



Comisión Nacional de Investigación
Científica y Tecnológica - CONICYT



GUIDELINES
2013 GEMINI-CONICYT POSTDOCTORAL POSITION COMPETITION
NATIONAL PROGRAM
For the Development of Astronomy and Related Sciences

1. GENERAL BACKGROUND

This competition is developed within the general framework of the "Scientific Collaboration Agreement to Promote Astronomy Research", dated September 1, 2004, and its subsequent modifications, signed by the National Commission for Scientific and Technological Research (CONICYT) and the GEMINI Astronomy Consortium, an international cooperation project with participation of the United States, the United Kingdom, Canada, Chile, Australia, Argentina and Brazil.

CONICYT is the beneficiary and administrator of the Fund for the National Development of Chilean Astronomy and Related Sciences.

2. COMPETITION BACKGROUND

In order to support the operation of the GEMINI telescopes, each of the Consortium member countries has a National Office dedicated to GEMINI matters.

The GEMINI-CONICYT Office in Chile is responsible for supporting astronomers in Chilean institutions, both before they carry out observations through the GEMINI-South telescope as well as after they have obtained their data. This support is aimed at maximizing the intellectual return, on behalf of the Chilean scientific community, resulting in scientific opportunities provided by the GEMINI Observatory.

To that end, an Astronomy or Astrophysics doctorate will be hired to distribute his/her work time between the CONICYT GEMINI Office and the development of independent research in Optical or Infrared Astronomy. The latter must be carried out in one of the Chilean universities that develop research in Astronomy.

This has been named as the GEMINI-CONICYT Postdoctoral Position.

2.1 Competition Objectives

The objective of the GEMINI-CONICYT Postdoctoral Position is to maintain the support provided to the Chilean astronomical community in order for it to make the most effective possible use of the GEMINI-South Observatory's facilities. It is expected that this support will eventually reflect in the number of publications based on observations carried out by the Chilean astronomical community through this telescope.

2.2. Applicants

This competition is open to Chilean or foreign researchers who have obtained their Astronomy or Astrophysics doctorate degree after December 31, 2006 or

who are in the process of obtaining it 30 days prior to the date on which the position will initiate operations.

The applicant must have experience in observations with optical or infrared instruments, including the reduction and analysis of data obtained with it.

He/she must have, at the time of application, the sponsorship of a national university that will harbor him/her. It is desirable that the research planned for the duration of the position be carried out in collaboration with researchers from that institution.

Fluency in spoken and written English is a requirement.

2.3. Tasks to be Carried Out by the Beneficiary

The work to be carried out by the beneficiary is related to all of the tasks of the GEMINI-CONICYT Office. The selected applicant will need to dedicate 60% of his/her day to the activities of the GEMINI Office.

His/her responsibilities at the GEMINI-CONICYT Office, where he/she will work closely with the astronomer in charge of the Office, will be:

- a) To assist users in the preparation of observation proposals (Phase I), preparation of observations (Phase II) and data reduction.
- b) To carry out periodical work stays at the GEMINI-South Observatory in order to be up-to-date with the instruments and the general work of the Observatory.
- c) To deliver technical presentations in the Astronomy Departments of Chilean Universities.
- d) Apply for GEMINI-South telescope time. The proposed research must focus on tasks in which GEMINI has a greater potential scientific impact.
- e) To contribute to scientific activity in the University harboring him/her.

2.4. Duration of the Postdoctoral Position

The postdoctoral position will have a four-year duration, starting on January 1, 2013 regardless of the actual date of completion of the administrative act approving the corresponding agreement between CONICYT and the beneficiary, which should occur during the first semester of 2013.

Nevertheless, the current position may be extended for one more year if there is a prior formal authorization by CONICYT.

2.5. Funding

2.5.1. An annual amount of **CLP \$17,000,000.-(seventeen million pesos)** for living expenses is included, which will be transferred to the postdoctoral researcher in 12 monthly installments.

2.5.2. In addition, the applicant may request up to **CLP \$3,000,000.- (three million pesos)** to cover travel expenses (tickets and per diems) directly related to the proposed research studies or the presentation of their results and for operation expenses (laboratory supplies, books, journals and subscriptions, registration in congresses, hiring services, minor expenses and others).

2.5.3. The above does not include travel expenses derived from his/her tasks at the GEMINI-CONICYT Office, which will be covered by the Office.

2.5.4. An annual health insurance Premium for the beneficiary will be covered for a maximum amount of **CLP \$400,000.- (four hundred thousand pesos)** per year.

This amount will be adjusted annually in accordance to the Consumer Price Index (IPC by its acronym in Spanish) of the previous year.

3. APPLICATION REQUIREMENTS AND ELIGIBILITY

3.1. Application Documents

3.1.1. Applications must be submitted in the attached **application form**.

3.1.2. In addition, the following documents must be submitted, as indicated in the application form:

- a) Curriculum Vitae.
- b) List of publications.
- c) Description of the research proposal (maximum 1 page).
- d) Applicant presentation (maximum 1 page).
- e) Two reference letters in PDF format.
- f) Sponsorship letter by the Chilean University that will harbor the GEMINI-CONICYT postdoctoral researcher. This letter must contain the institution's commitment to facilitate the development of the postdoctoral researcher's project, be it adequate physical space, infrastructure, equipment, technical staff or other type of support.

3.2. Eligibility

Only applications meeting the requirements and conditions set forth in these competition guidelines will go on to the evaluation process. Applications that do not fulfill the conditions of these guidelines will be declared inadmissible and, therefore, will not go on to the evaluation phase. This decision will be formally communicated by CONICYT to the applicant.

The following are the eligibility criteria for this competition:

3.2.1. The proposal must be submitted through the online application system using the corresponding form made available to that end by CONICYT and it must be written in **English**.

3.2.2. The project must attach all of the documents required in section 3.1 of these guidelines.

3.2.3. Incomplete applications will be declared inadmissible.

3.2.4. No late applications will be accepted.

3.2.5. The Responsible Researcher may not participate as a member of any competition committee at the time of application.

4. PROJECT EVALUATION AND AWARDING PROCESS

4.1. Evaluation and Selection

Applications will be evaluated by the GEMINI-CONICYT Fund Council, appointed by Exempt Resolution N°3560, dated August 10, 2012.

4.2. Evaluation Criteria and Weights

The following factors will be considered in the evaluation:

Criteria	Weight
1. Academic background of the applicant	50%
2. Academic quality of the research proposal	35%
3. Quality of the academic unit in which the research project will be developed	15%

Each evaluation criteria may be assigned a score from 0 to 5. It is allowed to use half points but not lesser fractions. In general, the approval threshold is estimated at three points. However, the evaluation Committee may deem necessary to raise that threshold depending on the applications submitted.

Score definition:

0. Does not qualify	The proposal does not adequately comply with/approach the criterion analyzed or cannot be evaluated due to the lack of background information or to incomplete information.
1. Deficient	The proposal does not adequately comply with/approach the aspects of the criterion or presents serious inherent deficiencies.
2. Fair	The proposal does comply with/approach in general terms the aspects of the criterion, but there are important deficiencies.
3. Good	The proposal correctly complies with/approaches the aspects of the criterion, although it requires certain improvements.
4. Very Good	The proposal does comply with/approach the aspects of the criterion in a very good way, although some improvements can be made.

5. Excellent	The proposal does comply with/approach the aspects relevant to the criterion in an outstanding manner. Any weakness is minor.
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Favorable consideration will be given to applicants who have publications based on observations made through GEMINI telescopes.

4.3. Awarding of Projects

CONICYT, through the corresponding administrative act, will approve the ruling and will award the competition, based on the recommendations made by the GEMINI-CONICYT Fund Council.

The ruling may include a waiting list, if deemed necessary by the GEMINI-CONICYT Fund Council. This list will be used whenever a beneficiary forfeits his or her right to the funds or is unable to use them. This waiting list will apply, in accordance to the order established by the GEMINI-CONICYT Fund Council.

Under equal conditions, preference will be given to Chilean nationals.

Should any applicant wish to contest the award ruling, he/she may file an appeal for reversal to the Executive Director of CONICYT within 5 working days since the notice was issued.

4.4. Competition Ruling

Once the final ruling has been made, the results will be posted on CONICYT's website, where the waiting list will also be included if it exists. The competition results will also be notified via certified mail to all applicants.

If the waiting list is used, the beneficiary(ies) will be notified via certified mail.

After the awarding process, CONICYT will communicate beneficiaries the date on which they must sign the agreement with CONICYT, requesting the necessary documents for that purpose. The agreement will expressly set forth the rights and obligations of each party and the project duration as well as all clauses that better safeguard the compliance with the objectives of this competition.

5. DISBURSEMENTS

The transfer of funds by CONICYT will be subject to the fulfillment of the following conditions:

- 5.1** Full completion of the administrative act that approves the agreement;
- 5.2** Before funds are transferred, and in order to guarantee faithful compliance with the obligations set forth in the agreement and to safeguard the resources provided by CONICYT, the postdoctoral researchers will need to submit a Promissory Note with Special Mandate, in favor of CONICYT, expressing his/her commitment to reinstate the funds in case of non compliance. This Note shall be renewed on a yearly basis.

5.3 Submission and approval of the statements of expenses for the total amount of the funds provided during the previous period, as well as submission and approval of the project's technical reports according to the deadlines set forth in the agreement.

5.4 Budget availability of CONICYT.

6. PROJECT MONITORING

6.1. Submission of Reports

By the end of the first year of execution of the agreement, a performance evaluation will be done. This must be approved by the GEMINI-CONICYT Fund Council, taking into consideration the technical project progress report.

6.2. Statements of Expenses

The beneficiary must submit the corresponding statement of expenses for any travel expenses related to the research and for operational expenses, both of them described in section 2.5.2 of these guidelines, which may not exceed the maximum amount of **CLP \$3,000,000.- (three million pesos)**. CONICYT is responsible for the Control and Supervision of transferred resources. Therefore, the beneficiary must comply with the following requirements:

- The original documents that support the statement of expenses must be submitted to CONICYT for review and approval before any new resource transfers are made. The statement of expenses will be returned to the beneficiary upon revision. In the event that a document was reported and/or declared in more than one CONICYT program, this institution reserves the right to sanction the early termination, ipso facto, of the projects involved and request the full or partial restitution of the transferred resources. If the transferred resources are used to any other ends different to those indicated in the project, they must be reinstated to CONICYT.
- The funds transferred to the beneficiaries will be governed, as applicable, by Resolution N° 759/2003 Office of the Comptroller General of the Republic.
- It is forbidden for beneficiaries to invest the funds transferred by CONICYT in any type of financial instruments, be it of fixed or variable return and short or long-term (mutual funds, stocks, fixed-term deposits, bonds, etc.) with or without financial risk.
- The beneficiary will have a deadline of one year to submit a statement of expenses of the transferred resources.

6.3. Acknowledgement

Any scientific productivity associated to the projects funded by CONICYT, such as publications, articles, books, patents, conferences, among others must

expressly acknowledge this institution for the funds granted, using the following format: CONICYT + PROGRAM/INSTRUMENT + FOLIO (PROJECT CODE)".

6.4. Project Completion

Once the project deadline is reached, it will be considered as completed when it has fulfilled its objectives and achieved its expected results to CONICYT's satisfaction and the corresponding technical reports and statements of expenses have been approved. Once this phase is finalized, the respective settlement will be issued by means of an administrative act by CONICYT.

7. 7. COMPLIANCE AND INTERPRETATION OF GUIDELINES

- 7.1.** CONICYT reserves the right to interpret the meaning and scope of these guidelines in the event that questions or concerns arise with regards to their content and application.
- 7.2.** CONICYT may, at any time, before the signing of and during the execution of the corresponding agreements, verify total compliance with these guidelines and, more specifically, that the background information and required supporting documents of the applications submitted to this competition are exact and complete. Should any incongruities, omissions and/or incompatibilities be detected, CONICYT will render the grant ineffective or may prematurely terminate the agreement.

8. RESTRICTIONS

- 8.1.** It is expressly established that individuals or institutions that have debts or other pending obligations or contractual commitments with CONICYT may not be beneficiaries of a project in this competition.
- 8.2.** Members of the GEMINI-CONICYT Fund Council may not apply for this competition.

9. APPLICATION SUBMISSION, INQUIRIES AND SCHEDULE

- 9.1.** CONICYT will call for applications for this competition through a widely-distributed national newspaper.
- 9.2.** The guidelines and forms are available since October 8, 2012 on the following website: <http://www.conicyt.cl>
- 9.3. Application Submissions:**
 - Applications will be made online and must be submitted in English, using the formats available on the CONICYT website.
 - Applications will be received by CONICYT only through its online system until 1:00 p.m. November 15, 2012 (Chilean continental time).
- 9.4. Inquiries** may be made through the CONICYT website until 5 days before the application deadline: <http://www.conicyt.cl/oirs>