



# Programa CICERONE

## Laboratory summer internships at the CNIC for university students

### 2018 Call

In its thirteenth edition, the CICERONE Call aims to bring biomedical research closer to both Master's students and advanced university undergraduate students -towards a degree in biomedicine (medicine, biology, biotechnology, etc.) or related areas (physics, chemistry, engineering, etc.) - through 6-week internships at the CNIC between July 1 and September 30, 2018.

After the internship, the CNIC may offer students in the last year of their undergraduate or master's studies an employment contract for a maximum of one year. This offer will only be made after the supervisor's positive evaluation and with the endorsement of the scientific management of the CNIC.

The Program also offers the opportunity to attend CNIC seminars and workshops.

Students participating in the CICERONE program are selected according to the procedure specified in the regulatory bases of this call.

### Regulatory bases

#### I. Objectives of the call

The Centro Nacional de Investigaciones Cardiovasculares (CNIC) offers Master's students and advanced undergraduates studying a university degree in the field of biomedicine (medicine, biology, biotechnology, etc.) or related fields (physics, chemistry, engineering, etc.), the chance to have an early encounter with the reality of biomedical research and to complete their training through laboratory work during the period between July 1 and September 30, 2018.

The aim of this call is to provide university and master's students with hands-on experience of biomedical research so that they can make more informed choices about a possible career in research.

After the internship, the CNIC may offer students in the last year of their undergraduate or master's studies an employment contract for a maximum of one year. This offer will only be made after the supervisor's positive evaluation and with the endorsement of the scientific management of the CNIC (see regulatory base VIII).

#### II. Terms and conditions of the grants

A maximum of 33 grants will be awarded for the CICERONE 2018 training program.



The list of host research groups and information about their lines of research is available in the document "List of Scientists and Research Lines", published together with this call on the CNIC website <http://www.cnic.es/>

Selected candidates residing outside the province of Madrid will receive a grant of €1,500.00. The CNIC will also cover up to €500.00 of the travel expenses to Madrid in economy class (1 round trip from the student's place of residence).

If the student's university does not provide medical insurance, the CNIC will provide medical and accident insurance for the period of the program.

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

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

After the internship, the CNIC may offer students in the last year of their undergraduate or master's studies an employment contract for a maximum of one year. This offer will only be made after the supervisor's positive evaluation and with the endorsement of the scientific management of the CNIC. The contract will be called a CICERONE contract (see regulatory base VIII).

### **III. Duration of the internship**

The practical training must take place between 1 July and 30 September 2018.

The internship will have a duration of 240 effective hours of training in a period of 6 weeks, and the start date -by mutual agreement between the student and the supervising researcher- will be the 1<sup>st</sup> or the 16<sup>th</sup> of July or August.

### **IV. Requirements for applicants**

Applicants must be master's or university undergraduate students, of any nationality, studying senior-level courses towards a degree in biomedical sciences or a related field (physics, chemistry, and engineering).

Applicants must have completed and passed 50% of all credits towards their degree by 20 March 2018. Students must be able to provide an official document to show they meet this requirement on the above date.

Applicants must have a grade point average of the completed credits of at least 8.0 on a scale of 1-10 in both their undergraduate and their master's courses (see next section). For engineering degrees, applicants must have a grade point average of at least 7.0.

### **V. Formalization of applications and pre-selection of candidates**

The application procedure is divided into two phases:

#### **Phase A: Presentation of the APPLICATION FORM**



The application form must be completed and sent exclusively via the CNIC website. Besides personal information concerning education and academic data, you will be asked to attach a series of documents to the form. The documents must be in PDF format, with a maximum of 8 MB for all attached documents combined.

Once you have entered all the information and documentation requested, click the "send" button. After submission, you will receive an automatic confirmation email.

Documents to be submitted:

- The duly completed application form. Candidates must specify a maximum of four **research lines**, listed in order of preference.

Candidates must also provide their grade point average for completed credits.

Candidates studying at Spanish universities must introduce their average grade as it appears in their academic record. Should this average not appear in the academic record or if it is not calculated on a 1-10 scale, students must calculate this grade by applying the following scale to each credit completed.

- Pass: 5.5 / Very good: 7.5 / Excellent: 9 / With distinction 10

Grades must be given with one decimal point.

**Candidates with non-Spanish university degrees must present documentation of the equivalence of their academic record certified through the Spanish Ministry of Education, Culture and Sports**

<http://www.mecd.gob.es/mecd/servicios-al-ciudadano-mecd/catalogo/general/educacion/203615/ficha.html>

**Applications with foreign academic records to which this official equivalence is not attached will be considered incomplete and shall be rejected.**

- **Curriculum Vitae.** This must be presented in English.

- Academic Certificate including number of credits concluded (academic record).

- National identity card or passport.

- Candidates resident in Spain outside the Community of Madrid must submit a certificate stating that they are a registered inhabitant of a municipality (Certificado de empadronamiento).

- Document certifying the personal social security number (numbers of mutual insurance companies are not valid).

- Brief motivation letter explaining the candidate's interest in this internship (maximum 300 words).

The **deadline** for receiving the application form and the attached documents is **April 6, 2018**.



## **Phase B Pre-selection of candidates and presentation of the acceptance document**

The documentation presented by the candidates in Phase A will be evaluated by the group leaders of the areas of interest indicated by the candidate. Candidates will be contacted by the group leaders for interviews.

Once the interviews have been held, candidates accepted in a CNIC laboratory will be notified by email and they must send the acceptance document (available at [www.cnic.es](http://www.cnic.es)) to the following address: [programa\\_formacion@cnic.es](mailto:programa_formacion@cnic.es).

Candidates must agree with their supervisor the exact start date (the 1<sup>st</sup> or 16<sup>th</sup> of July or August) and the end date of the internship. Any document that does not specify these dates will be considered incomplete and therefore not valid.

The CNIC will make the relevant pre-assignments, taking into account the acceptance documents received.

The deadline for submission of the acceptance document is April 27 2018. Incomplete applications will be rejected.

## **VI. Selection of candidates and award**

The applications and documents from preselected candidates accepted in a CNIC laboratory will be evaluated by the management of the CNIC; selection will be competitive and based on academic merit. The awarding of fellowships must be approved by the Center's Management, and successful candidates will be notified during the third week of June, 2018. The list of selected candidates and alternates will be published on the CNIC website: [www.cnic.es](http://www.cnic.es).

If you have not been contacted within two months after the deadline for submission you can assume that in this occasion your application was not successful.

**IMPORTANT NOTICE:** National regulations for student internships at research centers stipulate that, in order to award any bursary, the CNIC must have established an agreement with the selected candidate's university of origin, together with the corresponding signed annex. No internship can start at the CNIC without this agreement.

## **VII. Justification**

When the internship has terminated, participants must certify its completion within a period of thirty days by presenting a brief summary (maximum length 300 words) describing the work done, and with the signed approval of the supervising researcher. The document must be sent by email to [programa\\_formacion@cnic.es](mailto:programa_formacion@cnic.es).

After completing the internship, and after presentation of the corresponding summary, the CNIC will present the student with a certificate of the training completed.

## **VIII. Optional/additional year: Cicerone contract**

After completion of the internship, the Center may offer participants in the last year of their undergraduate or master's studies an employment contract for a maximum of one year with



the selected research group, which will be called a Cicerone contract. This offer will be based on the results of the internship as evaluated by the group leader and endorsed by the scientific management of the CNIC, as specified above, and is meant to prolong the introduction of young researchers to the daily reality of research work. This contract will conform to the rules laid down in article 11 of the Workers' Statute for internship contracts. The working conditions will be in accordance with the principles of professionalization and social coverage established by the European Charter for Researchers, but it will under no circumstances have the specific purpose of starting a PhD thesis project.

Last year undergraduate or master's students who want to opt for the contract phase must present the short summary (maximum length 300 words) describing the work undertaken (as above), their updated CV, and a letter of acceptance by the group leader.

The management of the CNIC will evaluate this documentation.

If the management's evaluation is positive, the student will be offered a contract at the hosting research group. The contract will have a duration of a minimum of 6 and a maximum of 12 months.

Hiring of the student through this employment contract shall be on the date agreed with the group leader and always within 6 months of the contract offer.

The yearly gross salary of the worker will be 21,750.01 €. This contract will be financed by the hosting research group that has offered the contract to the beneficiary.

## IX. Further 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 present call will be incorporated into an automated file called HR registered with the Spanish Agency of Data Protection under the ownership of the CARLOS III National Center for Cardiovascular Research Foundation, with the aim to manage your registration and participation in this call, as well as to track your professional training and career by sending corporative material of the Center to the address you provided. There is no intention to transfer your personal data to any third party outside the Center. 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 Center by contacting the following address: centro Nacional de Investigaciones cardiovasculares Carlos III (CNIC), C/ Melchor Fernández 3, 28029, Madrid.

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

2. The industrial property rights of research personnel in training and of persons participating in CNIC training programs or stays at the CNIC shall be governed by the rules published on the CNIC web site:

<https://www.cnic.es/es/formacion/normativa>

3. The development of this program is subject to budgetary availability of the CNIC. If necessary, it will be suspended or altered the contributions made to the program.



4. The Code of Good Corporate Governance and the Code of Ethics of the CNIC Foundation and the Code of Good Scientific Practice of the CNIC (<https://www.cnice.es/es/transparencia>) must be complied with by all beneficiaries of the CNIC training programs. The human resources department will inform the researchers about the European Charter for Researchers.
5. The CNIC endorses and promotes the principles of the European Charter for Researchers and the Code for the Recruitment of Researchers with special emphasis on those related to equality and non-discrimination on grounds of sex, race, religion, status, sexual orientation, disability, age or any other personal or social condition.
6. The CNIC promotes the non-interruption of the training of workers who have interrupted their careers for parenthood reasons. Consequently, the CNIC training programs will appraise these circumstances especially through positive action in such a way that when two workers obtain the same ranking, preference will be given to the worker who interrupted his/her career for maternity or paternity reasons or due to risk situations during pregnancy or lactation, maternity leave or leave for care of a relative up to the second degree of consanguinity or affinity.

Madrid, February 6, 2018