



UNIVERSITY OF GASTRONOMIC SCIENCES

**REGULATIONS GOVERNING THE ASSIGNMENT OF
RESEARCH GRANTS**

(as per art. 22 of Law n. 240, 30 December 2010)

Art. 1 – Object and purposes

1.1 – These regulations govern the assignment of grants by the University of Gastronomic Sciences, hereinafter the “University”, for the carrying out of research activities, in compliance with art. 22 of Law n. 240 of 30 December 2010, and subsequent applicable dispositions.

1.2 – The recipient of the research grant is entitled to participate in research projects and groups, as well as to carry out research activities at the University, in compliance with the provisions of art. 18, paragraph 5, of Law n. 240 of 30 December 2010.

Art. 2 – Requisites

2.1 – Scholars with the following requisites may be recipients of research grants:

- a) University degree (for degree courses of at least 4 years, as per academic courses predating Ministerial Decree n. 509 of 3 November 1999) or specialized degree (art. 3, par. 1, section b), MD n. 509 of 3 November 1999) or magisterial degree (art. 3, par. 1, section b), MD n. 270 of 22 October 2004), or an equivalent academic degree awarded by a foreign university;
- b) a scientific-professional curriculum suitable for the carrying out of research activities, excluding personnel regularly employed by universities, institutions and public research and experimentation agencies, the national agency for new technologies, energy and sustainable development (ENEA) and the Italian Aerospace Agency (ASI), as well as institutions whose graduate scientific degrees are recognized as equivalent to the title of research doctorate, as defined in art. 74, paragraph 4, of DPR n. 382 of 11 July 1980.

2.2 – Recipients of research grants employed by public agencies other than the ones specified in the previous paragraph may go on leave without remuneration for a period equivalent to the duration of the research grant.

2.3 – The University may decide that a research doctorate, or an equivalent title from a foreign university, is a mandatory requisite for candidates applying for a research grant. In any case, in the absence of this decision, candidates in possession of a research doctorate shall be given preference in the awarding of research grants.

2.4 – For the purposes of carrying out research activities, the University may require that applicants for research grants present suitable scientific production.

2.4 – The general requisites for admission to public competitions for the awarding of research grants, as well as eventual ulterior requisites, are specified in the relative announcements, in compliance with the provisions of art. 5 of these regulations.

2.5 – The applicant must possess the general requisites for admission to public competitions and any eventual additional requisites prior to the date of expiry specified in the contest announcement for the submission of the application.

Art. 3 – Duration and renewal

3.1 –The research grants can have a duration of between one and three years and can be renewed, after careful evaluation of the activities carried out by the research grant recipient in relation to the research program and the progress of the same.

3.2 – The total duration of the relationship established between the University and a researcher according to the provisions of art. 1 of these regulations, including eventual renewals, may not have a duration of more than six years, including analogous contracts stipulated with other universities, with the exclusion of the period in which the research grant is awarded concomitantly with the research doctorate, without remuneration, for a maximum period equal to the legal duration of the relative course of study.

3.3 –The renewal of a research grant is subject to evaluation of the activity carried out by the recipient. For this purpose, the scientific head of the research project sends the report prepared by the research grant recipient on the research work carried out to the Research Director and to Third Mission, accompanying them with his observations. The Research Director and Third Mission present the report to the Faculty Council which expresses its opinion on the renewal of the grant, forwarding it to the Executive Committee which decides on the matter.

Art. 4 – Financing of research grants

4.1 – The activation of research grants for specific projects or for participation in research teams and related activities is proposed to the Executive Committee by the Departmental Faculty Committee.

4.2 – In the case that the Departmental Faculty Committee intends to request the assignment of research grants, it must submit a request to the Administrative Committee. In this case, the request is prepared by the Research Director and the Third Mission, with the indication of the following:

- the research activity in question and an indication of the scientific area of reference;
- the faculty member or university researcher, with tenure or on contract, who shall act as scientific head of the research project for which the grant is requested;
- the eventual proposed composition of the examination committee, in accordance with art. 6 of these regulations;
- the duration of the grant.

4.3 –Requests for the activation of research grants can also be presented by individual full professors of the University, for carrying out specific research activities. Individual professors must send the request, indicating the provisions of the art. 4.2, to the Research Director and Third Mission, who will present the request to the Faculty Council for a preliminary opinion prior to presentation to the Executive Committee.

4.4 – In cases where the request submitted to the Executive Committee concerns the renewal of a grant, in accordance with art. 3 of these regulations, to the same recipient of the research grant to be renewed, the request must include a description of the activities carried out by the researcher and a specification of the objectives of the research project and the motivations for the renewal request.

4.5 – The Executive Committee, based on the requests received, shall decide whether or not to award the research grant; should it decide in favor of awarding a grant, it shall also specify the duration and the amount of the grant.

Art. 5 – Selection of candidates

5.1 – Research grants are individual and non-transferrable and are awarded through a procedure of comparative evaluation of the candidates' qualifications, possibly integrated by an interview and/or a theoretical-practical test.

Regulations governing the distribution of checks for research activities

5.2 – The following procedures may be followed for the awarding of a research grant:

- a. publication of a single announcement regarding the areas of scientific research pursued by the University for which research grants may be awarded, by requesting the candidates to present the research projects accompanied by their qualifications and publications that will be evaluated by a particular commission that verbalizes a ranking for each of the areas concerned;
- b. publication of announcements concerning specific research programs or projects whose carrying out requires the assignment of research grants.

5.3 – The decree governing the activation announcement is issued by the Dean, in accordance with the decisions of the Executive Committee.

5.4 – Announcements of the contests for research grants must be suitably publicized, on the websites of the University, the Ministry of Education and the European Union.

5.5 – Announcements concerning the selection of candidates must include:

- the number, duration, annual gross value and the associated financial terms and pension benefits, as well as the limitations on renewals of the grants to be awarded;
- the academic structure and the scientific area in which the research activities shall be conducted;
- the specific objective of the research activity in question;
- the scientific and professional titles required;
- the deadline and the modalities for the submission of an application for a research grant.

5.6 – Each application must contain the candidate's scientific-professional curriculum, any eventual publications, letters of reference and any other documentation that may be of use in demonstrating the candidate's experience or expertise with reference to the proposed research activities.

Art. 6 – Examination committee

6.1 – For each comparative evaluation procedure carried out for the conferment of a research grant, the Rector appoints an examination committee composed of three members among university professors and researchers who may be Italian or international, and among experts in the field in which the research activity will be carried out.

6.2 – Each examination committee is required to complete its work within the deadlines indicated in the announcement. For substantiated reasons, the Committee has the right to request the Rector for an extension of the aforementioned terms.

6.3 – Each Examination Committee shall carry out a comparative evaluation of the candidates based on the academic titles submitted by the same and, in some cases, an interview and/or a theoretical-practical test, so as to judge the candidate's suitability for the research project in question.

6.4 – The Committee expresses an opinion regarding the documentation submitted by each candidate and, based on this, compiles a short list of candidates to be interviewed.

6.5 – In the case that the announcement states that candidates must be interviewed and/or must undergo a theoretical-practical test, these will be focused on topics related to the research project or activity in question. When the interviews and/or test have been concluded, the Examination Committee formulates an overall judgment, or grade, for each candidate, which is recorded and entered in a ranking of candidates, indicating the candidate – or candidates, if the research grants to be awarded are more than one – who has been selected to receive the research grant. If the candidate who obtained the first place in the ranking renounces the research grant, the Faculty Council has the possibility of

proposing its attribution to the next candidate in the ranking list provided he/she is assessed suitable by the committee.

6.6 – The rankings and minutes of the Examination Committee are made public through their publication in the dedicated area of the University website.

6.7 – The minutes of the Examination Committee are approved by the Dean and communicated to the Administrative Director.

Art. 7 – Rights and obligations of grant recipients

7.1 –Research grant recipients carry out their activity within the research project field assigned to them by the University and for which the selection was carried out. The activity of the research recipient is to be carried out without subordination and without defined working hours under the supervision of a scientific manager, determined in accordance with the following art. 8.

7.2 –The research activity must have the following characteristics:

- a) continuous and time bound, not merely occasional and must be in coordination with the University's overall research activity;
- b) close connection with the realization of a research program or with a particular phase of it;
- c) Activities must be carried out in an autonomous condition, only within the limits of the program and the tasks defined by the scientific manager.

7.3 The research grant recipient is required to declare the commitment made for the research activity, the activities carried out and the results achieved in a detailed report, to be presented every quarter to the scientific manager of the project. In the event of failure to comply with the period, the provisions of art. 13.4 of this regulation will be applicable.

7.4 –Research grant recipients are entitled to make use of the University's facilities and equipment (for example, library, laboratories, etc.) for the purposes of carrying out their research activities, and to make use of the services available to researchers according to the legislation in force and the internal regulations of the University.

7.5 –The research activity will be carried out mainly within the University structures. And with the prior and explicit authorization of the scientific manager of the project, the research grant recipient has the opportunity to carry out part of the research activity at facilities outside the University.

7.6 –The research grant recipients are openly invited to take an active part in the academic life of the University, and invited to attend coordination meetings of professors as well as initiatives promoted by the University.

7.7 –Research grant recipients are required to attend University meetings and events that directly involve the research activity carried out by them.

7.8 – Research grant recipients can be entrusted with rectoral assignments to the extent that they do not conflict or limit the research activity in the context of the related project.

Art. 8 – The Scientific Project Head

8.1 –The Scientific Manager for the research project for which the research grant has been awarded

is initially identified by the Faculty Council, among the appointed professors of the University upon the approval of the announcement for applications. The Faculty Council, if it deemed appropriate, may replace the scientific manager with another appointed professor of the University, after hearing the opinion of the Research Director and the Third Mission.

Art. 9 – Stipulation of the contract

9.1 – The research grant is formalized through the stipulation of a private contract between the University and the candidate selected through the comparative evaluation process.

9.2 – The contracts described in the foregoing paragraph do not in any way imply permanent employment and do not count towards tenure track positions at the University.

9.3 – Candidates selected to receive a research grant are obliged to sign the relative contract within the terms requested by the Administration or the contract becomes null and void.

Art. 10 – Financial, insurance and social security conditions

10.1 – The gross annual remuneration for the research grant recipient is set by the Executive Committee and must be equal to or greater than the minimum amount specified by Ministerial Decree, as per art. 22, paragraph 7 of Law n. 240, of December 30, 2010. The amount of the research grant, as specified in the announcement, remains unaltered for the entire duration of the contract, barring subsequent dispositions to the contrary.

10.2 – The research grants covered by these regulations are subject to the fiscal dispositions contained in art. 4 of Law n. 476, of 13 August 1984 and subsequent modifications and integrations, and to the social security conditions contained in art. 2, paragraphs 26 and following, of Law n. 335 of 8 August 1995 and successive modifications and integrations; regarding obligatory leave from work due to maternity, according to the dispositions of Decree of the Ministry of Labor and Social Security, of 27 July 2007, published in the Official Gazette n. 247 of 23 October 2007 and, in matters regarding sick leave, article 1, paragraph 788 of Law n. 296 of 27 December 2006 and subsequent modifications. During the period of obligatory maternity leave, the maternity subsidy paid by INPS in accordance with article 5 of the abovementioned decree of 27 July 2007 shall be supplemented by the University to match the entire amount of the remuneration due to the recipient of the research grant; the recipient is obliged to register independently with INPS for the maternity subsidy.

10.3 – The annual remuneration is issued in 12 monthly payments at the end of each month.

10.4 – The University provides insurance coverage for injury and damages to third parties for recipients of research grants carrying out their research activities.

10.5 – The recipient of a research grant is entitled to reimbursement for travel and accommodations expenses in Italy and abroad when the same are pertinent to the research activities that are the object of the grant and are authorized in advance by the Scientific Project Head.

Art. 11 – Prohibition of accumulation, incompatibility and interruptions

Regulations governing the distribution of checks for research activities

11.1 – The recipient of a research grant may not also receive scholarships, fellowships or tuition exemptions of any kind except those awarded by national or foreign institutes to integrate, with periods abroad, the research activities of said recipients.

11.2 – Regarding the leave periods for public employees, the provisions of these regulations shall apply, as specified in art. 2, paragraph 2 above, in compliance with the dispositions of art. 22, paragraph 3 of Law 240 of 30 December 2010.

11.3 – Recipients of research grants may not be enrolled in baccalaureate degree programs, five-year degree programs or university Masters programs, nor in research doctorate programs with fellowships or medical specialization programs, in Italy or abroad.

11.4 – Recipients of research grants are permitted to engage in independent work or occasional or continuing work projects in concomitance with their research activities, on the condition that said work:

- does not constitute a conflict of interest with the specific research activities carried out by the recipient;
- does not damage the University's image and reputation.

Performing such activities is authorized by the Faculty Council with the justification from scientific manager, after consultation with the Research Director and the Third Mission.

11.5 – Teaching activities in university courses, mentoring, speaking in seminars, conventions, lectures and publishing activities are compatible and encouraged with the research grant.

11.6 – In order to guarantee the absence of prohibited accumulation, the recipients of research grants signs a sworn statement at the signing of the contract to the effect that no such conflict exists and that he/she will promptly inform the structure of any variation in the contents of the statement as soon as any such variations occur.

Art. 12 – Evaluation of the research grant recipient's activities

12.1 – Annually, unless otherwise indicated in the announcement, recipients of research grants are obliged to present a detailed report to the Faculty Council covering the research activities carried out and the results achieved, with an opinion from the Scientific Project Head attached.

12.2 – Based on the report indicated in the previous paragraph, the Faculty council shall express an evaluation of the activities carried out, which the Executive Committee takes into account for the purpose of an eventual renewal of the grant, as indicated in art. 3.3 of these regulations.

Art. 13 – Expiration, withdrawal, termination

13.1 – As per art. 7.3 of these regulations, research grants will not be awarded to those candidates who do not sign the relative contract within the deadline announced by the University, unless motivated by documented health reasons or force majeure.

13.2 – Research grants will be withdrawn from recipients who provide false statements or who fail to provide the information indicated in art. 11.6 of these regulations, without prejudice to additional sanctions as per the applicable laws and regulations.

Regulations governing the distribution of checks for research activities

13.3 – The recipient of a research grant may withdraw from the contract via written notification to the University Administration. Payment of the last monthly installment shall cover the period of the performance of the researcher's activities.

13.4 – Non-performance, as defined in articles 1453 and following of the Italian Civil Code, by the recipient of the research grant, signaled and specified by the Scientific Project Head to the Faculty Council, constitutes just cause for the termination of the contract.

13.5 – The collaboration expires automatically at the end of the contract period or in the case of the Executive Committee's failure to renew the research grant, as per art. 3.3 of these regulations.

13.6 – The annulment of the process of comparative evaluation and the unexpected inability to continue carrying out research activities also constitute just cause for the termination of the contract.

Art. 14 – Temporary and final dispositions

14.1 – This regulation comes into effect from the date of approval by the Executive Committee and will be published on the University website.