



PONTIFÍCIA UNIVERSIDADE CATÓLICA DO RIO GRANDE DO SUL

Office of the Vice President for Research and Graduate Studies

Office of Graduate Studies

Institutional Project of Internationalization (PII) - CAPES-PrInt

Call 02/2023

Application for Work Missions

1. The opening applications for Work Missions grant within the scope of the Pontifícia Universidade Católica do Rio Grande do Sul (PUCRS) Institutional Internationalization Project (PII) under the Capes-PrInt Program is made public, as follows.
2. Scope:
 - 2.1. This Call for Proposals aims to support individual work missions abroad, as follows: (i) for PUCRS faculty affiliated with the Graduate Programs embraced by the PII; (ii) for faculty from institutions abroad who are part of International Research Projects in cooperation, in an effort to increase the internationalization of the institution.
 - 2.2. The following are considered to be individual work missions under the PII:
 - 2.2.1. **For PUCRS faculty:** (i) technical visits associated with Cooperation Projects in strategic Higher Education Institutions (HEIs) from abroad. These missions may include their participation in relevant scientific events for the dissemination of research findings generated under the IIP; (ii) activities carried out by members of the Management Group, or appointed representatives, aimed at the development of prospective institutional partnerships, according to the goals of the PII, are also considered a work mission.
 - 2.2.2. **For faculty from institutions from abroad:** for faculty from institutions from abroad, who are part of Research Projects, will be embraced by the Work Mission to deliver lectures, courses or training programs and / or to teach courses to the Graduate Programs participating in the PII.
 - 2.3. This Call comprises the submission of proposals for the two following funding categories: (1) Work Missions from specific Cooperation Projects and (2) Work Mission by the Office of the Vice President for Research and Graduate Studies (PROPESQ)¹.

¹ At PUCRS, this modality is associated with the grants to be awarded by the Office of the Vice President for Research and Graduate Studies – PROPESQ.

The applicant or the host professor must indicate on the Application Form the type of funding category. The requirements are as follows:

2.3.1. Type of funding category (1) – Work Missions from specific Cooperation Projects:

(i) This category of assistance may be requested by PUCRS professors and by professors from institutions from abroad, according to the provisions of item 2.1 of this Call. It will be conditioned to the availability of funding from the project in question.

(ii) PUCRS professors must develop their projects in a partner HEI from abroad, according to the list of PrInt partners (<http://www.pucrs.br/print/calls-for-applications/programs-and-universities-by-theme-and-project/>).

(iii) Faculty from institutions from abroad must come from a partner international HEIs in a Research Project, according to the list of PrInt partners (<http://www.pucrs.br/print/calls-for-applications/programs-and-universities-by-theme-and-project/>).

2.3.2. Type of funding category (2) - Work Mission by the Office of the Vice President for Research and Graduate Studies (PROPESQ)

(i) Only for professors teaching in PUCRS' graduate programs participating in PII (<http://www.pucrs.br/print/calls-for-applications/programs-and-universities-by-theme-and-project/>).

(ii) The award will only be granted to applicants who develop their work at a host HEI located in one of the countries regarded as a priority by CAPES. The list is available here: [Anexo 1 do Edital 41/2017 do Programa Institucional de Internacionalização - CAPES-PrInt](#).

(iii) Category (2) will include applications only for the Work Missions defined as strategic by the PII's Management Committee, with a view to achieving the indicators intended by PII.

2.4. Purpose:

2.4.1. The awarded missions should contribute directly and significantly to the objectives within the scope of the PII, as follows:

- a) Advance the development of Double Degrees with doctoral students regularly enrolled in PUCRS' graduate programs participating in the PII, and partner HEIs from abroad;
- b) Advance the creation of international graduate programs at PUCRS;
- c) Attract international faculty and researchers to PUCRS;
- d) Bring the quality the research and its findings to a higher level, including those that are developed jointly with international partners;
- e) Promote and consolidate partnerships with international institutions;
- f) Encourage the development of international research networks to improve and disseminate the quality of scientific, technological and social production of the research developed in the graduate programs of PUCRS;
- g) Increase the number of research projects sponsored by international agencies.

3. Duration and Eligibility for New Grants:

- 3.1. Individual work missions will last from a minimum of 7 (seven) to a maximum of 20 (twenty) days. No extensions will apply.
- 3.2. Applicants who have been awarded with this type of grant in the last 24 (twenty-four) months are not eligible. This rule will not apply for Coordinators of International Cooperation Projects and PII Managers who may apply every year.

4. Eligibility:

- 4.1. Successful applicants must meet the following requirements at the moment of application:
 - 4.1.1. Be a PUCRS professor accredited to teach in a graduate program associated with the PII or a professor from an institution from abroad actively involved in a research project from PII;
 - 4.1.2. Have relevant scientific and technological production (publications in journals, books, events or national and / or international patents) in their area of expertise;
 - 4.1.3. The proposal must be in an area compatible with research project or, for applications for category (2), compatible with the Theme of PII, as shown in item 2.3 of this Call;

4.1.4. For PUCRS professors must not be on vacation or paid leave during the term of the mission.

5. Application

- 5.1. PUCRS professors are responsible for submitting their own application.
- 5.2. The host professor must submit the application of faculty from institutions abroad.
- 5.3. Before submitting the application, the candidate or the host professor should consult the project coordinator or PROPESQ's Office for the Internationalization of Graduate Programs (diretoriapg.print@pucrs.br).
- 5.4. The documents presented in item 6 must be submitted by the applicant or host professor in a .pdf format to diretoriapg.print@pucrs.br. The subject of the email should include the category of financial grant, as stated in 2.3 of this Call; and, whenever applicable, the title of the Cooperation Project;

6. Documentation:

6.1. Approval will be conditioned to applications containing the following documentation being attached to the email:

6.1.1. For PUCRS faculty:

6.1.1.1 **Application Form (Appendix I of this Call):** This form must be completed and signed by the applicant, by the Coordinator of the Research Project, whenever applicable; and by the Coordinator of the Graduate Program and Dean of the Academic School the faculty works for.

6.1.1.2 **Work plan** including the following:

- (i) **Description of the activities to be developed** during the work mission, including meetings, lectures and, presentation of papers whenever the applicant is required to attend scientific events.
- (ii) **Official presentation of PUCRS-PrInt** at the host HEI. The information to be presented must be provided by PROPESQ's Office for the Internationalization of Graduate Programs. The target audience must be mentioned. We recommend that the target audience be as wide as possible, including students, faculty and institutional representatives such as graduate program coordinators, heads of departments, institutes and of the Office of International Relations, or equivalent, at the host HEI. The presentation should be as comprehensive as possible in terms of the scope of research;

- (iii) **Meeting with graduate program coordinators, or equivalent, who could be potential partners at the host HEI and with the Office of International Relations, or equivalent, to advance strategies to meet the goals of the PII as shown in item 2.4 of this Call;**
- (iv) **Work Plan including schedule** and a description of **the activities** that will be carried out on a daily basis, including the departure and return dates from / to Brazil, as per item 3.1. of this Call.
- (v) **Invitation Letter** from the host institution. This letter must be signed and state the duration of the work mission. This plan must be compatible with the schedule of activities to be carried out.
- (vi) As for missions that include participation in events, please **describe the event and the paper** that will be presented. An indication of whether the applicant will present a full article or an abstract presented through a poster must be included. The **relevance of work under the goals of PII** must be described.
- (vii) **Proof of acceptance of the article that will be presented** at the academic event. If the candidate does not have an acceptance letter, the proof of submission and a letter certifying the applicant's agreement will be accepted. By presenting this letter, the applicant will agree that they have to present proof of acceptance of the paper in order to get financial grant.

6.1.2. For faculty from institutions from abroad:

6.1.2.1 **Registration Form (Appendix II of this call)**, duly completed by the host professor and signed by the Coordinator of the Research Project.

6.1.2.2 **Work plan** including the following:

- (i) **Description of the activities to be developed** during the Work Mission, including meetings, lectures and, presentation of papers whenever the applicant attends scientific events.
- (ii) **Work Plan including schedule** describing **the activities** that will be carried out on a daily basis, including the departure and return dates from / to the home country.

6.1.2.3 **Invitation Letter** from the host institution. This letter must be signed by the head of the department, or substitute, and certify their consent to the work mission and the schedule of planned activities.

6.1.2.4 **Letter of acceptance from the invited professor** agreeing with the execution of the proposed work plan.

6.1.2.5 **Resumé of the invited professor;**

6.1.2.6 **Copy of the passport.**

7. Application for Temporary Leave (only for PUCRS faculty):

7.1. The applicant must submit their request for leave of absence at the main office of the department they work for;

7.2. Being awarded with the PUCRS-PrInt grant does not construe being awarded with the Leave of Absence;

7.3. The granting of the award will be conditioned to applicants being awarded the Leave of Absence;

7.4. The applicant is responsible for applying for and keeping track of the status of their leave of absence at the Office of Graduate Studies.

8. Application Deadlines:

8.1. This Call provides a continuous flow, however the documentation listed in item 6 must be sent between **the first and tenth day of the month**;

8.2. The application must be sent with a **minimum advance of two (2) months before** the intended start of the work mission.

9. Selection:

9.1. The Office for the Internationalization of Graduate Programs check the documentation submitted by the applicant as stated in item 6 of this Call, and will issue a decision as to the approval the submission;

9.2. Selection criteria:

9.2.1 The following criteria will be considered:

9.2.1.1. **Work Plan**: The proposal will be assessed in view of its relevance to the promotion of internationalization of the institution and its contribution to the quantitative **indicators** of the Research Projects, as well as to the PII.

9.2.1.2. **Applicant's resumé**: The following aspects will be taken into consideration: (i) PQ/DT grant, only for PUCRS faculty; (ii) number of

publications in the CV, for faculty and researchers from institutions from abroad and CV Lattes, for PUCRS professors; (iii) ongoing research projects with funding, (iv) applicant's international insertion and history of publications of scientific articles involving professors from the host institution and PUCRS;

9.2.1.3. **Institution:** Priority will be given to proposals with HEIs with which the home institution is already partners. These partnerships can be materialized in the form of agreements between the host HEI and PUCRS, research projects in partnership, publication of scientific articles, Double Degree programs involving graduate students of PUCRS or even international graduate programs in progress.

9.2.1.4. **Country:** The host country should be in the list of eligible destinations for the priority area by which the mission is embraced (Health in Human Development; World in Motion: Individuals and Society or Technology and Biodiversity: Sustainability, Energy and Environment). Priority will be given to countries regarded as priorities by CAPES. This list can be found here: [Anexo 1 do Edital 41/2017 do Programa Institucional de Internacionalização - CAPES-PrInt](#);;

9.2.1.5. If there are more applicants than grants in the type of financial aid available in the same application period, the following criteria will be used as a tie-breaker:

Priority of criteria	Description of criteria
1	Achievement of Measurable Results for PII
2	History of the partnership with host HEI
3	Relevance and feasibility of the Work Plan to be developed during the applicant's absence
4	Having a PQ, DT grant or equivalent academic profile
5	Work mission to priority countries, according to CAPES

10. Result:

10.1. Results will be informed to applicant by email.

10.2. When the applicant is from abroad faculty institutions the email will be sent to the host professor too.

- 10.3. The list of approved work missions will be published monthly on <http://www.pucrs.br/print/calls-for-applications/>.
11. Appeals:
- 11.1. Applicants may appeal the final decision, by sending an email to diretoriapg.print@pucrs.br within 7 days, after the date of sending the results.
- 11.2. The appeal will be analyzed by the PII Management Group at PUCRS.
12. The Award:
- 12.1. For faculty from institutions from abroad, all the necessary procedures for granting the award will be carried out by the host faculty.
- 12.2. The resources available for individual work missions must be used for purchase air tickets, health insurance and accommodation (per diem), as show in item 12.6 of this Call. Under no circumstances the funding may it exceed the limits established by CAPES.
- 12.3. In order to cover the largest number of beneficiaries, the funding made available per individual mission may be lower than the limit established by CAPES.
- 12.4. The award to be given by the Office of the Vice President for Research and Graduate Studies, that is, funding for category (2) will be set according to the priority area the applicant is applying for.
- 12.5. Each Research Project, as well as funding by the Office of the Vice President for Research and Graduate Studies, includes an allowance for air travel. The Office of Graduate Studies will be available for applicants to check the amount of the allowance: diretoriapg.print@pucrs.br;
- 12.6. Each Research Project as well as funding by the Office of the Vice President for Research and Graduate Studies includes a pre-established daily allowance. The Office of Graduate Studies will be available for applicants to check the amount of the allowance diretoriapg.print@pucrs.br;
- 12.7. The award includes the following:
- 12.7.1. Air tickets;
- 12.7.2. Health insurance;
- 12.7.3. Accommodation (per diem).
- 12.8. The award does not include:

12.8.1. Expenses for registration in events;

12.8.2. Any other type of expense not included in item 12.5 of this Call.

12.9. The financial resource release for the Work Mission will be conducted by the PROPESQ's Office for the Internationalization of Graduate Programs.

13. Air tickets purchase and reimbursement

13.1. For PUCRS professors, the funds for air tickets will be given after the tickets are purchased.

13.2. For faculty from institutions from abroad, the Project Coordinator will buy the tickets using the *BB Pesquisador* card.

13.3. When buying the airline tickets, the following must be observed:

13.3.1. Itinerary: (i) For PUCRS faculty: Porto Alegre → city where the work mission will be carried out → Porto Alegre; (ii) For international faculty: city where the HEI is located → Porto Alegre → city where the HEI is located.

13.3.2. The ticket must be paid in cash upfront and applicants are not allowed to use their frequent flyer program miles;

13.3.3. Applicants must collect 3 budget estimates and purchase the one with the cheapest estimate;

13.3.4. The applicant must send the three budget estimates to PROPESQ's Management Committee to diretoriapg.print@pucrs.br. The Research Project Coordinator must be copied, if the applicant is applying for grants in funding category (1), as per item 2.3 of this Call. After that, the applicant will be notified of their authorization to purchase the ticket. The purchase of the ticket will be conditioned to the applicant receiving an authorization.

13.3.5. **For PUCRS faculty:** the tickets must be paid by the applicant. If the ticket is purchased with a credit card, the card must have the applicant's name on it.

13.3.6. **For faculty from institutions from abroad:** after the purchase is approved, the Research Project coordinator will purchase the air ticket using the *BB Pesquisador* card.

13.3.7. If the ticket is more expensive than the highest rates informed by the Office of Graduate Programs, the exceeding amount will be paid by the applicant. In this case, the applicant or host professor will send a letter, bearing the applicant's signature and in .pdf format to diretoriapg.print@pucrs.br. This letter must

state that the applicant will cover the exceeding amount with their own resources;

- 13.3.8. PUCRS professors will purchase the air ticket and send the receipt, the **proof of payment** (credit card statement) and **ticket issued** (e-ticket), to diretoriapg.print@pucrs.br in order to be reimbursed. The Research Project Coordinator must be copied, if the applicant is applying for a grant in category (1), according to item 2.3 of this Call.
 - 13.3.9. Once the documentation is correct, the Office for the Internationalization of Graduate Programs will send an email to the Research Project Coordinator, to authorize the air ticket reimbursement.
 - 13.3.10. The Project Coordinator, after purchasing the air ticket for the faculty from the institution from abroad, will send the purchase receipt, a copy of the payment receipt (credit card statement) and ticket issued (e-ticket) to diretoriapg.print@pucrs.br.
 - 13.3.11. The Office for the Internationalization of Graduate Programs will analyze the documents and, if necessary, may request additional documents.
 - 13.3.12. If the Research Project Coordinator is awarded with a grant, they must comply with all the aforementioned provisions applicable to PUCRS faculty.
- 13.4. Per diem:
- 13.4.1. Per diem rates are stated in CAPES Directive 132/2016 (<http://cad.capes.gov.br/ato-administrativo/detalhar?idAtoAdmElastic=313#anchor>). The applicant will be awarded with the highest per diem rates, to be informed by the Office of Graduate Programs;
 - 13.4.2. The daily allowances will be calculated according to the number of nights spent in the Work Mission. Applicants will be entitled to accommodation rates at 50% for days of time;
 - 13.4.3. **For PUCRS faculty**, per diem will be paid after the University receives the Leave of Absence Form of the successful applicant, as stated in item 6 of this Call;
 - 13.4.4. PUCRS faculty awarded with this type of aid, will send *Recibo Modelo A* to diretoriapg.print@pucrs.br, when the per diem is paid.
 - 13.4.5. **For international faculty**, the Project Coordinator will be responsible for transferring the per diem in cash. The Project Coordinator will be required to sign *Recibo Modelo A*.
 - 13.4.6. If the Coordinator of a Cooperation Project is awarded with a grant, they must send *Recibo Modelo B* to diretoriapg.print@pucrs.br.

14. Accountability:

14.1. The following documents regarding accountability must be delivered to Office for the Internationalization of Graduate Programs, within a maximum period of 15 (fifteen) consecutive days from the end of the mission

14.1.1. *Recibo Modelo A* or *Recibo Modelo B*, duly signed by the Project Coordinator (awarded with the grant) and the successful applicant (Service Provider);

14.1.2. Original receipt for purchase of air ticket;

14.1.3. Boarding passes for all flights;

14.1.4. Notes and receipts for hotel rates, meals and transfers;

14.1.5. Report Form, according to Appendix III of this Call;

14.1.6. Certificate of attendance in international events, whenever the mission includes participation in events;

14.1.7. Pictures at the host HEI.

14.1.8. For the accountability of financial aid granted to **international faculty**, the responsibility for gathering the documentation listed above and sending it to diretoriapg.print@pucrs.br will fall to the host professor.

14.2. Approved reports will be available for public consultation on the PII (<http://www.pucrs.br/print/calls-for-applications/>) website.

15. Final Provisions

15.1. As required by the CAPES-PrInt Call N° 41/2017, at least 70% of the financial resources should be allocated to proposals involving countries with whom CAPES has cooperation agreements.

15.2. The awardee must make mention of the funding provided by CAPES in all of their publications resulting from the studies carried out during the term of the grant. The following phrases must be used: "O presente trabalho foi realizado com auxílio da Coordenação de Aperfeiçoamento de Pessoal de Nível Superior - Brasil (CAPES) - Código de Financiamento 001." "This study was financed in part by the Coordenação de Aperfeiçoamento de Pessoal de Nível Superior - Brasil (CAPES) - Finance Code 001".

15.3. The awardee may be required to hold seminars, write papers and take part in events to exchange experiences, if requested.



- 15.4. This Call for Proposals follows the Article 4, Clause 4.1, item 4.1.4.1. of the CAPES Notice 041/2017 - Program for Institutional Internationalization (CAPES-PrInt).

- 15.5. The cases not covered herein will be resolved by the CAPES-Print Project Manager Group at PUCRS.

Porto Alegre, February 3rd, 2023.

A handwritten signature in black ink, reading 'Carla Denise Bonan', is positioned above the printed name.

Carla Denise Bonan, PhD.
PUCRS-PrInt Manager