



Sixth Call

The *CICERONE Program* provides hands-on experience of laboratory research to advanced undergraduate students studying toward a university degree in one of the following areas related to biomedicine: **Medicine, Biotechnology, Chemistry, Biology, Pharmacy, Veterinary Science and Biochemistry.**

The program consists of grants for advanced level university undergraduates to undertake laboratory-based biomedical research projects during the summer recess (June, July, August and September).

In addition to the supervised research project, CICERONE students also have the opportunity to attend CNIC seminars and workshops.

Students participating in the CICERONE program are selected according to the procedure laid out in the regulations and conditions of this call.

I. Program goals

The *Centro Nacional de Investigaciones Cardiovasculares* (CNIC) offers students in their final years of undergraduate study towards a degree related to biomedicine the chance to enter into early contact with the reality of biomedical research and to complete their training through laboratory work during the summer months (June, July, August and September).

The aim of this program is to provide advanced undergraduate students with hands-on experience of biomedical research so that they can make informed choices about a possible career in research.

II. Condiciones de la ayudas

III. Conditions

A maximum of 35 places will be awarded for the *CICERONE 2011* training program.

The list of possible host research groups and information about their lines of research are contained in the document "*Scientists and Research Lines*", published together with this call on the CNIC webpage: <http://www.cnic.es/>

Selected candidates from outside the Madrid region will receive a total economic award of €2100, and the CNIC will also cover the cost of travel to Madrid (1 return journey from the student's place of residence).

Selected candidates residing in the province of Madrid shall receive a total economic stipend for the internship of €450 for transport and maintenance costs.

If the student's university does provide medical insurance, the CNIC will provide medical and accident insurance for the period.

Participation in this practical training does not imply any contractual relationship between the beneficiary and the CNIC.

If the student for any reason voluntarily withdraws from or interrupts the program, any unduly received payments must be returned.

IV. Duration of the practical training

The practical training will last a total of 250 hours, distributed over the summer period by agreement between the student and the supervising researcher.

The practical training must be completed during the summer period, from 15 June to 30 September 2011.

V. Applicant Requirements

Applicants must be university undergraduate students, of any nationality, studying senior-level courses towards a degree related to biomedical science.

Applicants must have completed and passed 50% of all credits towards the degree title by 15 June 2011.

Applicants must have a minimum **grade point average 2** (see next section).

VI. Application Procedure

The application procedure is divided into two phases:

Phase A Presentation of indication of interest that should be sent via e-mail to cicerone@cnic.es

Phase B Presentation of application documents. Candidates pre-selected in phase A should send these documents via e-mail to cicerone@cnic.es

Phase A Indication of interest:

The student shall initially submit an indication of interest, attaching the following documentation:

- Completed **"Indication of Interest" form**. Candidates must specify their area of interest in a maximum of four lines.

Candidates must also state their average mark for completed credits.

Candidates studying in Spanish universities shall calculate this mark by applying the following scale to each credit:

- 50- 69%: 1
- 70- 89%: 2

- 90- 99%: 3
- 100%: 4

50% is equivalent to the minimum mark which must be obtained in order to pass, and 100% is equivalent to first class honours, i.e., the maximum obtainable mark.

Candidates studying in non-Spanish universities do not need to complete this section. The scaling of foreign academic transcripts shall be carried out by the CNIC.

- Curriculum Vitae

- Academic transcript to be submitted only by candidates studying in non-Spanish universities.

The required documentation must be sent by email to: cicerone@cnic.es, indicating the candidate's full name in the "Subject" line.

The deadline for sending the indication of interest is **1 pm (Spanish mainland time)** on **4 April 2011**.

Phase B Submission of application documentation

Candidates admitted to one of the CNIC groups must submit the following documentation:

- Filled out and signed application form, available on the CNIC website: <http://www.cnic.es/>
- Brief explanation of the candidate's interest in undertaking this internship (maximum 300 words).

The required documentation must be sent by email to: cicerone@cnic.es, indicating the full name of the candidate in the "Subject" line.

The deadline for submission of applications is **1 pm (Spanish mainland time)** on **9 May 2011**.

VII. Selection of candidates and offer

Indications of interest shall be passed to the head researcher of the areas of interest indicated by the candidate. Candidates will be contacted by researchers for interviews **between 6 and 19 April**.

Between 20 and 25 April, following the interviews, candidates shall send the Training department (cicerone@cnic.es) a list of preferred laboratories or (where applicable) will give notice of being pre-selected and having reached an agreement with a specific laboratory.

The CNIC Training department shall process the corresponding assignments and will notify the pre-selected candidates.

Between 3 and 9 May the pre-selected candidates will submit their application documentation.

Requests for bursaries shall be assessed by the CNIC Research Committee and selection shall be made competitively based on academic merit.

The granting of bursaries shall be approved by the Centre's Senior Management Team, with successful candidates being notified during the first two weeks of June 2011.

The list of selected and standby candidates will be published on the CNIC website: www.cnic.es.

To confirm the awarding of bursaries, selected candidates must send the following documents to the CNIC Human Resources Department (Melchor Fernández Almagro, 3 - 28029 Madrid):

- Photocopy of Academic Certificate and number of credits passed.
- Photocopy of national identification document or passport.
- Candidates resident in Spain outside the Community of Madrid shall submit a municipal registration certificate (*Certificado de empadronamiento*).

VIII. Completion

At the end of the practical training, participants must certify its completion within a period of thirty days by presenting a short summary (maximum length 300 words) describing the work undertaken, and with the signed approval of the supervising researcher. The summary should be addressed as follows:

Programa CICERONE 2010
Departamento de Gestión Científica
Centro Nacional de Investigaciones Cardiovasculares (CNIC)
Melchor Fernández Almagro, 3 – 28029 Madrid

At the end of the training period, and after presentation of the corresponding summary, the CNIC will present the student with a certificate of the training completed.

VIII. Other considerations

1. In accordance with the provisions of article 5 of Organic Law 15/1999 of 13 December on the Protection of Personal Data, we inform you that personal data collected as a consequence of the current session will be incorporated into an automated file called HR registered in the Spanish Agency of Data Protection under the ownership of the Foundation National Center for Cardiovascular Research CARLOS III, its purpose being to process your registration and participation in this notification/announcement, as well as to track your career and professional training by sending different corporative material of the Centre to the address you provided. There is no expectation of the transfer of personal data to any third party outside to the Center. Also, you may exercise your right to object to the treatment described, as well as the rights of access, rectification and deletion of information provided to the Centre

by contacting the following address: National Center for Cardiovascular Research Carlos III (CNIC), Calle Melchor Fernández 3, (28049) Madrid.

The processing of your personal information as described in the previous section is necessary for the Centre to manage your registration in this training event, without which, the inscription will not be possible.

2. The ongoing development of this programme shall be subject to CNIC budget availability. If necessary, the CNIC may approve the temporary suspension or alteration of the contributions made to the programme.