



EU-LAC Foundation

Academic Council

**for Calls for Research Proposals related to the
Social Sciences and Humanities**

Regulations and Obligations

Updated July 2015

1. Background

The EU-LAC Foundation, created by the VI Summit of Heads of State and Government in Madrid in 2010, with headquarters in Hamburg, Germany, is called in its mandate to “encourage debate [...] for example through publications”, *inter alia* through “encouraging studies on issues identified by both regions.”¹

In order to do so, the Foundation has created the work programme “Explore”, tasked with identifying new issues relevant to EU-LAC relations, as well as proposing ways of cooperating on these issues in the bi-regional relationship. Within Explore, the EU-LAC Foundation edits two types of publications: specific calls for studies on topics identified by the Foundation, and open calls for publications in which individual researchers or consortia of researchers from the EU and LAC can participate.

2. Purpose of the Academic Council

In fulfilling its mandate, the EU-LAC Foundation is guided by the principles of quality and transparency.

The Academic Council shall assist the EU-LAC Foundation in identifying the winners of the open call for publications, according to the criteria laid out in this document. The Academic Council shall evaluate proposals received by the Foundation and thereby identify a winning proposal. In doing so, the Academic Council shall assist the Foundation in ensuring the relevance and academic quality of its research and, when appropriate, its recommendation for publishing.

3. Composition of the Academic Council

The Academic Council shall be designated by the EU-LAC Foundation for a period of two (2) years. The Council shall be composed of five (5) eminent academics, with the EU-LAC Foundation making an effort to establish an adequate bi-regional and gender balance. The members of the EU-LAC Foundation’s Academic Council shall be familiar with the field of EU-LAC relations and/or the International Relations and Economics of their respective region. They must be able to evaluate proposals in English or Spanish.

4. Tasks and Procedures of the Academic Council

The Academic Council will evaluate the proposals received by the EU-LAC Foundation in its regular Open Calls.

These proposals will include:

- An abstract of the proposed project (500 words). This must refer to the content as well as the methodology of the project.
- CVs of the researcher(s) involved in the projects, including lists of publications over the last three years.
- Budget proposal – proposal indicating the allocation of the funds requested.

¹ Statutes of the European Union – Latin America and the Caribbean Foundation (EU-LAC Foundation), Art. 2 (1) and (2).

The Foundation will provide the Members of the Academic Council with the information in anonymised format (see Annex I). Each member of the Academic Council shall evaluate all proposals by assigning scores according to predetermined selection criteria (see section 6.) in an evaluation sheet within a maximum of four weeks. The Academic Council members shall duly inform the Foundation of their decision, which shall abide by it.

The Academic Council may hold an annual meeting if this is determined as necessary by its members. This will normally take place in Hamburg, but the venue may be adapted to the needs of the Academic Council. The Foundation will assist the Council in finding a suitable date.

5. Code of Conduct of Academic Council Members

The EU-LAC Foundation expects the members of the Academic Council to abide by the Code of Conduct.

5.1 Confidentiality

Members of the Academic Council shall keep confidential all information they acquire and generate in the course of the review process. The information shall be stored and disposed of securely. It must be used only for the purpose of evaluating the proposals received under the EU-LAC Foundation's Open Call procedure.

5.2 Intellectual Property

Proposals represent the intellectual property of the applicants. Members of the Academic Council shall respect this intellectual property and refrain from any plagiaristic or unacknowledged use or appropriation of the proposals' ideas.

5.3 Impartiality and Conflicts of Interest

Members of the Academic Council shall judge the proposals they receive impartially, based solely on the criteria laid out in this document. They should take care not to let their own theoretical or methodological preferences intrude upon their decisions. Comments on decisions should include both positive and negative aspects of the chosen proposal.

Any conflict of interest that may arise and threaten the impartiality of a member of the Academic Council must be notified to the EU-LAC Foundation immediately. Members of the Academic Council should consider anything a conflict of interest that an applicant would consider as such if they were to discover the identity of the reviewer.

5.4 Transparency

Members of the Academic Council shall provide the reasons for their decision. They should work to the highest standard of objectivity.

5.5 Participation of Academic Council Members in other Foundation Calls

The EU-LAC Foundation also publishes specific calls for pre-defined studies and research projects. Members of the Academic Council may participate in these calls if they consider themselves suitable candidates. They will be submitted to the same selection procedure for these calls as all other candidates. This procedure will be specified in each call.

6. Selection Criteria

The Academic Council will consider the following criteria in its deliberations:

- Quality of the proposal
 - o Theoretical adequacy of the proposal
 - o Adequacy of proposed methodology to the topic of the proposal
 - o Qualifications of the applicant researcher or consortium to carry out the proposed project
 - o Feasibility of the proposal (can the project be carried out with the envisaged budget and proposed time frame?)
- Relevance of the proposal
 - o Relevance of the proposed research project for the bi-regional relationship
 - o Practical applicability of the proposal
- Value for money
 - o Value-for-money relationship based on the budget proposed (the administrative staff of the Foundation will support the Academic Council in evaluating this criterion)
- Bi-regional composition of consortia
 - o In the case of research consortia, bi-regional composition is a plus

7. Available Funding

The available funding for each Open Call is up to €25.200 (€30.000 gross). This is the maximum amount for which researchers or consortia can apply. If a project is more costly, researchers are asked to indicate how they will cover these additional costs (e.g., by other funding sources). If their application is successful, they must prove availability of additional resources prior to the first disbursement of funds.

Each Open Call will adjudicate one project. If the funding required is below €25.200, any leftover funds will return to the EU-LAC Foundation's budget for research projects in order to finance additional studies.

Annex I – Sample anonymised project information sheet

1. Title of the Project: _____

2. Abstract (max. 500 words)

3. Number of researchers participating in the project: _____

3.1 Number of researchers from the EU: _____

3.3 Number of researchers from LAC: _____

4. Positions held by researcher or researchers on the consortium:

- Researcher 1: _____ (e.g., Senior Lecturer, University Professor,...)
- Researcher 2: _____

5. Number of publications in relevant field in the last three years:

- Researcher 1: _____, thereof in peer reviewed publications: _____
- Researcher 2: _____, thereof in peer reviewed publications: _____

6. Budget proposal – anonymised and annexed to this form

7. Time frame

Starting date: _____

Proposed end date: _____