

# Programa CICERONE

## Laboratory summer internships at the CNIC for university students 2023 Call

In its seventeenth 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 15, 2023.

After having finished the CICERONE program 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 will be 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 15, 2023.

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 32 grants will be awarded for the CICERONE 2023 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/>

**This grant is incompatible with having another scholarship or contract during the entire period of the possible internship: July 1 to September 15, 2023.**

Selected candidates will receive a grant of €1,500.00. The CNIC will also cover up to €300 of the travel expenses to Madrid in economy class (1 round trip from the student's place of residence).

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 15 September 2023.

The internship will have a duration of 225 effective hours of training in a period of 6 weeks. Dates will be set by mutual agreement between the student and the supervising researcher and preferably in a period without interruption

### **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 passed at least 50% of all credits towards their degree by the closing date of the 2023 application deadline. 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).

### **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 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. Applicants may select three lines of research.

After submission, you will receive an automatic confirmation email.

Documents to be submitted:

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

Candidates with non-Spanish university degrees must attach documentation of the official equivalence of their academic record certified through the Spanish Ministry of Education and Vocational Training:

<http://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/gestion-titulos/estudios-universitarios/titulos-extranjeros/equivalencia-notas-medias.html>

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

- Academic Certificate including number of credits concluded and average note (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

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

The **deadline** for receiving the application form and the attached documents is **April 28, 2023**.

After the deadline for admission of applications, the tentative list of applicants admitted and excluded will be published on the CNIC website [www.cnic.es](http://www.cnic.es). Through the training portal, each candidate will be informed of their inclusion or, when applicable, the reasons for the required rectification or exclusion. Applicants in the process of rectification must correct mistakes within 5 days after publication of publication of the above-mentioned list.

The non-submission of the documentation required in the call will result in exclusion. In order to avoid problems in sending the documentation, the computer application has warning systems for the candidate to verify that the documentation is correct before sending it. After the deadline, the final list of admitted and excluded applicants will be published through the same procedure and in the same places as mentioned above.

During the process of selection and formalization of the incorporation, electronic signature will be used, so it will be necessary for the applicant to have a recognized electronic ID or certificate, issued by a registered certification authority (<https://sedeaplicaciones.minetur.gob.es/Prestadores/>), for example, the Spanish National Currency and Stamp Factory.

## **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 <https://www.cnic.es/en/convocatoria/cicerone>) to the following address: [programa\\_formacion@cnic.es](mailto:programa_formacion@cnic.es).

This document should include the start and end date of the stay after these have been agreed with the supervising researcher.

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

In case there are vacancies, Group Leaders will be able to offer them to the available applicants in descending order of academic records.

**The deadline for submission of the acceptance document is May 31, 2023.**

## VI. Selection of candidates and awarding

The grants will be approved by the Management of the Center and shall be notified to the interested parties during the first half of June 2023. The list of selected and alternate candidates will be made public on the CNIC website.

When applicants register for this Selection Process, they accept that their identification data (name and surname) will be included in the Resolution document.

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

IMPORTANT: In accordance with the current national regulations, if participants in the Program wish to include these internships in their academic records as curricular or extracurricular, there must be an agreement with the University of origin and the corresponding annex must be signed.

## 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 person responsible for the group. 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 finishing the practices and according to the results, evaluated by the Group Leader and endorsed by the CNIC Scientific Management, as specified above, and in order to prolong the approach of young researchers to the day-to-day reality of a research work, the Centre may offer the participants of the last degree or Master's degree a contract of employment in the selected research group, up to two years long, which shall be referred to as the Cicerone contract.

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 a short summary describing the work done, 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 one year.

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 the amount corresponding to a Researcher doing an Internship. This contract will be financed by the hosting research group that has offered the contract to the beneficiary.

## **IX. Further Considerations**

1. The development of this program is subject to budgetary availability of the CNIC. If necessary, it may be suspended or the contributions made to the program may be modified.

2. In accordance with the provisions of article 5 of Organic Law 3/2018, of 5 December, on the Protection of Personal Data and Regulations (UE) 2016/679 related to 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 Centro Nacional de Investigaciones Cardiovasculares, 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 email address you provided. Your personal data will not be transferred to any third party outside the Center, unless you provide express authorization or it is required by law. 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 (CNIC), C/ Melchor Fernández 3, 28029, Madrid. If you need any further information about the use of your personal data, please send an email to [dpo@cnic.es](mailto:dpo@cnic.es) and follow the following link: <https://www.cnic.es/en/privacy>.

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

3. 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/en/training/regulations>

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.cnic.es/en/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 first or second degree relative by blood or marriage.
7. Considering that there is no a priori gender imbalance among the applicants and given that the spirit of the call is that the academic and professional merit of the participants prevails, only in case of a tie of merits, the person of the least represented gender will be selected.

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