**Frequently asked questions**

1. **FILLING ANNEX I**

***Minimum requirements established by Regulation 23/2019***

* Group integrated by 3 members from the Permanent Teaching and Research Personnel of the University
* All of them with Research ID or ORCID
* The Main Researcher (MR) must be a doctor and have an active 6 year-period research certificate
* They accredit at least one trajectory of collaboration as a group for two years.

***What do I have to write in ‘UNESCO Code’?***

We attach in this document the link of the Ministry where UNESCO Codes are, so that you can identify those who are more coherent with the group.

[Resumen de Prensa (29-10-2021) (ciencia.gob.es)](https://www.ciencia.gob.es/site/MICINN/menuitem.8ce192e94ba842bea3bc811001432ea0/;jsessionid=7D4A5F26942060C12278FBEE1139001B.2?vgnextoid=363ac9487fb02210VgnVCM1000001d04140aRCRD)

***What is the ORCID or the Researcher ID? How do I obtain them?***

ORCID (Open Researcher and Contributor ID), in Spanish *Identificador Abierto de Investigador y Colaborador*, is a non-commercial code that consists of numbers and letters that identifies in a unique way scientists and other scholars. This responds to the problem that a particular author’s contributions of a particular author to the scientific literature, or a Humanities publications, can be difficult to identify, since most of their personal names are not unique and can change (for instance, after marriage): cultural differences in the order of names, inconsistencies in the use of short names or nick names, or different writing systems are tackled. This code provides then a long-lasting identity for humans in a digital network, what is done through the Digital Object Identifiers (DOI).

The ORCID organisation offers an opened and independent register, which aims to be the *de facto* standard for the identification of collaborators in research and academic publications.

Researcher ID is a system for the identification of scientific authors. This system seeks to solve the problem of identifying authors. In scientific literature, it is common to quote the name, surname and initials of the authors of an article. However, sometimes, authors with the same name or the same initials, or authors mentioned in articles in which errors have been committed when referencing, results in several spellings for one same name, or in different authors that share one and only spelling.

In the ResearchID webpage, the authors are asked to link their identifier to their own articles. This way, they can maintain an online list of updated publications. Thus, it is possible to obtain a comprehensive work of an author, since not all publications are indexed by Web of Science. This is of relevance in case researchers predominantly use peer-reviewed conference articles (Computing sciences) or focus on the publication of books and chapters (humanities and disciplines belonging to social sciences).

For further information, you can check them here

<https://orcid.org/>

<https://publons.com/about/home/>

1. **GROUP MEMBERS**

***Is the Research group only composed by USP-CEU Professors?***

The call is based on the Regulation for the recognition of research groups, that was approved by the Board of Trustees (Regulation 23/2019). As you will see, in articles 1 and 2 of such Regulation there is a requirement of a minimum number of members that a research group must have in order to be recognised, as well as the participation of Professors from other external entities.

The criteria followed states that even though Professors from other external entities can participate, the group must have a minimum internal consistency based on the participation of a minimum of three members of the Permanent Teaching and Research Personnel of the University, who own a Research ID or ORCID and are under the leadership of one of them entitled doctor and who has an active six-year research period certificate.

Professors from our sister University UCH-CEU are considered as Professors from our own entity to all extents (see below).

***Is it possible to be part of two groups at the same time?***

No, according to Regulation 2/19 [[1]](#footnote-1)for recognition of USP-CEU research groups, in article 1 states:

‘No one will be able to be part of two or more recognised groups at the University simultaneously’.

***What will be the periodicity of the calls for recognition?***

Regulation stablishes that Vice-Rectorate for Teaching and Research will fix the periodicity of the calls. The idea is to annually have calls.

Those groups that obtain the recognition in the framework of a call will hold it for 3 years. After that, they will be evaluated again.

***There is a possibility to include members from other Universities such as the UCH in a research group.***

Exceptionally, some member of the UCH-CEU could be included, since it is a sister university. However, it must be taken into account that this call is exclusive of San Pablo-CEU and that it seeks to recognise collaborating structures within itself.

This means that it is a call that seeks to recognise and/or consolidate USP research groups. Therefore, the critical mass of the group should be based on a majority of professors linked to the USP-CEU (and not on UCH-CEU Professors. The UCH-CEU Professors will have an exceptional condition, but groups will not only consist of professors from this university or a USP-CEU group won’t be led by a UCH-CEU Professor). Anyway, the potential member of the UCH-CEU that could incorporate to the group must be of a permanent nature and have a Researcher ID or ORCID.

***Is it possible that a recognised group has two MRs?***

Regulation 2/19 approved by the Board of Trustees specifies ‘under the management of ONE of them’. Thus, there is NO provision for the possibility that there could be several Research Managers in one same group.

**Can a Former Professor be part of a Research Group?**

The Universidad San Pablo-CEU Rules for the Organization and Functioning differentiate between: Permanent, Associate, Former and Visiting Professors; and they define Former Professors as the ones with a temporary character. Therefore, they should NOT be considered as ‘Permanent Teaching and Research Personnel’ as described in article 1 of Regulation 2/19 (for the purposes of compliance with the minimum requirements). Nevertheless, they would be mentioned within Section 2.B of Regulation: ‘members who do not compute for the purposes of compliance with the group minimum requirements, nor for the periodic evaluation of research production, other figures not included in the above’.

***Can there be a group of more than 8 members?***

The only limitation is the minimum number. Therefore, there is no maximum number of members (and in accordance with the indicators approved by the Research Commission for the evaluation of the research groups activity, those groups with a size of 8 or more members are awarded a score of 10 points).

***Which group members compute?***

1. Research group members that compute. It is regulated in Article 2.a of Regulation 2/19.
2. Research group members that do NOT compute. It is regulated in article 2.b of Regulation 2/19.

Based on what is set out in these articles:

a) Doctoral students who are not internal or external research trainees (internal FPI, internal PIF, FPI and FPU from the Ministry): their participation in the research group as research personnel is not foreseen. In section 4.3 of the application form (Pre-doctoral Research Personnel: FPU[[2]](#footnote-2), FPI[[3]](#footnote-3) Ministry and internal FPI) is exclusively foreseen for pre-doctoral research personnel under external or internal grants.

b) Teaching or Research Personnel from other Universities: They can be members of the group, but they will not compute for the purposes of compliance with the minimum requirements.

c) Three members of the Permanent Teaching and Research Personnel of Universidad San Pablo-CEU, with the only nuance that, for the purposes of the present call, UCH-CEU Professors are considered members of our university. That is to say, they would compute as members for the purposes of compliance with the minimum requirements and they could be included in section 4.1 of the application form (CEU Teaching and Research Personnel); although they must consider that we are before a call for the recognition of USP-CEU Research Groups: they must be groups that have a critical mass sufficient for San Pablo PDI. It would not make sense to ask for the recognition of a group in which the majority of researchers belonged to UCH-CEU.

***What is the regime of incompatibilities as a MR and as a group member? can a researcher be part of several?***

As article 2 of Regulation 2/2019 for the Recognition of Research Groups of Universidad San Pablo-CEU establishes, a researcher won’t be able to be part of two research groups simultaneously.

***External members of the research group***

Teaching and Research Personnel from other Universities can be part of the groups but they will not compute for the purposes of the compliance of the minimum requirements (three members of the Permanent Teaching and Research Personnel of Universidad San Pablo-CEU), with the only nuance for the purposes of the present call, UCH-CEU Professors are considered as members of our University. That is to say, they will compute as members for the purposes of compliance with the minimum requirements and they could be included in section 4.1 of the application form (CEU Teaching and Research Personnel).

***Research Personnel, section ‘4.2. TRP from other universities and research centres’. Does the concept ‘research centres’ include R&D departments from private companies?***

What Regulation 2/2019 approved by the Board of Trustees establishes the following: ‘other figures not included in the previous, among others, the following…’thus, a closed list of categories is not provided, so it could be perfectly possible to incorporate R&D Departments research personnel from private companies.

***In annex I of the Application form for research groups, in section 4, ‘Group members’, when we state if they are dedicated FT or PT ¿does the contract refer to each researcher in this University (or the one that external researcher belong to)?***

Section 4 of Annex I refers to the type of working contract that the Professor or Researcher has with the institution where the researcher is employed.

If it is CEU personnel with a contract, it must be necessarily included in section ‘4.1 CEU TEACHING AND RESEARCH PERSONNEL’. And if they belong to other institutions the section shall be filled in.

‘4.2 TRP FROM OTHER UNIVERSITIES AND RESEARCH CENTRES’.

1. **SIX-YEAR RESEARCH PERIODS CERTIFICATE**

***What is an active six-year period research certificate?***

In the document ‘Indicators approved by the Research Committee for the evaluation of the research activity for groups’ according to Docentia+ Criteria, a six-year period Research Certificate is ACTIVE when it has been accredited in the last 9 years. That is to say, it can be extended for 3 more years by ANECA.

***When counting the number of six-year research periods certificates that the Group owns is the non-CEU Professor who belongs to 4.2 category is taken into account?***

No. In the document ‘Indicators approved by the Research Committee for the evaluation of the research activity for groups’, active six-year research period certificates of USP-CEU members are specified to compute.

***All group members must indicate the six-year research period certificates and the active ‘number of research projects accredited by the National Council’. In this last point, should the number of the six-year research period certificates that the Group member has?***

No, what should be written down is whether the Group member has an active six-year research period certificate or any certified research projects.

***We want to incorporate as TRP from other Universities and centres…to a Spanish Professor/Researcher, but who resides in the United States; and his/her parameters/indicators are NOT the same as some of the demanded ones in the doc. I.e: The CNEAI certificate.[[4]](#footnote-4)***

In that case, the Researcher does not own a Six-year period research certificate she/he must tick the ‘NO’ box.

***Is it possible to form a group without a Six-year research period certificate?***

Article 1 of Regulation 2/2019 approved by the Board of Trustees establishes as the only option for this requirement the following: this requirement could be exceptionally substituted by having 5 projects of quality that have been accredited by the National Council in the last 7 years for those Researchers that have not been able to apply for the six-year period.

Therefore, it must be taken into account that this a truly exceptional situation and it is recommended to submit the application form together with an explicative document. A document in which the same information that is demanded in an ordinary six-year research period call, seeking that the Research Committee can evaluate the application correctly.

1. **PROJECTS**

***What projects can be included in the call?***

Please note that only research projects (not of any other type) are considered. They must be active by 2020 too.

In case the projects have been developed under grants obtained from public or private entities, such grants must be for the development of research projects (and not of any other kind: mobility, Congresses, Networks, etc.). In other words, other grants do not compute.

Anyway, anything that does not fit within the EU, State’s plan or Regional plan, must be included in ‘Private entity call (specify)’ Section.

1. **THESIS**

***I believe that in publications, theses and others only the ones that belong to CEU Professors are considered. Is that right?***

Yes, Regulation 2/2019 approved by the Board of Trustees explains that only those members referred to in article 1 and 2.2.a compute.

Other members are not considered for the purposes of compliance with indicators (theses, publications, projects…)

Art.2.2 a) of Regulation 23/2019 for Universidad San Pablo-CEU Research Groups:

‘As members that compute for the purpose of compliance with the minimum requirements of the groups and with the periodical evaluation of the group’s research production:

* Teaching and Research Personnel under a part-time permanent contract. They shall be counted in half for the purposes of compliance with the minimum requirements of the group and for the periodic evaluation of their research production.
* Exceptionally, post-doctoral researchers with temporary contracts of multi-annual character, financed under public programs for post-doctoral research personnel (Juan de la Cierva Researchers, Ramón y Cajal Researchers, Marie Curie Researchers, among others) or under contracts signed with private entities’.

***We have supervised theses beyond CEINDO. Are they not regarded in terms of group quality?***

Indicators were set by the Research Committee. These indicators are based on USP-CEU and thus, indicators are NOT used for projects we are not the holders of, theses that are not read here or publication in which CEU’s affiliation is not stated.

1. **FILLING OF ANNEX II**

***If there is a joint work and publications from years prior to 2018, will this not be taken into account? In our case, we have some from previous years.***

According to Annex III (Research Committee indicators for the evaluation of the groups’ research activity) the time frame considered for the evaluation will be the last 3 years (2018, 2019 and 2020).

Fully understanding the importance that work from previous years might have, it is important to enclose a time frame so that the evaluation process can be done with a reasonable period. This is the reason why the Research Committee taking into account that the minimum time frame required by the Regulation for accreditation of minimum collaboration as a group is two years (for the categories of consolidated and in-consolidation groups) has decided to set a period of 3 years, in order to simplify, while at the same time making it easier for applicants to submit applications. This is in line with what happens with the abbreviated curricula required in external calls for applications, in which applicants are asked to reflect the merits of the last few years.

***I can’t understand the impact indicators data from the ‘publications’ Section.***

You can get in touch with the Library’s Personnel, who will answer to any doubts you may have. The contact persons for each campus are:

Itziar Muñoz: itziar.bib@ceu.es (Campus Montepríncipe)

Julia Carreño: juliacar@ceu.es (Campus Moncloa)

***Do we only refer to the published projects as ‘Research Groups’?***

The group should have done joint works as a research group (such as publications in journals in which several members of the group participate), but it is known that in the field of Humanities or Social Sciences is quite common to have individual works.

This is why, some publications, even with the limitation stated in Annex III (no more than 4 publications per group member will be considered) may be included in this last sort of publications.

***Congress publications that are in the SJR Proceedings index (but without quartile, because the index is the Proceedings one), will be considered article or book chapter?***

The way to distinguish whether an article or book chapter are considered is not easy. Regarding an article, it must have an ISSN that identifies serial publications. Regarding a book, it must have an ISBN that identifies monographic works.

Nevertheless, you must note that ISSN and ISBN are not incompatible (there are some publications that might have been assigned both codes, such as it is the case of serial monographs) the ISSN will identify the series, while the ISBN will identify the exact instalment or volume).

***Could Congress speeches or other elements be considered of value?***

No, just the indicators shown in Annex III can be included in the form, since they have been stablished by the university Research Committee for the evaluation of the research groups’ activity. However, all suggestions received will be transmitted to the Research Committee so that they can be studied and, perhaps, included in future calls.

***Quality index of publications:***

The criteria in this case is to use the last ones in force. If the 2020 have not been published, the ones from 2019 will be used.

At the library, you could be advised on all aspects related to publications.

***In the self-evaluation, should we write the name of the publications?***

No. In the self-evaluation form, you just have to write the number of publications. As you will see, you only need to fill in the coloured gaps and the form will be set to calculate the total grade for the different sub-sections.

***When calculating the final count of publications, what happens in case an article of the 4.1 section is, for example, Q12 and CIRC A at the same time. Does it have to be computed in both categories? Or just once?***

If it was indexed in several bases, you should choose the one that could add the biggest mark, since it will only be computed in one category.

Nevertheless, regarding this issue, it is best to contact your campus library. They will be able to clarify all doubts you may have in relation to Bibliometrics.

***The self-calculation document includes a section called BONUS for having more than 6 or 8 Researchers. How do we fill in the grey box? With the number of research projects or writing the number 1?***

You must write the number 1. Anyway, we will review it and confirm that the number of members is correctly shown (Please note that this BONUS is given considering the number of total members that compute, nit the total number of group members).

1. [00 mes, 1234 (uspceu.com)](https://www.uspceu.com/Portals/0/docs/investigacion/documentacion/REGLAMENTO-DE-RECONOCIMIENTO-DE-GRUPOS-DE-INVESTIGACION-DE-LA-USP-2019.pdf) [↑](#footnote-ref-1)
2. FPU: training of university professors [↑](#footnote-ref-2)
3. FPI: training of university professors (FPU) [↑](#footnote-ref-3)
4. The six-year research period (*Sexenio)* is a Spanish certificate that could be equivalent to research projects accredited by a National Council; however, *Sexenios* do not exist as such outside Spain. [↑](#footnote-ref-4)