

**ARAID Action Plan 2024 - 2026 *Human Resources Strategy for Researchers (HRS4R)***

HRS4R Working Group Members

**Anabel Gracia, Laura Espina, Ignacio Cazcarro, Pedro Baptista, Santiago Ramón, Sara Romano, Toñi Cachairo, Vanesa Gil**

No	Principles	Action	Responsible	Indicator(s)/Target(s)	Timing
30	13, 15	Create the Reserve figure in ARAID calls	Direction: FR, Board	1. Set the standard 2. Request authorization from the Board 3. Inform candidates	1. Q1 2024 2. Q2 2024 3. Q2 2024
31	8, 9	Increase funding allocated to the sponsorship of science outreach activities and research career development	Direction: FR	1. Establish a procedure for requesting and obtaining the funding 2. Review and update of the funding request procedure and its associated documentation	1. Q2 2024 2. Q2 2024
32	8, 9, 30	Implementation of a Sponsorship Budget Scheme for Science Outreach Activities to host institutions and research centers for 20th anniversary of ARAID	Direction: FR	1. Establish a formal procedure for the submission, evaluation, approval, and allocation of sponsorship funding requests 2. Define clear eligibility criteria for applicants, including minimum audience thresholds, the objectives of the activity, and its relevance to science communication and outreach 3. Issue a formal communication to host institutions and research centers informing them of the availability of sponsorship funding and the procedure for applying for it	1. Q1 2025 2. Q1 2025 3. Q3 2025
33	13, 15	Improve feedback provided to applicants on their evaluation in ARAID calls	Direction: FR	Applicants can download the evaluators' comments and reports from the website	Q2 2024
34	11, 19, 22, 28	Define a framework of criteria and requirements to assess the merits on which the evaluation of the research career is based, in order to progress in the professional category of researcher	Direction: FR, Board, RLT	1. Define the professional categories of researchers 2. Modify and upload the procedure of the evaluation process 3. Completion of legal review to verify compliance with the applicable legal framework 4. Establish a table of mandatory and recommended merits by category	1. Q4 2024 2. Q1 2025 3. Q2 2025 4. Q3 2025

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35	8, 9, 28	Implement a new system so that the scientific output of research staff is presented in a more standardized and visually accessible format	Direction: FR	<ol style="list-style-type: none"> <li>1. Look for companies that offer this type of service</li> <li>2. Outsourcing this type of service to an external company</li> <li>3. Assign a responsible person for the implementation and monitoring of the scientific portal</li> </ol>	<ol style="list-style-type: none"> <li>1. Q4 2024</li> <li>2. Q1 2025</li> <li>3. Q2 2025</li> </ol>
36	24, 25	Assess a new system to manage HR, simplifying permits and procedures	Direction: FR	<ol style="list-style-type: none"> <li>1. Look for companies that offer this type of service</li> <li>2. Contract the external company that offer this service</li> <li>3. Implement the human resources platform</li> </ol>	<ol style="list-style-type: none"> <li>1. Q2 2024</li> <li>2. Q3 2024</li> <li>3. Q1 2025</li> </ol>
37	12, 23, 24, 25, 26	Create a start-up funding package for the first year at ARAID to facilitate the launch and execution of their research activities	Direction: FR, Board	<ol style="list-style-type: none"> <li>1. Conduct an analysis to identify needs for joining the center</li> <li>2. Make a proposal for the aid (define what expenses it covers, etc.)</li> <li>3. Create an initial help request procedure and its associated documentation</li> </ol>	Q1 2024
38	24, 25, 26	Introduce a relocation support allowance for researchers relocating from outside Spain	Board	<ol style="list-style-type: none"> <li>1. Approval of the relocation allowance by the Board, definition of eligibility criteria and establishment of funding limits and eligible expenses (travel, accommodation, initial setup costs)</li> <li>2. Incorporation of the allowance into recruitment calls and employment offers and development of clear internal procedures for request, approval and reimbursement</li> <li>3. Grant the relocation allowance to eligible newly recruited researchers</li> </ol>	<ol style="list-style-type: none"> <li>1. Q1 2024</li> <li>2. Q2 2024</li> <li>3. Depending on incorporation</li> </ol>
39	11, 12, 15, 16	Explore whether more information about candidates and evaluators can be made public in the resolution of each call	Direction: FR, Board	<ol style="list-style-type: none"> <li>1. Study the possibility of providing non-personal information about applicants once the evaluation process has concluded</li> <li>2. Review whether authorization is required from applicants to publish anonymized information and what information about evaluators could be made public without infringing privacy regulations</li> <li>3. Determine whether it is necessary to request authorization from evaluators to store and publish their names after completing at least two evaluations (finally discarded due to complexity)</li> </ol>	<ol style="list-style-type: none"> <li>1. Q4 2024</li> <li>2. Q4 2024</li> <li>3. Q4 2024</li> </ol>
40	11, 15, 16	Create a survey for the centers, in which to obtain data on their preselection process, and see if there is bias	Direction: FR, Board	<ol style="list-style-type: none"> <li>1. Analyse historical data on applications and ARAID staff, including representation of foreign researchers, women, and other relevant groups</li> </ol>	Q3 2024

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				<ul style="list-style-type: none"> <li>2. Identify potential patterns, imbalances, or trends in past preselection and selection processes</li> <li>3. Design a survey to collect structured information from research centers about: their preselection criteria, composition of committees, potential conscious or unconscious biases, diversity and equality measures in place</li> <li>4. Validate the survey content with Direction and the Board</li> <li>5. Distribute the survey to all centers that applied to the call</li> <li>6. Collect, organize, and analyze survey responses to detect possible bias or systemic trends</li> <li>7. Define strategic objectives and propose actions based on the findings obtained from the analysis</li> </ul>	
41	34, 35	Set periodic meetings between RLT with Management and Vice Presidency, prior to each Board	Direction: FR, Board	<ul style="list-style-type: none"> <li>1. Set a periodic meeting schedule prior to each Board session</li> <li>2. Coordinate participation between RLT, Management and Vice Presidency of Board</li> <li>3. Define the agenda and purpose of each meeting</li> </ul>	<ul style="list-style-type: none"> <li>1. Q3 2024</li> <li>2. Q3 2024</li> <li>3. Q3 2024</li> </ul>
42	8, 9, 22	Develop and implement within the scientific portal a structured module that enables the standardisation and harmonisation of data related to project funding	Direction: FR	<ul style="list-style-type: none"> <li>1. Define and include, in the procurement documentation for the scientific portal the specifications related to the registration of project funding return</li> <li>2. Establish common criteria for the collection and presentation of this information, all funding-related data (sources, amounts, duration, funding body, return/impact)</li> <li>3. Ensure the implementation and standardised use by all researchers and administrative units through clear guidelines and training</li> </ul>	Q4 2025
43	11, 26, 28	Divide category R4 into R4.1 and R4.2. Seniority	Direction: FR, Board	<ul style="list-style-type: none"> <li>1. Open internal discussions on the feasibility of dividing R4 into two levels</li> <li>2. Coordinate with DGA to evaluate alignment with their classification system</li> <li>3. Update the performance evaluation table to include levels R4.1 and R4.2</li> </ul>	<ul style="list-style-type: none"> <li>1. Q2 2025</li> <li>2. Q2 2025</li> <li>3. Q3 2025</li> </ul>

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44	18, 22, 24, 25, 26	Provide support in the preparation for evaluation processes as ANECA accreditation, Six-Year research periods, and R3 recognition	Direction: FR, Administration : TC	1. Recruitment and integration of a specialised administrative expert (ANECA, six years, R3) 2. Definition of roles, responsibilities, and support procedures for application assistance 3. Integration of the support guidance into regular management	1. Q2 2025 2. Q2 2025 3. Q3 2025
45	18, 20, 22, 24, 25, 26	Help with pension calculation and application, assuming stays in several countries - research career	Direction: FR	1. Identify an expert law firm or agency specialized in international pensions 2. Estimate the budget needed for document compilation, contribution history analysis, and pension calculations	Q1 2026
46	13, 15	Improve the platform for ARAID Call applications to make it more user-friendly for candidates and centers, allowing full PDF uploads and providing clear guidance and templates	Direction: FR Administration : SG, BA	1. Implement improvements to the application platform to allow candidates to upload their own PDF files without space limitations 2. Provide a Research Proposal template without character limits 3. Publish the Applicant Guide, FAQs document, and the evaluator's template in the call documentation 4. Ensure usability improvements for both candidates and host centers	1. Q2 2024 2. Q2 2024 3. Q2 2024 4. Q4 2024
47	24, 25	Provide all ARAID workers with facilities to hold meetings	Direction: FR	1. Identify meeting space and resource needs across centers 2. Set up or adapt accessible meeting rooms for ARAID staff. 3. Ensure availability of basic equipment (screen, connectivity, videoconferencing tools)	1. Q2 2024 2. Q2 2024 3. Q3 2024
48	19, 22, 28	Update the new ARAID website to visibly display each researcher's scientific area, research profile and academic identifiers	Direction: FR, Administration	1. Set up individual researcher profile sections on the new ARAID website 2. Include visibility elements such as scientific area and links of academic platforms 3. Validate published information with each researcher 4. Upload the updated profiles once the new website is operational	1. Q4 2025 2. Q4 2025 3. Q1 2026 4. Q1 2026
49	34, 35, 36, 37, 40	Promote improvements in host centers where ARAID researchers are located	Direction	1. Inform host centers about the ARAID program and available mechanisms to support research career development 2. Identify potential areas for improvement in the conditions provided to ARAID researchers	Q2 2026

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				3. Encourage the adoption of good practices and measures that support research career progression	
50	10, 23, 24	Send general communications to staff in both English and Spanish	Administration : SG, TC, SR	Establish an internal policy to send all general communications in both English and Spanish	Q4 2025
51	30, 39	Offer support in submitting applications for European programs (ERC, Pathfinder)	Administration	<ol style="list-style-type: none"> <li>1. Identification and assessment of consulting firms</li> <li>2. Organization of a webinar and preparation of a tutorial on ERC/Pathfinder</li> <li>3. Registration of researchers interested in submitting proposals</li> <li>4. Contracting of consultancy services</li> </ol>	<ol style="list-style-type: none"> <li>1. Q1 2025</li> <li>2. Q1 2025-Q1 2026</li> <li>3. Q1 2026</li> <li>4. Q2 2026</li> </ol>
52	5, 24	Update the welcome guide for the researcher	Administration : TC	<ol style="list-style-type: none"> <li>1. Review the existing welcome guide to identify outdated information</li> <li>2. Incorporate updates on procedures, available resources, and current institutional regulation</li> <li>3. Validate the updated version internally before publication</li> </ol>	<ol style="list-style-type: none"> <li>1. Q3 2025</li> <li>2. Q4 2025</li> <li>3. Q4 2025</li> </ol>