

Programa CICERONE

Laboratory summer internships at the CNIC for university students

Call 2024

In its eighteenth edition, the main purpose of the Cicerone Program, in accordance with the regulatory bases, is to bring the reality of biomedical research in the cardiovascular field closer to students in the last two years of official undergraduate or master's degree courses leading to official degrees in biomedicine (medicine, biomedicine, biochemistry, biology, biotechnology, etc.) or related disciplines (physics, chemistry, engineering, etc.). This objective will be achieved through 6-week training stays at the Centro Nacional de Investigaciones Cardiovasculares (CNIC), where participants will carry out internships between July 1 and September 15, 2024.

The Center may offer, once these internships are completed, an employment contract of up to one year to participants who have completed their bachelor's or master's degree studies, based on the results obtained during the internships, which will be evaluated by the group leader and endorsed by 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 by competitive concurrence according to the procedure specified in the regulatory bases of this call.

Regulatory bases

I. Objectives of the call

The CNIC offers university students who are in the last two years of official undergraduate or master's degree courses leading to official degrees in the area of biomedicine (medicine, biology, biotechnology, etc.) or areas related to this field (physics, chemistry, engineering, etc.), the opportunity to come into contact with the reality of biomedical research and complete their training by completing a 6-week internship during the period from July 1 to September 15, 2024.

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.

II. Conditions of the grants

A maximum of 36 positions will be granted in the CICERONE-2024 training program to complete a six-week internship in one of the research lines offered.

The recipient research groups and the information related to their lines of research is available in the document "List of scientists and research lines" published together with this call on the Centre's website: <https://www.cnice.es/en/convocatoria/cicerone>

This grant is incompatible with having another scholarship or contract during the entire period of the possible internship: July 1 to September 15, 2024.

Participants will receive a grant of € 1,500.00. In addition, the CNIC will pay participants who reside outside the Community of Madrid the expenses derived from travel to Madrid in economy class up to a maximum of 300 € (1 round trip from their usual place of residence). The maximum expenditure of the Cicerone 2024 call in the 2024 budget line; 27,107,465A,442 will amount to €64,800.00.

The completion of the academic internship will not imply any type of contractual relationship between the beneficiary and the CNIC.

If, for any reason beyond the participant's control, the training activity for which the grant was awarded cannot be carried out or is interrupted, the participants must return the amounts unduly received.

In the case of participants in the last year of their bachelor's or master's degree, after completion of the internship, and depending on the results of the internship, evaluated by the group leader and endorsed by the scientific direction of the CNIC, the Center may offer the beneficiary an employment contract of up to one year, which will be called a Cicerone contract (see regulatory basis VIII). This contract has the nature of an employment relationship for all purposes.

III. Duration of the traineeship

The internship must take place between July 1 and September 15, 2024.

The internship will have a duration of 225 effective hours of training over a period of 6 weeks. The dates will be fixed by mutual agreement between the beneficiary and the person responsible for the supervision, preferably in a period without interruptions.

IV. Requirements for applicants

Be a university student, national of a European Union country, pursuing official undergraduate or master's degree studies related to biomedical sciences or areas related to this field (medicine, biology, physics, chemistry, engineering, etc.).

To have passed at least 50% of the credits of the degree before the closing date for receipt of applications in 2024. The applicant must provide an official document with the number of credits required to participate in this Program by the indicated date.

To accredit an average grade of degree and master, on a decimal scale of 0-10 and with 2 decimal places, equal or higher than 8.00 for the fields of knowledge in Biomedicine, except for double degree studies or those belonging to the following fields of engineering: biomedical engineering, electrical engineering, electronic engineering and telecommunication engineering; industrial engineering, mechanical engineering, automatic engineering, computer and systems engineering; chemical engineering, materials engineering, or similar, which will be equal or higher than 7.00.

V. Formalization of applications and pre-selection of applications

The deadline for submitting applications will open on the day following the publication of the extract of this call in the Official Gazette of the State (BOE) and will end on April 5, 2024.

The application process is divided into two phases:

Phase A Submission of APPLICATION FORM

The application form must be completed and sent through the CNIC website (<https://www.cnic.es/en/convocatoria/cicerone>)

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, the applicant will receive an automatic confirmation email.

Documentation to be submitted:

- The duly completed application form. In this document, candidates must specify a maximum of three lines of research that are of interest to them in order of priority.
- *Curriculum Vitae*. It will be presented in English. Proof or certificates of academic internships and courses taken shall be attached to the CV so that they can be valued in the selection process.
- Brief motivation letter in English explaining the candidate's interest in this internship (maximum 300 words).
- Academic certificate with the number of credits passed, the totals of the study plan and the average grade (academic record).

Candidates with non-Spanish university degrees must ALSO attach documentation of the official equivalence of their academic record certified through the Spanish Ministry of Education and Vocational Training: https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia_notas_medias/language/en

- Copy of ID 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.

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. 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 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 on-line 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/>), the Spanish National Currency and Stamp Factory, or docuSign, for example.

Phase B: Pre-selection of applications and submission of acceptance documents

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

- Bachelor's and Master's degree transcripts (when applicable) (40 points)
- Other curricular merits (20 points).

Academic internships, for each accredited month, 5 points.
Training courses of 20 hours or more, 4 points.

- motivation and closeness to the experimental line (40 points). The research group will evaluate the motivation and fit to the selected experimental line. This evaluation will be based on the analysis of the curriculum vitae, the motivation letter and, if deemed necessary by the research group, the result of the interview, which is optional.

After the evaluation, a provisional resolution will be published.

Applicants will have a period of 5 calendar days to make allegations.
At the end of this period, the final decision will be published.

Applicants who have been accepted to a laboratory will be notified via e-mail and must send the acceptance document (available at <https://www.cnic.es/es/cicerone>) digitally signed to the following address: programa_formacion@cnic.es

This document must include the start and end date of the stay after these have been agreed with the laboratory supervisor.

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

In the event that vacancies remain, the research groups may offer them, in descending order of academic record, to those persons admitted who have not agreed to a place.

The deadline for submitting the acceptance document will end on May 31, 2024.

VI. Selection and awarding

The awarding of grants will be approved by the Direction of the Center and will be notified during the first half of June 2024. The list of selected persons and substitutes will be made public on the CNIC website.

By registering in this process, participants accept that their identification data (name and surname) will be included in the resolutions of the selection process.

VII. Justification

Once the internship period has concluded, within thirty days, the beneficiaries will demonstrate its completion by submitting, by e-mail to the address programa_formacion@cnic.es, a brief descriptive report (300 words maximum) of the work carried out, with the approval and signature of the person responsible for the group.

Upon completion of the internship period and presentation of the corresponding report, the CNIC will provide the participant with a certificate of the training period completed.

VIII. Additional/Optional 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. Other Considerations

1. The development of this program will be subject to the budgetary availability of the CNIC. If necessary, the temporary suspension or modification of the contributions corresponding to this program may be approved.
2. In accordance with the provisions of the Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights and Regulation (EU) 2016/679 on the protection of personal data of natural persons, the personal information that you may provide us through the application is registered by the CNIC (F.S.P) for the purpose of processing the object of the call. The processing of your personal data is legally authorized as it is necessary for the management of the same. These personal data will not be communicated to any third party unless you expressly authorize it or it is required by law. You may exercise your rights of access, rectification, deletion, limitation of specific processing, portability, automated decisions and opposition to the processing described in the following address: Centro Nacional de Investigaciones Cardiovasculares, C/Melchor Fernandez Almagro, 3 (28029) Madrid. In case you need additional information about the processing of your personal data, please send your query to dpo@cnic.es and consult the following link: <https://www.cnic.es/en/privacy>

The processing of Personal Information as described in the previous section is necessary for the Center to manage your registration for this training event, without which, it cannot be carried out.

3. The industrial property rights of research staff in training and of persons participating in training programs or stays will be governed by the rules published on the CNIC website: <https://www.cnic.es/en/training/regulations>
4. The CNIC Foundation's Code of Good Governance and Code of Ethics and the CNIC's Code of Good Scientific Practices (<https://www.cnic.es/en/transparency>) must be respected by all beneficiaries of the CNIC's Training Programs.
5. The CNIC respects and promotes the principles of the [European Charter for Research Personnel and the Code for the Selection of Researchers](#) in the field of European and Spanish regulations, and especially the principle of equality and non-discrimination on grounds of sex, gender, race, religion, status, sexual orientation, disability, age or any other personal or social condition.
6. With the aim of ensuring that people who have interrupted their activity for reasons related to maternity or paternity do not see their training interrupted, the CNIC promotes the participation of these people in the training actions and programs and will especially value these circumstances by means of a positive action measure so that, in equal points,

preference will be given to people who have interrupted their activity for reasons related to maternity or paternity, preference will be given to participants in the call who have interrupted their work activity due to maternity leave, paternity leave or situations of risk during pregnancy and risk during breastfeeding, maternity leave or leave of absence to care for a family member up to the second degree of consanguinity or affinity or in a situation of preventive measures against gender violence. Only in the event of a tie in merits, the person of the least represented gender will be selected as a positive action measure in accordance with the current Equality Plan.

7. The CNIC guarantees, within its scope of action, the principle of equality during the training or employment relationship and for access to it, and may not establish any direct or indirect discrimination based on grounds of origin, including racial or ethnic origin, sex, age, marital status, religion or beliefs, political opinion, sexual orientation and identity, gender expression, sexual characteristics, union membership, social status, language within the State and disability, provided that the persons are suitable to perform the work or training action in question.

Alberto Sanz Belmar
Managing Director, CNIC