



# Programa CICERONE

## 2017 Call

The *CICERONE Program* provides hands-on experience of laboratory research to Masters or advanced undergraduate students studying toward a university degree in Biomedicine studies (Medicine, Biology, Biotechnology, etc.) or areas related to this field (Physics, Chemistry, Engineering, etc.).

The program consists of grants for students to undertake laboratory-based biomedical research projects during the period between 1 June and 15 October 2017.

Once the practicals come to an end, the CNIC can offer students in the last year of their Degree or Master's course a work contract for a maximum of a year. This offer will only be made after the supervisor's positive evaluation and with the endorsement of the CNIC's Scientific Directors.

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. Programme goals

The *Centro Nacional de Investigaciones Cardiovasculares* (CNIC) offers Masters students or advanced undergraduate studying toward a university degree in Biomedicine studies (Medicine, Biology, Biotechnology, etc.) or areas related to this field (Physics, Chemistry, Engineering, etc.), the chance to enter into early contact with the reality of biomedical research and to complete their training through laboratory work during the period between 1 June and 15 October 2017.

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

Once the practicals come to an end, the CNIC can offer students in the last year of their Degree or Master's course a work contract for a maximum of a year. This offer will only be made after the supervisor's positive evaluation and with the endorsement of the CNIC's Scientific Directors. The aim of this contract is to provide young researchers with experience of a daily research work carried out under the working conditions established by the Researchers European Charter. This contract does not aim at providing cover to start of a Doctoral Thesis Project.



## II. Conditions

A maximum of 33 places will be awarded for the *CICERONE 2017* 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 €2,000.00 and the CNIC will also cover up to €500.00 the cost of travel to Madrid in tourist class (1 return journey from the student's place of residence).

The economic award will be allocated in 5 equal parts during the period of the program (from 1 June to 15 October 2017).

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.

Once the practicals come to an end, the CNIC can offer students in the last year of their Degree or Master's course a work contract for a maximum of a year. This offer will only be made after the supervisor's positive evaluation and with the endorsement of the CNIC's Scientific Directors. The contract will be called "**CICERONE contract**" and will follow the norm established in the art 11. Of the Estatuto de los trabajadores for the training contracts.

The programme will provide an economic endowment of 28,447.30 € per contract. The yearly gross salary of the worker will be 21,534.66 €, the remaining 6,919.62 € being the employer's social security contribution. This endowment will be financed by the research group where the beneficiary will carry out his work.

## III. 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 period between 1 June and 15 October 2017.

Following this practical training period, the CNIC can offer students in the last year of their Degree or Master's course a work contract for a maximum of a year.



#### IV. Applicant Requirements

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

Applicants must have completed and passed 50% of all credits towards their degree title by 20 March 2017. The student must be able to provide an official document to show they meet this requirement on the date above.

Applicants must have a **grade point average in the credits completed equal or superior to 8 in scale 1-10 in both their First degree and their Master's course** (see next section). For **engineering** degrees, applicants must have a **grade point average equal or superior to 7 in scale 1-10**

#### V. Application Procedure

The application procedure is divided into two phases:

- Phase A Presentation of the application form through the CNIC webpage
- Phase B Presentation of the document of acceptance in a CNIC's laboratory

##### Phase A APPLICATION FORM

The application form must be completed and sent exclusively via the CNIC webpage. On the form, besides personal information related to education and academic data, you will be asked to attach a series of documents.

The preferred format for documents is pdf, though Word format is also accepted (**max 8 MB for all attached documents**). Once you have entered all the information and documentation requested, click the "send" button. After submission, you will receive an automatic confirmation email.

##### Requested documents:

- **Completed "Application form"**. Candidates must specify four research lines, listed in order of preference.

Candidates must also provide their average grade for completed credits.



Candidates studying at Spanish Universities will introduce the average grade as it appears in their academic certificate. Should this average not appear in the academic certificate students must calculate this grade by applying the following scale to each credit completed to one decimal point..

- Aprobado: 5.5
- Notable: 7.5
- Sobresaliente: 9
- Matrícula de honor: 10

Candidates with non-Spanish university degrees must present certified documentation of the equivalence of their academic record. The average grade equivalents for University studies completed abroad must be done through the Spanish Ministerio de Educación y Deporte (<http://www.mecd.gob.es/mecd/servicios-al-ciudadano-mecd/catalogo/general/educacion/203615/ficha.html>).

**-Curriculum Vitae** (in English)

**-Official equivalence of academic record/qualifications** should be submitted only by candidates who have done their studies at non-Spanish universities. Applications with foreign academic records that do not provide the equivalence done through the Spanish Ministerio de Educación y Deporte (<http://www.mecd.gob.es/mecd/servicios-al-ciudadano-mecd/catalogo/general/educacion/203615/ficha.html>) will be considered incomplete and rejected.

**- Academic Certificate and number of credits passed.**

**- National identification document or passport.**

**- Candidates resident in Spain outside the Community of Madrid must submit a municipal registration certificate (*Certificado de empadronamiento*).**

**-Brief explanation of the candidate's interest** in undertaking this internship (maximum 300 words).

The deadline for sending the application form and the rest of the requested documents is **March 15, 2017 at 1 pm (Spanish mainland time)**.



## Phase B DOCUMENT OF ACCEPTANCE

Candidates admitted to one of the CNIC groups must submit a completed filled and signed document of acceptance, available on the CNIC website: <http://www.cnic.es/>. You will need to agree with your supervisor the exact dates in which you are going to carry out your supervised project as this document must include them. Any document that does not specify the dates will be rendered incomplete.

This document must be sent by email to [cicerone@cnic.es](mailto:cicerone@cnic.es), indicating the full name of the candidate in the "Subject" line.

The deadline for submission of document of acceptance is **April 22, 2016 at 1 pm (Spanish mainland time). Incomplete applications will be rejected.**

## VI. Selection of candidates and offer

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 researchers for interviews.

Once the interviews had been carried out, candidates accepted in a CNIC laboratory will be notified by e-mail and they must send the document of acceptance to the Training department ([cicerone@cnic.es](mailto:cicerone@cnic.es)) (Phase B).

The CNIC Training department will process the corresponding pre-assignments attending the acceptance documents received.

The applications and documents from preselected candidates accepted in a CNIC laboratory will be evaluated by the CNIC Scientific Directors. Selection will be competitive and based on academic merit. The granting of bursaries shall be approved by the Center's Direction, with successful candidates being notified during the last two weeks of May 2017. The list of selected and standby candidates will be published on the CNIC website: [www.cnic.es](http://www.cnic.es).

Only successful candidates will be contacted further. 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 practicals work at research centers stipulate that, in order to award any bursary, the CNIC must establish agreements with the selected candidates' original centers of study, which will include the signature of a specific annex in each case. No practicals work can start at the CNIC without the signature of these documents.**



## VII. 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 document should be sent by email to [cicerone@cnic.es](mailto:cicerone@cnic.es).

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. Optional Additional Year

Last year Degree or Masters' students that want to opt to 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 head of the laboratory.

This documentation will be evaluated by the CNIC's Directors.

Should the Directors' evaluation be positive the student will be offered a contract. The length of the contract will be agreed with the head of the laboratory and will be of a minimum of 6 months and a maximum of 12.

The necessary funds to cover this contract will be provided by the research group.

## IX. 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 Center to the address you provided. There is no expectation of the transfer of personal data to any third party outside 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 Center by contacting the following address: National Center for Cardiovascular Research Carlos III (CNIC), Calle 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 ongoing development of this programme is subject to CNIC budget availability. If necessary, the CNIC may temporarily suspend or alter the contributions made to the program.

3. The research personnel in training Industrial Property Rights and those of the persons participating in CNIC training programs or attending training visits at the CNIC will be governed by the norms published in the CNIC web site:

[http://www.cnic.es/en/formacion/propiedad\\_industrial.php](http://www.cnic.es/en/formacion/propiedad_industrial.php)

4. The "Code of Good Corporate Governance and Code of Ethics" of the CNIC Foundation must be followed by all the beneficiaries of the CNIC training programs.

[https://www.cnic.es/doc/transparencia/codigo\\_buen\\_gobierno\\_y\\_codigo\\_etico.pdf](https://www.cnic.es/doc/transparencia/codigo_buen_gobierno_y_codigo_etico.pdf)

The Human Resources Department will inform the researchers about the "European Charter for Researchers" and the "CNIC Code of good scientific practices".

5. The CNIC endorses the principles of the European Researcher Charter and the European Code for the Selection of Researchers with special emphasis in 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 wants to promote the non-interruption of the training of workers who have interrupted their careers for maternity or paternity reasons. For this reason, the CNIC training programmes will value 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 situations of risk during pregnancy or lactation, or leave for care of a family member to second degree of consanguinity or affinity.