



REGIONAL HEALTHCARE SERVICE
EMILIA-ROMAGNA
Rizzoli Orthopaedic Institute in Bologna
Scientific Institute for Research, Hospitalisation
and Healthcare (IRCCS)



**IRCCS RIZZOLI ORTHOPAEDIC INSTITUTE
RESEARCH GRANTS**

BOLOGNA, ITALY

Rules - version 2.0



1. AIM

These Rules are intended to govern the prerequisites, requirements, awarding procedure, and characteristics of research grants.

2. DEFINITIONS AND ACRONYMS

ROI: Rizzoli Orthopaedic Institute

RAD: Research Administration Department

3. REGULATORY REFERENCES

Italian Legislative Decree no. 288/2003 “Reorganisation of regulations for Scientific Institutes for Research, Hospitalisation and Healthcare (IRCCS), pursuant to Article 42(1) of Italian Law no. 3 of 16 January 2003”;

Italian Law no. 1204/1971 “Protection of working mothers”;

Italian Legislative Decree no. 81/2008 “Implementation of Article 1 of Italian Law no. 123 of 3 August 2007 on the protection of health and safety in the workplace”;

Italian Presidential Decree no. 445/2000 “Consolidating act on legislative and regulatory provisions regarding administrative documentation”

Current internal regulations of the ROI, referred to herein in full.

4. SCOPE OF APPLICATION

These Rules apply to the participants in a call for applications for a research grant and to the relative grant recipients.

“Research” grant means the grant relationship regarding the theoretical/practical training of the grant recipient within the context of research projects managed by the ROI and for these purposes, as better defined in Article 5, these relationships are activated exclusively on the basis of these Rules.

This said, the company rules for awarding Grants pursuant to Resolution no. 305 of 14/10/2020 apply to the fields and purposes other than Research, as defined in Article 5.

5. PURPOSE AND LEGAL NATURE

By definition, the purpose of the grant is to promote scientific, educational and technical research and training. The activation of a grant meets two fundamental needs inherent to the ROI’s nature as an IRCCS: on the one hand, the development of research training activity, which is one of the institutional objectives, and on the other hand, the implementation of the same research activity, which can also be enhanced thanks to trainees, who actively contribute to the Institute’s mission.

The ROI may therefore announce selections for awarding Study and Research Grants to graduates in order to contribute their studies to the development of research projects and allow them a period of extensive theoretical/practical training and specialisation in institutional research fields or supporting ones. Specifically, as the grant is aimed at the theoretical/practical training of the grant recipient, it is understood that the target audience is mainly individuals who are completing a training course.



Since the purpose of the grant is to provide professional theoretical/practical training and further training to the grant recipient, in accordance with the powers of scientific institutes for research, hospitalisation and healthcare envisaged by current legislation, it does not in any way constitute a salaried/employee relationship, either public or private, nor does it entitle the recipient to social security or welfare benefits, evaluations or legal and economic recognition for career purposes, or recognition of seniority for social security purposes, without prejudice to the specific provisions of any subsequent legislation in this regard. Within the context of memoranda of understanding/agreements that ROI may enter into with Italian or foreign universities or other research organisations, the temporary placement of grant recipients at these institutions is allowed in order to implement synergies and operational links, conduct joint research projects, practise health protocols, and circulate knowledge and researchers. The grant recipient may therefore also carry out part of the activity abroad at international structures linked to the Institute by scientific relationships, as established in these Rules and at the various locations where collaboration between the ROI and these organisations takes place.

6. ACCESS REQUIREMENTS

Only candidates who – at the time of submitting their application – meet the following general requirements are eligible for selection:

- they enjoy civil and political rights in their country of origin;
- they have adequate knowledge of the Italian language.

they have met the specific requirements for access to the call for applications, as set out in the table below:

Type	Requirements	Grant amount options ¹ (gross annual per grant recipient)	Grant amount options (gross annual per organisation ²)
Type A	Bachelor's degree obtained no more than 5 years ago	€ 18,000 or € 21,000	€ 19,531 or € 22,786
Type B	1. Master's, specialised or single-cycle degree obtained no more than 5 years ago Or³ 2. Bachelor's and Master's degree obtained no more than 5 years ago	€ 21,000 or € 23,000 or € 26,000	€ 22,786 Or € 24,956 Or € 28,211
Type C	Master's, specialised, or single-cycle degree and Postgraduate specialisation degree or doctorate or Master's degree in the field covered by the grant or related field obtained no more than 5 years ago	€ 27,000 or € 30,000	€ 29,296 or € 32,551

¹ Intermediate values between the two amounts are not permitted

² Value parameter for 2022. Values may vary from year to year.

³ This option must be predefined as early as the notice, which must specify only one of the two options



In the event that the grant is awarded in the context of funded research projects that provide for specific requirements to activate grants (e.g. term, amounts, absences, access requirements other than those set out in these Rules), the parameters set out in the funding notice or by the funding body will necessarily be taken into account.

7. GRANT TERM AND START DATE

The grant must be identified in advance according to the time frame envisioned for achieving the specific objective/project that required it to be activated. However, each grant type has a minimum term of 12 months and a maximum term of 36 months, in accordance with the overall limit and 36-month maximum of study grant for each individual.

Notwithstanding the aforementioned limit, the individual grant relationship may be extended – subject to economic availability and compatibility of the funds available to the requesting Department and at the same annual cost – for a minimum of 12 months for each extension. It is therefore possible, for example, to apply for a 12-month grant and then request its extension, up to a total of 36 months, also charging the expense to funds available to the requesting structure other than those used to activate the grant, provided that the subject of the activities envisioned for the grant and the annual cost remain unchanged and that this is compatible with the funds to be used. The extension will be made by simple request by the Director of the structure concerned, which must be sent to the Research Administration Department no later than 45 days after the expiry of the grant.

The grant will take effect on the first day of the month following the month in which all the required documentation is submitted and the required medical fitness certificate is obtained. Grant recipients who, with no justified reason, take up their duties later than the agreed date, shall have their grant commence, for all consequential purposes, on the first day of the month following the previously agreed date.

8. TUTOR AND TRAINING PROJECT

The grant will be carried out under the supervision of a tutor specifically identified by the Director of the structure, within the framework of research projects promoted and implemented by the grant recipient's Organisation. The study activity for which the grant is awarded must be carried out within the limits of the theoretical/practical training programme prepared by the tutor and approved by the Scientific Director.

In order to proceed with the payment of the last month of the grant, the grant recipient must submit a final report on the activity carried out and the results achieved to the Tutor. Within 7 days of receipt of the report, the Tutor must approve the report or highlight any deviations from the training project, notifying the Research Administration Department without delay.

9. FINANCING, PAYMENTS AND REIMBURSEMENTS



The grants referred to in these Rules are financed with funds from research projects, available to the requesting Department⁴, or, in special cases only, with ROI institutional funds.

The grant allowance will be paid to the recipient in equal monthly instalments, net of withholding tax.

The allowance covers any expenses that the grant recipient may incur during the training or specialisation period, including expenses for attendance at other facilities/sites, if applicable.

Reimbursement of any travel expenses incurred by the grant recipient for participation in scientific events, conferences, etc. shall be subject to a specific request by the Tutor and managed in accordance with the ROI's current Rules. However, there is no provision for ROI to finance or reimburse expenses incurred by the grant recipient for enrolment in and/or participation in training courses or events.

10. OBLIGATIONS AND DUTIES OF THE GRANT RECIPIENT

The grant recipient undertakes:

- to deliver the required documentation needed to prepare and sign the contract within the time frame agreed with the RAD;
- to work at, without interruption, the site where the grant activity is to be carried out, including the possibility, at the justified request of the Tutor, of working at another facility/site – even temporarily – outside the ROI;
- to deliver the final report in accordance with Article 8 of these Rules;
- to contribute materially and intellectually to achieving the objectives of the research project covered by the grant and to report regularly to the tutor;
- to indicate the ROI affiliation in the publications produced;
- to observe a timetable in conformity with and appropriate to the requirements of the research study to be carried out, in accordance with the time frames and methods laid down by the aforementioned Manager. Given the nature of the activity, the use of badges for the purpose of recording attendance is not required;
- to make his/her name known by using the identification tags provided for this purpose;
- to observe the code of conduct for public employees (Italian Presidential Decree 62 of 16/4/2013) and the company code, as well as the internal rules and regulations of the ROI and those specific to the operating structure in which he/she performs his/her duties, to present him/herself at work with appropriate attire, and to behave appropriately for the environment in which he/she works and in line with health and safety standards, and to comply with the correct use of the materials and equipment made available by his/her Organisation;
- to comply with safety signs and rules or procedures given or highlighted by the tutor;
- to maintain all data and information learned during the grant period in the strictest and fullest confidentiality and treat it as confidential and to use such information exclusively within the limits of that relationship, under penalty of revocation of the grant. This obligation of secrecy will remain in force even after the grant expires;

⁴ Please note that the funds identified to finance the grant by the requesting department must cover at least the cost of an entire monthly payment or multiples thereof. It is therefore not possible to split the cost of a monthly payment across several funds.



- to process in accordance with the legal provisions on the protection of personal data, pursuant to the GDPR 679/2016, Italian Legislative Decree 196/2003, as amended by Italian Legislative Decree 101/18, all data and information learned in the course of the activity and to use such data exclusively within the limits of the purposes of the grant.

11. INSURANCE AND HEALTH SURVEILLANCE

Insurance cover for third-party civil liability deriving from the exercise of the activity within the scope of the grant is managed by the Company in accordance with the “Regional Programme for the prevention of adverse events and the coverage of risks deriving from civil liability at Healthcare Facilities” adopted by Emilia-Romagna Regional Council resolution no. 1350 of 17/09/2012, as amended, in compliance with Regional Law no. 13/12, as amended.

Any other insurance cover, if not provided for, cannot be charged to the Administration. If not guaranteed by the Administration, the grant recipient must produce a copy of a personal accident policy and, in any case, holds the Administration harmless from all liability in the event of an accident attributable to the performance of the activity related to the grant.

In accordance with the regulations in force, the grant recipient will undergo a preventive medical examination to establish the absence of contraindications to the activity in which the grant recipient is involved and to assess his/her suitability.

Grant recipients carrying out at-risk activities must undergo health surveillance. The managers of the requesting organisational structures must specify the nature of the activity in order to enable the preparation of measures for health surveillance.

12. PATENTS

The grant recipient hereby accepts that if his/her work carried out in performance of the grant gives rise, even incidentally, to results, inventions, or discoveries, whether patentable or not, these shall become the exclusive property of the Administration, without prejudice to the right of the grant recipient to be designated as inventor or author when filing the patent application and/or scientific publications if he/she has contributed intellectually in a significant way to achieving the scientific results. In this case, the grant recipient undertakes to communicate the data and information in his/her possession and to draw up all documents and certifications of patent rights required to make such rights operative.

13. RIGHTS AND PROTECTIONS OF THE GRANT RECIPIENT

Grant recipients may be given a period of absence of 20 working days per year, to be related to the term of the grant. This absence shall not result in the suspension of the grant, nor shall it lead to a reduction in the allowance. Such absences will be agreed in advance with the Tutor, who will facilitate them and keep track of them.

The grant shall be suspended in the event of absence due to pregnancy and during the postpartum period of the recipient, in a similar manner to leaves of absence for working mothers, or in the event of prolonged illness, provided that this is compatible with the term of the research project funding the grant. During this period of absence, the allowance provided will be suspended. The grant will be resumed at the end of the suspension period with a recalculation of the expiry corresponding to the unfulfilled period only if the research/training project funding the grant allows it.



If absences for any reason whatsoever continue, payment of the allowance will, in any case, be suspended, and the ROI will be entitled to revoke the grant, subject to the opinion of the Tutor.

The grant recipient may also apply for voluntary suspension of the grant awarded, provided that this is compatible with the term of the research project funding the grant. The request for suspension must be made in writing and justified and must be accompanied by approval from the Tutor.

Finally, the grant may be suspended for special organisational needs of the company or for exceptional and extraordinary cases.

The protections provided for by Italian Legislative Decree 81/2008 on prevention and safety in the workplace apply to the grant recipients.

The grant recipient may use the Institute's canteen – limited to the days of actual attendance at the facility – with payment by the grant recipient of the actual cost of the full meal set by the ROI.

14. COMPATIBILITY, DISQUALIFICATION, REVOCATION OR WITHDRAWAL

The grant is not compatible with other grants, semi-subordinate, subordinate, or self-employed work or other forms of collaboration.

The grant may be awarded for a maximum of 36 months per person. In the event that the grant recipient has received a type A grant in the past and subsequently a type B grant and subsequently a type C grant, the maximum term of the grant relationships for each individual shall be 36 months. For example, if the grant recipient has been a type B grant recipient for 12 months, he or she may subsequently be a type C grant recipient for a maximum of 24 months.

Possible extensions – within the aforementioned 36-month period within the same type of grant – are allowed if aimed at the continuation or completion of the Research Programme assigned to the grant recipient, in the event that the Project funding the grant continues or the Research Programme could be compatible with other active funding of the requesting Department.

In any case, the grant may not be awarded to those who have already held other types of ROI contracts other than the grant, subject to a maximum total term of 36 months.

The grant recipient will be declared disqualified from the grant if:

- accrual with other grants, semi-subordinate, subordinate, or self-employed work activities or other forms of collaboration is established;
- for any reason whatsoever, the candidate is no longer suitable to carry out the activities envisioned in the notice.

The grant may be revoked in the following cases:

- the grant recipient does not arrive at, unless there is a justified reason, the operational structure of assignment on the day set for starting his/her activity;



- the grant recipient repeatedly breaches the obligations set out in these Rules;
- the grant recipient engages in misconduct towards colleagues, employees and users or acts that are offensive or detrimental to the personnel involved in any manner in the activities of the ROI or that damage its image;
- non-compliance with the obligations arising from the current ROI Code of Conduct;
- use of a non-institutional affiliation in the publications produced during the grant period;
- if, in the course of the grant, events and/or measures occur that change the existing conditions and make the implementation of the relationship impossible;
- if, in the course of the grant, the grant recipient establishes another employment relationship, grant relationship, or activity that is incompatible with the current grant;
- in the event that the funding of the Research Project to which the grant is linked ceases.

In cases where the conditions for disqualification or revocation of a grant occur, the Tutor will promptly notify the RAD of this circumstance, for subsequent action.

The Grant Recipient undertakes to notify the Tutor, with at least 20 days' notice, of any voluntary termination/withdrawal from the grant or other conditions that may affect the regular performance of the activities envisioned by the grant. ROI reserves the right to ask the grant recipient to pay compensation for any damage caused, if the conditions occur and it is established in advance in the grant award contract.

15. GRANT ACTIVATION PROCEDURE

Grants are awarded based on the criteria of transparency, disclosure, equal opportunities between candidates and administrative impartiality and through public selection.

The Director of the requesting department or his/her delegate, after having formally ascertained the actual availability of the funding to be certified by the competent Service, sends a specific request to the RAD using specially prepared forms, highlighting precisely:

- the specific cultural and professional requirements;
- any preferential requirements for evaluation purposes;
- a detailed description of the activity and objectives of the study/research project to be carried out;
- the characteristics of the service (object, duration, allowance, place of work, tutor);
- the source of funding.

This request, after being approved by the RAD, is submitted to the Scientific Director for his/her opinion.

The procedure consists of the steps described below:

A. Notice

The grant selection notice shall be issued by the RAD and published on the ROI website in the appropriate section for a period of 15 calendar days. Candidates must submit their applications to take part in the selection using the procedures set out in the call for applications and by the deadlines stipulated in the notice. The Administration reserves the right to amend, extend, suspend, or revoke the selection notices for awarding grants at its sole discretion and without the candidates being able to raise any claims or rights whatsoever.



B. Application and admission

Candidates must declare, under their own personal responsibility, including criminal responsibility:

- that they enjoy civil and political rights in their country of origin;
- that they have adequate knowledge of the Italian language;
- that they have not been convicted of any criminal offence under Chapter I of Title II of Book II of the Italian Penal Code and that they are not the subject of any measure concerning the application of preventive measures, civil decisions, or administrative measures entered in the criminal record in relation to the aforementioned offences;
- that they are not subject to criminal proceedings to the best of their knowledge in relation to offences under Chapter I of Title II of Book II of the Italian Penal Code;
- to be in compliance with the regulations in force concerning residence in Italy, in the case of possession of citizenship of a non-EU country;
- that they possess the cultural and professional qualifications and requirements related to the content of the service requested, including details;
- the existence of any existing employment relationships with a public administration
- domicile, telephone number and, if applicable, email and certified email addresses where information can be sent.

The requirements and conditions must be met by the deadline set by the notice for submitting applications. The Notice may state that the attainment of the doctorate requirement for Type C could also occur after the deadline established in the Notice for submitting applications, provided that the application for participation in the Notice is accompanied by appropriate documentation from the university attesting to the imminent doctoral defence and provided that the doctorate is actually obtained within the deadline indicated in the aforementioned documentation.

The RAD shall collect the applications and acknowledge the applications received in the application transmission email to the Tutor/Grant Applicant.

C. Selection Board

Selection shall be carried out by a selection board formed of 3 members:

- the Scientific Director (or his/her delegate), as President;
- the Tutor of the research project (or his/her delegate) as Member;
- the Director/Manager of the Department relating to the research project (or his/her delegate) as Member.

The functions of the secretary in charge of taking the minutes shall be performed by an ROI employee with a profile of no less than category C and guaranteed by the administrative officials of the organisational structures concerned.

D. Selection performance



The selection will be performed via a comparative evaluation of the qualifications and documentation required by the Notice. An interview may be held if deemed appropriate by the Selection Board. Applicants will notified of the place, date, and time of the interview at least 10 days in advance, if not already stated in the notice. Interviews, which will focus on general topics relevant to the topic and fields of research specified in the Notice, are designed to ascertain the level of qualification in relation to the subject of the grant. At the end of the comparative evaluation, the Selection Board will draw up a report indicating the name of the candidate awarded the grant. The minutes will be forwarded to the RAD for subsequent acts.

E. Awarding the grant

The RAD will formalise the documents required to award the grant and the Grant Contract, which can commence exclusively on the first day of the month.

16. FINAL CLAUSE

These Rules apply to grants activated after their date of approval by a specific company resolution. For procedures initiated prior to the date of approval, the conditions and methods identified in the above ROI rules remain valid.