

INTERNAL REGULATION OF THE
ARAGONESE AGENCY FOUNDATION
FOR RESEARCH AND DEVELOPMENT
(ARAID)

REGLAMENTO INTERNO DE FUNDACIÓN ARAID

araid



Content

1.	INTRODUCTION	¡Error! Marcador no definido.
2.	SCOPE AND AIMS	¡Error! Marcador no definido.
3.	ETHICAL AND PROFFESIONAL ASPECTS	¡Error! Marcador no definido.
4.	ORGANIZATIONAL STRUCTURE	¡Error! Marcador no definido.
5.	STAFF	¡Error! Marcador no definido.
5.1	CALLS	8
	a) ARAID’s call.....	¡Error! Marcador no definido.
	b) Specific calls for the development european calls and projects.....	¡Error! Marcador no definido.
5.2	SELECTION	9
	a) ARAID’s call.....	¡Error! Marcador no definido.
	a) Specific calls for the development european calls and projects	11
5.3	HIRING	11
6.	DEVELOPMENT OF RESEARCH ACTIVITY.....	¡Error! Marcador no definido.
6.1	DEVELOPMENT OF ACTIVITY	¡Error! Marcador no definido.
6.2	PROJECTS/CONTRACTS DEVELOPMENT	¡Error! Marcador no definido.
6.3	SCIENTIFIC PRODUCTION.....	¡Error! Marcador no definido.
6.4	INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS	¡Error! Marcador no definido.
6.5	OCCUPATIONAL RISKS PREVENTION AND HEALTH SURVEILLANCE	14
6.6	TRAINING	¡Error! Marcador no definido.
6.7	DISSEMINATION.....	¡Error! Marcador no definido.
6.8	MOBILITY	¡Error! Marcador no definido.
6.9	ACTIVITY REPORTS.....	¡Error! Marcador no definido.
6.10	PERFORMANCE EVALUATION.....	¡Error! Marcador no definido.
	ANNEX I – CALL EVALUATION FORM	17
	ANNEX II – EVALUATION OF THE INTERVIEW OF THE CANDIDATE FOR A CONTRACT IN CALL	¡Error! Marcador no definido.
	ANNEX III – PERFORMANCE EVALUATION REPORT OF HOST INSITTUTION.....	20
	ANNEX IV– PERFORMANCE EVALUATION FORM. SCIENTIFIC/TECHNICAL QUALITY	¡Error! Marcador no definido.
	ANNEX V – ARAID’S INTERNAL REPORT FOR PERFORMANCE EVALUATION	¡Error! Marcador no definido.
	ANNEX VI – RESEARCHER’S INTERNAL EVALUATION SHEET	23



Document's versions

Version	Date	Autor	Changes' description
V1.2015	23/11/2015	ARAID Administration	Original version
V2.2022	Board of Trustees 13/09/2022	ARAID Administration	Index. Changes in the evaluation process of ARAID's international call: Incorporation period. Report agreed upon by evaluation panel.
V3.2023	Board of Trustees 30/03/2023	ARAID Administration	Document versión table. Changes in the evaluation process of ARAID's international call: ANNEX I Updated evaluated form.



1. INTRODUCTION

As stated in the Statutes of the Fundación Agencia Aragonesa para la Investigación y el Desarrollo - ARAID-, "the Foundation aims to promote research, scientific-technological development and innovation as factors of regional development".

ARAID fulfills the general objective outlined by carrying out, among other tasks, the hiring of researchers of excellence who develop their projects in the various Research Centers or Units of the Autonomous Community of Aragon.

This regulation is the document that establishes the rules of action in the ARAID Research Area (ARAID Program) and constitutes a collective operating instrument, its content being complementary to what the European, national, regional and legal regulations have existing premises in the matters regulated here.

2. SCOPE AND OBJECTIVES

These regulations include the development and establishment of general operating rules for the Foundation in the Research Area.

The objectives of this regulation are:

- Establish and regulate the processes of evaluation and hiring of Research personnel.
- Establish the rules and requirements necessary for the development of research activity.
- Define the principles of participation and knowledge of the Foundation for all ARAID Researchers.

All of the above in accordance with the principles of equity and transparency that govern the operation of ARAID.

These regulations are applicable to all the personnel of the ARAID Foundation within the Research Area. The employment relationship established between the contracted personnel and ARAID is regulated by the norms provided in these regulations and the individual employment contract, applying the General Statute of Workers for Researchers and the Agreement of Offices and Offices of Zaragoza for the administration staff.

These Regulations together with the Good Practices Manual, as well as all the legislation and regulations applicable to ARAID's activity, are available on the ARAID intranet to which all personnel have access.



3. ETHICAL AND PROFESSIONAL ASPECTS

ARAID applies the following principles of the Code of Conduct for hiring researchers in the procedures and standards contained in this Regulation:

RESEARCH FREEDOM:

Researchers must focus their work on the good of humanity and on the expansion of scientific knowledge, enjoying freedom of thought, expression, and choice of problem-solving methods, in accordance with recognized ethical principles and practices. They must also recognize the limitations of this freedom that could arise as a consequence of certain circumstances of investigation or of operational, budgetary or infrastructure capacity limitations and, especially in the case of the industrial and business sector, for the required reasons of protection of the intellectual and industrial property. Such limitations should not, however, contravene recognized ethical principles and practices, to which researchers must adhere.

ETHICAL PRINCIPLES:

Researchers must observe recognized ethical practices and the fundamental ethical principles of their discipline, as well as the ethical standards set out in the various national, sectoral or institutional codes of ethics in force.

PROFESSIONAL LIABILITY:

Researchers should do everything possible to make their work relevant to society and not duplicate work previously done elsewhere. They must avoid plagiarism of all kinds and respect the principle of intellectual property and joint ownership of data in the case of research carried out in collaboration with a supervisor and / or other researchers. The need to validate new observations by demonstrating that the experiments can be repeated should not be construed as plagiarism, provided that the data, to be confirmed, are explicitly cited. Researchers must ensure that, when delegating any aspect of their work to collaborators, the person to whom it is delegated has the necessary competence to carry it out.

PROFESSIONAL ATTITUDE:

Researchers must know the strategic objectives that govern their organization and their field of activity, as well as the mechanisms and sources of funding, and must request all the necessary permits before starting their work or accessing the resources provided.



They must inform their employers, funders or supervisors in the event that their research project suffers relevant delays than planned, is redefined or is substantially completed, as well as notify if it is concluded in advance or is suspended by any of the reasons.

CONTRACTUAL AND LEGAL OBLIGATIONS:

Researchers at all levels must be familiar with national, sectoral or institutional regulations governing training and / or working conditions. This includes the regulations of intellectual property rights, and the requirements and conditions of any sponsoring or financing entity, regardless of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (eg thesis, publications, patents, reports, new product development, etc.) as established in the terms and conditions of the contract or equivalent document.

ACCOUNTABILITY:

Researchers must be aware of their obligation to be accountable to ARAID, as well as, for ethical reasons, to society as a whole. In particular, publicly funded researchers are also responsible for the effective use of taxpayer funds. Consequently, they must adhere to the principles of good, transparent and effective financial management, and cooperate with any authorized audit of their investigation, both by ARAID and by the Research Centers themselves where they carry out their research activity.

NONDISCRIMINATION:

ARAID will not discriminate in any case against researchers based on their gender, age, ethnic, national or social origin, religion or beliefs, sexual orientation, language, disability, political opinion, or social or economic condition.

EVALUATION SYSTEM:

ARAID has established a regulated evaluation / assessment system for all researchers to verify and supervise their professional performance regularly and in a transparent manner, carried out by an independent committee.

4. ORGANIZATIONAL STRUCTURE

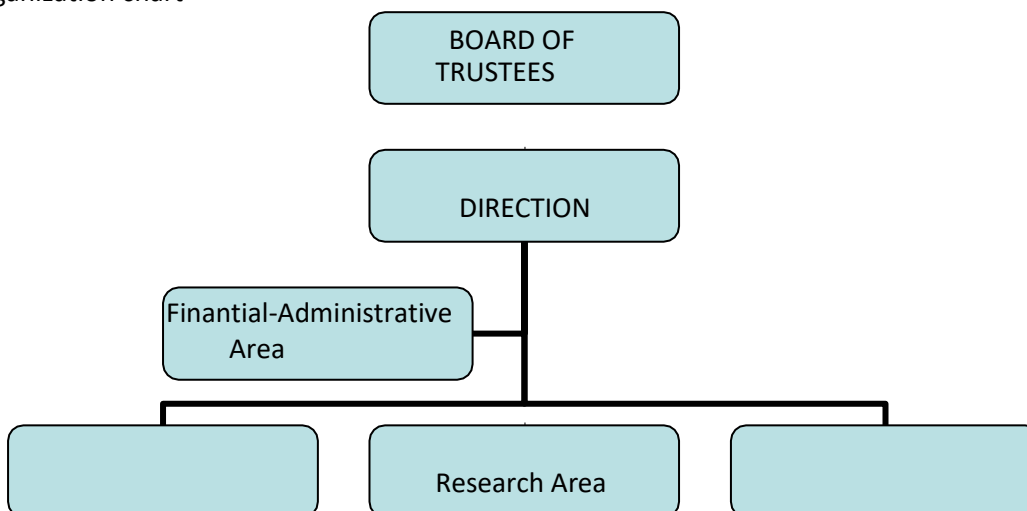
The Board of Trustees is the governing body, representation and administration of ARAID whose President is the Counselor of the Department of the Government of Aragon competent in matters of research and innovation and Vice President, assisted by the General Director of the Government of Aragon competent in matters of management of the research and innovation.

The Board of Trustees is responsible for fulfilling the foundational purposes, subject to the provisions of the legal system and the ARAID Statutes. Its composition and operating regime are contained in the Statutes.

ARAID is organized by functional areas based on the specificity of each one of them, which are coordinated from the ARAID Directorate-Management under the superior direction of its Board of Trustees. Specifically, the Research Area is essentially responsible for the ARAID program for the incorporation of researchers of excellence, the dissemination of actions in this area, and the organization of events and activities directly linked to research or its public dissemination.

The ARAID Directorate will maintain permanent functional contact with the staff of the Research and Administration areas, and will organize plenary meetings with all ARAID staff at least once a year.

Organization chart



5. STAFF

One of the aims of general interest of ARAID is to develop an active policy to increase and improve the human and material resources dedicated to R & D & I in Aragon, as a factor for regional development.

The ARAID Researcher Recruitment Program is created and maintained to accomplish this goal.

The basic lines of the ARAID Program are:

- The hiring of researchers of excellence and their integration into the ARAID staff.
- Their incorporation into the Research Groups recognized by the Government of Aragon, with activity at the University and in the rest of the centers that make up the Community's research network.



- The selection and periodic evaluation of research staff through external and independent evaluation committees.
- Promote a parallel process of search, proposal and recruitment of candidates by the receiving institutions and centers.
- The preservation of the confidentiality of the relations between ARAID, the receiving centers and the candidates during the selection process.
- The individualized offer of stable employment contracts.

The personnel dependent on ARAID will have a legal regime of a labor nature, hiring being governed by the rules of private law.

ARAID signs agreements with all the Institutions that host its Researchers, in order to establish the framework and concrete commitments for collaboration, as well as its link to said host Institutions, so that researchers can carry out their activity effectively and in them. conditions than the rest of their personnel.

5.1 CALLS

a) ARAID'S Call

The purpose is the hiring of research staff through an international public call and, in general, on an annual basis. The selected researchers obtain a permanent position, subject to performance evaluations, and carry out their research activity in different R&D Centers and Institutions in Aragon.

The call for recruiting researchers is published on the ARAID website www.araid.es and their respective social networks, and it is disseminated in all the Centers, Institutions and companies with R&D activity in Aragon. For its international dissemination, it is published on the Euraxess website, in high-impact scientific journals (Nature, Science ..) and on different specialized international websites.

In the Call published on the ARAID website, the characteristics and requirements of the positions offered and of the application, the planned evaluation protocol, and the deadlines for both the resolution of the call and the incorporation of researchers will be stated. The Call is open for **at least 2 months from its publication and dissemination**. The issuance and reception of applications is carried out online, except for those forms in which original signatures are required.

Once the deadline for receiving applications is over, the ARAID Management together with the administration staff from the research area, they will review the applications received and verify that all the required documentation of each candidate presented and their eligibility is present. In case of missing a document, the interested party will be claimed and if it has not been presented within a week, the request will be rejected.



b) Specific calls for the development of research projects / contracts

The purpose is the hiring of technical or research staff through a public call and in charge of the research projects / contracts of the ARAID Researchers. The duration of the contract will be linked to the duration of the project / contract.

The ARAID Researcher responsible for the project / contract will make the request for hiring in charge of his project / contract to the ARAID Directorate, together with a proposal for the announcement of the position to be offered.

Once approved by the ARAID Directorate, the job announcement will be published on the ARAID website www.araid.es and in those means deemed appropriate by the ARAID Researcher responsible for the project / contract, prior approval by the Directorate.

The announcement will state the requirements of the position, the functions to be performed, the characteristics of the contract, the required documentation and the term, as well as the selection process with the evaluation criteria.

The reception of applications will be online, except for those forms in which original signatures are required.

Once the deadline for receiving applications is over, the ARAID Directorate, together with the administration staff of the research area and the responsible ARAID Researcher, will review the applications received and verify that all the documentation required of each candidate presented and their eligibility is in place. In case of missing a document, the interested party will be claimed and if it has not been presented within a week, the request will be rejected.

5.2 SELECTION

a) ARAID's Call

According to the number of applications received from each area of knowledge, the corresponding evaluation panels will be formalized:

- Each application will be evaluated by at least 2 expert, external and independent scientists in the area / line of research of said application. The experts come, in general, from the databases of the ACPUA, the ANEP or the CNEAI, and on certain occasions, the collaboration of prestigious scientists integrated in the ARAID Board of Trustees may be requested.
- Evaluation committees must bring together diverse knowledge and skills and maintain an appropriate gender balance and, where appropriate and feasible, will include members from different sectors (public and private) and disciplines, with relevant experience to evaluate the candidate.
- The evaluation of the applications received is based on peer review, with scientific excellence and leadership skills being the main criteria. The merits will be assessed both

quantitatively and qualitatively,
being a very important indicator the impact and leadership of the line of research in Aragon.

- Each expert issues a brief report on the candidate and gives a numerical rating (Annex I). In the event of receiving two contradictory reports on the same candidate, the opinion of a third party will be requested. Said report, without the classification, is sent to each candidate as personal information on the strengths and weaknesses detected in each case.
- Once the scores have been obtained by the evaluators, the ARAID management team evaluates the applications according to their strategic interest for Aragon, endorsed by its Board of Trustees, and draws up an ordered list of scores for the preselection of candidates to interview.
- The Board of Trustees is informed of both the applications received and the preselection of candidates, prior to personal communication by email to all the preselected candidates and the announcement of the foreseeable date of their interview.
- The interview phase is carried out by a commission made up of the ARAID management team and the scientific head of the research line of the host Center / Department, in which the criteria listed in Annex II are assessed. The Director of the Researcher Candidate Reception Center or the person delegated by him or her, and the ARAID Scientific Patrons who wish to participate, can also form part of this commission.
- At the end of the interview phase, a definitive list is issued, ordered from highest to lowest score, and is sent to the Board of Trustees for approval, together with the working conditions offered.
- Once approved by the ARAID Board of Trustees, the result is communicated in writing to each selected candidate, requiring that they communicate the acceptance or rejection of the position within a week.
- Once the number of places offered is covered, the result is also communicated to the rest of the candidates who have not been selected in the call.
- If any candidate resigns from the position before joining, the ARAID Management will assess whether to contact the next researcher according to the definitive list.

During the selection process, ARAID guarantees a proper assessment and evaluation of academic and professional qualifications, including non-formal qualifications, within the context of international and professional mobility. ARAID considers scientific mobility as a valuable experience and therefore, in its calls, the candidate researchers are indicated the convenience of accrediting that international experience.

Interruptions in the research career or variations in the chronological order of the CV as a consequence of the previous point or for other justified reasons, will not be penalized, but will be considered as a contribution to the professional development of researchers towards a multidimensional professional trajectory.



There is no age limit in the ARAID Calls, as long as the requirements established in the call and the current legal and labor regulations are met. ARAID is a Foundation that assumes equal opportunities and does not allow discriminatory considerations regarding gender, age, origin or condition.

b) Specific call for the development of research projects / contracts

The ARAID management team and the responsible researcher will assess and score the applications received, drawing up an ordered list from highest to lowest score and making a preselection of candidates for the interview phase. The preselection will be based on the places offered and the score obtained. In the interviews, the criteria specified in the call will be assessed.

After the interview phase, the administration staff of the research area will prepare a definitive list with the scores obtained, which will be approved by the ARAID Management.

The ARAID Management will communicate the result in writing to the candidate who has been selected, demanding that within a week they communicate the acceptance or rejection of the position. Once the place or places offered have been covered, a letter will be sent to the rest of the candidates who have not been selected.

If any candidate resigns from the position before joining, the ARAID Management will assess whether to contact the next researcher according to the definitive list.

5.3 CONTRACTING

In 2005, the European Commission adopted the European Researchers' Charter and the Code of Conduct for Researcher Recruitment, drafting two documents aimed at researchers, as well as public and private sector employers and funders. Both documents have become key elements of European Union policy, making research an attractive career and stimulating economic growth and employment in Europe. ARAID endorsed the Charter and Code on February 17, 2009.

On the other hand, in January 2015, ARAID obtained the HR logo for Excellence in Research granted by the European Commission (HRS4R). Said recognition identifies ARAID as a provider and supporter of a stimulating and favorable research work environment and recognizes the Foundation's commitment to improve its human resources policies in accordance with the European Act for Researchers and the Code of Conduct for Research. Hiring of Researchers, as well as the transparency and fairness applied in these procedures and in the associated evaluations.

The HRS4R logo increases visibility as an Institution for the active promotion of the regional or national research system and / or the European Research Area in general, as an attractive destination for researchers from all over the world.



Onboarding of ARAID candidates

The term for the incorporation of the selected researcher to his job may be extended up to a maximum of one year, unless a different term is specified in the Call.

ARAID, as a member of the European Euraxess Network, provides assistance and information both to foreign researchers who are going to come to develop their research activity in Aragon, and to ARAID researchers who are interested in doing a stay abroad.

This is to facilitate the integration of the researcher in the destination country.

ARAID is committed to helping foreign researchers with visa procedures, work and residence authorizations, social security, health care, schooling, etc. The contract will be effective only when the selected candidates can legally work in Spain.

The contract offered will be a private contract and it will include the research center in which they will carry out their research activity, the line of research to be carried out and the working conditions offered, and the provisions of the General Workers' Statute will be applicable.

6 DEVELOPMENT OF RESEARCH ACTIVITY

6.1 DEVELOPMENT OF THE ACTIVITY

To establish the collaboration framework, as well as the linkage of ARAID Researchers to the Institutions in which they carry out their research activity, ARAID signs Collaboration Agreements so that researchers can carry out their activity effectively and under the same conditions as the rest. of personal. Through these Agreements together with the documentation required in the Call, ARAID ensures that both the work environment and the facilities, equipment and human resources made available to researchers are optimal. The Agreements will be reviewed every 2 years in order to ensure compliance with them.

The working hours of ARAID Researchers are flexible, which favors family conciliation, and variations in working conditions (reduction of hours, permits, etc.) will be assessed on a case-by-case basis by the ARAID Management.

One of the purposes of the ARAID Program is to offer stable contracts and for ARAID Researchers to become permanent staff of the Foundation's scientific staff. ARAID undertakes to ensure such permanence and that situations of economic instability do not affect permanent staff.

ARAID salaries are in tune with those offered by the University and other R&D Centers in the Aragonese environment, and are negotiated individually according to the experience and potential of each candidate. All benefits (social security, retirement pension, unemployment benefit, training, sickness and / or occupational accident benefits, etc.) are included in the contract, in accordance with current national legislation.



Despite the current gender disproportion among ARAID Researchers, mainly due to the number and disparate characteristics of applications in this variable, ARAID tries to avoid gender inequalities and attempts a balance both in the hiring of researchers and in the selection committees.

In order to carry out the necessary reports and internal and dissemination studies on the productivity and achievement of objectives of the ARAID Program, all ARAID Researchers must introduce the activity corresponding to the various facets of their research work, in the corresponding application and available in the ARAID intranet. Said information must be permanently updated and especially, in the two periods corresponding to June 1st and December 1st of each year.

6.2 PROJECT / CONTRACT MANAGEMENT

The research projects / contracts requested or in which the ARAID researchers participate, in general, will be managed in the Institutions where the ARAID Researchers carry out the activity.

The information corresponding to the management of projects / contracts is collected both in the Collaboration Agreements and in the Specific Agreements in relation to the participation in projects / contracts of ARAID Researchers.

In any case, the ARAID researcher must request the corresponding authorization from the ARAID Directorate for participation in a research project / contract.

6.3 SCIENTIFIC PRODUCTION

In order to give visibility to the scientific production produced by the ARAID researchers, in all the dissemination and dissemination events that derive from their activity, whether they are articles, books, conferences, both from the research activity, from the results of said activity. research or the products or applications derived from said results, the Aragonese Agency for Research and Development Foundation (ARAID) will be cited as the funding entity together with the Center where the research activity is carried out according to the regulations in force in each center.

6.4 INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS

Any research results derived from the activities carried out by an ARAID researcher in your host center that is susceptible to exploitation economic or may give rise to a request for ownership of industrial property rights, both ARAID and the institution where it carries out its activity must be notified, which will determine in each case the institution in charge of the management. Its protection, ownership, management and exploitation will be articulated in accordance with a



specific agreement established between the parties indicated. This agreement will take into account the participation in obtaining the results of both the ARAID Researcher and the rest of the personnel, as established in Law 11/1986 of March 20 on Patents of Invention and Utility Models.

The moral rights of authorship will correspond in any case to the authors of the works that have given rise to them in accordance with the applicable legislation.

ARAID together with the host Institution will study the best way to adequately protect the research results.

In the event that ARAID obtains, by any means, benefits derived from the exploitation of its researchers' inventions, a specific agreement will be signed with the ARAID Researcher or Researchers who have participated in the invention, in which a will specify, for each agreement, the distribution agreed for them. As a general criterion, the potential operating profits will be distributed according to the following proportion:

- a) 40% of the exploitation profits correspond to ARAID.
- b) The inventor (ARAID Researcher) is responsible for 60% of the exploitation profits. For these purposes, after tax profits from the exploitation are considered to be the amounts actually received by ARAID as remuneration for the exploitation of the Invention.

6.5 PREVENTION OF OCCUPATIONAL RISKS AND HEALTH SURVEILLANCE

As stated in the different collaboration agreements signed between ARAID and the different host Institutions, both parties will comply with their obligations in the current regulations on the prevention of occupational risks and specifically with the provisions of article 24 of the Law 31/1995 on the Prevention of Occupational Risks and Royal Decree 171/2004, of January 30, which develops it in matters of Coordination of Business Activities.

ARAID, in its position as employer and holder of the employment contracts of ARAID researchers, assumes the obligations and responsibilities that derive from the position it occupies.

Those responsible for each Institution in matters of prevention will exchange the necessary information to guarantee an effective and efficient coordination in the prevention of occupational risks.

6.6 TRAINING

The ARAID Training Plan that is drawn up in the first quarter of each year aims to promote continuous training through essentially transversal training actions common to all researchers, without ruling out more specific training activities, depending on the needs raised and of budget availability.



With this, the aim is to develop skills and competences common to all of them and that serve as a complement to their research activity, especially those aimed at helping the dissemination of research

activity.

All ARAID personnel can send suggestions or training needs to both the Management and the Administration Department throughout the year, who will assess the possibility of carrying them out.

6.7 DISSEMINATION

ARAID Researchers through the ARAID website will make their research activity known to society in general and will be invited to participate in all those dissemination activities organized by ARAID in order to bring science closer to the public.

ARAID authorizes and promotes teaching activity as a means for the dissemination of knowledge and as professional development, as long as it does not interfere with their research activity.

6.8 MOBILITY

ARAID recognizes the value of geographic mobility as an important means to enhance the scientific knowledge and professional development of any researcher. In this line, it will favor and help in any necessary procedure to promote mobility.

The ARAID Researcher who wants to carry out a stay outside of his host Center, will send to the Directorate a report of the project to be developed, the impact of the same, a letter of invitation from the new center and another letter from the center where he is currently developing the activity. . The Management will assess the proposal and issue the appropriate authorization with the corresponding conditions.

If the stay is longer than 3 months, a leave of absence must be requested.

6.9 ACTIVITY REPORTS

ARAID Researchers must have their research activity updated on the Intranet by ARAID. With this information, among others, ARAID will prepare a report on the research activity of the previous year in June.

The information entered on the ARAID intranet will also be used for the performance evaluations of the researchers and to inform the ARAID Board of the activity carried out.



On the other hand, an evaluation form of the activity carried out will be sent annually to the heads of the ARAID Researchers in the Centers where they carry out their activity, which will also be used in the performance evaluations (Annex III).

6.10 PERFORMANCE ASSESSMENT

The performance of the ARAID investigators is subject to evaluation; the first is carried out at 3 years and the following every 5 years. For the maintenance of the contractual conditions, it is required that the result of the same is on average, High or Excellent.

The performance evaluation is made up of three parts:

- Quality and production (60%): Report of 2 external evaluators who assess the research activity carried out, as well as the future challenges posed by the researcher (Annex IV).
- Cooperative integration (20%): Based on the reports issued by the receiving Center (Annex III).
- Institutional Performance (20%): ARAID internal report (Annex V)

The results of the above information are included in the Evaluation Sheet (Annex VI.)

If the evaluation is positive, the possibility of salary re-negotiation is opened, provided that the budgetary availability allows it and it is approved by the Board of Trustees. Otherwise, the reasons will be analyzed and if the Directorate considers it, it will be reassessed within 1 year for the Researcher to obtain a High or Excellent rating or the current contract may be terminated, prior approval of the ARAID Board of Trustees.

ANNEX I – CALL EVALUATION FORM

CALL FOR THE RECRUITMENT OF RESEARCHERS - ARAID EVALUATION FORM

CANDIDATE NAME	
EVALUATOR USERNAME	

CV of the applicant (60%)		Remarks (optional)	Mark ⁽¹⁾ (1 to 5)
1	Research experience and positive consequences of mobility in the scientific career		5
2	Scientific skills and competences: knowledge areas, acquisition of new knowledge/skills throughout career, etc.		5
3	Multidisciplinary skills and competences: project/team management/leadership experience, inter-sector experience, etc.		5
4	Research and development projects, transfer of knowledge, divulgation, exploitation of results, patents.		5
5	Scientific publications, citations, quartile (Q1-Q4) and impact factor.		5
6	Letters of interest & recommendation, academic and/or research awards/honors received.		5
A	Total Part A		30,00
Research Line (40%)		Remarks (optional)	Mark ⁽¹⁾ (1 to 5)
7	Originality and innovative nature of the research lines.		5
8	Expected progress beyond the state of the Art in the next years.		5
9	Complementarities and synergies within the Centre/Group.		5
10	Scientific, economical and social impact.		5

B	Total Part B	20,00
---	---------------------	-------

TOTAL MARK Part A (60%) + Part B (40%) Maximum score = 10		10,00
--	--	--------------

Feedback to the candidate (compulsory)

Strengths	
Weaknesses	
Recommendations	

- ⁽¹⁾ 0- The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
 1- Poor. The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
 2- Fair. While the proposal broadly addresses the criterion, there are significant weaknesses.
 3- Good. The proposal addresses the criterion well, although improvements would be necessary.
 4- Very Good. The proposal addresses the criterion very well, although certain improvements are still possible.
 5- Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

Conflict of Interest - Please mark an x in the boxes below if you agree to maintain confidentiality and have no conflict of interest with the proposal you are evaluating	
I understand that all information related to the application and its evaluation contained in this form is to be handled as confidential.	x
I declare to have no disqualifying or potential conflict of interest with this proposal that I hereby evaluate	x



ANNEX II - INTERVIEW ASSESSMENT OF THE CANDIDATE FOR A CONTRACT AT A CALL

€ Interest in working at ARAID and at the Research Center / Group where you will carry out your activity (maximum 15 points).

€ Professional expectations (maximum 15 points).

€ Objectives and impact of the project / line of research to be developed (maximum 20 points).

€ Resources necessary for the development of the project and resources provided by the reception center (maximum 15 points).

€ Scientific, economic and social impact of hiring the researcher at the reception center and in Aragon (maximum 15 points).

€ Ability to lead and form their own Research Group in the short term (maximum 20 points).

ANNEX III – PERFORMANCE EVALUATION REPORT FROM HOST INSTITUTION

ARAID - HOST INSTITUTION REPORT

ARAID's Researcher:	
Host Institution:	
Institution host center Responsible Researcher	
Host Institution Responsible	
Evaluated period	

Excellent (E)=5, High (A)=4, Enough (S)=3, Low (B)=2, very Low (MB)=1

Criteria	Mark	Comments
Cooperative capacity		
Promotion of research lines		
Promotion to research groups		
Complementary activities: Teaching, dissemination, management		
Participation and global strengthening of the Research Center		

Observations:

Recommendations:

Date:

Scientific Responsible Signature

Host Institution Responsible Signature

ANNEX IV - PERFORMANCE EVALUATION FORM. SCIENTIFIC / TECHNICAL QUALITY

PERFORMANCE ASSESSMENT FORM – ARAID

Nombre Investigador ARAID : EVALUTED BY: DATE :

Criteria (*) <small>(ET/ CC Experimentales y Tecnológicas SH/ CC Sociales y Humanas)</small>	Calification	
	ET	SH
1. Línea científica desarrollada. Se valorará su originalidad, evolución y los cambios mas destacables.		
2. Producción científica. Se valorará el nº de artículos y la calidad de los mismos, así como la participación en proyectos de investigación.		
3. Prod. tecnológica. Se valorarán patentes, participación en contratos con empresas u otras instituciones, y otras colaboraciones relevantes.		
4. Alineamiento y contribución al desarrollo de las áreas estratégicas y líneas prioritarias del PAID en el ámbito de las CC Sociales y Humanas		
5. Capacidad de liderazgo en los proyectos emprendidos y en su propio grupo de investigación, así como la actividad en formación de científicos.		
6. Visibilidad externa. Se valorará la participación en congresos, cursos y seminarios relevantes, así como los reconocimientos oficiales acreditables.		
7. Internacionalización de las actividades. Se valorarán las colaboraciones científicas internacionales.		
8. Evaluación a nivel absoluto. Se valorará el progreso del trabajo científico desde marzo de 2011 a diciembre de 2013.		
9. Evaluación comparativa. Se comparará el punto 8 con el trabajo desarrollado en los tres primeros años en ARAID (marzo de 2008 a marzo 2011).		
Clasificación final		

(*) Se sugiere una calificación cualitativa tipo: 5-Excelente, 4-Alta, 3-Media, 2-Baja, 1-Muy baja

Observaciones: (Rogamos justifique brevemente la puntuación otorgada en los apartados anteriores, utilizando el espacio que considere necesario)

Firma evaluador:

ANNEX V - ARAID INTERNAL REPORT FOR PERFORMANCE EVALUATION

ARAID – INTERNAL'S ARAID REPORT

ARAID's researcher:

Evaluated Period:

Responsible from ARAID:

Excelent (E)=5, High (A)=4, Enough (S)=3, Low (B)=2, Very Low (MB)=1

Criteria	Puntuation	Comment
Participation in ARAID dynamics and activities		
Contribution to image and projection		
Sinergies and internal collaborations		
Achievement of returns: a Community		
Achievement of returns: a Foundation		

Observationss:

Recommendations:

Date:

ARAID's Report Signature

ANNEX VI – INTERNAL EVALUATION SHEET

RESEARCHERS

ARAID. RESEARCHERS INTERNAL EVALUATION SUMMARY SHEET

ARAID Researcher:

Excellent (E)=5, High (A)=4, Adequate (S)=3, Low (B)=2, Very Low (MB)=1

1. QUALITY AND PRODUCTION. External Evaluation Report (60%)

	Cuali	Cuanti	
línea: Originalidad y evolución			
Producción científica			
Producción Tecnológica			
Capacidad liderazgo			
Visibilidad externa			
Internacionalización de actividades			
Valoración global 3 últimos años			
Progresión científica. Comparativa etapa anterior			0 /60

2. COOPERATIVE INTEGRATION. Host Institution Report (20%)

	Cuali	Cuanti	
Capacidad cooperativa			
Impulso a líneas			
Impulso a grupos			
AA complementarias: Docencia, difusión, gestión			
Participación y fortalecimiento global centro			0 /20

3. INSTITUTIONAL PERFORMANCE. ARAID's Internal Report (20%)

	Cuali	Cuanti	
Participación en dinámica y actividades ARAID			
Contribución a imagen y proyección			
Sinergias y colaboraciones internas			
Logro de retornos: a Comunidad			
Logro de retornos: a Fundación			0 /20

4. ENTREVISTA DE EVALUACION

Observaciones:

Recomendaciones:

EVALUACION FINAL

SOBRE 100 PUNTOS

- Por debajo de 65 puntos = Umbral de situación no valorable
- Entre 65 y 85 = Alta
- Por encima de 85 = Excelente

	0
--	---