

# Regulation of Financial and Logistic support to the organisation of training activities

The CHRC is dedicated to producing robust scientific evidence that enhances current clinical practice, health policy, and healthcare services organization. One of the objectives of CHRC is to provide advanced teaching and training opportunities for researchers and students. The Education and Training Support Office (ETSO) is committed to supporting these objectives by providing training opportunities for both transversal skills and subject-specific knowledge and skills.

The ETSO has previously offered training opportunities related to funding, professional development, data analysis, and career management. However, it is important to also recognize the role of researchers to identify skill gaps in their fields and identify the most qualified international trainers. Therefore, the ETSO will provide also financial and logistical support for the organization of training activities suggested by CHRC members.

These training activities provide an excellent platform for researchers and students to share their research findings and ideas, while fostering the development or strengthening of networks with international researchers. Through these opportunities, researchers and staff will be able to enhance their skills and knowledge, which will ultimately contribute to achieving the CHRC's mission. We therefore call for training activity proposals from research groups or support groups within the CHRC community to enhance this mission.

## **Article 1**

### Scope

1. The objective of the financial and logistical support for the organization of training activities is to provide CHRC members with the opportunity to organize seminars, conferences, workshops, or other forms of training aimed at increasing knowledge, skills, and internationalization of research conducted at CHRC.
2. All training proposals are admitted within the domain of research or science management, provided they comply with the admission conditions described in this Regulation.
3. Each research group or support group can only submit one proposal, and the proposal may refer to how the initiative will benefit other CHRC research or support groups.

## **Article 2**

### Deadlines

1. Submission of applications will start on June 12<sup>th</sup>;
2. Submission of applications must be submitted by 11:59 p.m. (WEST) until 30 June of 2023.
3. The evaluation and selection of applications will run until July 14, 2023.
4. The communication of results to candidates will be made by email by July 31, 2023.
5. Approved training activities must be carried out by December 31, 2023.

### **Article 3**

#### Admission Conditions

1. To be admitted, applications must consider the following:
  - a) Full completion of the Application Form, which can be obtained and properly submitted at <https://forms.gle/CJKQp8FHxhip8jai7> ;
  - b) The Application Form, which must be filled out in English, should mention
    - i. The proponent, their research group, and contacts
    - ii. A description of the work that facilitates its analysis in the context of this award;
    - iii. A draft programme; and
    - iv. A justified budget;
  - c) It is the responsibility of the candidates to be aware of all the requirements of the competition.
2. The training proposal must be submitted by either an integrated researcher or a staff member of the CHRC.
3. Integrated researchers or staff members of the CHRC can only submit one proposal, even if they are part of more than one research group or support office.

### **Article 4**

#### Financial and logistical support

1. Up to 10 proposals with the highest rating assigned by the evaluation panel (see articles 7 and 8) may be funded, in the maximum amount of €1,500 (one thousand and five hundred euros) each. Eligible expenses include:
  - a. Missions
    - i. Travel, meal, and accommodation expenses for guest trainers
  - b. Service procurement
    - i. Catering – service acquisitions
    - ii. Sound and image support,
    - iii. Graphic design
    - iv. Speaker honoraria
  - c. Goods procurement
    - i. Office supplies
2. If the budget exceeds €1,500, the integrated member or staff responsible for the training proposal commits to obtaining other sources of funding, including the possibility of charging registration fees to participants who are not members of the CHRC.
3. Currently, ETSO cannot provide secretariat support, hence the integrated member or staff responsible for the training proposal must procure logistic support for the training event.

### **Article 5**

#### Proponent obligations

1. All training activity promotion material must mention CHRC funding and include the CHRC logo, as indicated below.
  - a. The present seminar/workshop/course/conference [choose one] was funded by Fundação Ciência e Tecnologia, IP national support through CHRC (UIDP/04923/2020).
  - b. In any visual promotion materials, the CHRC logo must be at least the same size as the other institutional logos.
2. There can be no charging of registration fees or other fees for integrated members, associated members, or CHRC staff.

3. Approved training activities must be carried out until the date mentioned on Article 2, point 5.

#### **Article 6**

##### Other considerations on the support

1. The amount of the financial support is fully supported by the CHRC.
2. The jury reserves the right not to award any support (financial or logistical), if none of the proposals presented meet the quality requirements or comply with the rules of this Regulation.

#### **Article 7**

##### Jury

1. The Jury will be composed of one member of the Executive Committee, who will preside over the jury and have the casting vote, and three members of ETSO. If a proposal is submitted by a CHRC member who belongs to the same group as an ETSO member, the latter will recuse themselves from participating in the assessment of the proposal.
2. The President of the jury is responsible for coordinating the work of the jury, as well as ensuring its representation and announcing the winners.
3. The Jury will decide on the admissibility of the applications.
4. The deliberations of the Jury are taken by a simple majority of the members present, with the President having the casting vote in case of need.
5. The decisions of the jury are not subject to appeal.

#### **Article 8**

##### Evaluation

1. Proposals considered eligible are scored from 1 to 5 (highest better) considering the following criteria:
  - a. Justification: detailed demonstration of the relevance of the training activity for CHRC members; proposals in which interest is demonstrated for more than one research or support group will be valued (40%);
  - b. Internationalization: demonstration of how the training activity can enhance the internationalization of research produced at CHRC; activities that include foreign trainers will be valued (40%);
  - c. Teaching methods: demonstration of active learning methods used in training and networking activities; possibilities for CHRC members to receive feedback on their work will be valued. Networking activities may include icebreaker sessions, networking breaks, poster sessions, roundtable discussions, speed networking or others (20%).

#### **Article 9**

##### Final Provisions

1. This regulation is valid until December 31<sup>st</sup>, 2023;
2. The promoters of this initiative and the Jury will make every effort to ensure that this initiative meets the highest standards of quality and rigour, particularly about the reliability and objectivity of the information and the respective selection, evaluation, and award process.
3. Personal data involved in the award will be collected and processed in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016).

4. Applications should not contain technical, scientific, or other information that may be considered confidential from the perspective of protecting intellectual property or personal information that may compromise the protection of personal data.
5. This regulation may be revised when necessary.

#### **Article 10**

##### Doubts and Omissions

1. Doubts and omissions resulting from the application of this regulation will be submitted to the consideration of the ETSO (training@chrc.pt).