



**UNIVERSITÀ
DI PARMA**

AREA RICERCA

U.O. SUPPORTO ALLA RICERCA EUROPEA E INTERNAZIONALE

MSCA@UNIPR BOOTCAMP 2024

ART. 1 – PURPOSE OF THIS CALL

The MSCA@UNIPR BOOTCAMP 2024 aims at attracting motivated and talented researchers of any nationality who will choose the University of Parma (UNIPR) as Host Organisation for Marie Skłodowska-Curie (MSCA) Postdoctoral Fellowships' applications, thus contributing to increase the level of excellence and internationalization as well as the success rate of the University in this EU programme.

Specific objectives of this call are:

- to provide high-quality training to the selected researchers who will develop excellent and innovative research proposals to apply for an MSCA Postdoctoral Fellowship where UNIPR will act as:
 - Host Organisation in case of a European Postdoctoral Fellowship OR
 - Host Organisation in the return phase in case of a Global Postdoctoral Fellowship
- to foster the international dimension of research at UNIPR.

For this purpose, UNIPR invites experienced researchers to join the MSCA Bootcamp in Parma on 13th – 17th May 2024 as a first step towards the submission of an application for the MSCA Postdoctoral Fellowship call HORIZON-MSCA-2024-PF-01-01 (deadline of the call: 11th September 2024).

ART. 2 – RESEARCH AT THE UNIVERSITY OF PARMA

UNIPR (www.unipr.it) is one of the oldest universities in the world and it hosts top-level scientific research in hard and life sciences, engineering, medicine, economics and humanities. UNIPR offers 102 degree programs (11 international degree programs taught in English), 21 PhD programs and 41 master programs coordinated within nine departments. It is member of several university associations and networks in Europe, including the "EU Green" alliance of European universities, and the researchers at UNIPR are also differently involved in ESFRI Research Infrastructures that provide access to services in different domains. UNIPR has centralized and unit-based support facilities and excellent research and meeting infrastructure. UNIPR constantly strives for innovation and improvement, favouring the path towards a culture of quality through the active participation of all stakeholders, the growth of the sense of belonging to the institution of the entire university community and the full exploitation of "human capital".

The University is organised in 9 departments, namely:

- i) Department of Chemistry, Life Sciences and Environmental Sustainability
- ii) Department of Economics and Management
- iii) Department of Engineering and Architecture
- iv) Department of Humanities, Social Sciences and Cultural Industries
- v) Department of Law, Politics and International Studies
- vi) Department of Mathematical, Physical and Computer Sciences
- vii) Department of Medicine and Surgery
- viii) Department of Veterinary Science
- ix) Department of Food and Drug.

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The University of Parma has retained its position among the 30 top performing universities in Italy in the last EU framework programme thanks to the award of more than 50 projects in Horizon 2020. In particular, in Horizon 2020 UNIPR has been awarded 17 MSCA grants (7 MSCA-ITN, 6 MSCA-IF and 4 MSCA-RISE). As for UNIPR participation in Horizon Europe, 18 research projects have been funded so far including 1 MSCA Doctoral Network, 3 MSCA Staff Exchanges and 3 MSCA Postdoctoral Fellowships.

The MSCA Postdoctoral Fellowships targets excellent researchers holding a PhD who wish to carry out their research activities in a Host Organisation abroad and acquire new skills in order to develop their careers and foster excellence in research.

There are two types of MSCA Postdoctoral Fellowships:

- *European Fellowships* provide for a research period lasting minimum 12 months and maximum 24 months to be spent by the researcher in a research organisation located in an EU Member State (i.e. UNIPR) or Horizon Europe Associated Country. These fellowships are open to researchers of any nationality either coming to Europe from any country in the world or moving within the EU;
- *Global Fellowships* allow researchers to spend a research period between 12 and 24 months in a research organisation located outside EU Member States and Horizon Europe Associated Countries, followed by a mandatory 12-month return period to a European Host Organisation (i.e. UNIPR). These fellowships are open to European nationals or long-term residents coming from EU Member States or Associated Countries.

The MSCA Fellowship provides a living, mobility and family allowance. In addition, the EU contributes to the research, training and networking costs of the fellow, as well as to the management and indirect costs of the project. **The grant is awarded to the Host Organisation.**

More information on the MSCA actions is available at <https://marie-sklodowska-curie-actions.ec.europa.eu/calls/msca-postdoctoral-fellowships-2024> and specific information on the MSCA Postdoctoral Fellowships 2024 is available at [MSCA Postdoctoral Fellowships 2024 \(HORIZON-MSCA-2024-PF-01-01\)](#).

Every application to MSCA@UNIPR BOOTCAMP 2024 must be made jointly by the researcher and a faculty member of the University of Parma who will act as Scientific Supervisor. A list of potential UNIPR Supervisors (including detailed description of their profile and research fields) who are willing to supervise and support a MSCA fellow can be found [here](#).

ART. 3 – PLANNED ACTIVITIES AND FINANCIAL CONTRIBUTION

The MSCA@UNIPR BOOTCAMP 2024 initiative's goal is to provide coaching and training for up to 20 selected researchers willing to submit an application for MSCA Postdoctoral Fellowship 2024 call, indicating UNIPR as their Host Organisation.

Selected researchers:

- will actively participate in the MSCA Bootcamp organized **on-site** at the University of Parma **from 13th May to 17th May 2024**. During the Bootcamp, MSCA experts will advise participants about writing a successful MSCA proposal. All sessions will be in English. During the Bootcamp, dedicated sessions will be organised for the selected researchers and their associated Supervisors at UNIPR in



order for them to start working on their MSCA project proposal. After the Bootcamp, the participants together with their Supervisors must produce a first draft of their research proposal within **17th June 2024** to be evaluated by UNIPR. The draft will be later developed into the final project to be submitted to the European Commission by the MSCA call deadline (**11th September 2024**);

- will receive, during the opening period of the MSCA call for proposals, full support by the European and International Research Unit at UNIPR and by their Supervisors on how to elaborate the project proposal;
- will receive a reimbursement fee as defined in article 4.

All the selected applicants must apply for the MSCA Postdoctoral Fellowships 2024, HORIZON-MSCA-2024-PF-01-01 call by submitting a final project by the call deadline.

Please be aware the University of Parma will not undertake any further financial obligation towards the selected applicants if the proposal submitted to the European Commission will not be funded.

ART. 4 – REIMBURSEMENT FEE

Selected applicants will receive a reimbursement fee up to a maximum of 1.500 euros for researchers coming to Parma from European countries (Annex 1) and up to 2.000 euros for researchers coming from non-European countries, in order to cover Bootcamp-related costs (i.e., travel/accommodation/subsistence).

Reimbursement will be paid **only** if the selected applicants have actually attended the MSCA Bootcamp on site and submitted the draft of the project proposal by the predetermined deadline of June 17th, 2024.

Reimbursement will be processed in compliance with the [“Regolamento missioni e trasferte e relative rimborsi spese”](#) of the University of Parma and the “Guidelines for reimbursement of expenses” (Annex 2). After the evaluation procedure, selected applicants will receive detailed information by the European and International Research Unit.

ART. 5 – ELIGIBILITY REQUIREMENTS

Supported researchers can be of any nationality, although specific eligibility restrictions apply for MSCA Global Postdoctoral Fellowships. No age or research domains restrictions apply.

In accordance with the eligibility criteria set in the MSCA Postdoctoral Fellowships call, researchers interested in participating in the MSCA Bootcamp at UNIPR must meet all the criteria listed below:

1. Applicants must be postdoctoral researchers at the date of the call deadline (11th September 2024), i.e. in a possession of a doctoral degree. Applicants who have successfully defended their doctoral thesis but who have not yet formally been awarded the doctoral degree will also be considered as postdoctoral researchers so they will be eligible to apply. The successful defence must be unconditional (no further requirements/corrections that need to be addressed) and take place before the call deadline.
2. At the call deadline, supported researchers must have a maximum of 8 years full-time equivalent experience in research, measured from the date of award of the doctoral degree. Years of experience outside research and career breaks (e.g., due to parental leave), will not count towards the amount of research experience.



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3. Recruited researchers must comply with the mobility rule: they must not have resided or carried out their main activity (work, studies, etc.) in the country (Italy) of the beneficiary (for European Postdoctoral Fellowships), or the Host Organisation for the outgoing phase (for Global Postdoctoral Fellowships) for more than 12 months in the 36 months immediately before the call deadline.
4. Researchers going to a third country (Global Postdoctoral Fellowship) or researchers who wish to reintegrate to Europe (i.e., in an EU Member State or Horizon Europe Associated Country), must be nationals or long-term residents of EU Member States or Horizon Europe Associated Countries. Long-term residence means a period of legal and continuous residence within EU Member States or Horizon Europe Associated Countries of at least five consecutive years.
5. The applicants must formally commit to compete in the forthcoming MSCA Postdoctoral Fellowships 2024 call for proposal and choose the University of Parma as their Host Organisation.
6. Researchers who submitted an application for the MSCA@UNIPR BOOTCAMP 2023, regardless of the outcome of the selection process, cannot participate to this call.

We warmly encourage researchers at risk¹ to participate in this initiative and to contact the European and International Research Unit to receive support and guidance (see contact details under art. 9).

ART. 6 – HOW TO APPLY

Applicants must fill in the online application form available [at this link](#) by **January 31st 2024 at 12:00 p.m. (CET time)**. Please note that UNIPR will neither accept nor evaluate any application received by different means or after the set deadline.

In order to duly complete the application, applicants are required to upload the following documents:

1. CV and research-educational track record;
2. Short proposal which outlines the applicant's main research idea, that will be further developed in the MSCA full proposal in response to the MSCA Postdoctoral Fellowships call 2024;
3. Supervisor acceptance letter, duly signed by the supervisor at UNIPR and the director of the chosen department²;
4. Researcher commitment;
5. A copy of a valid ID or passport. The ID document must be valid and readable.

Documents in items 1-4 should be written according to the specific instructions provided in the templates made available for download by UNIPR [at this link](#).

All documents that are illegible or produced on templates other than those provided by UNIPR or which do not comply with the instructions will not be taken into consideration.

¹ Researchers at risk include researchers, scholars and scientists at all stages of their careers who are experiencing threats to their life, liberty or research career, and those who are forced to flee or have been displaced because of such threats (European Commission, Directorate-General for Education, Youth, Sport and Culture, *Marie Skłodowska-Curie actions : guidelines for inclusion of researchers at risk*, Publications Office, 2021, <https://data.europa.eu/doi/10.2766/364922>)

² Digital signature is allowed.



Applicants will receive a confirmation by e-mail following the successful submission of their application.

ART. 7 – PRELIMINARY ELIGIBILITY CHECK

The European and International Research Unit will carry out a preliminary check to verify that applicants meet eligibility requirements before evaluating the application in its entirety.

In order to be taken into account for evaluation, the applicants must make sure to:

- Submit the online application form within the set deadline, duly filled out in all its parts;
- Submit all the attachments specified in the art. 5 of this call, drafted according to the templates provided and in PDF format only;
- Meet all the eligibility requirements, as indicated in art. 4.

ART. 8 - SELECTION PROCEDURE AND RESULTS

All eligible applications (considering both the short proposal and CV and track records of the candidates) will be assessed by a selection panel appointed by the university's rector. Assessment will be based on the criteria, scoring and thresholds indicated in the following sections.

Selection criteria
1. Excellence
<ul style="list-style-type: none">• Quality and pertinence of the project's research and innovation objectives (and the extent to which they are ambitious and go beyond the state of the art).• Soundness of the proposed methodology (including interdisciplinary approaches, consideration of the gender dimension and other diversity aspects if relevant for the research project, and the quality and appropriateness of open science practices).• Quality and appropriateness of the researcher's professional experience, competences and skills.
2. Impact
<ul style="list-style-type: none">• Estimated scientific, environmental, and social impacts.• Potential for enhancing the future career prospects of the researcher after the fellowship.
3. Hosting team and supervisor
<ul style="list-style-type: none">• Quality and novelty of the research options offered by the hosting team at UNIPR in terms of science, interdisciplinarity, inter-sectorality and international mobility.• Quality and appropriateness of the supervisor.

Scoring for each of the 3 selection criteria must be in the range from 0-5. 0.1 marks may be given.

0 — The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.

1 — Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.

2 — Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.

3 — Good. The proposal addresses the criterion well, but a number of shortcomings are present.



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4 — Very Good. The proposal addresses the criterion very well, but a small number of shortcomings are present.

5 — Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

The threshold for the individual criteria is 3. The overall threshold, applying to the sum of the 3 individual scores, is 10 points.

Selection results will be notified to all applicants by e-mail after March 1st, 2024.

ART. 9 – DEADLINES AND TIMELINE

- December 1st, 2023 - Publication of this call
- January 31st, 2024 at 12 p.m. (CET time) - Deadline for applying to this call
- March 2024 - The applicants receive an e-mail with the results of their applications
- From May 13th to May 17th, 2024 - MSCA@UNIPR BOOTCAMP 2024 for selected applicants
- May - September 2024 - The participants of the MSCA Bootcamp, supported by their Supervisors and the EU and International Research office, prepare the project proposals.
- June 17th, 2024 – Deadline for the submission of a draft project proposal to UNIPR.
- September 11th, 2024 at 5 p.m. (CET time) - Deadline for submission of Marie Curie Postdoctoral Fellowship proposals to the European Commission (call ID HORIZON-MSCA-2024-PF-01-01).

ART. 10 – PROCESSING OF PERSONAL DATA

Personal data provided by candidates or otherwise acquired by the University will be processed for the purposes of managing this call and for other purposes compatible with this procedure.

The data will be processed by the University of Parma, which, as data controller, will provide the interested party with the information pursuant to ex art. 13 of the EU Regulation 2016/679 (General Data Protection Regulation – GDPR) in accordance with the information notice available at the following link: <https://www.unipr.it/privacyprotezione-dati>. The University may use external parties, duly appointed as data processors, to carry out the procedure.

Providing these data is mandatory to assess the participation requirements, under penalty of exclusion from the selection process. Participants are entitled to the rights specified in Articles 15 et seq. of the above EU Regulation 2016/679, as detailed in the above information notice.

ART. 11 – CONTACTS AT UNIPR

Responsible person for procedures related to this call: Silvia Tavernini - Head of European and International Research Unit.

For information of questions related to this call you can contact the [European and International Research Unit](#) at ricerca.internazionale@unipr.it



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Call reference: MSCA@UNIPR BOOTCAMP 2024.

Annex 1 – European countries

Annex 2 - Guidelines for reimbursement of expenses



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Annex 1: European countries

Albania

Andorra

Armenia

Austria

Azerbaijan

Belarus

Belgium

Bosnia and Herzegovina

Bulgaria

Croatia

Cyprus

Czech Republic

Denmark

Estonia

Finland

France

Georgia

Germany

Greece

Hungary

Iceland

Ireland

Italy

Kazakhstan

Latvia

Liechtenstein

Lithuania

Luxembourg

Malta

Moldova

Monaco

Montenegro

Netherlands

North Macedonia

Norway

Poland

Portugal

Romania

Russia

San Marino

Serbia

Slovakia

Slovenia

Spain

Sweden

Switzerland

Turkey

Ukraine

United Kingdom

Vatican City



Annex 2 - Guidelines for reimbursement of expenses

1. Introduction

- 1.1. The document defines the general provisions on financial contributions for the MSCA@UNIPR BOOTCAMP 2024 fellows and has been drafted according to the University of Parma's (UNIPR's) internal guidelines for reimbursement of travel, accommodation, and subsistence costs ([Regolamento d'Ateneo per missioni e rimborsi spese](#)). The objective of this document is to detail the reimbursement rules applicable to MSCA@UNIPR BOOTCAMP 2024 fellows (herein referred to as "fellows").
- 1.2. Selected applicants will receive a reimbursement fee up to a maximum of 1.500 euros for researchers coming to Parma from European countries (see Annex 1) and up to 2.000 euros for researchers coming from non-European countries. The contribution will be paid ONLY if the selected applicant has actually:
 - attended the MSCA@UNIPR BOOTCAMP 2024 on-site;
 - prepared the first draft of the proposal by using the template foreseen by the EU Commission for the call for proposal MSCA Postdoctoral fellowships – year 2024 (Part B1 - maximum length 10 pages) and sent it to ricerca.internazionale@unipr.it by July, 17th, 2024.
- 1.3. The bootcamp starts on 13 May 2024 and ends on 17 May 2024. All travel costs must be limited to the needs of the action: costs related to extensions (for other professional or private reasons) are NOT eligible. In the case of early departure or delayed return, only the reimbursement of travel expenses necessary to reach and return from Parma is allowed, up to a maximum of three days in total before the bootcamp beginning and/or after its conclusion.
- 1.4. The contact point is the European and International Research Office (ricerca.internazionale@unipr.it)

2. Travel expenses

- 2.1. Reimbursed travel expenses are for travel between the residence or place of current employment of the fellow and Parma and vice versa. Travel can start and/or end at any other place only if it is the most appropriate economical solution for UNIPR.
- 2.2. Travel expenses are not reimbursed where the distance between the residence or place of current employment of the fellow and Parma is less than 10 km.
- 2.3. Travel expenses are reimbursed based on the most appropriate means of transport and economical travel rates given for the distance involved. For travel by air, ship and train, an economy/second class ticket is reimbursed. This provision does not apply to transcontinental flights exceeding five hours for which the next higher class may be used.
- 2.4. The use of privately owned vehicle or rental car is not admitted.
- 2.5. The reimbursement of taxi fares is limited to the urban district of Parma (40,00€ daily) and/or travels from/to the airport (80,00€ daily).



2.6. Local transportation in Parma (i.e. city bus) will be reimbursed.

3. Accommodation expenses

3.1. The accommodation allowance is paid for the room rate (including any compulsory local taxes and breakfast, when present). No other items invoiced by the hotel are reimbursable (e.g., mini bar, laundry, other meals apart from breakfast, etc.).

1.1. Reimbursement of single room or double single use is allowed; in case double room is used, half of the amount shown on the invoice will be reimbursed.

1.2. The accommodation allowance is based on the reimbursement of actual costs incurred, up to the ceiling of 200,00 € per night.

4. Meal expenses

Claim for meals expenses is limited to 85,00€ maximum per day. If breakfast is included in the accommodation, this value will be reduced accordingly.

Please note that on May, from 14th to 16th a free lunch will be offered to the fellows by UNIPR.

Please note that on May 16th a free social dinner will be offered to the fellows and their supervisors by UNIPR.

5. Other expenses

5.1. In addition to the travel and subsistence costs, the following expenses are reimbursable to the extent that they are directly related to and/or necessary for the participation to the bootcamp:

- consular visa expenses;
- tourist/accommodation taxes;
- luggage storage;
- travel agency fees;
- bank fees related to the payment of the travel expenses;
- travel cancellation policies;
- internet connection for a daily maximum of 15 euro.

5.2. Any other expenses not provided for in this document are not eligible for reimbursement.

6. Payment

6.1. To get the reimbursement, fellows must send the following supporting documents to ricerca.internazionale@unipr.it:

- *Payment of fees and/or reimbursement of expenses to personnel invited by the university to participate in symposia, seminars, conferences form (to be made using the specific template which will be provided after the end of the MSCA@UNIPR BOOTCAMP 2024 by the European and International Research Office);*



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- original invoices or other document certifying the expenses incurred.
- 6.2. Reimbursement of expenses shall be made upon submission of original documentation, free of alterations. Example of documentation can be, among others, travel tickets, invoices, the printout of the electronic reservation and boarding card for the outward journey in the case of online bookings, bank statement, hotel invoice/bill etc. Although UNIPR can exceptionally accept scanned supporting documents, it still reserves the right to ask for originals, which must be kept by the fellows until the reimbursement has been fully processed by UNIPR. The documentation submitted for reimbursement must contain all the elements through which it is possible to unequivocally trace the service provider, the type and date of service, reference to the person entitled to reimbursement, when possible.
- 6.3. Reimbursement of expenses must be requested within thirty days after the submission of the draft project proposal on July 17, 2024.
- 6.4. For reimbursements of expenses paid directly by the fellow in foreign currency, the exchange rate of the day on which the expense was incurred as from official publications shall be applied.
- 6.5. Failure to comply with articles 6.1, 6.2 and 6.3 above will absolve UNIPR from any obligation to reimburse travel expenses or pay any allowances.
- 6.6. UNIPR aims at reimbursing the fellows within 30 working days from the reception by UNIPR of the completed reimbursement request.
- 6.7. Amounts due under the above rules shall be paid by a bank transfer in euro. Amounts shall be converted by means of the monthly conversion rates fixed by the [European Commission](#).
- 6.8. Payments to accounts outside the eurozone may be subject to exchange rate variations and the account holder may be subject to shared costs for bank charges.
- 6.9. Advance payments are not provided

7. Liability

UNIPR shall not be liable for any material, non-material or physical damage suffered by fellows in the course of their journey, unless such harm is directly attributable to UNIPR.