



Comisión Nacional de Investigación
Científica y Tecnológica - CONICYT

REGULATIONS FOR 2012 COMPETITIVE CALL

“RECRUITMENT OF ADVANCED HUMAN CAPITAL WHOSE MOTHER TONGUE IS ENGLISH / Short-Term Visit Modality/English (MECI)”

Through its Recruitment and Integration of Advanced Human Capital Program, the National Commission for Scientific and Technological Research (CONICYT), issues its 2012 “National Competitive Call for PhD Scholars Whose Mother Tongue is English / Short-Term Visit Modality/English (MECI).”

1. GENERAL ASPECTS

- 1.1. The core mission of CONICYT's Recruitment and Integration of Advanced Human Capital Program (PAI) is “to enhance the academic, scientific, and technological capacities of national institutions, by supporting the recruitment of international researchers of excellence, and promoting the integration of highly qualified researchers into the labor market, both in academia and in Chile's productive sector.”
- 1.2. The Program has three lines of action: Recruiting Advanced Human Capital from Abroad; Integrating Advanced Human Capital in Academia; and Integrating Advanced Human Capital in the Productive Sector.
- 1.3. The present competitive call is part of the Recruiting line of action, and is focused on funding short-term visits for English-speaking PhD scholars from abroad. These scientists will work at **accredited regional universities**,¹ and will teach undergraduate and graduate courses corresponding to their field in English (courses, presentations, tests, among others), will tutor research endeavors, and will collaborate in research with Chilean scientists and students.
- 1.4. In its 2012 Short-Term Visit Modality/English (MECI), the Recruiting Advanced Human Capital from Abroad line of action individually funds each visit for an English-speaking PhD scholar from abroad, so that she/he is able to conduct the following activities **exclusively in English**: a) Tutor research; b) Teach seminars on writing scientific articles and project Proposals; and c) Teach undergraduate, graduate, and placement courses.
- 1.5. The visit by an English-speaking PhD scholar from abroad will last a minimum of **one academic semester (the semester must be of 4 (four) consecutive months during 2013, plus twenty days which will involve activities agreed upon with the Host Institution)**. The amounts requested and the duration of the visit shall closely match the proposed objectives, activities, and work plan. In order to remain consistent with this, and at the suggestion of the Recruitment and Integration of Advanced Human Capital Program's Advisory Council, CONICYT reserves the right to establish conditions for the re-writing of Proposals that are presented and to reduce the requested budgetary allocations.

¹ Universities that have their main campus and administrative offices outside of Santiago's Metropolitan Area will be considered as regional institutions.

2. OBJECTIVES

- 2.1. Attracting leading English-speaking PhD scholars in order to develop the activities described in point 1.4 in English, at universities that have their main campus and administrative offices outside of Santiago's Metropolitan Area.
- 2.2. Improving English fluency for graduate and undergraduate students at accredited universities that have their main campus and administrative offices outside of Santiago's Metropolitan Area.
- 2.3. Facilitating those students access to international lectures (on methodology, bibliography, papers, and other topics).
- 2.4. Promoting the exchange and dissemination of knowledge between English-speaking PhD scholars from abroad and Chilean students, researchers, and scholars, by providing support for the establishment of international networks.

3. APPLICATION REQUIREMENTS

3.1. ELIGIBLE INSTITUTIONS

- 3.1.1. Accredited regional universities (hereinafter, **Host Institutions**) shall be eligible to present visiting scholar Proposals as part of the present competing application process.²

3.2. REQUIRED QUALIFICATIONS FOR ENGLISH-SPEAKING PhD SCHOLARS FROM ABROAD

- 3.2.1. The **Host Institution** may recruit from abroad a PhD scholar whose mother tongue is English, and who comes from a world-class institution and/or program. The scholar must certify that she/he has at least five (5) years of academic experience at the time the application is presented, during which she/he must have taught undergraduate and graduate classes and conducted research in one of the following countries:

- United Kingdom
- United States
- Canada

Recently retired English-speaking PhD scholars (in retirement for no longer than two years at the time of the deadline for the present competitive call) shall be eligible, as long as they comply with the requirements set forth herein.

- 3.2.2. English-speaking PhD scholars may not have resided permanently in Chilean territory for at least two (2) years prior to the deadline of the present competing application process.

3.3 REQUIREMENTS FOR THE MECI RECRUITMENT PROPOSAL

- 3.3.1 A **Host Institution** must present all applications. To this end, the **Host Institution** must designate an **Institutional Counterpart**, a full-time scholar at the university who is fluent in English, and who will report to CONICYT regarding implementation and compliance with the MECI Proposal.

- 3.3.2 The **Host Institution** may present more than one application during this competitive call, as long as each Proposal is different and does not seek to recruit the same

² Universities that have their main campus and administrative offices outside of Santiago's Metropolitan Area will be considered as regional institutions.

PhD scholar. Furthermore, the **Host Institution** shall not be allowed to present more than one application with the same **Institutional Counterpart**.

- 3.3.3** The same PhD scholar from abroad may not be included in more than one application. Otherwise, all applications where her/his name appears shall be deemed as inadmissible.
- 3.3.4** The Proposal shall be made for the visit of one (1) English-speaking PhD scholar from abroad, and presented through the **MECI Proposal** by filling out the form that CONICYT will facilitate for applicants participating in the competition. It shall contain a General Background, Plan of Activities, Funding Plan, Curriculum Vitae of the English-speaking PhD scholar from abroad and of the scholar who has been named as Institutional Counterpart, among other data. The **MECI Proposal** must follow the instructions listed in points 4.2 and 4.3 of the present regulations.
- 3.3.5** All working hours spent at the **Host Institution** must be certified by filling out the verification documents that are part of the MECI Proposal. This certification must be attached to the Final Report. In case that this certification is not provided, CONICYT reserves the right to put an end to the agreement and to request a partial or complete reimbursement of delivered resources.

4 RIGHTS AND DUTIES

4.1 Expenditures that are eligible to be funded by CONICYT

- 4.1.1 **Professional fees:** A monthly gross maximum of **\$2,500,000 (Two million five hundred thousand Chilean pesos)** shall be funded. The scholar shall work certifiable 44-hour weeks (or its proportional equivalent for on-site/classroom time) for the duration of the visit in Chile (including the 20 days with activities that are not pre-determined). These amounts shall be subject to taxation. It is the duty of the **Host Institution** to retain and pay the corresponding taxes, and to issue the necessary documents. These costs may be justified by presenting professional fees invoices or income tax returns. In this sense, it is understood that the **Host Institution** will be responsible for the contractual relationship that it establishes with the recruited PhD scholar.
- 4.1.2 **Professional fees for Institutional Counterpart:** A monthly gross maximum of **\$100,000 (One hundred thousand Chilean pesos)** shall be funded for the duration of the visit made by the recruited English-speaking PhD scholar.
- 4.1.3 **Plane tickets:** One (1) round-trip economy class plane ticket shall be funded, to a maximum of **\$1,500,000 (One million five hundred thousand Chilean pesos)**.
- 4.1.4 **Per diem and travel allowances:** A maximum of **\$500,000 (Five hundred thousand Chilean pesos)** shall be funded for travel expenses within Chile and *per diem* related to academic activities that the PhD scholar would have to conduct during her/his visit. This amount shall be duly included and itemized in the MECI Proposal/application.

Note: Travel insurance, health insurance, and related costs, in case they are needed, shall be the responsibility of the **Host Institution**, and shall not be charged to the funds delivered by CONICYT for the implementation of the Proposal. They may be considered as part of the pecuniary contribution of the **Host Institution**.

4.2 Duties of the Host Institution:

- 4.2.1 Implementing every single one of the activities described in the MECI Proposal.
- 4.2.2 Facilitating compliance with every single one of the commitments made in the MECI Proposal, by providing an appropriate physical space, infrastructure, equipment, technical staff or any other needed component.
- 4.2.3 Keeping a validating seal with the following information:

“Declared,
Recruitment of Advanced Human Capital
University ...
Proposal ...
Reviewed by ...
Reviewed on ...”

This seal will mark every receipt/document presented at the time of justifying expenses. The **Host Institution** shall carry the cost of this instrument.

In the event that a receipt is presented more than once, the projects involved shall come to an end immediately, and the necessary actions shall be taken in order to obtain a full reimbursement of delivered resources.

4.2.4 The following reports must be presented:

Technical and Financial Final Reports: The **Host Institution** shall present a Final Technical Report using a CONICYT form, no later than thirty (30) calendar days counted since the end of the visit. The report shall include details of the activities carried out by the English-speaking PhD scholar from abroad for the whole duration of her/his visit, an evaluation of the visit's impact, and the verification documents pledged in the MECI Proposal. The **Financial Report** shall consist of the presentation of original receipts for the justification of all expenses in order to match the total amount transferred by CONICYT.

4.2.5 The **Host Institution** will not be allowed to substitute the PhD scholar for whom it has applied, except for well-founded reasons that must be recognized by CONICYT. The Institution must not change the deadlines, conditions, and quality of the project, particularly regarding the level of excellence of the PhD scholar. Otherwise, CONICYT may put an early end to the agreement, and request a full or partial reimbursement.

4.3 Duties related to the MECI Proposal:

4.3.1 The MECI Proposal/application must explain in detail all activities to be carried out, who the participants will be, an estimate of costs for each activity, and itemized contributions from other sources, if available.

4.3.2 Activities proposed in the MECI application must fulfill the objectives of this competing process, listed in point 2 of the present regulations.

4.3.3 As part of the activities included in the MECI Proposal, there must be at least one **outreach event for non-academic media**, which includes topics that are relevant for the selected area. A report about this dissemination activity must be presented as an appendix to the Final Report. It must be presented in the form that was pointed out for verification documents in the MECI Proposal, and it may be in different formats (photographs, audio files, videos, original brochures, and others).

4.3.4 All changes made to the Proposal must be approved by CONICYT. Otherwise, CONICYT is enabled to request a reimbursement of delivered funds.

4.3.5 During her/his visit, the English-speaking PhD scholar from abroad must teach at least two (2) courses, one (1) of which shall be an undergraduate course with mass

attendance (higher than the average number of students per course at each respective university); a workshop, and/or a chair at the **Host Institution**. Courses shall be taught only in English; tests and presentations shall also be given in that language. Mass attendance shall be demonstrated by presenting the documents that have been pointed out for verification in the MECI Proposal; these shall be appendices to the Final Report.

- 4.3.6 The English-speaking PhD scholar from abroad must participate in the Proposal design and/or implementation of at least one (1) research project.
- 4.3.7 In its application, the **Host Institution** must specify any other type of public and/or private funding that would complement the resources delivered by CONICYT in this competing application process.

In case that the **Host Institution** does not comply with the obligations assumed in the agreement and/or the MECI Proposal, CONICYT will be enabled to put an early end to the agreement, and to demand a reimbursement of all or part of delivered resources, by invoking the guarantee, if appropriate.

5 APPLICATIONS

5.1 Application Process:

- 5.1.1 Regulations, instructions, and application forms will be available on CONICYT's website: www.conicyt.cl, and at CONICYT's Clerk Office, located at Bernarda Morín 551, Providencia, Santiago, beginning on the date that is stated in the competitive call.
- 5.1.2. All applications must be presented in Spanish and/or English. When absolutely essential, CONICYT is enabled to request from the **Host Institution** an English translation of the documents that it considers necessary, and those documents must be submitted within fifteen (15) working days after the application has been received.
- 5.1.3 Proposals may be presented in two different ways: using the **online platform** on CONICYT's website, or **on paper**. For the **online application**, the **Host Institution** must complete and attach the necessary files. For the application **on paper**, the Host Institution must send CONICYT two spiral-bound copies of the Proposal, besides a complete version in digital PDF format on a CD. The application form and the appropriate forms for application documents must be downloaded from CONICYT's website. The envelope that contains the application must state for which competing process it is, and the name of the Proposal and of the Institution. Paper applications must be presented at CONICYT's Clerk Office: Bernarda Morín 551, First Floor, Providencia, Santiago. Opening and closing dates for the present competitive call will be published on CONICYT's website.
- 5.1.4 **Host Institutions** will be responsible for the truthfulness, integrity, and legibility of the information contained in the form and attached to the application folder.
- 5.1.5 The omission or false reporting of any required data, and the non-presentation of supporting documents shall be considered as a cause for the application to be deemed as non-compliant with regulations, or for the condition of winner in the awarding process to be suspended.

5.2 Documents required for admissibility of application. The documents that are listed below are considered as essential in order to place on record that all requirements have been fulfilled beyond any doubt, and to avoid any negative effects for all stakeholders. Failure to present these documents shall render the application as non-compliant with regulations:

- 5.1.3 CONICYT application form (MECI Proposal).
- 5.1.4 CONICYT form for a letter of commitment, presented by the duly accredited legal representative of the **Host Institution**. This letter shall ratify the commitment and

intention of the **Host Institution** to participate in the competing application process, itemize the funding that complements the application, and explain the reasons why the institution wishes to have a visiting PhD scholar.

- 5.1.5 Legal statutes under which the university was founded, along with all modifications that have been made.
- 5.1.6 Original document stating the appointment of the **Host Institution's** legal representative (decree or resolution, legal statutes, or mandate expressed in a public deed).
- 5.1.7 CONICYT form for a letter of commitment written by the English-speaking PhD scholar from abroad, in which she/he makes a formal commitment to implement the MECI Proposal. This letter may be presented in English or in Spanish.
- 5.1.8 Extended Curriculum Vitae of the English-speaking PhD scholar from abroad.
- 5.1.9 Extended Curriculum Vitae of the researcher or scholar who will be the Institutional Counterpart.
- 5.1.10 CONICYT form for a straightforward statement written by the English-speaking PhD scholar from abroad to certify that she/he has not resided permanently in Chile for at least two years before applying in this competing process. She/he may present additional documents to support the statement.
- 5.1.11 Letter of Commitment from the **Home Institution** of the English-speaking PhD scholar from abroad, stating this Institution's interest in establishing closer ties with the **Host Institution**. This document shall not be necessary in the case of recently retired scientists.

6 RESTRICTIONS AND INCOMPATIBLE CHARACTERISTICS

- 6.1 Legal entities with pending commitments vis-a-vis CONICYT shall not be allowed to participate in the present competing application process.
- 6.2 **Host Institutions** whose Proposals include researchers or scholars who have debts or pending expenses reports, and academic/technical reports vis-a-vis CONICYT shall not be allowed to participate in the present competing application process.
- 6.3 CONICYT will not fund a visit by an English-speaking PhD scholar from abroad who includes in her/his MECI Proposal the same activities and/or items that will be funded by other CONICYT competing application processes or other Chilean Government sources.
- 6.4 Funds transferred by CONICYT shall not be used or invested in any financial and/or banking instrument.

7 EVALUATION

Applications that comply with the present regulations' admissibility requirements shall be assessed by Chilean and foreign evaluators who are experts in the participating subject areas. Evaluators shall be designated by CONICYT at the suggestion of the Evaluation Committee in each line of work. These evaluators shall assign scores of 0 to 5, according to the criteria and sub-criteria listed below. The scores shall be weighted to 70%. Then, the Evaluation Committee in each line of work shall assign scores of 0 to 5 to the Proposal, which shall be weighted to 30% of the final score. The evaluation of applications shall be based on the following criteria and weighted values:

7.1 Qualifications of PhD scholar	50%
Educational background: diplomas and degrees, post-doctoral education, and others.	40%

Professional and academic background, both in research and in teaching (courses that have been taught and theses that have been supervised); relevant publications in prestigious international journals that are specialized in the same area as the project that is presented; educational texts in English; and teaching experience.	50%
Quality of the Home Institution/Program regarding their international ranking position in ARWU (Shanghai) and/or Times or equivalent. (The home institution for the last five (5) years of service shall be considered in the case of recently retired PhD scholars).	10%

7.2 Proposal	50%
Strength and consistency of the Proposal (in terms of selection criteria for graduate and undergraduate courses; courses syllabus; possibilities of having good attendance; ensuring other key activities for the benefit of students: research tutorials, seminars, quality and relevance of the research project in which the English-speaking PhD scholar from abroad will participate).	40%
Relevance and impact for the Host Institution, which shall be reflected in coverage (number of expected students); short-term and medium-term strategies to strengthen undergraduate and graduate programs; and initiatives for the adoption of the English language in Engineering curricula.	30%
Qualifications of the Institutional Counterpart and of the team members with whom the PhD scholar will interact.	15%
Creation and/or strengthening of international networks, expressed in a future joint work agenda for the Host Institution , the English-speaking PhD scholar, and the Home Institution .	15%

8 DECISION ABOUT AWARDEES IN COMPETITIVE CALL

- 8.1** Based on the evaluation of applications, and at the suggestion of the Recruitment and Integration of Advanced Human Capital Program's Advisory Council, CONICYT will issue a decision about the projects that have won the competing application process. Notwithstanding, the Advisory Council may generate a set of recommendations and conditions for awarding the funds, which will aim at improving the Proposals in order to fully comply with the objectives. The **Host Institution** must explicitly adopt these recommendations and conditions within 15 working days and present a new Proposal, which shall be known as the reformulated Proposal.
- 8.2** Results will be published on CONICYT's website.
- 8.3** **Host Institutions** whose Proposals are selected, with or without awarding conditions, will be notified in writing.
- 8.4** **Host Institutions** will have ten (10) working days, counted since the results are conveyed, to accept the awarding decision in writing. If they do not communicate their acceptance within that timeframe, the awarding decision shall expire.
- 8.5** The decision may include a waiting list, which would be activated in case a selected **Host Institution** gives up on its option or is not enabled to make use of it, or the awarding decision is suspended. The order followed for new selections shall strictly follow scores obtained and the number of vacancies available. The waiting list may also be activated according to CONICYT's budgetary availability.

- 8.6 Any activation of the waiting list will be notified in writing. The awarding decision shall expire for those who have not expressed their acceptance after 10 calendar days, counted from the day on which the written notification was sent.
- 8.7 Documents presented with the applications shall not be returned.
- 8.8 Applicants who do not comply with admissibility criteria (regulations) and those who are not selected shall be notified about the results.

9. SIGNING OF AGREEMENTS, TRANSFER OF RESOURCES, AND GUARANTEES

- 9.1 **Agreements** that are signed between CONICYT and Host Institutions shall explicitly contain the rights and duties of the parties. The contractual relationship between the English-speaking PhD scholar from abroad and the Host Institution shall be the responsibility of the former. The English-speaking PhD scholar from abroad shall not have any contractual relationship with CONICYT.
- 9.2 **Allocation of resources:** Resources shall be allocated in Chilean pesos and shall not be readjusted. CONICYT's contributions shall be disbursed in one lump sum upon the final approval of the agreement. All resources must be accounted for by presenting original receipts or other documents, accordingly, along with the Final Report.
- 9.3 **Guarantees:** Prior to CONICYT's disbursement, the Host Institution shall acquire a bank guarantee or insurance policy that may be cashed without delay, with CONICYT as the beneficiary party. This document shall ensure the proper utilization of resources for the whole amount that is disbursed, and shall be valid for at least sixty (60) days after the end of the period to be covered. However, the Commission may request changes in the period to be covered by guarantees. Those beneficiaries that are public entities, in accordance with Resolution No. 15978/10 of Chile's Comptroller General's Office, shall be exempt from this obligation.

10 COMPLIANCE AND COMPREHENSION REGARDING REGULATIONS

- 10.1 CONICYT shall be enabled to disseminate freely and without any limitations whatsoever –and mentioning the author when appropriate– all non-confidential information about the activities related to the visit of the English-speaking PhD scholar from abroad, along with information that is received as part of the requested reports. Moreover, CONICYT shall be enabled to utilize and disseminate any data related to the project, with the goal of maintaining and publishing statistical information about applications in general.
- 10.2 CONICYT reserves the right to interpret the meaning and breadth of the present regulations, in case of doubts or conflicts that may arise about their enforcement, *ex officio* or upon request of the party concerned.

11 COMPETITIVE CALL AND ITS PUBLICATION

- 11.1 Opening and closing dates for the present competitive call will be published in a newspaper of nationwide circulation.
- 11.2 Paper applications must be delivered to CONICYT's Clerk Office, located at **Bernarda Morín 551**, First Floor – Providencia, Santiago. The deadline for both online and paper applications is **April 30th, 2012, at 17:00 hours**. If the envelope is sent via certified mail, courier, bus, or express mail, it must be postmarked no later than **Monday, April 30th, 2012, at 17:00 hours**.
- 11.3 Results will be published on CONICYT's website: www.conicyt.cl

12 INFORMATION

Frequently asked questions: www.conicyt.cl/oirs

CONICYT – Recruitment and Integration of Advanced Human Capital Program (PAI)
Bernarda Morín 510, Providencia – Santiago.

Working hours:

Monday through Thursday 09:00 to 14:00 hours and 15:00 to 18:00 hours. Friday 09:00 to 14:00 hours and 15:00 to 17:00 hours.

Telephone: 2 – 365 44 66