**Documento nº. 3.1**

**COMPLEMENTARIO A LA MEMORIA DE ACTIVIDADES DEL CENTRO**

CONVOCATORIA DE AYUDAS DESTINADAS A FINANCIAR PLANES ESTRATÉGICOS DE INVESTIGACIÓN EJECUTADOS POR LAS ESTRUCTURAS DE INVESTIGACIÓN DE EXCELENCIA EN EL MARCO DE LA RIS3 DE CASTILLA Y LEÓN 2014-2020, COFINANCIADOS POR EL FONDO EUROPEO DE DESARROLLO REGIONAL (FEDER)

*Presentar en lengua inglesa*

*(Correspondencia con los apartados decimoprimero b).1º.1 y B.1 del anexo I de la orden de convocatoria y con el anexo IV de la misma)*

**Supporting Document Research Activities 2015-2019**

1. *Follow the template below. DO NOT INCLUDE FURTHER INFORMATION. Only small additional explanations on the scope of data provided in the tables are allowed.*
2. *Fill in all the mandatory sections. Give information on the rest of the sections if you consider appropriate.*
3. *Please do not remove this guide or the instructions contained along the template*
4. *Convert the document into PDF.*
5. *The filename must follow the format:*

*“****3.1 Complementary to the memory of activities of the center”+ the acronym of your center in capitals***

1. *Convert the document into PDF. The document must not exceed 4MB.*

# Name of the Center and Abbreviation:

# a) Organization, management and research capabilities

**Mandatory:** Include the Organizational Chart

Amend and explain the chart following your centre organisation.

In each box, show the title of the position (the job title, research line, etc.) above the name of the person occupying it.

**If appropriate**: Please indicate if the center counts with an External Scientific Advisory Committee (SAB) and give details about the date of creation, its composition and the frequency of its meetings, specifying the date of its most recent external evaluation during 2015-2019 and the period covered.

Attach the most recent External Scientific Advisory Committee (SAB) Evaluation report as an annex at the end of this document. Do not include any other external evaluation**.**

**Mandatory:** Include the Benchmarking of the Center against other national and international centres you consider to be the leaders or at least similar to your centre. The benchmarking exercise should compare centres, and not wider institutions (as a whole university, etc.). The benchmark subjects should comprise Research Output, Human Resources and Funding.

*Chose the most appropriate format to show the information, being complementary to what is given under the Application Form*.

# b) Outstanding scientific contributions

**Mandatory**: Provide a TABLE WITH INFORMATION ON THE "SCIENTIFIC PRODUCTION OF THE CENTER AS A WHOLE ", over the 2015-2018 period and for 2019. Refer to the number of publications (total, first quartile and first decile) and the number of citations in the timeframe from publication to date. The table should be accompanied by a description of the method of calculation and the sources used. Only publications by the doctor researchers of the centre should be taken into account.

Fill in the tables below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2015** | **2016** | **2017** | **2018** | **TOTAL** |
| **Total number of publications of the center as a whole** |  |  |  |  |  |
| **Number of 1Q publications** |  |  |  |  |  |
| **Number of 1D publications** |  |  |  |  |  |
| **Number of citations from publication to date** |  |  |  |  |  |
| **Percentage of publications in Q1** |  |  |  |  |  |
| **Percentage of publications in 1D** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **2019 (\*)** | **TOTAL** |
| **Total number of publications of the centre as a whole** |  |  |
| **Number of citations from publication to date** |  |  |

*(\*)Publication data from 1/01/2019 to 30/06/2019. Q1 and D1 data are not available for 2019*

Please, make sure that data provided are consistent with the application and other documentation submitted.

Describe the method of calculation used to fill in the table above:

**If appropriate:** Add any Other Scientific Metrics to refer optionally to alternative objective and verifiable information from public sources, indicating their excellence in research (e.g.: Nature Excellence Index, etc.).

# c) Human Resources

**Mandatory:**

1. Provide data of the research staff evolution for the 2015-2019 up to-date by status, sex and nationality split by the center’s main departments, units, sections or main functional areas. Add Research staff by profession, sex, and nationality such as 31ST DECEMBER 2018.

Do not include predoctoral or postdoctoral trainees (those who have obtained their PhD in the past three years), which will be mentioned in another section.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RESEARCH STAFF** | | | | | | | | | |
| *(Add as many Areas A, B, C, … as adequate for your center) (\*)* | **Professional/Legal Status** | | **Sex** | | **Nationality** | | | | **TOTAL** |
| **Civil Servant/Permanent position** | **Non civil Servant/Non- permanent position (\*\*)** | **M** | **F** | **ES** | **EU** | **Latin American** | **Rest world** |  |
| **Area A:** *Specify* | **Dep/Unit/Section/Functional Area A** | | | | | | | | **TOTAL** |
| 2015 |  |  |  |  |  |  |  |  |  |
| 2016 |  |  |  |  |  |  |  |  |  |
| 2017 |  |  |  |  |  |  |  |  |  |
| 2018 |  |  |  |  |  |  |  |  |  |
| 2019 |  |  |  |  |  |  |  |  |  |
| **Average 2015-2019 Area A** |  |  |  |  |  |  |  |  |  |
| **Area B:** *Specify* | **Dep/Unit/Section/Functional Area B** | | | | | | | | **TOTAL** |
| 2015 |  |  |  |  |  |  |  |  |  |
| 2016 |  |  |  |  |  |  |  |  |  |
| 2017 |  |  |  |  |  |  |  |  |  |
| 2018 |  |  |  |  |  |  |  |  |  |
| 2019 |  |  |  |  |  |  |  |  |  |
| **Average 2015-2019 Area B** |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | | | **TOTAL** |
| **TOTAL RESEARCHERS IN THE CENTER SUCH AS 31ST DECEMBER 2018** |  |  |  |  |  |  |  |  |  |

*(\*) Give the figures such as 31st December for years 2015-2018. Give the figures such as 30th June for 2019.*

(\*\*) *Ramón y Cajal, Miguel Servet and ERC grants should be included here. Juan de la Cierva grants should not be included here.*

**Mandatory:**

1. Provide data of the research visits (longer than 3 months) by research active academic staff at other institutions, by sex and nationality split by the center’s main departments, units, sections or main functional areas.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RESEARCH VISITS** | | | | | | | | | | | |
| *(Add as many Areas A, B, C, … as adequate for your centre) (\*)* | **Number** | | | **Sex** | | | **Nationality** | | | | **TOTAL** |
| **Predoc /Postdoc (\*\*)** | | **Senior (\*\*\*)** | **M** | **F** | | **ES** | **EU** | **Latin American** | **Rest world** |  |
| **Area A:** *Specify* | **Dep/Unit/Section/Functional Area A** | | | | | | | | | | **TOTAL** |
| 2015 |  | |  |  | |  |  |  |  |  |  |
| 2016 |  | |  |  | |  |  |  |  |  |  |
| 2017 |  | |  |  | |  |  |  |  |  |  |
| 2018 |  | |  |  | |  |  |  |  |  |  |
| 2019 |  | |  |  | |  |  |  |  |  |  |
| **Average 2015-2019 Area A** |  | |  |  | |  |  |  |  |  |  |
| **Area B:** *Specify* | **Dep/Unit/Section/Functional Area B** | | | | | | | | | | **TOTAL** |
| 2015 |  |  | |  | |  |  |  |  |  |  |
| 2016 |  |  | |  | |  |  |  |  |  |  |
| 2017 |  |  | |  | |  |  |  |  |  |  |
| 2018 |  |  | |  | |  |  |  |  |  |  |
| 2019 |  |  | |  | |  |  |  |  |  |  |
| **Average 2015-2019 Area B** |  |  | |  | |  |  |  |  |  |  |
|  |  | | | | | | | | | | **TOTAL** |
| **TOTAL RESEARCHERS IN THE CENTRE SUCH AS 31ST DECEMBER 2018** |  |  | |  | |  |  |  |  |  |  |

*(\*) Give the figures such as 31st December for years 2015-2018. Give the figures such as 30th June for 2019.*

*(\*\*) Predoctoral students who are registered as doctoral students at another institution or Researchers who have obtained their PhD in the past three years enrolled for a postdoc in other institution.*

*(\*\*\*) Those who are research active staff at other institutions*

**Mandatory:**

1. Provide data of the technical staff by status, sex and nationality split by the center’s main departments, units, sections or main functional areas such as 31st december 2018.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TECHNICAL STAFF** | | | | | | | | | |
| *(Add as many Areas A, B, C, … as adequate for your center) (\*)* | **Professional/Legal Status** | | **Sex** | | **Nationality** | | | | **TOTAL** |
| **Civil Servant/Permanent position** | **Non civil Servant/Non- permanent position (\*\*)** | **M** | **F** | **ES** | **EU** | **Latin American** | **Rest world** |  |
| **Area:** *Specify* |  |  |  |  |  |  |  |  |  |
| **Area:** *Specify* |  |  |  |  |  |  |  |  |  |
| **Area:** *Specify* |  |  |  |  |  |  |  |  |  |
| **Area:** *Specify* |  |  |  |  |  |  |  |  |  |
| **Area:** *Specify* |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | | | **TOTAL** |
| **Administrative staff** |  |  |  |  |  |  |  |  |  |
| **TOTAL ADMINISTRATIVE AND TECHNICAL STAFF IN THE CENTER SUCH AS 31ST DECEMBER 2018** |  |  |  |  |  |  |  |  |  |

*(\*) Give the figures such as 31st December 2018.*

**d) Training and Recruiting**

**Mandatory:**

1. Include some COMPREHENSIVE TABLES INDICATING THE NUMBER OF TRAINEES DISAGGREGATED BY SEX AND NATIONALITY DURING 2015-2019 AND DOCTORAL THESIS CARRIED OUT AND FINISHED AT THE CENTER. Add as many rows as research lines described for the center.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRE DOCTORAL TRAINEES[[1]](#footnote-1) (\*)** | | | | | | | | | |
| *Add as many Areas A, B, C, … as adequate for your center) (\*)* | Undergoing Training | | | | | | | | Doctoral Thesis defended (1)  (number) under the supervision of the center’s researchers |
| **Sex** | | **Nationality** | | | | | **TOTAL TRAINEES** |
| M | F | ES | EU | Latin America | | Rest world |
| **Area A:** *Specify* | **Dep/Unit/Section/Functional Area A** | | | | | | | | |
| **2015** |  |  |  |  |  | |  |  |  |
| **2016** |  |  |  |  |  | |  |  |  |
| **2017** |  |  |  |  |  | |  |  |  |
| **2018** |  |  |  |  |  | |  |  |  |
| **2019** |  |  |  |  |  | |  |  |  |
| **Average per year**  **2015-2019** |  |  |  |  |  | |  |  |  |
| **Area B:** *Specify* | **Dep/Unit/Section/Functional Area B** | | | | | | | | |
| **2015** |  |  |  |  | |  |  |  |  |
| **2016** |  |  |  |  | |  |  |  |  |
| **2017** |  |  |  |  | |  |  |  |  |
| **2018** |  |  |  |  | |  |  |  |  |
| **2019** |  |  |  |  | |  |  |  |  |
| **Average per year**  **2015-2019** |  |  |  |  | |  |  |  |  |

*(\*) Give the figures such as 31st December for years 2015-2018. Give the figures such as 30th June for 2019.*

**Mandatory:**

1. Please include also the NUMBER OF POST-DOCTORAL TRAINEES DISAGGREGATED BY SEX AND NATIONALITY DURING 2015-2019. Add as many rows as research lines described for the centre**.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **POST DOCTORAL TRAINEES[[2]](#footnote-2) (\*)** | | | | | | | |
| *Add as many Areas A, B, C, … as adequate for your centre) (\*)* | Undergoing Training | | | | | | |
| **Sex** | | **Nationality** | | | | **TOTAL POSTDOCS TRAINEES** |
| M | F | ES | EU | Latin America | Rest world |
| **Area A:** *Specify* | **Dep/Unit/Section/Functional Area A** | | | | | | |
| **2015** |  |  |  |  |  |  |  |
| **2016** |  |  |  |  |  |  |  |
| **2017** |  |  |  |  |  |  |  |
| **2018** |  |  |  |  |  |  |  |
| **2019** |  |  |  |  |  |  |  |
| **Average per year**  **2015-2019** |  |  |  |  |  |  |  |
| **Area B:** *Specify* | **Dep/Unit/Section/Functional Area B** | | | | | | |
| **2015** |  |  |  |  |  |  |  |
| **2016** |  |  |  |  |  |  |  |
| **2017** |  |  |  |  |  |  |  |
| **2018** |  |  |  |  |  |  |  |
| **2019** |  |  |  |  |  |  |  |
| **Average per year**  **2015-2019** |  |  |  |  |  |  |  |

*(\*) Such as 31st December for years 2015-2018. Such as 30th June for 2019.*

**Mandatory**:

1. Please include also the NUMBER OF POST-DOCTORAL TRAINEES AND THE EXPIRATION DATE OF THEIR CONTRACTUAL RELATIONSHIP WITH THE CENTRE.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POSTDOCTORAL TRAINING EVOLUTION** | | | | | | | | | |
|  | | Number of PostDocs in the Center (\*) | Year of Expiration of contract | Sex | | Nationality | | | |
| M | F | ES | EU | LATIN AMERICA | REST WORLD |
| **Year 2015** |  |  | 20\_\_ |  |  |  |  |  |  |
|  | 20\_\_ |  |  |  |  |  |  |
|  | 20\_\_ |  |  |  |  |  |  |
| **Total in 2015** |  | |  |  |  |  |  |  |
| **Year 2016** |  |  | 20\_\_ |  |  |  |  |  |  |
|  | 20\_\_ |  |  |  |  |  |  |
|  | 20\_\_ |  |  |  |  |  |  |
| **Total in 2016** |  | |  |  |  |  |  |  |
| **Year 2017** |  |  | 20\_\_ |  |  |  |  |  |  |
|  | 20\_\_ |  |  |  |  |  |  |
|  | 20\_\_ |  |  |  |  |  |  |
| **Total in 2017** |  | |  |  |  |  |  |  |
| **Year 2018** |  |  | 20\_\_ |  |  |  |  |  |  |
|  | 20\_\_ |  |  |  |  |  |  |
|  | 20\_\_ |  |  |  |  |  |  |
| **Total in 2018** |  | |  |  |  |  |  |  |
| **Year 2019** |  |  | 20\_\_ |  |  |  |  |  |  |
|  | 20\_\_ |  |  |  |  |  |  |
|  | 20\_\_ |  |  |  |  |  |  |
| **Total in 2019** |  | |  |  |  |  |  |  |

*(\*) Such as 31st December for years 2015-2018. Such as 30th June for 2019*

# e) Funding Sources

**Mandatory:**

Fill in the table with the center’s budget and its evolution 2015, 2016, 2017 and 2018, split by main chapters of income.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INCOME** | **2015** | **2016** | **2017** | **2018** | **AVERAGE** |
| **PUBLIC FUNDING (TOTAL)** |  |  |  |  |  |
| **Competitive sources** |  |  |  |  |  |
| FP 7/ H2020 |  |  |  |  |  |
| International sources (excluding FP 7/ H2020) |  |  |  |  |  |
| National |  |  |  |  |  |
| Regional (Castilla y León) |  |  |  |  |  |
| Others |  |  |  |  |  |
| **Non-competitive sources** |  |  |  |  |  |
| International sources |  |  |  |  |  |
| National |  |  |  |  |  |
| Regional (Castilla y León) |  |  |  |  |  |
| Others |  |  |  |  |  |
| **PRIVATE FUNDING (Total)** |  |  |  |  |  |
| National |  |  |  |  |  |
| International |  |  |  |  |  |
| **TOTAL FUNDING** |  |  |  |  |  |

**Mandatory:**

Fill in the table with the center’s budget and its evolution 2017 and 2018, split by main chapters of expenditures. You may adapt the following template to the structure of the center’s budget.

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENDITURES** | **2017** | **2018** | **AVERAGE** |
| **Personnel expenses (Total)(\*)** |  |  |  |
| Category 1 |  |  |  |
| Category 2 |  |  |  |
| Category 3 |  |  |  |
| **Operating costs (Total) (\*)** |  |  |  |
| Category 1 |  |  |  |
| Category 2 |  |  |  |
| Category 3 |  |  |  |
| **Capital expenditure (\*)** |  |  |  |
| Category 1 |  |  |  |
| Category 2 |  |  |  |
| Category 3 |  |  |  |
| **Others (\*)** |  |  |  |
| Category 1 |  |  |  |
| Category 2 |  |  |  |
| Category 3 |  |  |  |
| **TOTAL EXPENDITURE** |  |  |  |

*(\*) Breakdown the expenses into the same categories as in the center’s budget.*

**Mandatory:**

Add pie charts below the table to demonstrate clearly the budget (income and expenditures) in the different years.

**ANNEX**

**CONCLUSIONS AND RECOMMENDATIONS BY THE CENTER’S EXTERNAL SCIENTIFIC ADVISORY COMMITTEE**

Please attach here the most recent evaluation report from the center’s. *DO NOT INCLUDE ANY OTHER EXTERNAL EVALUATION.*

**EXCMA. SRA. CONSEJERA DE EDUCACIÓN DE LA JUNTA DE CASTILLA Y LEÓN**

1. *Pre Doctoral trainees refer to the number of doctoral students enrolled in PhD programs and conducting their thesis under the supervision of research staff of the center.* [↑](#footnote-ref-1)
2. *Post Doctoral trainees refer to the number of researchers who have obtained their PhD in the past three years. Juan de la Cierva and long term MSCA grants should be included here.* [↑](#footnote-ref-2)