

Protocol for Juan de la Cierva and Ramón y Cajal contracts

(Agreement of the Research Commission of 13 April, 2023, amended on the 20th of September, 2023 following the new RyC regulations and approved by the Research Commission on 26 February, 2024)

Juan de la Cierva Procedure

Juan de la Cierva (JdC) is a program of the *Ministry of Science, Innovation and Universities* of the Spanish government that grants funds to universities and research centers for hiring postdoctoral fellows during two years. On the website of the Research Service of the UPF there is information relevant to the Call (the official web of the Call, a summary of the Call, procedures for presenting candidates by the UPF, and the co-funding commitment of the Department/UCA).

The Call for JdC contracts typically opens at the beginning of each year, between **January** and **February**.

As described in the Call Resolution, the application submission procedure consists of TWO phases:

1. The first phase is the responsibility of the candidate.
2. The second phase is the responsibility of the university. The researcher of the UPF who supervises a candidate must inform and obtain the approval of their Department/UCA.

Any permanent Faculty member, ICREA professor, Tenure-Track fellow or Ramón y Cajal researcher may **endorse one** candidate by sending via email the **first name and last name(s) of the candidate** and their **email address** to the Department direction (Director and Vice-Director of Research).

The document of the call named "Commitment of Co-funding of the Department/UCA," will be processed directly by the Department through the UGA and will be sent to the Research Service, duly filled in with all the candidates endorsed by the PDI and signed by the Director of the Department.

The Department will commit to co-funding of the JdC contract if the candidate endorsed is selected in the Ministry's Call. If in a given Call the Department is unable to commit itself to this co-funding, the Department members will be duly informed about the impossibility of supporting candidates.

This co-funding entails the assignment of teaching by the Department, with a maximum of 80HDs annually (the maximum stipulated in the JdC contract).

Ramón y Cajal Procedure

The Ramón y Cajal (RyC) program is a program of the *Ministry of Science, Innovation and Universities* of the Spanish government that grants funds to universities and research centers for hiring postdoctoral researchers for a period of **five years**. The information and general instructions updated for each Call are found on the [website](#) of the Research Service of the UPF.

The Call of RyC contracts typically opens at the beginning of each year, between **January** and **February**.

Any permanent Faculty member, ICREA professor, or Tenure-Track instructor may **endorse one** candidate by sending via email the **first name and last name(s) of the candidate** and their **email address** to the Department direction (Director and Deputy Director of Research).

Once the Call has been provisionally resolved by the Ministry-AEI (and not before), the individuals who have won an RyC contract in the said Call and who are interested in joining the Department must send an email to the Department direction (Director and Vice-Director of Research) with the title, "**Ramón y Cajal_Name of the candidate**" (the relevant dates of each year will be provided). The email must enclose the following documentation:

- The candidate's updated CV.
- Letter of presentation and motivation explaining the possible fit in the Department in terms of research and teaching.
- Endorsement by a Faculty member who endorses the candidacy, justifying the benefits of the candidate's incorporation.

The Research and Faculty Commissions of the Department will evaluate the proposed candidates in the Call and will decide, based upon the number of positions requested at the UPF and the conditions stipulated by the ongoing RyC Call (obligation to offer a permanent position, etc.), which candidates endorsed by the said members of the Department and selected in the Ministry's Call will be elected to join the Department as RyCs. Both commissions reserve the right to request a public presentation of the candidate's research and/or an interview, as well as the corresponding reports from the Department's itinerary coordinators (although they are not binding for the decisions of both commissions).

The Department will commit to co-fund the RyC contract if the Research and Faculty Commissions select the candidate to join the Department. If in a given Call the Department is unable to commit itself to this co-funding, the Department members will be duly informed about the impossibility of supporting candidates.

The incorporation of a RyC postdoctoral fellow entails the assignment of teaching by the Department, with a maximum of 80HDs annually (the maximum stipulated in the RyC contract).

For inquiries about Department procedures, write to: humanitats@upf.edu
For inquiries about the Calls, write to: spc.recerca@upf.edu