

CRESCENDO Doctoral Programme



Horizon 2020 MSCA COFUND

Guide for applicants

Call for proposals opening date:

4th of April 2022

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1) The Doctoral Programme: overview and areas of research/training

CRESCENDO is an interdisciplinary and inter-sectoral Doctoral Programme in the **Microbiome** field managed by University of Naples Federico II (UNINA) through its **Task Force on Microbiome Studies (TFM, www.tfm.unina.it)**, a collective initiative representing a solid and multidisciplinary network of expertise in Microbiome research, combining facilities and experience of more than 150 Academic scientists from 14 different UNINA Departments in the areas of *Biology, Medicine, Biotechnology, Food, Agricultural and Veterinary Sciences, Chemistry, Pharmacy, Engineering, Maths and Social Sciences*.

CRESCENDO aims to select a total of **10 international Early-Stage Researchers (ESRs; PhD candidates)** to be enrolled by UNINA/TFM in a doctoral course of study lasting 36 months (3 years) leading to the awarding of a doctoral degree. The recruited PhDs will conduct specific research and training projects involving microbiome studies on human, animal, soil, plant, food, environment or marine systems. UNINA/TFM will offer the necessary scientific knowledge, equipment and infrastructure to support research activities spanning from the observation of natural processes to clinical trials and to investigate the role and the possible use of complex microbial communities.

A rich and diversified range of research and training opportunities will be offered to broaden the cross-sectoral, international and interdisciplinary skills of the recruited PhDs and provide a common ground for their future careers and for new research paths with important implications for Microbiome science. To this end, the Programme will benefit of a strong involvement and participation of around 25 international and intersectoral Partner Organizations (POs) that are stakeholders of the microbiome research providing training and secondments opportunities to all recruited PhDs, including leading international companies and excellent academic and non-academic research centres.

2) Programme, Call and Fellowships' timeline

CRESCENDO project started on the 1st of February 2022 and will last 60 months. A Call for Applications to recruit 10 international PhDs/ESRs has been opened the 4th of April 2022 with deadline the 30th of June 2022 (5 pm CET). We strongly encourage candidates to submit applications as soon as possible and to avoid submitting the application close to the deadline. The 10 selected and recruited PhDs will begin their doctoral training in November 2022.

Date-s	Activity
04/04/2022	Call opening
30/06/2022	Call closing
From 1/07/2022 to 14/07/2022	Eligibility check of candidates
From 15/07/2022 to 08/08/2022	CV Evaluation
First two weeks of September 2022	Interview
By the 15 th of September 2022	Final ranking list/ Offer of contract
Beginning/mid November 2022	Enrolment of successful candidates in a doctoral course/ starting of the fellowships
Nov/Dec 2025	Ending of the fellowships / doctoral degree awarding

3) Eligibility criteria – Who can apply

CRESCENDO Call for Applications is open to all PhD candidates / ESRs of any nationality and age that respect all the following eligibility rules at the date of the Call deadline:

1. Academic qualifications	<p>Applicants must satisfy the MSCA definition of an Early Stage Researcher (ESR):</p> <ul style="list-style-type: none"> - Applicants must be in the first four years (full-time equivalent research experience) of their research careers and have not been awarded a doctoral degree at the time of the Call deadline. - Applicants must hold a relevant European Master degree or equivalent (EQF 7) at the time of the application.
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	-The educational background should preferably be in <i>Biology, Medicine, Biotechnology, Food, Agricultural and Veterinary Sciences, Chemistry, or combinations thereof or others consistent with the scope of the programme.</i>
2. Mobility requirements	Applicants <u>must not have lived or carried out their main activity</u> (e.g. study, work, research) <u>in Italy for more than 12 months in the past 3 years immediately prior to the Call deadline.</u> Compulsory national service and/or short stays such as holidays are not taken into account. Less restrictive mobility rule: The time spent in applying for refugee status or found refuge in Europe in accordance with the 1951 Geneva Convention and the 1967 Protocol and career breaks for compulsory military service and vacation leave will not be taken into account.
3. Proof of English	Applicants that are not native English speakers must provide proof of their English language capability as established via an internationally recognised test such as: IELTS: minimum 6.5 for PhD; TOEFL paper test: 550 (TWE 4); TOEFL internet test: 79 (R18, L17, S20, W17). In alternative, applicants have to prove to have a sufficient level of English (e.g. providing a certificate of bilingual studies).

Further to the above, an application will only be considered eligible if it also meets the following 2 **eligibility conditions**:

1. the application pack is received by the Call deadline (as from the Call text)
2. the application pack is complete with all the requested documents, and sent through the online application form/platform available at: <https://www.crescendo.unina.it/index.php/application>

4) Equal opportunities

UNINA has a well-established Equal Opportunities Guarantee Board (*Comitato Unico di Garanzia* -CUG) an *ad hoc* institutional body that carries out its activity towards the entire University community. The CUG activities and tools will be fully applied to all PhDs/ESRs prior, during and after their selection.

CRESCENDO Doctoral Programme's selection and recruitment process fully adheres to the principles set by the [European Charter and Code for the recruitment of researchers](#) in applying equal opportunities policies, being the overall process fair, public, open and transparent. All applicants regardless of their age, sexual orientation or nationality can apply. In this respect, the attractiveness of the scientific scope of CRESCENDO is expected to rise adequate and diverse feedbacks from any candidate regardless of age, ethnicity, nationality, social background, religion, sexual orientation, disability, political opinion or economic condition. *Equal opportunities in the selection and recruitment:* CRESCENDO is open to any eligible PhD candidate around the world, including scientists with a *refugee status* (**less restrictive mobility rule**- see section 3 above) and scientists at risk (those **suffering any grave threats** to their lives, liberty and well-being). If a recruited PhD candidate falls in this category, an extra financial support request can be sent to the Research Executive Agency (REA) for covering the dedicated special needs costs, such as to ensure necessary assistance by third persons or for adapting the work environment, in accordance with [Council Directive 2000/78/EC](#) establishing a general framework for equal treatment in employment and Regulation (EU) No 1290/2013.

Equal opportunities in the running of the PhDs: UNINA has recently approved a [Gender Equality Plan](#), and manages a periodic *Gender Balance Report* to monitor gender and equal opportunities within UNINA community. To monitor the application of equal opportunities in the running of the PhDs, a report based on non-discrimination policies, accessibility, attractiveness and openness to diversity will be provided periodically.

5) The Research projects / Supervisors and Secondment opportunities

Here below is the list of the 12 doctoral programmes on offer from which a candidate can select in the [application form online](#) the main research and training project that best suits his/her main interests and background, together with the main supervisor and secondment opportunities. *Candidates might indicate online in the application form a first and second choice of the project they wish to apply.*

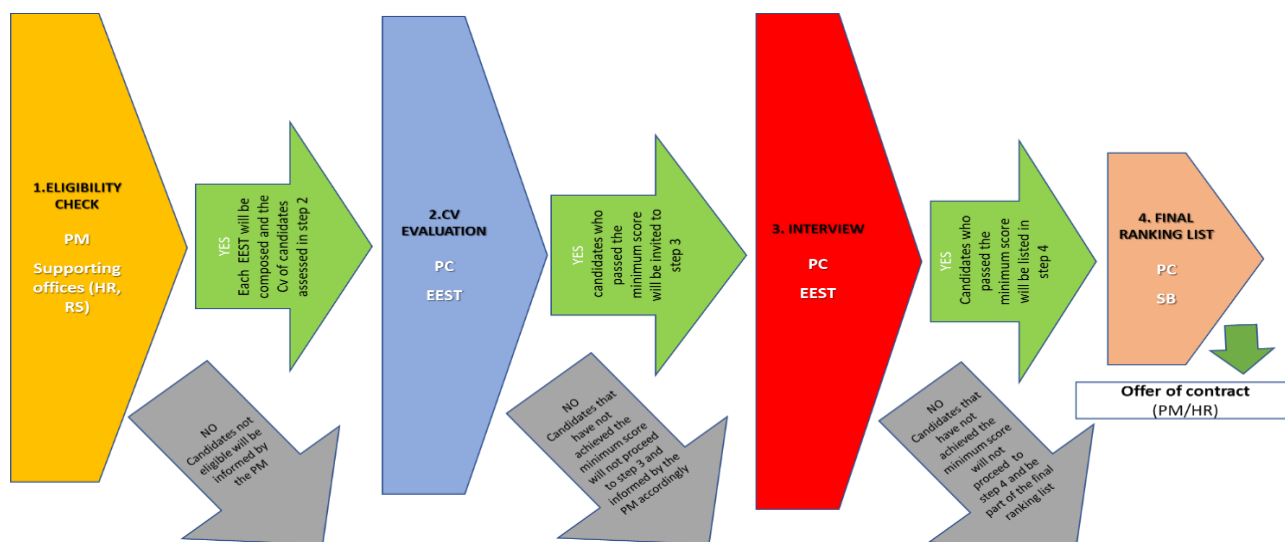
The list is also available online at the page <https://www.crescendo.unina.it/index.php/fellowships>: by clicking on each project title, full details are given about the research area, the training, the expected results and the secondment opportunities. Also, a full presentation of the quality and experience of the main and co-

supervisors as well as of the equipment and infrastructures available is provided. Please read this information carefully before selecting your main project in the application form.

Project	Research project title	Research focus	Area	Partner Organization	Country of Secondment
1	Strain-level and genome-wide catalogue of bacteria from European PDO fermented foods	To study the microbiome of traditional fermented foods to develop a catalogue of microbial species with excellent metabolic potential and technological relevance that can be used for industrial purposes	Food Microbiome	-Teagasc -Sacco System	Ireland Italy
2	Gut microbiome as target for food allergy: <i>the MATFA project</i>	To study the potential of the gut microbiome as target of intervention in food allergy and development of new dietary strategies for prevention/treatment of food allergy	Human Microbiome	-KraftHeinz	The Netherlands
3	Postprandial glucose response in patients with type 1 diabetes: possible role of gut microbiota in a personalized approach	To study the relation between individual changes in postprandial glucose response and markers of habitual diet, microbiome composition/functions, gastric emptying rate, and postprandial gastrointestinal hormones in patients with type 1 diabetes	Human Microbiome	-Roche Diabetes Care -Chalmers University	Italy Sweden
4	Evaluation of intestinal microbiota as a determinant for the efficacy of immunovirotherapy	To study the role of microbiome in affecting the anti-tumor response elicited by oncolytic vaccines	Human Microbiome	-SANOFI	Italy
5	Peptides for microbiota modulation	To investigate the mechanism of action of natural neuropeptides on the gut microbiome to help the development of novel synthetic peptides for microbiome modulation	Microbiome/ Metabolome interface	-InventionBio -University of Pennsylvania	Poland USA
6	Gut microbiota-metabolized agri-food wastes: new perspectives for the recovery of bioactive compounds and development of novel prebiotics	To investigate the structural modifications induced by gut microbiota on the main polysaccharidic and phenolic components of selected agri-food wastes	Environmental Microbiome	-Beiersdorf AG -Universidad Autonoma de Coahuila	Germany Mexico
7	The wild boar one health chain approach: the gut microbiome prediction for antibiotic-resistance in meat safety	To investigate the microbiome of wild boar as a model species to unveil the emergence, spread and persistence of Antimicrobial resistance (at the "One Health" interface)	Animal Microbiome	-University of Gent -Fattoria Campiglione	Belgium Italy
8	Microbiome as predictive factor in cancer immunotherapy	To design and validate a specific "microbiome panel" for microbiome characterization, in combination with other standardized predictive biomarkers to improve the selection of cancer patients for specific therapies	Human Microbiome	-University of Padua -PANGAEA BIOTECH	Italy Spain
9	The microbiome of shallow-water hydrothermal vent: metabolic diversity and contribution to biogeochemistry	To investigate the microbiome of shallow-water hydrothermal vents and explore its role in biogeochemical cycling and as source of industrially relevant microbial enzymes	Environmental Microbiome	-Novamont -Middle Eastern Technical University	Italy Turkey
10	High fat diet-shaped intestinal microbiota and risk for Parkinson's disease: pharmacological control by prebiotics	To clarify the role of diet and gut microbiome composition as risk factors in the pathophysiology of Parkinson's disease in relation to behavioral and mechanistic alterations leading to neuronal loss upon high fat western diet consumption	Nutrition and Microbiome	-APC Microbiome Center -Neilos	Ireland Italy
11	Microbiome mapping in meat food chain from farm-to-fork	Mapping the microbiome in meat food chain, from primary production to retail, understanding how microbiome of the environment affects shelf-life, quality and safety and how processing conditions may modulate microbial spoilage dynamics.	Food Microbiome	-Dawn Meats Group -University of Leon	United Kingdom Spain
12	Design and construction of micro-static mixer for bioprinting of spatially-controlled bacterial populations	To study interactions of different bacterial populations with different food matrices. A microfluidic mixer will allow to fabricate fine-scale micro-biogeographies by exploiting chaotic advection.	Microfluidics for Microbiome	-KraftHeinz -Swansea University	Netherlands United Kingdom

6) Evaluation procedure and selection

CRESCENDO evaluation and selection process will be based on openness, transparency, merit, impartiality and equality for the candidates according to the Principles of the [European Charter and Code for the recruitment of researchers](#). The evaluation and selection process will be articulated in four steps: Eligibility check, Individual remote evaluation, Interview and Final ranking, ending up with the sending of the offer of employment to the 10 candidates that appears on the top of the final ranking list. The workflow is presented in the figure below:



The entire evaluation process will entail **internal and external international members from the academic and non-academic sector acting as evaluators** in both the CV assessment and during the interviews, selected on the basis of their expertise and track record of research. External international experts are full members of each specific **candidate's Evaluation and Selection Team (EEST)**, that will manage the CV evaluation and interview of each applicant. Each EEST will be chaired by the Project Coordinator (PC) and composed as a minimum by 3 members: one internal expert plus 2 external evaluators, depending on the type of project and available expertise. In any case, the ratio of internal or external evaluators will be kept as 1/3. The selected members of each EEST will be required to declare any potential *conflicts of interest* for each applicant. Reasons for disqualification may include: (i) *personal or financial interest in the outcome of the assessment*; (ii) *close academic co-operation with the candidate*; (iii) *personal family or other relationship with the candidate*; (iv) *other issues that may raise questions about the member's impartiality*.

The names of the evaluators, for transparency purposes, will be made available online once the overall process of evaluation and selection has ended.

The **Supervisory Board (SB)** will monitor the overall quality of the evaluation and selection process through constant reporting to the PC, will make the final decisions about the development of the ranking list (Step 4) and take any decision about redressing procedure (see below). It is chaired by the Project Scientific Coordinator (PC) and composed by a total of 9 members (including the PC): 2 members from TFM existing managing board members and 4 members selected among the ESR supervisors, of which two being main internal supervisors, the other two co-supervisors from a hosting secondment organisations. 2 representatives from the recruited ESRs will also be part on rotation of the SB once recruited, but not during the evaluation and selection process.

The steps of evaluation, selection and final recruitment ending with the enrolment in a doctoral programme of 10 international ESRs / PhDs and the programme actors/committees involved are reported in the following table:

Steps	Tasks/Output	Actor
1-Eligibility check	After the Call deadline all submitted applications will be checked for eligibility. Complete applications must have the online application form duly filled in and submitted together with the required application documents. If the application is complete, then it will be evaluated. If not, then ineligible applicants will be notified by the PM.	PM Supporting offices (HR, RS)
2-CV Evaluation	Eligible applications will be matched by the PC that according to the choice of the candidates will select the internal member and external members that are part of each specific EEST. Scores will be given by the EEST. Applicants scoring more than 40% will be part of a first ranking list and invited by the PM to the web interview (step 3).	PC EEST
3- Interview	All interviews will be conducted in English, with applicants presenting themselves, their latest achievements, their motivation, their main research interests, awareness of microbiome relevance, others. Basic knowledge and experience in the field of biology will be explored. Interviews will be carried out via video/web conferencing. Each EEST will develop a final report with reviews and scores (CV and interview) for each candidate, and will send it to the PM that will prepare the documentation to be discussed in step 4 by the SB.	PC EEST
4-Final ranking list	Applicants that will score minimum 70% will be eligible for funding. Applications will be ranked, and the top 10 candidates will be offered a contract. The final ranking list will be developed by the PM and also entail a reserve list of 4 candidates: if an applicant refuses the funding, then the next candidate within the reserve list will be offered a contract. Both successful and unsuccessful applicants will be informed via email by the PM and will receive the Evaluation Summary Report with comments and scores.	PC SB
5-Offer of contract	The selected candidates will be offered employment in line with the Italian legislation and enrolled in a doctoral course. The names of the selected ESRs will be published on the programme website.	PC/PM Supporting offices (HR, RS)

7) Evaluation criteria

The weighted criteria against which candidates will be assessed at steps 2-3 are detailed below. A maximum **score of 100** is achievable and the minimum threshold is **70**. Candidates achieving the minimum score of 70 will then be ranked and this list used at step 4 to make the final selection and develop the final ranking list, with top 10 candidates to be offered a position.

STEP 2: CV Evaluation	Max score / sub-criteria	Available score
-Education and qualifications as from the CV -Academic track record and reference letters -Evidence of creative thinking and international experience, including presentations at international conferences, any other award and /or recognition or mobility period	15 25 20	60 (minimum threshold to progress to step 3 = 40)
STEP 3: Interview		Available score
-Scientific knowledge of the chosen discipline -Communication skills/English language skills -Motivation (<i>integrative comments the motivation letter</i>) and potential for career development	15 10 15	40 (minimum threshold to progress to step 4= 30)

The main criteria of **CV assessment** will be:

1-*Previous academic experience* in relation to the proposed research project and research experience performed during MSc studies.

2-*Evidence of creative thinking and international experience*, (as appropriate to the candidate career stage), such as and for example previous mobility (e.g. ERASMUS programme), active participation to European and international conferences in the chosen discipline, presentations, prizes and awards (if any).

For the **interview** candidates will be asked to provide a brief presentation of maximum 10 minutes on their latest achievements and of the reasons for choosing to participate to that particular doctoral programme. They will be assessed through 1) *motivation*, 2) *academic/research experience and potentials for growth*, 3) *long-term career plans and potentials to reach a position of professional maturity/independence and leadership*, 4) *communication and English language skills*.

In the event of a tie, candidates will be further evaluated against the following criteria (in order of importance): 1) background in relation to the chosen project; 2) Gender (see below); 3) International experience (example participation to ERASMUS, others).

8) Redress procedure

All applicants will have the opportunity to redress within 15 days from the communication of the final results of each stage/step using the “*redress template document*” available at <https://www.crescendo.unina.it/index.php/application>. Redress letters must be filled in by using this template and sent to crescendo@unina.it.

Redress can only be based against the eligibility check and other technical issues, not against the evaluation performed. Re-evaluation will only be possible if the applicant provides enough evidence of shortcomings that could have affected the final score. The **PM** will forward any redressing to the **Supervisory Board (SB)** that will formally accept or reject the redressing. In case it is accepted, a specific **Redressing Committee (RC)** will be created and will be composed by new members who did not participate to the previous EEST (see above). The RC will review the CV and conduct the interview, grading the candidate independently from the previous evaluation. The RC will develop a final report that will be sent to the PC, and then to the SB, to assess whether the final vote might bring any change to the ranking list.

Applicants will be informed within 30 days from their request about the outcome of their redressing.

9) Employment conditions

ESRs/PhDs will be recruited under a **36 months’ Research Fellowship (Assegno di Ricerca – AdR, art. 22 L. 30/12/2010, n. 240)** which will comprise:

- **a living allowance**, corresponding to the gross salary (employer/employee) paid in monthly instalments to fellows, inclusive of all social security coverage, contribution to pension funds and unemployment indemnity
- **a mobility allowance** for fellows’ expenses linked to their mobility (relocation expenses)

The **monthly gross salary for each recruited researcher**, including living and mobility allowances, will be of **Euro 2.709**. Fiscal treatment, Social security (SSC) and sick/maternity or paternity leave will be fully covered according to the Italian Social Security regulation. An **insurance** will be also provided to cover for accidents and civil liability towards third parties.

In addition to the above:

- **A monthly travel allowance of Euro 300** in the form of refunding of travel costs for secondments and international networking is guaranteed for each recruited researcher.
- **A family allowance of Euro 300** will be applied to those who have a family status and be part of the gross monthly salary. In the application form applicants must indicate if they have a family status

Should you have a family at the time of your recruitment, you are entitled to an additional “family allowance” of EUR 300 per month. For the purposes of the MSCA, family is defined as “*persons linked to the researcher by marriage (or a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised) or dependent children who are actually being maintained by the researcher*”. Note that your family status is determined at the time of your recruitment and remains fixed during the lifetime of the project

A contribution to costs needed to carry out research (e.g. consumables, publications, others) and training activities (e.g. local and network trainings), will be available, and managed directly by the programme coordinator.

10) Communications

Candidates are given full support at all stages of the programme development since their application stage, and will be updated and informed on the outcomes of their eligibility check, their evaluation, on final results, or of their redress, accordingly and timely. In case of any questions during the application phase on how to apply, or more specific scientific and technical questions on the projects (scientific content, timing, secondment, PO involvement or for any other inquiries about technical, administrative and procedural issues, applicants can contact directly the Project Manager at crescendo@unina.it

11) Data Protection

Art. 11 – Information on principles relating to the processing of personal data

In conformity with Art. 12 “Transparent information, communication and modalities for the exercise of the rights of the data subject” and Art 13 “Information to be provided where personal data are collected from the data subject” of the Regulation (EU) 2016/679 (General Data Protection Regulation) and of the legislative decree n. 101/2018, the University of Naples Federico II provides to the candidates applying for the CRESCENDO Programme the following information regarding the processing of their personal data:

- The **controller** is the University of Naples Federico II, with registered office in Corso Umberto I n. 40 - 80138 Napoli, with the named Rector and General Director being the legal people in charge of the specific provisions. The contact mails of the controller are: ateneo@unina.it; PEC: ateneo@pec.unina.it
- The **office responsible for data processing** (RDP) at the controller premises is available at: University of Naples Federico II, address: Corso Umberto I n. 40 – 80138, Naples. Contact mails: rpd@unina.it; PEC: rpd@pec.unina.it.
- For information regarding the procedure to be applied in CRESCENDO, the contact mail is: crescendo@unina.it

The personal data being processed are: name, surname, place and date of birth, actual and past residence of the last 3 years, contacts, type of degree, CV; current and past professional occupations, scientific publications. These data will be gathered by the controller during the application stage, by being inserted in the online application form by each candidate. These data will be used for the only purpose of allowing the participation of candidates to CRESCENDO selection procedure, to allow the eligibility check and further to this to allow the allocation by the controller of each candidate application to the due evaluation panel. They might also be used for any internal and institutional communication during CRESCENDO evaluation and selection stages.

The legal basis concerning the processing of personal data is Art 6 “Lawfulness of processing” of the Regulation (EU) 2016/679 (General Data Protection Regulation), whereby data processing shall be lawful only if and to the extent that at least one of the following (a and c) applies:

- a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes,
- c) processing is necessary for compliance with a legal obligation to which the controller is subject.

In case of denial of consent to data processing by any applicant of CRESCENDO Programme, his/her application will not be considered as eligible. In case of withdrawal of consent by any applicant, this does not influence the lawfulness of the data processing based on the consent granted before the withdrawal of consent.

The legal basis for the submission of personal data through the online application, as from Art 6 “Lawfulness of processing” of the Regulation (EU) 2016/679 (General Data Protection Regulation), part a), is given by the consent on processing personal data granted by each applicant in the online application form (<https://www.crescendo.unina.it/index.php/application>) specifically by agreeing on the following:

I hereby declare to have fully read (and agree?) art 11 about the information on the processing of personal data reported in the Guide for Applicants, and for this end I also attach my valid identification document (national ID, passport).

The personal data gathered by the controller will be used with paper and mainly electronic tools. The processing of data with electronic tools is most suitable to best guarantee the data security and confidentiality.

In order to guarantee data protection and confidentiality of CRESCENDO applicants, the gathering and processing of personal data will be managed by fully adhering to the principles of lawfulness, correctness, transparency, limitation of their use, data minimization, correctness, limitation to their conservation, integrity and accountability, as from Art 5 “Principles relating to processing of personal data” of the Regulation (EU) 2016/679 (General Data Protection Regulation), that clearly states that personal data shall be:

1. processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency')
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with [Article 89\(1\)](#), not be considered to be incompatible with the initial purposes ('purpose limitation')
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy')
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with [Article 89\(1\)](#) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedom of the data subject ('storage limitation')
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

For computerised and electronic data management, the data processing will be handled only by the authorised staff of the Department of Agricultural Sciences of the University Naples Federico II that will be operating on the basis of the legal and technical instructions provided by the legal controller and requested by the CRESCENDO programme. The controller informs that the application form on line to be submitted and stored at the server of the website [crescendo](#).

The controller might not transfer any personal data which are undergoing processing or are intended for processing after transfer to a third country or to any other international organisation (Art. 44 *General principle for transfers* of GDPR) **unless** there is fully insurance of an adequate level of protection, as from Art 45 of Regulation (EU) 2016/679 "*Transfers on the basis of an adequacy decision*" which states that "*a transfer of personal data to a third country or an international organisation may take place where the Commission has decided that the third country, a territory or one or more specified sectors within that third country, or the international organisation in question ensures an adequate level of protection. Such a transfer shall not require any specific authorisation.*"

In case of a lack of such level of adequacy of data protection, the transfer of personal data to a third country or to any other international organisation will be allowed only if there is an explicit consent granted by the applicant (Art 49 of Regulation (EU) 2016/679)

The personal data provided by CRESCENDO applicants will be handled only by the authorised staff nominated by the controller. The controller might, nevertheless, communicate these personal data to other public or institutional or governmental organisations and bodies, in case these organisations need them to process their internal regulations or actions, and only in case the controller is deemed to transfer the data by national or European regulations.

The consents acquired through the online application form will be stored for 5 years, as the duration of the signed GA with the EC. According to Art 15 "*Right of access by the data subject*" of Regulation (EU) 2016/679 applicants shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to their personal data and to the following information:

- the purposes of the processing
- the categories of personal data concerned
- the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations
- where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period
- the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing
- where personal data are transferred to a third country or to an international organisation, the data subject shall have the right to be informed of the appropriate safeguards pursuant to [Article 46](#) relating to the transfer.

- the right to obtain a copy of the stored data

CRESCENDO applicants shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State of his or her habitual residence, place of work or place of the alleged infringement if the data subject considers that the processing of personal data relating to him or her are infringed, as specified by art 77 and 79 of Regulation (EU) 2016/679 .

Exclusively for the exercise of protection rights, the interested applicant can contact:

- the **controller** at ateneo@unina.it; PEC: ateneo@pec.unina.it
- the **office responsible for data processing** (RDP) at rpd@unina.it; PEC: rpd@pec.unina.it

12) Ethics

CRESCENDO ethics procedure at each stage of the Programme development are:

Submission stage – applicants will have to commit to complete an ethics self-assessment document before the project starts, by selecting **yes** in the [application form on line](#). Support will be provided to the then selected candidates /those offered an offer of employment to fill in the due ethics table (see below).

Evaluation stage – the international external reviewers will comment on the potential ethical issues raised by the individual projects, if any.

Activated projects – once the PhD project has been selected, the academic supervisor and the CRESCENDO PhD / ESR will be required to complete the **H2020 ethics self-assessment document** and to obtain the clearance for their project activities from an appropriate ethical committee (i.e. <http://www.comitatoeticofedericoii.it/>, for projects involving humans) or from the **UNINA Animal Welfare Board** (for projects involving animals). They will be requested to upload the ethics self-assessment form and the authorization obtained for the project on a specific area developed on the CRESCENDO website. The Supervisory Board will give ethical clearance to the project by validating this checklist.

Ethics Summary Report – Once the ethics compliance issues are cleared, an “Ethics Summary Report” will be prepared, providing an overview of the ethical issues raised by the project, the authorisations received, and the issues that require a follow-up during the project lifecycle.

Follow-up during the project lifecycle – During the lifetime of the project, the recruited PhD /ESR and the academic supervisor will prepare periodic reports, if requested by the Ethical Committee.

13) How to submit your application

An online application form is available and must be duly filled in all its parts: the related accompanying applications documents must be submitted together with the online application form by the given **deadline of 30th of June 2022 (5pm CET time)**. The language to be used for the application form (free fields) and for the application documents is English. Applications in other languages will not be considered eligible.

All applications must use the documents’ templates fully accessible and downloadable from CRESCENDO website, [application page](#). Other CV formats or document formats and incomplete applications will not be accepted. Please note that it is not possible to save your application form online, so it is strongly suggested to first prepare the due applications documents before filling in the application form online and upload the documents, and finally submit your candidature.

14) Documents to be submitted

A concise description of the application documents required at application stage and how they will be used during the eligibility check and evaluation of candidates is given below. For eligibility purposes (see section 3 above) all documents listed below must be submitted by the given deadline. Applicants will have to submit their application by filling in the requested [online application form](#) and by sending the below documents in PDF when submitting their candidature. Please be aware that it is possible to submit your application multiple times, and if this is the case the latest submitted application will be considered for the eligibility check.

Application documents	Stage in evaluation process
Application form online: Applicant details, current address and last 3 years address (<i>for mobility requirement check</i>), plus selection of the project and other eligibility questions.	1. Eligibility Check
Appendixes: -A scanned copy of the <u>original Master Degree (EQF 7)</u> with full transcripts -English Proficiency certificates for non-native speakers or a certificate of bilingual studies. -Signed Declaration of Honour to certify that the info in the application is correct and complete.	1. Eligibility Check
Applicants CV -Complete CV -Two referee letters with referees' contact details	2. CV evaluation 3. Interview
Motivation letter: clearly explaining the candidate main choice, the adherence of his/her research background with his/her choices for selection, what are the expectations by undertaking such a training and research pathway, short- and long-term career development ambition.	3. Interview

15) Contacts

- In case of any technical query and/or problem in using the online application platform, please contact: infocrescendo@unina.it
- For any query regarding the Programme and its Call for recruitment, please contact: crescendo@unina.it

16) Application documents' annotated templates

Online Application Form

The data and information required in the application form are all compulsory. It is not possible to save the form, this must be submitted together with the due accompanying application documents.

The language to be used for the application form (free fields) and for the application documents is English. Applications in other languages will not be considered eligible.

A) PERSONAL CONTACTS AND INFORMATION

Surname

First name

Date and place of Birth

Contact mail/telephone

Place of actual and past residency of the last 3 years (*This information will be checked by the project manager after the closing of the Call to determine your eligibility and adherence to the programme mobility rule*)

Do you have a university master's degree/second upper degree equivalent (EQF 7)? Y/N

If yes:

Country where the degree was completed

Is the Master Degree certificate in English? Y/N

If your answer is no, in order to be eligible, you must provide a transcript of the degree in English

If no: Transcript of the degree in English provided **Y/N**

In any case, you have to provide copy of your degree (in English or any other native language)

English native speaker? Y/N

If not English native speaker, a certificate of English language or a certificate of bilingual studies must be provided:

Name of English language certificate/of any other bilingual certificate:

Awarding date

Name of awarding School/Institution with contact details

Score

B) CHOICE OF THE RESEARCH PROJECT

You might select a first and second choice of the project you wish to apply in the drop-up menu

C) Have you included in your application package your motivation letter? Y/N *(You must use the template provided below and send it together with your online application form)*

D) Have you included in your application package your motivation letter? Y/N *(You must use the template provided below and send it together with your online application form)*

E) Have you included in your application package two letters of reference? Y/N *(You must use the template provided below and send it together with your online application form)*

F) Do you commit to complete the H2020 ethics self-assessment document in accordance with your main supervisor, before the project starts? Y/N *(The ethics self-assessment table will cover all the ethics issues referring to your chosen project and will be made available to those candidates that have been selected and offer a contract of employment. The table will be submitted previous discussion with the main supervisor.)*

G) Do you have a family status? Y/N *(For the purposes of the MSCA, family is defined as "persons linked to the researcher by marriage (or a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised) or dependent children who are actually being maintained by the researcher". Note that your family status is determined at the time of your recruitment and remains fixed during the lifetime of the project. If you select yes, additional supporting documents, such as certificate of marriage or aothers, will be required by the project Manager only to those candidates that have been selected)*

ATTACHMENTS *(for each attached document the maximum allowable size is 1MB)*

National ID/Passport: *please upload your valid and current ID*

Signed Declaration of Honour, CV, Letter of references, Motivation letter: *please use only the templates provided in the [application page](#).*

H) Personal data processing disclaimer (GDPR). *Please read carefully section 11 Data Protection of this document before selecting "I agree". Also, you are bound to send a copy of your valid ID document.*

The "**submit**" button will only appear if you click "Yes" to points F and H.

CV annotated Template

A) Personal and contact details

Surname

First name

Date and place of Birth

Researcher ID, if applicable (*e.g. ORCID, Researcher ID*)

Date of the CV

B) Education/Degrees

List the degrees from the most recent one first; for each degree insert:

Date of awarding of the degree certificate (from *day/month/year-* to *day/month/year*)

Research discipline

Degree title

Name of the educational institution and faculty/department

Country where the degree was completed

Major subjects of study/degree programme

Score

Supervisor/tutor name and contact details

C) Other Education, qualifications and/or supplementary training

List the studies and trainings (example High School diploma) from the most recent one first. For each insert:

Dates of completion (from *day/month/year-* to *day/month/year*)

Name of the certificate/diploma

Name of the provider of the education or training (name and locality) with contact details

Main subjects or modules of study

Score

D) Current employment

Start date of employment (from *day/month/year-* to *current*)

Job title

Employer name, contact details and place of work (*if the work is part-time, this should be stated*)

Short description of your role and main responsibilities

Stage /years to be counted for research career (***this only for those candidates that do not have a university degree***):

E) Previous work experience

Start date of employment (from *day/month/year-* to *current*)

Job title

Employer name, contact details and place of work (*if the work was part-time, this should be stated*)

Short description of your role and main responsibilities

Stage /years to be counted for research career (***this only for those candidates that do not have a university degree***):

F) Career /study breaks (if any) (*the inclusion of this information is optional, but it may have a positive impact on the evaluation*)

Dates (from-to) <i>day/month/year</i>	Reason (e.g. family leave, sickness, military or non-military service, working in another sector/area, other leaves of absence or career/study breaks)

G) Language skills (*use the Common Reference Levels available at*

<https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions>

Mother tongue

	UNDERSTANDING		SPEAKING		WRITING
Other language(s)	Listening	Reading	Spoken interaction	Spoken production	

H) Any scientific publications or published book? (*list maximum 10 in chronological order*)

I) Communication skills (*short description of maximum 500 words*)

J) Organisational/managerial/Team leadership skills (*short description of maximum 500 words*)

K) Any international experience, including presentations at international conferences, or any other mobility period (*short description of maximum 500 words*)

L) Prizes/awards or other societal merits and honours (*if any*)

M) Methods, software, infrastructures, materials, guides and tools developed or published (*if any*)

Motivation letter annotated template

First name and Surname of the candidate:

Project Number, Title and name of main Supervisor:

Text of the Letter

The letter must be of maximum 2000 words and include the following sections:

- *a brief presentation of yourself*
- *the main reasons for the choice of the project*
- *your academic/training and working results in comparison to the chosen project*
- *your general knowledge on the research topic of your choice*
- *your main research and training goals (what do you expect from this doctoral course?)*
- *your main (research) interests*
- *your future plans (how do you see yourself in the next 5 and 10 years?)*
- *your main complimentary skills (e.g. team leadership, working in international teams, languages, communication skills, others)*
- *any other information you might deem as essential*

Date, place

Signature

Letter of reference annotated template

To: *(please insert the name of the Main Supervisor, university name and address)*

Place and Date:

Dear Prof.....,

I undersigned [*First name and surname*], current (*role/position*) at (*name of the organisation and address*) with over (*years of experience in the field*) years of experience in the field of, personally know (*name and surname of the candidate*) because(*specify why you know the candidate*). It is therefore my pleasure to recommend **him/her** (*select*) for undertaking a doctoral/PhD course at your university.

Here insert the contents of the reference (motivation, capabilities, strengths in general, punctuality, team working, others) of maximum 200 words).

If you need further information on the candidate, I am at your full disposal and available at (*insert mail address and telephone number*)

Yours sincerely,

Name, date, signature

Self-declaration of honour annotated template

SELF-DECLARATION FOR CRESCENDO ELIGIBILITY CRITERIA

The undersigned, _____, born on _____, in _____, citizenship _____, currently resident in _____,

DECLARES UNDER ITS OWN RESPONSIBILITY

1. to respect MSCA mobility rule

I will not have resided or carried out my main activity (work, studies, etc.) in Italy for more than 12 months in the 3 years immediately prior to the Call for recruitment deadline

2. to respect the ESR definition

At the time of recruitment, I will be in the first four years (full-time equivalent research experience) of my research career and I will not be awarded any doctoral degree.

3. to have an English language proficiency

[provide supporting information, if any]

Place and date

Signature

Redress letter annotated template

First name and Surname of the candidate:

Selected Project Number and Title: *(indicate the project you applied for)*

Redress motivation: *(indicate the technical or factual error and for which stage of the eligibility and evaluation process).*

Text of the Letter

The letter must be of maximum 2000 characters and include:

- a brief presentation of yourself*
- the main reasons for the choice of the project*
- what is the main technical or factual reason for your complaint*

Date, place

Signature