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## **Call for applications to shortlist researchers authorised to submit collaborative proposals**

**CA' FOSCARI UNIVERSITY OF VENICE  
DEPARTMENT OF ECONOMICS**

**Il Direttore del Dipartimento di ECONOMIA**

*The present document in English is to be considered as a mere summary of the main provisions of the notice of competition which is available in Italian at the following ([link](#)). The text in Italian is the official text of the notice of competition for all legal intents and purposes and, in the event of non-conformity with the present document, it shall prevail.*

### **Art. 1 – Subject**

1. A public call for proposals is open to select researchers holding a PhD degree authorised to submit collaborative project proposals to external funding programmes as Researcher in charge for the proposal. The following external funding programmes are admitted: H2020 and Interreg (all schemes).

2. The project proposals (hereinafter referred to as “projects”) will have to include the participation of Ca' Foscari as project partner – or third party; the Selection Committee reserves the right to verify possible exceptional cases that foresee the participation of the University as coordinator in relation to the possible strategic role of the proposal.

3. The call aims to verify the research and professional requirements deemed necessary to carry out the research and coordination activities linked to the management of a collaborative research project.

4. The authorised researchers will be able to submit a project proposal to the funding programmes defined in art. 1.1 as Researcher in charge.

5. Except for the limits defined in the following provision n. 6, allowed candidates who will have their projects granted by such external funding programmes (defined in art. 1.1), will be granted a research grant (assegno di ricerca) of the duration of the project, which will not exceed the maximum yearly amount necessary to cover a contract as fixed-term researcher type A (Ricercatore a tempo determinato lettera a), including charges to be borne by the institution. Such yearly maximum amount corresponds to the gross amount 49.549,80€, including charges to be borne by the institution.

6. In accordance with art. 13.2 of the Regulations for the awarding of research grants, the research grantee will carry out their research activity so as to guarantee their independence in research and in the management of the funds as required by the funding body, within the limits foreseen by the national legislation in force, and by the University regulations.



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7. The research grant contract will have to start no later than 1 month after the start date of the project, as foreseen in the contract with the funding body; in any case, the permission granted to the researcher will be valid for 18 months after the publication of the shortlist.

## Art. 2 – Requirements

1. The call is open to European citizens and non-European citizens who [nota per la struttura: definire i requisiti scientifico – professionali di partecipazione]:

➤ holding a PhD degree and a research and professional curriculum adequate to carry out the research activities;

2. The qualifications obtained abroad will be examined by the Committee (as in following art. 4), which will have the right to consider them as equivalent for the admission purposes, without prejudice to the relevant current legislation.

3. Candidates need to meet the requirements at the deadline defined in this call in art. 3.

4. Those who have a degree of kinship or affinity, up to and including the fourth degree, with any professor belonging to the Department or the organisation structure issuing the call, or with the Vice Chancellor, the Chief Executive Officer or a member of the University Board of Directors, cannot be granted a research grant (assegno di ricerca), **and therefore are automatically excluded from the participation in these selections.**

5. Those who are permanent employees of National or Foreigners universities or public research institutions and bodies, or of the National Council for New Technology, Energy and the Environment (ENEA) or the Italian Space Agency (ASI), institutions, whose scientific specialisation diploma has been recognised equivalent to the title of PhD pursuant to art. 74, fourth paragraph, of the Presidential Decree of 11/07/1980, n. 382, in accordance with the relative budget availability, cannot be granted a research grant (assegno di ricerca)

6. Neither full-time nor part-time employees of a private administration can be granted a research grant (assegno di ricerca).

7. Candidates are admitted with a reservation; the University will determine the exclusion of the candidates who do not meet the requirements with substantiated decision. Such decision will be communicated to the candidate upon request, via email with acknowledgement of receipt, or via PEC (certified email), in case the candidate has one.

## Art. 3 – Deadline and Application

1. In order to take part in the selection the candidate has to submit the application and all the relevant documents to the Director of the Department of Economics, Ca' Foscari University of Venice, at Cannaregio n. 873 – Segreteria Amministrativa, by the deadline set in this call, and as defined in the following provisions.



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2. The call is on a first come-first served basis, therefore candidates will be able to submit their application by the call deadline defined no later than **01/06/2020 at 12.00, Noon, local time**. The procedure will take place following the chronological order of acknowledged receipt, only if the application is complete with all the documents required, and according to the procedure defined hereinafter.

The Committee will carry out the evaluation procedures **between 30 and 60 solar days** after the date of acknowledged receipt of the application. Therefore, candidates must take into consideration the above-mentioned deadlines when choosing a call, with a deadline that will have to allow the procedures to be carried out by the Committee.

The results will be communicated in accordance with art. 4.5;3.

3. The **application templates to take part in this call** are available at the University webpage dedicated to research grants (assegno di ricerca) ([link](#)).

4. The application and all the requested documents will have to be submitted to the Department of Economics in one the following ways:

- a) sent via email to [ricerca.economia@unive.it](mailto:ricerca.economia@unive.it) exclusively in .pdf format
- b) delivered by hand/in person directly to the Department of Economics – Venice, Cannaregio n. 873 – Segreteria Amministrativa, in the following opening hours:

From	To	From	To
Monday	Friday	9.00 AM	1.00 PM
Monday	Thursday	2.00 PM	4.00 PM

- c) sent via PEC (certified email) to the address [de@pec.unive.it](mailto:de@pec.unive.it)

5. For information on the procedure, the candidate can contact: Segreteria Amministrativa, phone numbers 041/2346808 – 041/2349173 or [ricerca.economia@unive.it](mailto:ricerca.economia@unive.it).

6. Applications which are incomplete and/or without the necessary attachments, or which are not signed where needed, or which for any reason have been sent to the University after the deadline foreseen by the previous provision n. 2 are inadmissible, and therefore will not be taken into consideration.

7. Without prejudice to art. 6, all communications concerning public selections published within this call, are to be sent to the interested parties via PEC or email with acknowledgement of receipt.

8. The candidate **has to** clearly specify in the application or in the attachments their surname and name, place and date of birth, fiscal code (if they have it), residence, email address and/or PEC (if they have it), and the domicile the candidate chooses for the purposes of this selection. Any possible variation of such data has to be communicated immediately to the Department/Centre to which the application has been addressed.

9. The candidate will also indicate in the application or in the attachments, where asked to:

- a) the funding programme chosen and the deadline of the call for which they wish to apply;



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- b) the PhD degree or equivalent obtained in Italy or abroad, and all related data foreseen in the application form. For the recognition of the degree obtained abroad please, see <http://cis.cimea.it/estero/>;
- c) the nationality;
- d) physical fitness to the collaboration;
- e) has (not) received a PhD grant;
- f) has (not) received research grants (assegni di ricerca) in accordance with art. 22 Law no. 240/2010;
- g) has already/not received contracts in accordance with art. 24 Law 240/2010;
- h) has (not) submitted a Marie Skłodowska Curie Actions - Individual Fellowships/ERC/FIRB/SIR or equivalent and has (not) obtained an evaluation higher than the minimum threshold to access funds, as foreseen in the relevant calls;
- i) has (not) already completed at the date of this announcement;
- j) ) an individual project Marie Skłodowska Curie Actions - Individual Fellowships/ERC/FIRB/SIR or equivalent;
- k) if citizen of a non-EU country on the Italian territory, whether they hold a stay of permit valid at the deadline of the call;
- l) knows that the research grant (assegno di ricerca) is incompatible with the positions in art. 11, without prejudice to the University Regulations for research grants awarding and current law;
- m) where foreseen, the will to carry out the interview via telematics means;
- n) preferential titles where present, foreseen in art. 5;
- o) the project title will correspond to the title for the awarding of the research grant (assegno di ricerca);
- p) any other element not foreseen explicitly in the call artt. 2,3 and 5;
- q) any other compulsory element foreseen by the foreseen by the application form;
- r) disable candidates, in accordance with law n. 104 of 5<sup>th</sup> February 1992 and subsequent amendments and additions, will have to send an explicit request for the assistance needed to take part in any examination and interview.

10. Candidates will be excluded by the selection if the declaration/s as in letter b) and n) of the previous provision is missing.

11. The University does not take the responsibility for cases of untraceability of the addressee or for the loss of communications when they depend on the candidate incorrect communication of the domicile or contacts, the missing or late communication of their variation, or when they depend on any other cause not depending on the University, nor on postal, telegraphic or telematics mistakes, or anyway depending on third parties, unforeseeable circumstances or force majeure.

12. Declarations made in the application form and in the attachments are made in accordance with D.P.R. n. 445/2000 and subsequent amendments by candidates who can use the simplification and administrative certification forms allowed by the above-mentioned decree.

13. Candidates have to attach to the application form:

- a) a scanned copy of their valid identity document;
- b) their academic and professional curriculum vitae, signed in original, with the specification of the degree necessary to access the call, a specific description of their research and professional titles they wish to enforce together with the declaration in



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accordance with D.P.R. n. 445/2000 and subsequent amendments and integrations, that what has been declared corresponds to the truth, and the authorization to the treatment of their personal information for the purposes related to this selection procedure, in accordance with D.lgs. 196/2003.

c) the attachments: “obligations and commitment”, “competitions and incompatibility” ([link](#));

d) the project, drafted exclusively in English using the **model Template Application form** available at the following University webpage ([link](#));

e) **the support letter** of an associate or full professor, or of a permanent researcher of the Department, ready to substitute the Researcher in charge of the project in case of impediment. The model is available at the following University webpage ([link](#))

14. Further attachments:

- a) the candidate's list of publications;
- b) attachment “preferential titles” in case the candidate has them;
- c) any other document foreseen in artt. 2, 3 and 5 of the call;

15. The same provisions foreseen for Italian citizens apply to EU citizens. Citizens from non-EU countries, legally residing in Italy, can use the attested affidavit foreseen in D.P.R. 445/2000 for statuses, personal qualities and facts that can be certified or attested by public Italian subjects, without prejudice to the laws and regulations regarding immigration and the condition of the foreign citizen.

16. Without prejudice to the previous provision, citizens from non-EU countries, authorised to stay in the Italian territory, can use the above-mentioned attested affidavit declarations in case they are issued in application of international treaties between Italy and the country of origin of the declarant.

17. The University will sample-check the truthfulness of the candidates' declarations in the application and in the curriculum, without prejudice to the possibility to ask for the originals of the publications referred to in the application.

18. In case the above-mentioned check demonstrates that the declaration includes false content, the declarant loses all benefits deriving from the measure issued on the basis of the false declaration, without prejudice to the Penal Code and the relevant special laws.

#### **Art. 4 - Selection Committee**

1. The project proposals will be evaluated by a Selection Committee with:

- at least 3 professors and/or researchers of the University;
- an expert in project design and management, chosen among the administrative personnel of the University, including research facilitators, in relation to the funding programme addressed by the candidate in the application form;

2. The Committee is appointed by the Director of the structure issuing the call; the Director will indicate the President and the secretary. In case the call is issued by more than one structure, the Selection Committee is appointed with the agreement of the Directors of those structures. The Committee may include other external experts without additional costs for the structure.



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3. The Committee takes office within 15 days from the appointment and defines the general criteria for the evaluation of the research and professional titles foreseen to access the selection (art. 2), the project proposal and the interview, as well as the preferential titles (art. 5).

4. The President sets the following meetings through a notice to be sent via email by the secretary. The meetings can take place in remote as well. The Committee will evaluate the applications within a period of 30-60 solar days of the acknowledged receipt of the application.

5. The structure publishing the call will approve the selection proceedings with a Decree and will publish them in accordance with art. 11 of the University Regulations on research grants awarding.

#### **Art. 5 - Evaluation procedures**

1. The selection is based on the evaluation of the research and professional titles of the candidates, their *curriculum vitae*, their research production, their project, drafted following the template available at the University webpage ([link](#)), which will be followed by the interview.

2. The candidates are admitted to the interview on the basis of the evaluation of their titles, their *curriculum vitae*, and their project. The interview is aimed to assess the following:

- the impact on the Department and the project sustainability, if funded;
- an analysis of the development plan of the activities to be carried out at the Department/Centre in view of the submission of the proposal to the funding body;

3. Candidates whose titles and project are evaluated as insufficient by the Selection Committee are not admitted to the interview. The threshold corresponds to **a score of no less than 56/80**.

4. The exclusion is motivated in the minutes, and access to them is guaranteed in accordance with l. 241/90, as foreseen in following art. 8;

#### **5. Preferential titles are the following:**

- a. degrees of specialisation and certificates of attendance to advanced courses *post lauream*, obtained either in Italy or abroad;
- b. the performance of documented research activity within collaborative projects in public or private bodies with contracts, scholarships, appointments either in Italy or abroad;
- c. the project to be presented covers the scientific areas of interest for the Department.

6. As far as foreign candidates residing abroad are concerned, and for those residing more than 200 km far from the selection venue, the interview can take place via telematics means, with prior consent of the Selection Committee, and once the technical feasibility is ensured.

#### **Art. 6 – Selection and shortlist**

1. For the evaluation of the project presented, the Selection Committee can assign a maximum score of 100, namely:

- from 0 to 60 for the project;





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- from 0 to 20 for titles and *curriculum vitae*;
- from 0 to 20 for the interview.

**The minimum threshold to be granted the authorisation is 70/100.** The Commission grants the authorisation with reasoned justification.

2. Candidates will be admitted to the interview if they obtain an evaluation for their titles and projects of **no less than 56/80**.

3. The University will publish the selection and interview dates specifying the location where, and the time when these will be carried out and/or potential postponements of the publication of such information through notices on the University website ([link](#)) and on the webpages foreseen by the legislation in force within 5 working days of the acknowledged receipt of the application. In any case, the interviews will take place no earlier 20 days after the publication of their calendar, in accordance with D.P.R. n. 487/94.

4. The publication of the above-mentioned calendar or potential postponements of such information are to be considered as a formal notification. Therefore, candidates are required to present themselves with a valid identity document and with no further notice to the premises and on the date and time indicated in the public notice.

5. The candidates' absence to the interview will be considered to all effects as a withdrawal to the selection, whichever the cause.

6. The interview takes place publicly and is considered as passed only if the evaluation is equal to or more than **14/20**.

7. Depending on the score assigned for titles, curriculum, the project and the interview, the Commission creates one or more shortlists of candidates who can submit their collaborative research proposals as Researcher in charge, exclusively to the calls published within the funding programmes defined in art. 1 of this call.

8. **Within 10 days before to the deadline of the call for proposals**, as indicated when participating in this call, the candidate authorised to submit their proposal will have to provide the Secretary of the Department **the final budget of the proposal, the detailed list of the resources and/or the premises necessary** to carry out the activities foreseen, including the **access to existing equipment**, in order to verify the consistency with what has been proposed during the selection phase.

An increase in the requests related to the access to equipment and/or resources and premises of the Department, or a reduction of the personnel costs that does not allow to cover the cost of the research grant (assegno di ricerca), including charges to be borne by the institution, will determine the revocation of the authorization.

The authorised candidate undertakes to submit to the Secretary of the structure a copy of the final submitted proposal.



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#### **Art. 7 – Approval of the proceedings**

1. The proceedings of the selection and the shortlists of the authorised candidates, together with the motivated evaluations of the evaluators, are approved by the Director of the structure publishing this call, and immediately published in accordance with following art. 8. The decree of approval assesses the regularity of the procedure, and its compliance with current legislation and University regulations.

2. In case elements such as to suggest that the procedure has not been regular or compliant with the University regulations, the Director of the structure requests clarifications to the Selection Committee. In case no answer is provided by 20 days after the request, or in case of negative evaluation of the elements provided in the answer, the Director of the structure annuls the proceedings of the procedure.

3. The deadline for the persons concerned to contest the decisions is calculated starting from the date of publication of the proceedings and the shortlist of the authorised candidates.

4. The authorisation has a duration of 18 months from the publication date of the shortlist. The acquired authorisation remains valid exclusively for the project proposal and the call specified in the application to this call.

5. The authorised candidate will be able to submit the research project proposal evaluated positively by the Committee as Researcher in charge of the proposal under the related call indicated when submitting their application.

In case the project is funded within 18 months after the publication of the authorisation, the Department/Centre will grant a research grant (assegno di ricerca) of a duration equal to the duration of the project for a maximum amount corresponding to that necessary to cover a contract as fixed-term Researcher type A (RTD-a), including charges to be borne by the institution. Such maximum yearly amount corresponds to the gross amount of 49.549,80€, including charges to be borne by the institution. According to art. 13.2 of the Regulations on grants awarding, the research grantee (assegnista di ricerca) will carry out their research activity so as to guarantee their independence in research and in the funds management as required by the funding body.

6. The research grantee will accept the contract for research activities no later than 7 days (normally 7) after having received the communication, signing the contract at the offices of the Department/Centre. Through such contract terms and conditions on how to carry out the collaboration activities, as well as on the payment of the research grant will be regulated, in accordance with art. 1 of this call.

7. The research grant can be renewed at the end of the project prior to the positive evaluation of the activities carried out, in accordance with art. 17 of the Regulations on the grants awarding, without prejudice to the limits foreseen by current relevant law.

#### **Art. 8 - Publicity of the selection procedure**

1. Publicity of the results is ensured throughout all the selection phases, through the publication of this notice in the premises of the interested structure. The proceedings of the selection are published on the University website as well, and in all the other webpages foreseen by current legislation.





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2. Access to the selection proceedings is guaranteed in any case, in accordance with law n. 241 of 7<sup>th</sup> August 1990, and subsequent amendments and additions, and the related implementing regulations.

#### **Art. 9 - Activity of the research grantee**

1. The activity of the research grantee (assegnista di ricerca) takes place in the venues of the structure publishing this call throughout the duration of the research activity, without prejudice to missions or external activities foreseen in the research project and/or those authorised in advance by the Director of the structure in cases foreseen by art. 13.2 of the Regulations.

2. The research grantee carries out their activity autonomously and without pre-arranged working hours, within the limits of the research programme.

3. In any case the activity of the research grantee is not employment work, and does not give right to the access to permanent positions in the University.

4. The research grantee is obliged to register for the INPS Italian Social Security Institute separate management, to register to the portal of the Ministry <https://loginmiur.cineca.it/>, to update the U-GOV catalogue with the research grantee research publications, to comply with the regulations of the University, and in particular with the Regulations for the research grants awarding, the University Regulations on Patents, the Ethical Code of the University, the Code of Conduct of public employees, in accordance with art. 54 of the legislative decree n. 165 of 30<sup>th</sup> March 2001.

#### **Art. 10 - Intellectual Property, patentability and confidentiality**

1. The legal and economic regime on the protection and the exploitation of the research results will be established by the contract that will be made with the authorised candidate(s). Specifically, all research results (whether deserving or not exclusive rights) will be property of the University, which will be fully and exclusively entitled to exploit, use and/or publish them, without prejudice to moral rights of the inventor/author. The University Regulations on Patents applies, without prejudice to current legislation.

2. In any case it is necessary to refer to art. 17 of the Regulations on the research grants awarding, and the relevant University regulations.

#### **Art. 11 - Incompatibility – Prohibition of cumulating – Suspension of the activity**

1. Without prejudice to what is foreseen in art. 4 of the Regulations, and art. 2 of this call, research grantees (assegnisti di ricerca) can have a teaching contract at the University and can be part of the exam committee as subject expert (cultore della materia).

2. Cumulating the Research grant with other scholarships granted for any reason is not permitted, apart from those granted by national or foreign institutions in order to integrate the Research grantee activities with periods of stay abroad.

3. The research grant is incompatible with the enrolment in any degree, specialist or master's degree or PhD course with grant, with medical specialisation courses in Italy or abroad, or with masters, and



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it implies unpaid leave for - even if part-time - employees of public administrations. This is without prejudice to provisions of law regulating the assignment of paid appointments to full-time public employees.

4. The research grantee (assegnista di ricerca) can carry out self-employment or occasional or continuous collaborations, compatibly with the research activity in place, and subject to formal authorization of the Director of the structure, provided that the activity:

- does not imply conflict of interest with the specific activity carried out by the research grantee;
- does not prejudice the University.

5. The research activity and the research grant (assegno di ricerca) can be suspended, subject to the structure approval, for the following reasons: compulsory military service, compulsory parental leave, sickness or serious family reasons, activation of scholarships granted by national or foreign institutions allowed by current legislation and not directly related to the research programme funded by the research grant (assegno di ricerca), for a maximum duration of one year, without prejudice to that the entire duration of the research fellowship/grant is not reduced due to these suspensions.

6. An overall period of justified absence of no more than thirty days in one year does not constitute suspension and consequently does not have to be made up.

7. In any case it is necessary to refer to the Regulations on the research grants awarding for cases of incompatibility, prohibition of cumulating, and suspension of the activity.

#### **Art. 12 - Control and assessment of the activity carried out by the research grantees**

1. Without prejudice to provision 2 of this article, the research grantee (assegnista di ricerca) is obliged to report on their research activity whenever asked by the Director of the reference structure. To this end, the research grantee may be asked to write a journal including periodically the implementation status of the established programme.

2. The research grantee is required to submit a written report on the research activities implemented at the end of the grant period, and in any case at the end of each year of activity if the research grant lasts more than one year, in order to determine the amount of the research grant as foreseen in art. 7. In the report the research grantee has to report on the research methods applied in a timely and exhaustive manner, as well as on the results achieved - even if partially - reached in relation to the specific programme they are working on, also for the purpose of the possible renewal of the research grant, without prejudice to art. 13 of the Regulations.

3. The research grantee will have to provide the Department with the research products defined during the presentation of the project proposal.

4. The report is presented to the Council of the structure or the responsible body.

5. In case of negative evaluation, and once the research grantee has been heard, the Council of the structure or the responsible body can propose the revocation of the research grant. The early termination of the collaboration to the research activity is decided by the Council of the structure or the responsible body.



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6. At the end of the research grant, the above-mentioned report will have to include the research methods applied in a timely and exhaustive manner, as well as the results achieved determined in the research programme, also for the purpose of the possible renewal of the research grant.

7. This is without prejudice to the early termination of the collaboration to the research activity in case of serious and documented non-compliance of the research grantee signaled by the Director or the Council of the structure, or the responsible body. This is also without prejudice to any legal action of the University to protect its interests and its assets.

**Art. 13 – Fiscal, social security and insurance treatment**

1. With respect to taxation, the research grants are subject to the provisions of art. 4 of the law of 13th August 1984, n. 476 and subsequent amendments and additions, and with respect to social security, the provisions of art. 2, paragraphs 26 and following of the law of 8th August 1995, n. 335 and subsequent amendments and additions.

2. With respect to compulsory maternity leave, the provisions of the decree of the Ministry of Employment and Social Security of 12th July 2007, published in the Gazzetta Ufficiale n. 247 of 23rd October 2007, apply to research grants of this call.

3. During the compulsory paternal leave, the compensation provided by INPS in accordance with art. 5 of the above-mentioned decree of 12<sup>th</sup> July 2007 is integrated by the structure managing the grant up to the entire amount of the research grant.

4. With respect to compulsory sick leave, art. 1 provision 788 of law n. 296 of 27<sup>th</sup> December 2007 and following amendments apply to the research grants of this call.

5. The financial treatment of research grants refers to the Ministry notes n. 2867 of 15.12.1997 and n. 523 of 12.03.1998, the emoluments, in the light of resolution n. 17/E of the Ministry of Finance, n. 2000/30703 of 17.02.2000, are attributable to the category of employee-like income, as they fall under art. 50 (ex art. 47), provision 1, letters c) and c)-bis of the Consolidated Law on Income Tax approved with D.P.R. n. 917 of 22.12.1986 and subsequent amendments.

6. The University covers accident and third party liability insurance for research grantees in the implementation of the research activity.

**Art. 14 - Processing of personal information**

1. In accordance with the Legislative Decree 196/2003 and subsequent amendments and additions, personal information communicated by the candidates with their applications to the selection procedure will be processed exclusively for the management of this procedure and possible assignment procedures of the related research grants.

**Art. 15- Responsible for the procedure**

1. In accordance with art. 5 of law 07/08/1990, n. 241 and subsequent amendments and additions, the administrative responsible for this selection is Silvia Lovatti, responsible for Department of Economics.



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**Art. 16– Final provisions**

For anything not foreseen in this call, please refer to the University Regulations and current legislation.

The Director of the Department, Prof. Monica Billio