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## **PUBLIC NOTICE FOR THE COLLECTION OF EXPRESSIONS OF INTEREST AIMED AT CREATING A SHORT LIST OF EXPERTS WITH APPROPRIATE EXPERTISE TO SUPPORT DEPARTMENTAL STRUCTURES IN WRITING RESEARCH PROJECTS**

### THE DIRECTOR-GENERAL

- In accordance with the Legislative Decree no. 50/2016 (implementation of EU directives on the award of concession contracts, on public procurement and procurement procedures of the supplying bodies in the special sectors, reorganization of the regulations in force on public contracts for works, services and supplies);
- In accordance with the Statute of the University of Verona, issued with Rector's Decree no. 4523 of 17 May 2023;
- In accordance with the Regulations for Administration, Finance and Accounting issued with Rector's Decree no. 1315 of 9 August 2017, in particular Title V - Negotiating autonomy, Chapter II Conduct of contractual activity, art. 52 - Ordinary procedures for choosing the contractor

### ANNOUNCES

that the University of Verona intends to set up a list of experts for possible assignments to economic operators, in possession of adequate expertise and proven specialization, to be drawn from for the support actions for the submission of research and innovation project proposals and in particular for the definition of specific project activities (Short List).

The establishment of the Short List, referred to in this Notice, does not intend to implement any selective, competitive or para-competitive procedure and does not provide for rankings, attribution of points and/or other classifications of merit. The establishment of this Short List is of cognitive and non-binding nature and is configured as a market survey. Therefore, the inclusion in the Short List does not imply any right or expectation to establish a relationship with the University of Verona: this Administration is in no way bound to proceed with the assignment of collaborations.

### **ART. 1 - PURPOSE OF THE SELECTION**

The establishment of the list is aimed at identifying experts in proposal writing, either individuals or legal entities, to be assigned the task of supporting researchers of the University Departments in their activities of submission of project proposals for funding in research and innovation sector.

Gli eventuali incarichi avranno per oggetto tutte le attività necessarie per la preparazione della proposta completa, compreso:

Any assignments will cover all activities necessary for the preparation of the full proposal, including

- structuring the project proposal
- partner search and assistance in coordinating project activities
- drafting of specific project activities, such as the analysis of social, economic, environmental impact and related legal and financial implications
- definition of Key Performance Indicators (KPIs) for measuring project objectives
- analysis of ethical implications
- definition of exploitation activities, including economic analysis, business model and business plan, analysis of the patent state of the art and definition of strategies for protecting research results
- definition of project communication, dissemination and data management activities
- definition of project management activities.



## ART. 2 - ELIGIBILITY REQUIREMENTS

Economic operators (included cooperative, associations and consortia) in possession of the following requirements can apply to register in the list of external experts

- a) Requirements of a general nature: absence of the grounds for exclusion as defined by art. 80 of Legislative Decree 50/2016, certified by a substitutive declaration pursuant to Presidential Decree 445/2000;
- b) Requirements of professional suitability (according to Article 83, Paragraph 1, Letter a) of Legislative Decree 50/2016): registration in an Italian Chamber of Commerce of Italy for activities which are the subject of the services of this Notice or in another equivalent register, as well as (for cooperative company or consortia), registration in the public registers as required by law;
- c) Technical and professional capacity requirements (according to Article 83, Paragraph 1, Letter c) of Legislative Decree 50/2016): at least 3 years of documented professional experience in preparing and submitting research and innovation project proposals.

## ART. 3 – APPLICATION FORM

The application form (draft according the templates in Annex and digitally undersigned, accompanied by the required documents) must be sent via Certified Email with the indication of "Short List of proposal writing experts" to the Records Office ([ufficio.protocollo@pec.univr.it](mailto:ufficio.protocollo@pec.univr.it)) and in CC to the Pre-award Grant Office ([progettazione.ricerca@ateneo.univr.it](mailto:progettazione.ricerca@ateneo.univr.it)).

Applications must be received starting from the of 1:00 pm (Italian time) of the forty-fifth day following the date of electronic publication of this Notice in the Official University Register on the webpage at the link <http://www.univr.it/it/albo-ufficiale>.

The data acquired by the University will be processed, including by electronic means, exclusively for the purposes related to the procedure in question, or to fulfil legal obligations.

## ART. 4 - FORMAZIONE ED UTILIZZO DELL'ELENCO

The applications will be assessed to verify the fulfilment of the requirement by a Commission composed by:

- Rector's Delegate for the Assessment of the research development and impact, Prof. Denis Delfitto
- Head of the Research Area, Dr. Maria Gabaldo
- Head of the Unit Pre-award Grant Office, Dr. Alessio Lorenzi.

The candidates who meet the requirements will be inserted in the list in alphabetical order. The Short List will be valid even in the presence of a single application.

By decree of the Director-General, the Short List will be updated on a monthly basis, on the basis of any new applications received, which may be submitted during the course of the year, without publishing a further public notice, in accordance with the terms and conditions already provided for in this public notice.

The University of Verona reserves the right to request proof of the declared requirements by producing adequate documentation. The verification of the requirements may take place at any time and the economic operator is required to promptly inform the University of any changes that have occurred.

Inclusion on the list does not imply any right to obtain a professional assignment from the University of Verona. The list will be used to proceed, as needed, to complete the individual assignment procedures pursuant to art. 36 of Legislative Decree 50/20216 and according to the University regulations.

## ART. 5 - VALIDITY OF THE LIST OF EXTERNAL EXPERTS

Unless revoked, the list will be valid for three years, starting from the date of its publication and the curricula will remain available to the University for the activities indicated in the Notice. The list of experts will be posted on the Register for forty-five days and will be published permanently on the University website.

Nel corso di tale periodo ciascun iscritto potrà presentare un nuovo curriculum, aggiornato alla luce di nuovi ed ulteriori requisiti eventualmente maturati. Parimenti, l'Università potrà procedere a cancellazioni ove venisse accertata la perdita dei requisiti.



During this period, each operator in the list may submit a new curriculum, updated in the light of new and additional requirements that may have gained. Likewise, the University may proceed with removal from the list if the requirements are no longer met.

#### **ART. 6 – METHOD OF REMUNARATION**

Any award of assignments for the preparation of project proposals will take place without any expense for the university administration in one of the following two ways:

- a) Anticipated consultancy services, with the form “subject to the successful outcome”: in this case the service charge, envisaged and recognised for the proposal writing activities, will be paid by this administration only in the event of funding of the project, since any and all remuneration for activities carried out for the concrete and regular realisation of the project activities will be fully financed by the funds allocated by the funder. In this case the remuneration requested may not exceed the threshold of 5% of the funding allocated to the University of Verona.
- b) Participation in the project as a beneficiary partner: in this case, the service will be remunerated from the funds provided by the funder to the expert in accordance with the work plan and budget approved in the event of funding.

#### **ART. 7 – METHOD OF ASSIGNMENT OF TASK**

The tasks will be assigned with a specific act to the candidate enrolled in the list, whose professional experience and skills evaluated will be considered to be most relevant to the specific needs required at the time, and, in any case, assessed based on curricula and previous experience and/or activities in the required field of activity.

The assignment of task will be conferred in compliance with principles of rotation, non-discrimination, equal treatment, proportionality, transparency and based on provisions of Legislative Decree no. 50/2016.

The contractual terms and conditions will be set out in a specific assignment agreement to be signed by the expert and agreed upon with the researcher's Department, and will comply with the relevant university regulations.

For the purposes of the task assignment, among others, the expert shall certify that their regular activities are non-competitive and compatible with the activities that are the subject of the contract and that they do not jeopardise the timely and punctual task implementation. Task assignment will not be awarded to natural or legal persons who find themselves in situations of conflict of interest, even of a legal nature, with the University.

#### **ART. 7 - ADVERTISING**

This notice will be advertised by publication for forty-five consecutive days: in the official University Register; on the institutional website of the University in the appropriate section "Procurement" and permanently on the link "Transparency".

The Director-General  
Dr.. Federico Gallo



**Annex**

REQUEST FOR INCLUSION IN THE LIST OF EXPERTS  
FOR WRITING RESEARCH PROJECTS  
DICHIARAZIONE SOSTITUTIVA DI ATTO DI NOTORIETÀ

(art. 47 D.P.R. 28 dicembre 2000, n. 445)

*(For legal person)*

The undersigned \_\_\_\_\_, born in \_\_\_\_\_ on \_\_\_\_\_, resident in \_\_\_\_\_, Tax Code \_\_\_\_\_ Legal representative of \_\_\_\_\_, with legal seat in \_\_\_\_\_, Tax Code \_\_\_\_\_, VAT number \_\_\_\_\_

*(For natural person)*

The undersigned \_\_\_\_\_, born in \_\_\_\_\_ on \_\_\_\_\_, resident in \_\_\_\_\_, Tax Code \_\_\_\_\_, VAT number \_\_\_\_\_

REQUESTS

to be included in the list of experts with adequate expertise to support departmental structures in writing research projects established by the University of Verona.

For this purpose, he/she declares that the entity represented by myself / that the undersigned

- does not fall under any of the causes of exclusion provided for in Article 80 of Legislative Decree 50/2016;
  - is registered at the Chamber of Commerce of \_\_\_\_\_ no. \_\_\_\_\_
- or
- is registered in the Roll/Register \_\_\_\_\_ no. \_\_\_\_\_
  - fulfils the Technical and professional capacity requirements (according to Article 83, Paragraph 1, Letter c) of Legislative Decree 50/2016), specifically at least 3 years of documented professional experience in preparing and submitting research and innovation project proposals, as shown in the document Professional experience annexed to this Request.

The undersigned, aware of the penal sanctions in case of false declarations and of the formation or use of false documents and of the consequent forfeiture of any benefits that may be obtained on the basis of untrue declarations (Articles 46 and 47 of Presidential Decree 445/2000)

CONFIRMS

the truthfulness of the information provided in this Request for inclusion in the list of experts for the writing of research projects and in the attached documents (which form an integral part of the Application).

I enclose herewith:

- Document "Professional experience"
- Copy of the Registration of Chamber of commerce or Registration at the relevant register
- Copy of the ID document

The undersigned

\_\_\_\_\_



## Professional experience

### INFORMATION OF THE OPERATOR / COMPANY

Name of the operator / company:	
PIC number <sup>1</sup>	
Website	

### CONTACT PERSON

First name	
Last name	
Phone number	
Email	

### SHORT DESCRIPTION OF THE OPERATOR / COMPANY AND ITS EXPERIENCE

(Max 2000 characters)

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### TASKS FOR WHICH YOU MAKE AVAILABLE YOUR EXPERTISE

(More than one option can be selected)

- Analysis of funding opportunities and search for call for proposals
- Setting up of a partnership and management of relations with proposal partners
- Budgeting
- Drafting of the communication and dissemination activity plan
- Drafting of the exploitation plan of the research results (included data management)
- Other (specify): .....

<sup>1</sup> The Participant Identification Code (PIC) number is a 9-digit number that identifies any entity registered in the URF (Unique Registration Facility) of the European Commission.



## FUNDING PROGRAMMES FOR WHICH YOU PROVIDE YOUR EXPERTISE

(More than one option can be selected)

### Horizon Europe

- MSCA Doctoral Networks
- MSCA Staff Exchange
- ERC Starring / Consolidator / Advanced / Synergy Grant
- EIC Pathfinder
- EIC Transition
- EIC Accelerator
- Cluster 1: Health
- Cluster 2: Culture, Creativity and Inclusive Society
- Cluster 3: Civil Security for Society
- Cluster 4: Digital, Industry & Space
- Cluster 5: Climate, Energy and Mobility
- Cluster 6: Food, Bioeconomy, Natural Resources, Agriculture & Environment
- Widening Participation and Strengthening the European Research Area

### Other EU programmes

- Erasmus+
- Life+
- Digital Europe
- Justice
- CERV Citizens, Equality, Rights and Values
- EU4Health
- European partnerships (JPI, Eranet, ecc)
- Interreg – European territorial cooperation

### Structural funds

- ESF
- ERDF

### Italian funding programmes

- FIS (Fondo Italiano per la scienza)
- FISA (Fondo Italiano per le scienze applicate)

### US funding programmes

- NIH (National Institutes of Health)
- NSF (National Science Foundation)

Other programme (specify):

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## DISCIPLINES FOR WHICH YOU PROVIDE YOUR EXPERTISE

(More than one option can be selected)

- Chemistry (CHE),
- Social Sciences and Humanities (SOC)
- Economic Sciences (ECO)
- Information Science and Engineering (ENG)
- Environment and Geosciences (ENV)
- Life Sciences (LIF)
- Mathematics (MAT)
- Physics (PHY)



### FUNDED PROJECTS DIRECTLY INVOLVING THE OPERATOR / COMPANY

List of funded projects where the operator/company is either main or unique applicant or beneficiary partner in the last three years

Acronym – Project title	Identifier code <sup>2</sup>	Funding programme	Role of the operator in the project <sup>3</sup>	Project total contribution	Contribution for the Operator/ Company	Project website

### FUNDED PROJECTS FOR WHICH THE OPERATOR / COMPANY HAS PROVIDED SUPPORT TO EXTERNAL CLIENTS

List of funded projects for which the operator/company has provided support to a client, without being either main or unique applicant nor beneficiary partner in the last three years

Acronym – Project title	Identifier code <sup>4</sup>	Funding programme	Client <sup>5</sup>	Role of the client in the project <sup>6</sup>	Project total contribution	Contribution for the Client	Project website

<sup>2</sup> Insert the Grant Agreement number or any other identifier code of the funded project.

<sup>3</sup> Insert unique entity, lead applicant, or beneficiary partner.

<sup>4</sup> Insert the Grant Agreement number or any other identifier code of the funded project.

<sup>5</sup> Insert the name of the public or private entity to which you have provided support.

<sup>6</sup> Insert unique entity, lead applicant, or beneficiary partner.