

## Open Call for a Research Fellowship

The Instituto Gulbenkian de Ciência (IGC) is welcoming applications to a Master's Research Fellowship, funded by the Calouste Gulbenkian Foundation, with the following conditions:

1. **Duration:** The fellowship duration, according to the [IGC Research Fellowship Regulation](#) approved by Fundação para a Ciência e Tecnologia, IP (FCT) is 12 months. The fellowship contract is expected to start in March 2023, under the exclusiveness regime as required by the Research Fellowship Regulation of FCT.

2. **Subject of Activities:** The candidate will perform activities within the scope of biological data commissioner (Data Steward) at the Instituto Gulbenkian de Ciência. The candidate will develop and apply data management methodologies aligned with the institution's objectives, including assist researchers in research data management policies and practices align with FAIR and Open Science principles. The successful candidate will develop and implement control procedures, such as establishing data lifecycle and electronic laboratory notebooks best practises, and developing on- and off-boarding guidelines. Simultaneously with the aforementioned works, the candidate will also collaborate with the capacity-building program in data management for life sciences: Ready for BioData.pt Management from BioData.pt.

Detailed Duties: Coordination of data stewardship activities with lab managers, researchers, and IT professionals to ensure that data management practices are integrated across the institution.

Development of support documentation on data lifecycle; electronic notebooks; on- and off-boarding. Deployment of Laboratory Information Management Systems (LIMS) to optimise data transfer among genomics and bioinformatics services.

Collaboration with the capacity building program in data management for life sciences: Ready for BioData.pt Management, including monitoring the impact of awareness and capacity building activities in data management for life sciences developed by BioData.pt.

Support the implementation of electronic notebook in life science at other research organisations.

3. **Scientific Guidance:** The selected candidate will join the Quantitative & Digital Science Unit (<https://gulbenkian.pt/ciencia/quantitative-biology-digital-science/>), headed by Dr. Tiago Paixão.

4. **Academic Profile and Admission Requirements:** A MSc Degree in the Life Sciences (Biology, Biochemistry, Ciências do mar, or similar) with at least 12 months of experience in managing research data; Good knowledge of DMPs, metadata standards and FAIR principles concepts; Prior experience with electronic notebook in life science research organisations (support and implementation); Experience in delivering training on Research Data Management. Good knowledge of spoken and written English; Excellent communication and relationship skills.

According to article 3, point 1 of IGC Research Fellowship Regulation, the selected candidate must be enrolled in non-academic degree course integrated in the educational project of a higher education institution.

If the qualification has been conferred by a foreign higher education institution it must be recognized by a Portuguese higher education institution, under the terms of the provisions of article 25.º of Decree-Law n.º 66/2018, of August 16<sup>th</sup> (<https://www.dges.gov.pt/en/pagina/degree-and-diploma-recognition>), which approves the legal regime of recognition of academic degrees and diplomas of Higher Education, attributed by foreign higher education institutions, and of paragraph e) of n.º 2 of article 4.º of Decree-Law n.º 60/2018, of August 3<sup>rd</sup>, and any formalities established therein must be fulfilled by the date of the hiring act. The jury reserves the right to invite the candidate ranked immediately after to the position in question when the first ranked candidate is not recognized with the academic degree after the aforementioned formalities have been fulfilled.

5. **For Portuguese taxpayers:** All candidates that where/are currently taxpayers in Portugal are required to present evidence of the fulfillment of their individual obligations towards the Portuguese Tax Authority and Social Security. Failure to comply with this requirement will be considered as a criteria for exclusion from the recruitment process.

6. **Applicable legislation and Regulation:** All candidates must comply with the [IGC Research Fellowship Regulation](#); [Research Fellowship Statutes](#) amended by [Decree n° 123/2019](#) of August 28<sup>th</sup>; [FCT Legislation and Regulations for Fellowships](#) and the [Decree-Law n.º 66/2018](#), of August 16th (Legal regime for recognition of academic degrees and diplomas of higher education awarded by foreign higher education institutions).

7. **Subsidy Month Stipend:** 1.300,00€/month according to the table of monthly maintenance allowance amounts set out in Annex I of [IGC Research Fellowship Regulation](#). The payment will be made by bank transfer. The selected candidate may be reimbursed the amount corresponding to the contribution to Voluntary Social Security.

8. **How to submit applications:** Interested candidates should send their applications to [igcpositions@igc.gulbenkian.pt](mailto:igcpositions@igc.gulbenkian.pt) in a single PDF file, named “**Applicant Name\_QDS\_BI**” containing:

- a. Motivation Letter (1 page max);
- b. Curriculum Vitae (2 pages max);
- c. Two recent reference letters indicating the name, email and phone number of the referee.

After a pre-analysis of applications, selected candidates will be invited for an interview.

9. **Methods of Selection and Evaluation:** The selection procedure shall be as follows: Curriculum (35%), motivation letter (15%), interview and reference letters (50%), if considered necessary by the jury, of the selected candidates.

10. **Jury Selection:** Chair: Dr. Tiago Paixão, Vowels: Dr. Ricardo Leite and Dr. Nuno Moreno. Substitute: Dr. João Sousa.

11. **Form of Advertising / Notification of results:** The assessment results will be sent to all candidates by email. There will be 10 working days for complaints/appeals after the date of publication of the Selection Minute, through the same application email.

12. **Application Period:** From 03/03//2023 until 16/03/2023.

13. **Non-discrimination and equal access policy:** The Instituto Gulbenkian de Ciência of the Calouste Gulbenkian Foundation actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefitted, impaired or deprived of any rights whatsoever, or be exempt of any duties based on ancestry, age, sex, sexual preference, marital status, family and economic conditions, education, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions and union membership.