

National Autonomous University of Mexico
General Secretariat
General Head Office for Faculty Affairs

Rules of Operation for Postdoctoral Grants
2023

I. Purpose

1. To strengthen scientific endeavors and further the academic development of top-level human resources at academic entities by providing support for innovative research projects of young recent doctoral graduates at UNAM.

II. Candidate Profile

1. Candidates must have obtained their doctoral degrees from an institution of recognized academic reputation in the five-year period prior to the beginning of their postdoctoral engagement.
2. They must submit evidence of productivity by providing information on work published or accepted for publication in internationally recognized specialized journals or other media of renowned academic quality.
3. They must not be employed by UNAM at the time the grant is awarded, nor for the full time the grant is in effect.

III. Modalities

1. Grant for postdoctoral stay at UNAM.

IV. Candidate Requirements.

Candidates must:

1. Fill the profile requirements described in section II above.
2. Have obtained their doctoral degree within the five-year period prior to the beginning of their postdoctoral engagement from a renowned institution other than UNAM, or if from UNAM, provided in the latter case that their postdoctoral work takes place at an UNAM academic entity different from that where their doctoral work was completed, and different also from the entity where their doctoral advisors are employed; or else and in exceptional cases, at a venue of the same entity located in another campus, under another advisor and with a different project.
3. Submit the candidacy application letter signed by the head of the receiving academic entity, approved by the technical, internal or advisory committee, which must state the interest of the entity in the project, the relevance of the project in regard to the entity's development program and the academic and/or teaching contributions to be made by grantee to the latter, as well as the initial and closing date of the grant engagement.

4. Submit duly completed application and updated resume.
5. Submit a copy of official ID document (voter's INE credential, passport, official license to practice a profession or birth certificate).
6. Have made arrangements with their proposed advisors, the latter having to meet the following requirements: be full-time tenured professors or researchers of the entity where the postdoctoral engagement will take place; with prior experience as completed theses advisors and who have successfully tutored at the graduate level as per article 60 of the Faculty Statute (*Estatuto del Personal Académico*, EPA).
7. Submit the advisor's brief resume, which must include a detailed listing of publications, work, and if applicable, patents, development or transfer of technology products of the last three years. In particular, it must list in detail all graduate tutored dissertation theses completed under the advisor's guidance in the course of his/her career. Advisors must in addition provide proof that authorization of the program from the relevant technical committee is in place and that they have submitted their last annual work report. This submission must be accompanied by proof that authorization of the advisor's program from the relevant technical committee is in place and that his/her last annual work report has been submitted (as per article 60 of the Faculty Statute).
8. Submit a letter signed by the advisor agreeing to appoint a substitute advisor to follow-up on the work plan in case of the advisor's absence from the postdoctoral entity where the work is taking place for more than a full month; the substitute advisor must be therein identified by name. Faculty members on sabbatical must abstain from agreeing to act as advisors and endorsing grant candidates. The substitute advisor must be a tenured full-time professor or researcher and be employed by the same academic entity.
9. Submit a brief summary of their doctoral theses and ensuing publications (specifying the name and academic entity of the thesis advisor).
10. Submit a copy of their Ph. D. diploma or of the official document certifying the date on which the doctoral dissertation exam took place. In the event academic authorization on the application is granted, the candidate must submit a copy of the document certifying that the degree was obtained in order for the grant to be awarded. Failure to do so at the beginning of the initial grant term will result in cancellation of the application.
11. Submit their proposed research project to be carried out, which must specify the goals and tangible products to be obtained, properly endorsed by the authorized advisor as to its relevance and entity resources, authorized also by the technical or internal committee of the academic entity.
12. Submit a work plan to be accomplished and schedule to be met during the grant stay, duly authorized by the advisor who will supervise the project. The work plan may include domestic or international congress and/or colloquium attendance and

up to six weekly unpaid, teaching hours a month, which will not give rise to a contractual relationship with, nor to compensation from, UNAM. In addition, candidates must abstain from accepting teaching positions outside UNAM.

13. Submit a letter from the advisor describing the grant candidate's academic background and the project to be carried out.
14. Submit a letter of their own, properly endorsed by their advisor, by which they expressly undertake to work exclusively and full-time on the research project and adhere to the authorized work plan, and to comply with the university statutes and the UNAM Rules of Operation for Postdoctoral Grants. They must in addition state therein that they acknowledge the grant will be cancelled should they fail to comply with any of their obligations, as determined by the technical or internal committee of the academic entity or of the assessment committee.
15. The research project may be part of any PAPIIT, CONACYT, or externally financed project.
16. Advisors' must provide proof that their performance under UNAM's DGAPA programs has been satisfactory and that they have complied with the obligations and/or commitments assumed under such programs.
17. Should foreign candidates be awarded a grant, they must submit proof of legal entry or residence in Mexico, or else expressly state their commitment to undertake all processing required to be able to do so.

V. Document submission procedure

1. Observing call published deadlines, candidates and advisors must submit the documents listed in section IV above to the person managing the grant program at their academic entity in PDF format, 100 dpi minimum resolution, scanned from their originals, 15 MB maximum per file, contained in an electronic file.
2. The electronic file must be submitted by e-mail or be contained in a digital storage device (CD, DVD or USB), manner of delivery to be decided at the discretion of the academic entity, who will inform interested parties by proper channels.
3. Delivery of digitalized documentation to the proper coordinating office must be by e-mail.
4. Digitalized documents will be used in the assessment process and will be made available to all participant assessment committees.

VI. Grant specifications

1. The grants are awarded for full-time doctoral stays at an UNAM academic entity.
2. The grant will be awarded for a term of one year, which may be renewed for an additional non-extendable year.

3. The grant will be:
 - (a) For a fixed monthly amount of \$32,000.00 Mex. Cy., for engagements to be carried out at UNAM's central campus in Mexico City, and of \$35,000.00 Mex. Cy., for postdoctoral engagements taking place in any one of the multidisciplinary entities or any academic entity situated outside the metropolitan area of Mexico City.
 - (b) The grant will also include health insurance (*Seguro de gastos médicos mayores*) covering the grantee, grantee's spouse and children residing in Mexico during the term of the engagement. This insurance will be subject to the usual terms and conditions established by the insurers retained to issue the insurance policy.

VII. Obligations

1. Grantee Obligations

Grantees must:

- a) Comply with the approved work program and regularly attend and be present at the grant academic venue.
- b) Devote full time to the approved research project, exception made for unpaid teaching activities for up to 6 hours a week at UNAM. Should this be the case, authorization from the relevant academic entity must be obtained.
- c) Schools and Faculties must request authorization from the receiving academic entity and from the General Head Office for Faculty Affairs (DGAPA) regarding any change in the approved work plan and schedule. With respect to changes in the work plan and schedule relating to grants under the supervision of the Coordinating Office for the Humanities or the Coordinating Office for Scientific Research, authorization must be obtained from the receiving academic entity, informing the appropriate Coordinating Office.
- d) The advisor must inform DGAPA, once six months have elapsed from the initial date of the grant, on grantee's attendance at the academic venue and on compliance with the work plan authorized by the technical committee.
- e) Inform DGAPA, the Coordinating Office for the Humanities or the Coordinating Office for Scientific Research, as applicable, on project advancement by submitting a report at the close of the first year, which must contain the observations and approval of the advisor on grantee's performance, and also the authorization of the relevant technical, internal or advisory committee.
- f) Not be absent from the academic grant venue, the only absences allowed being those incurred for specific reasons as identified in the authorized work plan, where express permission from the technical, internal or advisory committee is required. In the event of approved absences, grantee must provide prior notice thereof to DGAPA, the Coordinating Office for the Humanities or the Coordinating Office for Scientific Research, as applicable.

Such permits must not exceed a total of 45 days for the full length of the grant term. Should extra non-federal financial support be obtained for a stay abroad, which must not exceed one month, to carry out activities relating to the authorized project to be carried out during the grant term, authorization must be obtained from the appropriate coordinating office. In any such event, the additional extra funds received by grantee will not affect the grant amount awarded.

- g) Include proper and express credit to the Grant Program in any and all publications, patents or grant products, with the following wording: This work was supported by UNAM Postdoctoral Program (POSDOC)". Furthermore, grantee must identify the UNAM academic entity where the postdoctoral work is conducted as the place where the research work is conducted.
- h) Should grantee have access, at the time the grant is initially awarded, to any kind of compensation or financial aid, in addition to the grant, an adjustment will be made in the latter. Should grantee wish to accept additional compensation or financial aid in addition to the grant amount after the beginning of the grant term, permission must be obtained from DGAPA, the Coordinating Office for the Humanities or the Coordinating Office for Scientific Research, as applicable, and adjustments will be made in the grant amount by the above mentioned entities should authorization be granted.
- i) Grantee will be allowed to participate in answer to calls made to apply for CONACyT grants under the *Sistema Nacional de Investigadores*, and any amount received thereunder will not imply an adjustment in the postdoctoral grant amount awarded hereunder. The academic entity where the postdoctoral work is being conducted must provide grantee the letter of presentation to the *Sistema Nacional de Investigadores* required to allow grantee to participate.
- j) Inform the receiving academic entity on completion of the work plan and submit a final report of all activities undertaken, endorsed by the advisor, attaching thereto copies of the publications and/or other products deriving from the research project during the grant term. The description of the products must include explicit credit given to the advisor, and must take the form of at least one article published in a peer-reviewed, indexed international journal or a peer-reviewed book chapter for each year the grant is in effect, or products which, given their quality or impact, are the equivalent of the products mentioned above, in the opinion of the assessment committee. In those exceptional cases in which the advisor has more than one grantee under his/her supervision, any such grantees must submit independent products relating to the collaborative project as approved by the advisor. Moreover, grantees must assume the commitment of submitting copies of any publications deriving from the postdoctoral grant research project published after the grant term has elapsed.

- k) Give e-mail monthly notice to DGAPA, the Coordinating Office for the Humanities or the Coordinating Office for Scientific Research upon receipt of grant deposits into grantee's bank account.

2. Receiving Academic Entity Obligations

The receiving academic entity must:

- a) Act as liaison between grantee and DGAPA, the Coordinating Office for the Humanities or the Coordinating Office for Scientific Research, as applicable.
- b) Provide grantee with the means and resources required to carry out the work program.
- c) Deliver to DGAPA, the Coordinating Office for the Humanities or the Coordinating Office for Scientific Research, as applicable, at the end of the grant term, the report on the activities undertaken, , together with copies of the publications and/or other products deriving from the grant project, authorized by the advisor, the technical, internal or advisory committee. Furthermore, it must ensure follow-up, collection and delivery of publications appearing after the end of the grant term.

3. Advisors obligations

Advisors must:

- a) Supervise grantees' compliance with the rules of operation of the program, in particular with their regular presence at the grant venue.
- b) Inform the coordinating entity in a timely manner should grantee fail to comply with any of his/her obligations as herein set forth.
- c) Provide the guidance required, as a person jointly liable, to carry out the authorized postdoctoral project.
- d) Supervise adherence to the approved work plan and successful completion of expected products as contemplated in the research project.
- e) Assess grantee's academic performance.
- f) Keep the technical, internal or advisory committee informed on the progress made on the work plan by grantee.

VIII. Program management

1. Responsible coordinating entities:

- a) DGAPA will be the postdoctoral-grant program coordinating and management entity for schools and faculties.

- b) The Coordinating Office for the Humanities will be the postdoctoral-grant program coordinating and management entity for the centers and research institutes within its purview.
- c) The Coordinating Office for Scientific Research will be the postdoctoral-grant program coordinating and management entity for the centers and research institutes within its purview.
- d) The program's assessment committees of each of the coordinating entities will be responsible for reviewing and authorizing or rejecting applications. Their decisions will be final and unappealable.
- e) The receiving entity will be responsible for the submission of candidate applications and for academic supervision during the course of the postdoctoral stay.
- f) The technical, internal or advisory committee, as applicable, of each academic entity must submit grant applications to the proper coordinating entity, arranged in order of precedence as deemed suitable to support its institutional development plan.

2. Grant application and awarding procedure:

2.1 Initial phase of the grant program

- a) The call opening the program will be published by the UNAM General Secretariat.
- b) Receiving academic entities will submit all requirement-compliant applications, in the order of precedence as deemed fit, to the appropriate coordinating entity within the timeframes established in the call.
- c) The coordinating entities will ensure that applications comply with requirements and will issue the call for the respective assessment committees to convene and proceed with their duties as charged.
- d) Assessment committees will review and decide on application acceptance or rejection on the basis of the relevance of the project with respect to the entity's development plan, the candidate and advisor's career path, the quality, originality and pertinence of the project submitted, the entity's established order of precedence, past and full compliance of objectives by former grantees assigned to a given particular advisor in past calls, the number of postdoctoral candidates assigned to the advisor at the moment engagement commences and available budgetary resources, among other considerations. Preference shall be given to postdoctoral interdisciplinary and multidisciplinary projects and those which foster collaboration among the faculty and academic staff. Committee decisions will be final and unappealable.

- e) Assessment committees will inform the relevant academic entity of their decisions through the proper coordinating entity.

UNAM will deliver the grant to grantee in the amount established on a monthly basis and in the manner herein provided for.

2.2 Grant renewal

- a) Grant renewal will be authorized and be dependent on grantee's satisfactory performance.
- b) Receiving academic entities will submit renewal applications to the relevant coordinating entity within the timeframes set forth in the relevant call, attaching the following documents:
- Grant application form.
 - Invitation letter issued by the relevant UNAM academic entity where the grant stay is taking place, authorized by the technical, internal or advisory committee as applicable, stating the term for which renewal is to be granted.
 - Letter stating the academic grounds for renewal, signed in agreement by the technical, internal or advisory committee as appropriate.
 - Report on work completed, signed in agreement by the advisor, including the latter's observations on grantee's performance, and renewal authorization.
 - Schedule of research activities to be undertaken during the renewal term as authorized by advisor.
 - Copies of the documents providing evidence of products which have been obtained at the time application for renewal is submitted.
 - In the event changes in the research project are to be made, submission is required of a new project document showing such changes in relation to the results obtained during the first year.
- c) Renewal requires the statement in conformity by the technical committee in the case of schools and faculties and of the internal or advisory committee in the case of research centers or institutes, where so provided for specified documents.
- d) The coordinating entities will either authorize renewal or submit the relevant application to the appropriate assessment committee for it to decide on the matter on the basis of the opinion submitted by the technical, internal or advisory committee and the results obtained during the first year of the postdoctoral stay. The decision on renewal will be final and unappealable.

IX. Structure of Assessment Committees

Assessment committees will be made up as provided hereunder, striving to

achieve gender parity:

- a) For schools and faculties, the assessment committee will be made up of two faculty full-time tenured individuals appointed by each one of the departmental academic committees, who will hold office for a term of three years, term which can be extended once, and the head of DGAPA who will act as chairperson.
- b) For research institutes and centers in the humanities and social sciences, the assessment committee will be made up of eight faculty full-time tenured individuals appointed by the Humanities Technical Committee, who will hold office for a term of three years, term which can be extended once, and the head of Coordinating Office for the Humanities, who will act as chairperson.

The Assessment committee may extend an invitation to renowned experts in a given field, should it deem, when considering a particular case, that such course of action suitable.

X. Grant Expiration and Cancellation

Grants will terminate:

- a) At expiry of the term for which they were granted.
- b) Upon notice of non-compliance with the program given by the advisor to grantee.
- c) Should the technical, internal or advisory committee of the academic entity, or the program assessment committee, find that progress on the project is unsatisfactory.
- d) Upon failure by grantee to comply with any obligation as set forth in these Rules of Operation, in particular those regarding exclusive commitment to the authorized research project and regular attendance at the grant venue.
- e) Upon request by grantee.
- f) Should grantee provide incomplete or misleading information and data in the application or documents submitted which are material with respect to the obligations undertaken to receive the grant, in particular should grantee fail to inform on any type of remuneration or financial aid received in addition to the grant amount.
- g) Should grantee fail to complete the project authorized by the assessment committee.

Transitional Provision

SOLE: These Rules will become effective as of the date of publication in *Gaceta UNAM*, and supersede the analogous rules published in *Gaceta UNAM* published on November 18, 2021.

"THROUGH MY RACE THE SPIRIT SHALL SPEAK"
University Campus, Mexico City, November 17, 2022.

THE SECRETARY GENERAL
DR. LEONARDO LOMELÍ VANEGAS

"This is a public program, unrelated to any political party. Its use for purposes other than those established for the program is forbidden"