University Institute of Research on Olive Grove and Olive Oils

RESOLUTION OF THE UNIVERSITY INSTITUTE OF RESEARCH ON OLIVE GROVE AND OLIVE OIL (INUO) OF THE UNIVERSITY OF JAÉN, ANNOUNCING THE 2026 INUO GRANT PROGRAM FOR RESEARCH STAYS FOR VISITING RESEARCHERS

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1. PURPOSE AND SCOPE OF APPLICATION

The University Institute of Research on Olive Grove and Olive Oils, as part of its 2024–2027 Strategic Research Plan and under Axis 2, “Attracting Talent and Training Researchers,” is offering grants aimed at promoting international scientific collaboration through the establishment of strategic alliances with internationally renowned research groups affiliated with foreign universities or research centers.

The program aims to:

- Boost the international visibility of INUO research groups through structured collaboration with leading teams in their scientific fields.
- Foster the development of joint projects of scientific excellence.
- To promote the publication of results in journals indexed in the Journal Citation Reports (JCR).
- To encourage activities such as the co-supervision of doctoral theses, the preparation of competitive international proposals, the delivery of seminars, and participation in training or outreach activities.
- To facilitate two-way mobility between INUO and its international partner groups.

2. BENEFICIARIES

The researcher from the invited research group who completes the visit at INUO in accordance with the approved work plan will be considered the recipient of the grant.

The application must include an invitation to an **international research group** led by a researcher with at least ten years of postdoctoral experience whose research areas are recognized as leading in their scientific field.

The scientific collaboration will be established with this invited research group, and any member of its research team participating in the proposed work plan—including senior researchers, postdoctoral researchers, or predoctoral researchers—may undertake the stay at INUO, provided their profile is suitable for carrying out the planned activities.

The project proposal must be agreed upon by both the INUO application team and the invited research group, and must identify:

- the principal Investigator (PI) of the invited research group,
- the staff participating in the collaboration,
- the person o people who will carry out the visit at INUO.

3. DURATION AND START DATES OF THE STAYS

- Stays must last a minimum of **15 days and a maximum of 3 months**, during which the approved scientific collaboration project must be carried out.
- Stays must end no later than **December 31, 2026.**

Stays may take the form of:

- a long-term visit, or
- several short-term visits spread out over the project period.

If the stay consists of several short-term visits, the minimum duration of each visit must be 7 calendar days.
For financial reporting purposes, accommodation and living expenses will be calculated proportionally based on the number of calendar days actually spent on the stay.

4. FUNDING AND GENERAL CONDITIONS

The total funding available for this call for proposals is 8,500 euros, and the maximum amount per grant will be 2,800 euros.

The maximum number of grants to be awarded will be three. However, the number of grants may be lower depending on the amount ultimately allocated to each grant based on its duration, provided that the total available funding is not exceeded under any circumstances. If the budget is not fully utilized in the award process for this call for proposals, a new call for proposals will be issued in the following fiscal year.

The grant will be used to cover the **beneficiary's travel, lodging, and living expenses.** Expenses related to the implementation of the collaborative project may also be covered, but these expenses may not exceed 20% of the total grant amount.

Eligible expenses:

- The beneficiary's travel expenses, up to a maximum of €1,000.
- Accommodation and living expenses for the beneficiary during their stays, up to a maximum of €600 per month, or the proportional amount based on the number of days.

- Other expenses related to the collaborative project, such as visits by the INUO research team to the home institution of the visiting research group.

Grants will be paid upon submission of the corresponding supporting documentation; advance payment is not permitted. Payment will be made via bank transfer to the beneficiary in two phases:

1. First payment: travel allowance, after the trip is completed and an invoice is submitted. If several short visits are made within the grant's implementation period, payment may be made upon completion of each individual trip.

2. Second payment: lodging expenses, upon full completion of the stay and submission of supporting documentation.

This grant is compatible with any other grants, subsidies, income, or resources intended for the same purpose, whether from public or private entities. However, the recipient is required to disclose the existence of any concurrent funding.

Under no circumstances may the amount of the grants be such that, either on its own or in combination with other grants, aid, income, or resources, it exceeds the cost of the subsidized activity, in accordance with the provisions of Article 19.3 of Law 38/2003, the General Law on Grants.

The obligations arising from this call for proposals will be charged to Chapter IV of the expenditure center: Organizational Unit 03.10, Functional Unit I, Economic Unit 482.99 (file 2026/5963).

5. SUBMISSION OF APPLICATIONS

The application period will remain **open** from the day following the publication of this call for applications **through September 30, 2026,** via the University of Jaén's online portal (https://sede.ujaen.es/publico/procedimientos), in accordance with the provisions of Article 2 of the University of Jaén's Electronic Administration Regulations, approved by Resolution dated November 29, 2022.

The application must be submitted by a researcher with a Ph.D. from the INUO research team at the University of Jaén, which acts as the applicant team.

Applications must be submitted through the University of Jaén's General Electronic Registry, addressed to the INUO. They must be accompanied by the following documentation:

- Annex I: Completed application form with information on the INUO team submitting the application and the visiting research group.
- Annex II: Proposal for the collaborative project to be carried out during the

requested period of the visit, including:

- Information on the visiting research group, its principal investigator (PI), and home institution (for the past 10 years).
- Work plan and schedule of visits.
- Expected results and collaboration goals.

- CVs of the principal investigator (PI) of the invited research group and the grant recipient.
- Letter from the home institution approving the visit of each member of the invited research group who will be participating in the visit.
- A copy of the national ID card or passport for each member of the visiting research group who will be participating in the visit.

6. EVALUATION AND AWARD OF GRANTS

Applications will be evaluated by the INUO Research and Technology Transfer Committee based on the following criteria:

- Scientific merits of the visiting research group and the principal investigator (PI).
- Feasibility of the proposed work plan.
- Strategic importance of the collaboration for the INUO.

The decision to award funding will be issued and published individually for each application within a maximum of one month from the date of submission of the corresponding application to the General Electronic Registry of the University of Jaén, by resolution of the director of the University Institute of Research on Olive Grove and Olive Oils (INUO) on the University of Jaén's Digital Bulletin Board (https://www.ujaen.es/servicios/servinfo/anuncios). It will also be posted on the INUO's website and active social media accounts.

Beneficiaries must confirm their acceptance of the grant within **10 business days** of the publication of the grant award decision by submitting the required documentation:

- Letter of acceptance (Annex III) signed by the head of the INUO application team and by the person who will be participating in the program. It must be sent in PDF format to the contact email address: inuouja@ujaen.es.
- A copy of travel insurance covering the entire duration of the stay.
- A bank account ownership certificate and a certificate of tax residence.

If the application does not meet the required criteria or is not accompanied by the required documentation, the interested party will be required to correct the deficiency or submit the required documents within **ten business days**, with the understanding that, if they fail to do so, their application will be deemed withdrawn, following a decision issued in accordance with the provisions of Article 68 of Law 39/2015 on the Common Administrative Procedure of Public Administrations.

Prior to the resolution of the proceeding, and where applicable, interested parties **will be granted a hearing period of no less than ten days and no more than fifteen days**, so that they may present their arguments and submit the documents and supporting evidence they deem relevant, in accordance with the provisions of Article 82 of the aforementioned law.

Furthermore, if the person who is to undertake the stay does not join the program during the year 2026 on dates that allow the stay to be carried out in accordance with the approved terms, the application will be canceled as of December 31, 2026.

7. OBLIGATIONS OF BENEFICIARIES

It shall be the obligation of the beneficiaries (the person undertaking the stay):

- To carry out the approved work plan and submit, within one month of the completion of the funded activities, a scientific report (in accordance with Annex II) and a financial statement, endorsed by the head of the INUO applicant group.
- Include their affiliation with INUO and the University of Jaén in publications and acknowledge the grant received in all dissemination and communication activities related to the stay.
- Comply with the regulations of the University of Jaén and INUO, including those regarding risk prevention, equality, intellectual property, and data protection.
- Obtain individual international mobility insurance covering the entire duration of the stay, in accordance with the University of Jaén's regulations on health care and mobility insurance.
- Any change to the scheduled dates of the stay must be authorized in advance by the INUO Directorate, provided that neither the approved total duration nor the purpose of the grant is altered.
- Provide all information requested by the University Institute of Research on Olive Grove and Olive Oils at the University of Jaén regarding the grant and the mobility stay.

8. REFUND

The amounts received will be reimbursed, along with any legally established late payment interest, if applicable, in the following cases:

a) Receiving the grant without meeting the conditions required in this call for applications, including those related to the trip itself.

b) Failure to comply with the purpose for which the grant was awarded.

c) Failure to comply with the obligation to provide supporting documentation.

d) Partial repayment of the portion of the grant unduly received due to a shorter-than-planned stay or failure to meet additional requirements imposed by the funding agencies.

Any amounts granted from the UJA budget that are not used will be returned to that budget.

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9. DATA PROTECTION

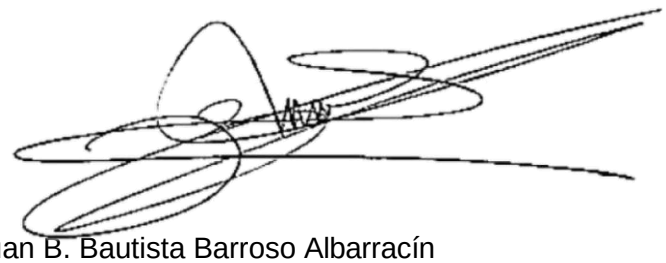
The personal data provided by interested parties will be processed by the University of Jaén for the purpose of managing this call for applications and carrying out the corresponding administrative procedures.

Data processing will be conducted in accordance with the provisions of the General Data Protection Regulation and Organic Law 3/2018 on the Protection of Personal Data and the Guarantee of Digital Rights.

Interested parties may exercise their rights of access, rectification, erasure, objection, restriction of processing, and data portability under the terms set forth in the aforementioned regulations by submitting a request to the University Institute of Research on Olive Grove and Olive Oils at the University of Jaén, inuouja@ujaen.es

10. APPEALS

An appeal may be filed against this Resolution—which does not exhaust the administrative remedies—in accordance with Articles 112 and 114 of Law 39/2015, of October 1, on the Common Administrative Procedure of Public Administrations, within one month from the day following its notification or publication, an appeal to a higher authority may be filed with the Rector of the University of Jaén, in accordance with Articles 121 and 122 of the aforementioned Law 39/2015, of October 1, and Article 196.2 of Decree 230/2003, dated July 29, which approves the Bylaws of the University of Jaén.



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