MENTORSHIP MOBILITY PROGRAM

4th Phase of the Call

REGULATION

Preamble

The *Mentorship Mobility Program within and for EUTOPIA_HEALTH Consortium* (hereinafter mentioned as Mentorship Mobility Program), within the scope of the EUTOPIA_HEALTH project, funded by the European Union's Horizon Europe programme (grant number 101136914), aims to promote interinstitutional collaboration to advance Health-related scientific management.

NOVA University Lisbon (NOVA), as a public Higher Education Institution, is one of the Widening institutions of the EUTOPIA_HEALTH Consortium which includes the following organizations: Babeș-Bolyai University (UBB), University of Ljubljana (UL), NOVA, Vrije Universiteit Brussel (VUB), Pompeu Fabra University-Barcelona (UPF), CY Cergy Paris University (CY), Ca'Foscari University of Venice (UNIVE), University of Gothenburg (GU), University of Warwick (UW).

The Mentorship Mobility Program involves outgoing mobilities of Research Managers (RM) affiliated with NOVA to other universities part of the Consortium for a period of one month. This Program aims to complement the *EUTOPIA_HEALTH Training Program for Research Managers: Advancing Institutional Excellence*, first held in April 2025, by strengthening the RM community and offering mentorship opportunities to develop highly skilled professionals working in Research & Innovation (R&I) management and administration.

Article 1

Object

The present Regulation defines the terms and rules of participation in the Mentorship Mobility Program, which is organized by NOVA, through the Rectorate's Research Support Office, and supported by the EUTOPIA_HEALTH project.

Article 2

Scope

1. The objective of the Mentorship Mobility Program is to provide RM with the possibility of engaging in the daily work of research support offices, tutored by an experienced RM from the outgoing institution.
2. The call aims to encourage the application of RM affiliated with any of the Academic Units or Research Units of NOVA, across all Health-related academic disciplines and topics, regardless of their level of experience and research management area, who have previously participated in the *EUTOPIA_HEALTH Training Program for Research Managers: Advancing Institutional Excellence*.
3. All applications are admitted, provided they meet the eligibility criteria described in the Call Notice and this Regulation.
4. Each applicant can only submit one application per phase of the Call, and, if funded, the grantee is no longer eligible for another mobility under this Mentorship Mobility Program.

Article 3
Deadlines

1. The deadline for submission of applications will run between September 15 and October 15, 2026.
2. The results will be communicated to all applicants via email by November 5, 2026.
3. The mobility period shall start between December 1, 2026, and March 31, 2026. In case the mobility is divided into two shorter periods of two weeks each, both periods must be completed within a maximum of six months.

Article 4
Eligibility criteria

1. To be eligible for the Mentorship Mobility Program Award, applications must consider the following:
   a) The call is open to all RM affiliated with NOVA and who have participated in the *EUTOPIA_HEALTH Training Program for Research Managers: Advancing Institutional Excellence*.
   b) Applicants must submit only one application per phase of the Call, but, in case of rejection, they can apply in future phases.
   c) Once funded, the grantee is no longer eligible for another mobility award under this Mentorship Mobility Program.
   d) Fully fill out the Application Form, which can be obtained at the EUTOPIA_HEALTH's website, and submit a single PDF file to nova.research@unl.pt with the following documents: Application Form, Letter of Institutional Support, Letter of Invitation from the Host Institution and a full CV. If the mobility is split into two stays, each may take place at a different Consortium institution. If two Host Institutions are selected, a separate letter of invitation from each institution must be provided.
   e) The Application Form and all other documents must be completed in English.
   f) It is the responsibility of applicants to be aware of all the call requirements and submit them before the call's deadline.

Article 5
Mentorship Mobility award

1. Three Mentorship Mobility awards will be funded by NOVA to the application with the highest scores attributed by the Evaluation Committee (see articles 6 and 7), in the amount of 4000 euros (four thousand euros). This amount shall be paid in the form of per diem allowances, up to a maximum of 30 days.
2. Either the total amount of the Mentorship Mobility award, or half of it (depending on the mobility scheme), will be transferred to the grantee's Academic/Research Unit and should be used to cover travel and accommodation expenses. Booking of travel and accommodation will be the responsibility of the grantee or the support office of the corresponding Academic/Research Unit.
3. Both travel and accommodation arrangements must be made using NOVA's VAT Identification Number. Otherwise, the related expenses will not be considered eligible.

4. The grantee is responsible for verifying with the Academic/Research Unit whether the mobility period is covered by institutional insurance. In the absence of such coverage, the grantee shall consult the Host Institution regarding the availability of insurance. Should no institutional coverage be provided, the grantee is required to secure individual insurance for the entire duration of the mobility.
5. The mentorship mobility can be accomplished within one month (30 days) or divided into two periods of 15 days each, as long as they are both completed within six months counting from the beginning of the first mobility period.
6. As mentioned in statement 3 of Article 5, the Mentorship Mobility award will be transferred to the grantee's Academic/Research Unit, which shall be responsible for transferring the monetary award to the grantee, in accordance with the following:
    a) For the **full month-period mobility**, after signing the Mentorship Mobility Agreement, 75% of the monetary award will be transferred (prior to the mobility) and the remaining 30% will be transferred after the end of the mobility, upon submission of boarding passes, accommodation receipt, mobility report, itinerary bulletin and a letter of statement from the Host Institution, confirming that the mobility has been accomplished.
    b) For the **two-periods mobility**, the monetary award will be disbursed as follows:
        i. 37.5% will be transferred prior to the first mobility period upon signing the Mentorship Mobility Agreement;
        ii. 25% will be transferred after the first period upon submission of the boarding passes, accommodation receipt, mid-term mobility report, and itinerary bulletin;
        iii. 37.5% will be transferred prior the second mobility period upon submission of proof of travel and accommodation;
        iv. the remaining 12.5% will be transferred after the second period upon submission of the boarding passes, accommodation receipt, final mobility report signed by both the grantee and tutor, itinerary bulletin and a letter of statement from the Host Institution confirming the completion of the mobility.
7. All requested documents must be submitted to the NOVA Research office by email (nova.research@unl.pt).
8. Each Academic/Research Unit is responsible for determining, in accordance with its internal regulations, how the monetary award will be paid to the grantee, and for communicating this decision to the grantee.
9. In case of not complying with statements 6 a) and b) of Article 5, the grantee's Academic/Research Unit will return the monetary award to the NOVA Research Office.

Article 6
Other considerations about the Award

1. The Evaluation Committee reserves the right not to award any prize if none of the

submitted applications meet the quality requirements or comply with the rules of this Regulation.

Article 7
Evaluation Committee

1. The Evaluation Committee will be composed of three members of NOVA working in the field of research management, including, for example, internationalization and research & innovation support.
2. The Evaluation Committee will assess the eligibility/admissibility of the applications received and evaluate the eligible applications according to the evaluation criteria defined in the call notice and this Regulation. The final score for each application will be calculated as the arithmetic mean of the scores awarded by the three members the Evaluation Committee. In the event of a tie between applications, a fourth evaluator will be appointed, and the final score will be calculated as the arithmetic mean of the four scores.
3. Evaluation Committee decisions are final and not subject to appeal.

Article 8
Assessment

1. Eligible applications are scored from 1 to 5 (highest best) considering the following criteria:
    a) The quality of the motivation and proposed mission of the Mentorship Mobility, with focus on sharing best practices and building up collaboration (60%);
    b) Feasibility of the planned activities and expected outcomes (35%);
    c) Budget feasibility (5%).
2. The Mentorship Mobility is awarded to the application which obtains the sum of the highest scores.
3. The selection process will aim to ensure a diverse cohort, considering a variety of RM areas, gender balance, and different levels of experience.
4. In the case of similar applications or a tie, additional consideration will be given to the applicants' Health-related field or research units. Priority will be given to those working in Health-related areas, including public, mental, environmental or nutritional health.

Article 9
Disclosure

NOVA will ensure that all applicants will be informed of their application (funded/not funded) via email no later than 15 working days after the application deadline.

Article 10
Final dispositions

1. This Regulation is in force until September 30, 2027.
2. The promoters of this initiative and the Evaluation Committee will make every effort to ensure that this initiative meets the highest standards of quality and

accuracy, namely regarding the reliability and objectivity of the information and the respective selection, evaluation and awarding process.

3. Personal data involved in the award will be collected and processed in accordance with the General Data Regulation (Regulation (EU) No. 2016/679 of the European Parliament and of the Council, of April 27, 2016).
4. Applications must not contain technical, scientific, or other information that may be considered confidential from the point of view of intellectual property protection or personal information that may jeopardize the protection of personal data.
5. This Regulation may be revised when necessary.

Article 11
Doubts and Omissions

Doubts and omissions resulting from the application of this Regulation will be submitted to the Evaluation Committee for consideration.

Lisbon, September 10, 2026.