondary use)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>5. ANIMALS</b>		<b>Page</b>
Does your research involve animals?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>6. THIRD COUNTRIES</b>		<b>Page</b>
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you plan to export any material - including personal data - from the EU to non-EU countries?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
In case your research involves <a href="#">low and/or lower middle income countries</a> , are any benefits-sharing actions planned?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Could the situation in the country put the individuals taking part in the research at risk?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>7. ENVIRONMENT &amp; HEALTH and SAFETY</b>		<b>Page</b>
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Does your research deal with endangered fauna and/or flora and/or protected areas?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Does your research involve the use of elements that may cause harm to humans, including research staff?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>8. DUAL USE</b>		<b>Page</b>
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS</b>		<b>Page</b>
Could your research raise concerns regarding the exclusive focus on civil applications?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>10. MISUSE</b>		<b>Page</b>
Does your research have the potential for misuse of research results?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>11. OTHER ETHICS ISSUES</b>		<b>Page</b>
Are there any other ethics issues that should be taken into consideration? Please specify	YES <input type="checkbox"/> NO <input type="checkbox"/>	

## The Ethics Self-Assessment Table

(only if any ethics issues apply, and has been pointed out in the EIT)

<b>Humans</b>	
I confirm that templates of the informed consent forms and information sheets (in language and terms intelligible to the participants) will be kept on file.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I confirm that opinions/approvals by ethics committees and/or competent authorities for the research with humans have been obtained, and are kept on file	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Human Cells</b>	
I confirm that confirm that authorisation has been obtained from the primary owner of cells/tissues (including references to ethics approval) and is kept on file.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Data protection</b>	
I confirm that a Data Protection Officer (DPO) has been appointed and the contact details of the DPO are made available to all data subjects involved in the research.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I confirm that data intended to be processed is relevant and limited to the purposes of the research project (in accordance with the 'data minimisation' principle).	YES <input type="checkbox"/> NO <input type="checkbox"/>
In case of further processing of previously collected personal data, I confirm to have lawful basis for the data processing and that the appropriate technical and organisational measures are in place to safeguard the rights of the data subjects.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I confirm that the data used are publicly available and can be freely used for the purpose of the project.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I confirm that the transfer(s) of personal data from the EU to a non-EU country or international organisation, is(are) in accordance with Chapter V of the General Data Protection Regulation 2016/679.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I confirm that the transfer(s) of personal data from a non-EU country to the EU (or another third state) comply(ies) with the laws of the country in which the data was collected.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I confirm that confirm that templates of the informed consent forms and information sheets (in language and terms intelligible to the participants) are kept on file.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Animal</b>	
I confirm that training certificates/personal licenses of the staff involved in animal experiments have been obtained and will be kept on file.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I confirm that relevant authorisations for animal experiments (covering also the work with genetically modified animals, if applicable) have been obtained, and will be kept on file.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Third country</b>	
I confirm that the research performed outside the EU is compatible with the Union, National and International legislation and could have been legally conducted in one of the EU Member States.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I confirm that fair benefit-sharing arrangements with stakeholders from low and/or lower-middle income countries are ensured during the project.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Environmental protection and safety</b>	
I confirm that appropriate health and safety procedures conforming to relevant local/national guidelines/legislation are followed for staff involved in this project.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I confirm that authorisations for relevant facilities (e.g. security classification of laboratory, GMO authorisation) have been obtained and will be kept on file.	YES <input type="checkbox"/> NO <input type="checkbox"/>

## The Ethics Statement

*(only if any ethics issues apply, and has been pointed out in the EIT)*

The **additional Ethics Statement of a maximum of two pages must cover 3 points:**

**Point 1.-** Explain briefly the ethical dimension of the objectives, methodology and likely impact in particular with regard to:

- the research **objectives** (e.g. study of vulnerable populations, cooperation with a Third Country, etc.);
- the research **methodology** (e.g. clinical trials, involvement of children and related information and consent/assent procedures, data protection and privacy issues related to data collected, etc.);
- processing of sensitive **personal data**;
- safeguard of the **rights** and **freedoms** of the data subjects/research participants;
- the potential **impact** of the research (e.g. dual use issues, environmental damage, malevolent use, etc.);
- appropriate **health and safety** procedures - conforming to relevant local/national guidelines/legislation - for the staff involved;
- possible **harm to the environment** the research might cause (e.g. environmental risks of nanomaterials), and measures that will be taken to mitigate the risks.

**Point 2.-** Explain how the proposal complies with ethical principles and the applicable international, EU and national law in the country/countries where the activity raising ethical issues is to be carried out.

- Please note that activities carried out in a non-EU country must comply with the laws of that country AND be allowed in at least one EU Member State. Applicants must confirm in this section that this condition is met.
- For more information on how to deal with non-EU countries<sup>1</sup> please see Article 34 of the [Annotated Model Grant Agreement](#), as well as the [rules for the protection of personal data inside and outside the EU](#).

**Point 3.-** Explain if the applicant has already or not yet applied for an official ethics committee, received its ethics approval, or have or not the required ethics documents when submitting the proposal.

If they are already available, it is possible to add the relevant ethics documents as annexes. If they are not in English, they must be submitted together with an English summary. Please list the documents provided with their expiry date.

If they are not yet these relevant ethics documents, please indicate the approximate date by which they will be obtained the relevant approvals and/or authorisations and any other ethics documents.

In that case, the applicant must state explicitly that she/he will not proceed with any research with ethical implications before obtaining the necessary authorisations and/or opinions of IPHES-CERCA RRI Committee.

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<sup>1</sup> In the context of ethics review, non-EU countries are all Non-member States, i.e. also Associated Countries.