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ANNEX. SUPPORTING DOCUMENT

Severo Ochoa Centres of Excellence

Call 2025

# Guide to fill this Supporting Document

1. *Include all the supporting information for chapter 12 of the application “Scientific Report 2020-2024” (1st January 2020- 31st December 2024”) and chapter 13 “Center´s Strategic Plan (2026-2029). Remember to make a reference, where appropriate in the Application Form, to the information showed in this annex.*
2. *The information provided in this annex should be consistent with the application and other documentation submitted.*
3. *Follow the template below.* ***DO NOT INCLUDE FURTHER INFORMATION.*** *Only small additional explanations on the scope of the data provided in the tables are allowed.*
4. *Fill all the mandatory sections as indicated in the Instructions for the Application Form and in the Call. Give information on the rest of the sections if you consider it appropriate.*
5. *Please do not remove neither this guide nor the instructions contained along the template.*
6. *After filling the template, convert the document into PDF.*
7. *The filename must follow the format: “***Annex Supporting application*”*** *plus* ***the acronym of your centre in capitals****.*
8. *The document must not exceed 4MB.*
9. *Before uploading, make sure the information given is clearly set in a friendly format.*
10. *Upload the PDF.*
11. *Maximum length of the document:* ***35 pages****, including the content of this template, which should not be removed.*

# Name of the Centre and Acronym:

# PART I. SCIENTIFIC REPORT 2020-2024

# 1.1. Organisation *(see section 12.1 of the application)*

* **Mandatory:** Include the Organisational Chart

Figure I.1:

Redraw the chart above following your centre organisation. In each box, show the title of the position (the job title, research line, etc.) and the name of the person who holds it.

In case you need to add an explanation, it should be placed in the *“Scientific Report 2020-2024”* and not in this annex.

* **Mandatory:** Please give details about the centre External Scientific Advisory Committee (SAB): the date of creation, its composition, and the frequency of its meetings. Specify both the date of its most recent external evaluation during 2020-2024, and the period covered.

# 1.2. Human Resources *(see section 12.1 of the application)*

* **Mandatory:**

**a)** Provide data of the total staff, in Full Time Equivalent (FTE), by status, gender and nationality in 2024. Do not include visiting researchers, which will be mentioned in another section. *Ramón y Cajal, Miguel Servet, Juan de la Cierva, MSCA and ERC grants* should be included in the corresponding category inasmuch as they meet the given definitions. Add in the last column the number of people on 31st December 2024.

The table below should be consistent with the next ones.

|  |  |  |  |  |  |  |  |  |  |  |  |
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| Table I.1: **OVERVIEW HUMAN RESOURCES IN 2024** | | | | | | | | | | | |
|  |  | **Professional/Legal Status** | | **Gender** | | **Nationality** | | | | **TOTAL** | |
|  |  | **Civil Servant/Permanent position (FTE)(\*\*)** | **Non civil Servant/Non- permanent position (FTE)(\*\*)** | **M (FTE)(\*\*)** | **F (FTE)(\*\*)** | **ES (FTE)(\*\*)** | **EU (FTE)(\*\*)** | **Latin American (FTE)(\*\*)** | **Rest world (FTE)(\*\*)** | **TOTAL Full Time Equivalent (FTE)(\*\*)** | **Number of people (\*)** |
| *1* | Group leaders |  |  |  |  |  |  |  |  |  |  |
| *2* | Senior Researchers |  |  |  |  |  |  |  |  |  |  |
| *3* | Postdoctoral researchers |  |  |  |  |  |  |  |  |  |  |
| *4* | Postdoctoral Trainees |  |  |  |  |  |  |  |  |  |  |
| *5* | Predoctoral Trainees |  |  |  |  |  |  |  |  |  |  |
| *6* | Technicians |  |  |  |  |  |  |  |  |  |  |
| *7* | Core Facility head-managers |  |  |  |  |  |  |  |  |  |  |
| *8* | Core facilities staff |  |  |  |  |  |  |  |  |  |  |
| *9* | Administrative staff |  |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **TOTAL Full Time Equivalent FTE)(\*\*)** | **Number of people (\*)** |
| Table I.2: **TOTAL RESEARCHERS (PhD):** Group leader, Senior Researchers, Postdoctoral researchers,  Postdoctoral Trainees. *(Addition of lines 1-4 in the table I.1)* |  |  |

*(\*) Give the figures for December 31st, 2024.*

(\*\*) *FTE: The ratio between the number of hours actually worked (paid) during the year 2024 (part time, full time) and the number of legal working hours in the same period. One FTE is equivalent to one employee working full-time one year. To calculate FTE of a part-time employee, divide the yearly total working hours of that employee by the legal working hours of one working full-time employee at the centre.  
(1)****Group leader:*** *Investigator leading an independent research group at the centre.  
(2)* ***Senior researcher:*** *Investigator leading one or several projects in a research group, but not leading an independent research group at the centre.*

*(3)* ***Postdoctoral researcher:*** *Postdoc who have obtained his/her PhD three or more years ago, and not leading an independent research group at the centre.*

*(4)* ***Postdoctoral trainee:*** *Postdoc who have obtained his/her PhD within the past three years.*

*(5)* ***Predoctoral trainee:*** *PhD student.*

*(6)* ***Technician:*** *Lab technician.*

*(7)* ***Facility head-manager:*** *Employee responsible for a specific core facility.*

*(8)* ***Core facility staff:*** *Staff in technological and scientific core facilities.*

*(9)* ***Administrative staff:*** *Do not include personnel provided through outsourcing services.*

**b)** Provide data of the Research staff evolution for 2020-2024, expressed in FTE, by status, gender and nationality split by the centre’s main departments, research programmes, units, sections, or main functional areas. Add in the last column the number of people on 31st December , as appropriate. Research staff includes Group leaders, Senior Researchers and Postdoctoral researchers. Do not include predoctoral or postdoctoral trainees (those who have obtained their PhD within the past three years). *Ramón y Cajal, Miguel Servet, Juan de la Cierva and ERC grants* should be included here in as much as they meet the given definitions. Visiting researchers should not be considered for this purpose.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table I.3: **RESEARCH STAFF (\*) EVOLUTION** | | | | | | | | | | |
| *(Add as many Areas A, B, C, … as adequate for your centre)* | **Professional/Legal Status** | | **Gender** | | **Nationality** | | | | **TOTAL** |  |
| **Civil Servant/Permanent position (FTE)(\*\*)** | **Non civil Servant/Non- permanent position (FTE)(\*\*)** | **M (FTE)(\*\*)** | **F (FTE)(\*\*)** | **ES (FTE)(\*\*)** | **EU (FTE)(\*\*)** | **Latin American (FTE)(\*\*)** | **Rest world (FTE)(\*\*)** | **TOTAL Full Time Equivalent (FTE)(\*\*)** | **Number of people (\*\*\*)** |
| **Area A: *Specify*** | **Dep/Programme/Unit/Section/Functional Area A (*Specify)*** | | | | | | | | **FTE** | **People** |
| 2020 |  |  |  |  |  |  |  |  |  |  |
| 2021 |  |  |  |  |  |  |  |  |  |  |
| 2022 |  |  |  |  |  |  |  |  |  |  |
| 2023 |  |  |  |  |  |  |  |  |  |  |
| 2024 |  |  |  |  |  |  |  |  |  |  |
| **Average 2020-2024 Area A** |  |  |  |  |  |  |  |  |  |  |
| **Area B: *Specify*** | **Dep/Programme/Unit/Section/Functional Area B (*Specify)*** | | | | | | | | **FTE** | **People** |
| 2020 |  |  |  |  |  |  |  |  |  |  |
| 2021 |  |  |  |  |  |  |  |  |  |  |
| 2022 |  |  |  |  |  |  |  |  |  |  |
| 2023 |  |  |  |  |  |  |  |  |  |  |
| 2024 |  |  |  |  |  |  |  |  |  |  |
| **Average 2020-2024 Area B** |  |  |  |  |  |  |  |  |  |  |
| *Add as many Areas A, B, C, … as adequate* |  | | | | | | | | **FTE** | **People** |
|  |  |  |  |  |  |  |  |  |  |  |

*(\*) Research Staff (Group leaders, Senior Researchers, Postdoctoral researchers)*

*(\*\*) Data expressed in FTE (the ratio between the number of hours actually worked —paid— during the corresponding year —part time, full time— and the number of legal working hours in the same period. One FTE is equivalent to one employee working full-time one year. To calculate FTE of a part-time employee, divide the yearly total working hours of that employee by the legal working hours of one working full-time employee at the centre).*

*(\*\*\*) Give the figures for 31st December.*

**c)** Provide the total figures for all the Departments, Research programmes, Units, Sections, or Functional scientific areas in your centre.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table I.4: **RESEARCH STAFF (\*)** | | | | | | | | | | |
| **All Areas** | **Professional/Legal Status** | | **Gender** | | **Nationality** | | | | **TOTAL** |  |
| **Civil Servant/Permanent position (FTE)(\*\*)** | **Non civil Servant/Non- permanent position (FTE)(\*\*)** | **M (FTE)(\*\*)** | **F (FTE)(\*\*)** | **ES (FTE)(\*\*)** | **EU (FTE)(\*\*)** | **Latin American (FTE)(\*\*)** | **Rest world (FTE)(\*\*)** | **TOTAL Full Time Equivalent (FTE)(\*\*)** | **Number of people (**\*\*\***)** |
| 2020 |  |  |  |  |  |  |  |  |  |  |
| 2021 |  |  |  |  |  |  |  |  |  |  |
| 2022 |  |  |  |  |  |  |  |  |  |  |
| 2023 |  |  |  |  |  |  |  |  |  |  |
| 2024 |  |  |  |  |  |  |  |  |  |  |
| **Average 2020-2024 All Areas** |  |  |  |  |  |  |  |  |  |  |
|  | **Number of people (\*\*\*)** | | | | | | | | **TOTAL (Number of People)** | |
| **NUMBER OF RESEARCH STAFF AT THE CENTRE ON 31ST DECEMBER 2024** |  |  |  |  |  |  |  |  |  | |

*(\*) Research Staff (Group leaders, Senior Researchers, Postdoctoral researchers)*

*(\*\*) Data expressed in FTE (the ratio between the number of hours actually worked —paid— during the corresponding year —part time, full time— and the number of legal working hours in the same period. One FTE is equivalent to one employee working full-time one year. To calculate FTE of a part-time employee, divide the yearly total working hours of that employee by the legal working hours of one working full-time employee at the centre).*

*(\*\*\*) Give the figures for 31st December.*

**d)**Indicate the countries of origin of the researchers coming from “the rest of the world” in the corresponding column of the previous table.

|  |  |
| --- | --- |
| Table I.5: **Number of researchers (***Group leaders, Senior Researchers, Postdoctoral researchers***) from the rest of the world** | **Country of origin** |
|  |  |
|  |  |

*Add as many rows as necessary.*

**e)** Provide data of the technical staff, expressed in FTE, by status, gender, and nationality split by the centre’s main departments, research programmes, units, sections, or main functional areas in 2024. Add in the last column the number of people on 31st December 2024.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table I.6: **TECHNICAL STAFF (\*)** | | | | | | | | | | |
| *(Add as many Areas A, B, C, … as adequate for your centre) (\*)* | **Professional/Legal Status** | | **Gender** | | **Nationality** | | | | **TOTAL** | |
| **Civil Servant/Permanent position (FTE)(\*\*)** | **Non civil Servant/Non- permanent position (FTE)(\*\*)** | **M (FTE)(\*\*)** | **F FTE)(\*\*)** | **ES FTE)(\*\*)** | **EU FTE)(\*\*)** | **Latin American FTE)(\*\*)** | **Rest world FTE)(\*\*)** | **TOTAL Full Time Equivalent (FTE)(\*\*)** | **Number of people (\*\*\*)** |
| **Area:** *Specify* |  |  |  |  |  |  |  |  |  |  |
| **Area:** *Specify* |  |  |  |  |  |  |  |  |  |  |
| **Area:** *Specify* |  |  |  |  |  |  |  |  |  |  |
| **Area:** *Specify* |  |  |  |  |  |  |  |  |  |  |
| **Area:** *Specify* |  |  |  |  |  |  |  |  |  |  |
| **TOTAL (FTE) (\*\*)** |  |  |  |  |  |  |  |  |  |  |
|  | **Number of People (\*\*\*)** | | | | | | | | **TOTAL (Number of People) (\*\*\*)** | |
| **TOTAL NUMBER OF TECHNICAL STAFF AT THE CENTRE ON 31ST DECEMBER 2024** |  |  |  |  |  |  |  |  |  | |

***(\*)*** *Lab technicians, facility head-managers, and other staff for core facilities.*

*(\*\*) Data expressed in FTE (the ratio between the number of hours actually worked —paid— during the year 2024 —part time, full time— and the number of legal working hours in the same period. One FTE is equivalent to one employee working full-time one year. To calculate FTE of a part-time employee, divide the yearly total working hours of that employee by the legal working hours of one working full-time employee at the centre).*

*(\*\*\*) Give the figures for 31st December 2024.*

**f)** Provide data of the Administrative staff, expressed in FTE, by status, gender, and nationality in 2024. Add in the last column the number of people on 31st December 2024.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table I.7: **ADMINISTRATIVE STAFF** | | | | | | | | | | |
|  | **Professional/Legal Status** | | **Gender** | | **Nationality** | | | | **TOTAL** | |
| **Civil Servant/Permanent position (FTE)(\*\*)** | **Non civil Servant/Non- permanent position (FTE)(\*\*)** | **M (FTE)(\*\*)** | **F FTE)(\*\*)** | **ES FTE)(\*\*)** | **EU FTE)(\*\*)** | **Latin American FTE)(\*\*)** | **Rest world FTE)(\*\*)** | **TOTAL Full Time Equivalent (FTE)(\*\*)** | **Number of people (\*\*\*)** |
| All areas (FTE)(\*\*) |  |  |  |  |  |  |  |  |  |  |
|  | **Number of People (\*\*\*)** | | | | | | | | **TOTAL (Number of People) (\*\*\*)** | |
| **TOTAL NUMBER OF ADMINISTRATIVE STAFF AT THE CENTRE ON 31ST DECEMBER 2024** |  |  |  |  |  |  |  |  |  | |

*(\*\*) Data expressed in FTE (the ratio between the number of hours actually worked –paid– during the year 2024 –part time, full time– and the number of legal working hours in the same period. One FTE is equivalent to one employee working full-time one year. To calculate FTE of a part-time employee, divide the yearly total working hours of that employee by the legal working hours of one working full-time employee at the centre).*

*(\*\*\*) Give the figures for 31st December 2024.*

# 1.3. Training *(see section 12.1 of the application)*

* **Mandatory:**

**a)** Include some comprehensive tables indicating the number of predoctoral trainees disaggregated by gender and nationality during 2020-2024, and doctoral thesis carried out and finished at the centre during 2020-2024, split by the centre’s main departments, research programmes, units, sections, or main functional areas. Add as many rows as main departments, research programmes, units, sections, or main functional areas described for the centre. *Exclude undergraduate students (e.g. students at their bachelor’s/master’s degree) and other kind of trainees (e.g. trainees studying to become technicians or trainees attending summer schools, etc).*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table I.8: **PRE DOCTORAL TRAINEES[[1]](#footnote-1) (\*)(\*\*)** | | | | | | | | | |
| *Add as many Areas A, B, C, … as adequate for your centre) (\*)* | Undergoing Training | | | | | | | | Doctoral Thesis defended (number) under the supervision of the centre’ researchers |
| **Gender** | | **Nationality** | | | | | **TOTAL TRAINEES** |
| M | F | ES | EU | Latin America | | Rest world |
| **Area A:** *Specify* | **Dep/Programme/Unit/Section/Functional Area A (***Specify)* | | | | | | | | |
| **2020** |  |  |  |  |  | |  |  |  |
| **2021** |  |  |  |  |  | |  |  |  |
| **2022** |  |  |  |  |  | |  |  |  |
| **2023** |  |  |  |  |  | |  |  |  |
| **2024** |  |  |  |  |  | |  |  |  |
| **Average 2020-2024** |  |  |  |  |  | |  |  |  |
| **Area B:** *Specify* | **Dep/Programme/Unit/Section/Functional Area B (***Specify)* | | | | | | | | |
| **2020** |  |  |  |  | |  |  |  |  |
| **2021** |  |  |  |  | |  |  |  |  |
| **2022** |  |  |  |  | |  |  |  |  |
| **2023** |  |  |  |  | |  |  |  |  |
| **2024** |  |  |  |  | |  |  |  |  |
| **Average 2020-2024** |  |  |  |  | |  |  |  |  |
| *Add as many Areas A, B, C, … as adequate* |  |  |  |  | |  |  |  |  |

*(\*\*) Give the figures for 31st December.*

**b)** Totalise the previous table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table I.9: **TOTAL PRE DOCTORAL TRAINEES (\*)(\*\*)** | | | | | | | | |
| **All Areas** | Undergoing Training | | | | | | | Doctoral Thesis defended (number) under the supervision of the centre’ researchers |
| **Gender** | | **Nationality** | | | | **TOTAL TRAINEES** |
| M | F | ES | EU | Latin America | Rest world |
| **2020** |  |  |  |  |  |  |  |  |
| **2021** |  |  |  |  |  |  |  |  |
| **2022** |  |  |  |  |  |  |  |  |
| **2023** |  |  |  |  |  |  |  |  |
| **2024** |  |  |  |  |  |  |  |  |
| **Average 2020-2024** |  |  |  |  |  |  |  |  |
| **Total predoctoral on 31st December 2024** |  |  |  |  |  |  |  | N.A. |

*(\*\*) Give the figures for 31st December.*

**c)**Indicate the countries of origin of the predoctoral trainees coming from “the rest of the world” in the corresponding column of the previous table

|  |  |
| --- | --- |
| Table I.10: **Number of predoctorals from the rest of the world** | **Country of origin** |
|  |  |
|  |  |

*Add as many rows as necessary.*

* **Mandatory:**

**a)** Please include also the number of post-doctoral trainees, disaggregated by gender and nationality, during 2020-2024. Add as many rows as main departments, research programmes, units, sections, or main functional areas described for the centre.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table I.11: **POST DOCTORAL TRAINEES[[2]](#footnote-2) (\*)(\*\*)** | | | | | | | | | | |
| *Add as many Areas A, B, C, … as adequate for your centre) (\*)* | Undergoing Training | | | | | | | | |  |
| **Gender** | | **Nationality** | | | | | **TOTAL POSTDOCS TRAINEES** | | **Postdocs starting in the year** |
| M | F | ES | EU | Latin America | | Rest world |
| **Area A:** *Specify* | **Dep/Programme/Unit/Section/Functional Area A** | | | | | | | |  | |
| **2020** |  |  |  |  |  | |  |  | |  |
| **2021** |  |  |  |  |  | |  |  | |  |
| **2022** |  |  |  |  |  | |  |  | |  |
| **2023** |  |  |  |  |  | |  |  | |  |
| **2024** |  |  |  |  |  | |  |  | |  |
| **Average 2020-2024** |  |  |  |  |  | |  |  | |  |
| **Area B:** *Specify* | **Dep/Programme/Unit/Section/Functional Area B** | | | | | | | |  | |
| **2020** |  |  |  |  | |  |  |  | |  |
| **2021** |  |  |  |  | |  |  |  | |  |
| **2022** |  |  |  |  | |  |  |  | |  |
| **2023** |  |  |  |  | |  |  |  | |  |
| **2024** |  |  |  |  | |  |  |  | |  |
| **Average 2020-2024** |  |  |  |  | |  |  |  | |  |
| *Add as many Areas A, B, C, … as adequate* |  |  |  |  | |  |  |  | |  |

*(\*) Number of people*

*(\*\*) Give the figures for 31st December.*

**b)** Totalise the previous table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table I.12: **POST DOCTORAL TRAINEES[[3]](#footnote-3) *(\*) (\*\*)*** | | | | | | | | |
| All Areas | Undergoing Training | | | | | | |  |
| **Gender** | | **Nationality** | | | | **TOTAL POSTDOCS TRAINEES** | **Postdocs starting in the year** |
| M | F | ES | EU | Latin America | Rest world |
| **2020** |  |  |  |  |  |  |  |  |
| **2021** |  |  |  |  |  |  |  |  |
| **2022** |  |  |  |  |  |  |  |  |
| **2023** |  |  |  |  |  |  |  |  |
| **2024** |  |  |  |  |  |  |  |  |
| **Average 2020-2024** |  |  |  |  |  |  |  |  |
| **Total post-doctoral trainees on 31 December 2024** |  |  |  |  |  |  |  |  |

*(\*) Number of people*

*(\*\*) Give the figures for 31st December.*

**c)**Indicate the countries of origin of the postdoctoral trainees coming from “the rest of the world” in the corresponding column of the previous table

|  |  |
| --- | --- |
| Table I.13: **Number of postdoctoral trainees from the rest of the world** | **Country of origin** |
|  |  |
|  |  |

*Add as many rows as necessary.*

* **Mandatory:** Insert one graph per main departments, research programmes, units, sections, or main functional areas to clearly demonstrate the staff and also the trainees’ evolution (FTE)

Figure I.2

# 1.4. Funding Sources *(see section 12.1 of application)*

* **Mandatory:** Fill the table with the centre’s income (Euro) and its evolution 2021, 2022, 2023 and 2024, split by main source of revenue.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Table I.14: **INCOME (Euro)** | **2021** | **2022** | **2023** | **2024** | **AVERAGE** |
| **PUBLIC FUNDING (TOTAL)** |  |  |  |  |  |
| **Competitive sources** |  |  |  |  |  |
| H2020- Horizon Europe |  |  |  |  |  |
| International sources (excluding H2020- Horizon Europe) |  |  |  |  |  |
| National |  |  |  |  |  |
| Regional (Comunidades Autónomas) |  |  |  |  |  |
| Others |  |  |  |  |  |
| **Non-competitive sources** |  |  |  |  |  |
| International sources |  |  |  |  |  |
| National |  |  |  |  |  |
| Regional  (Comunidades Autónomas) |  |  |  |  |  |
| Others |  |  |  |  |  |
| **PRIVATE FUNDING (Total)** |  |  |  |  |  |
| **Competitive sources** |  |  |  |  |  |
| National |  |  |  |  |  |
| International |  |  |  |  |  |
| **Non-competitive sources** |  |  |  |  |  |
| National |  |  |  |  |  |
| International |  |  |  |  |  |
| **TOTAL FUNDING (Euro)** |  |  |  |  |  |

* **Mandatory:** Fill the table with the centre’s budget (Euro) and its evolution 2023 and 2024, split by main headings of expenditures. You may adapt the following template to the structure of the centre’s budget.

|  |  |  |  |
| --- | --- | --- | --- |
| Table I.15: **EXPENDITURES (Euro)** | **2023** | **2024** | **AVERAGE** |
| **Personnel expenses (Total)(\*)** |  |  |  |
| Category 1 (specify) |  |  |  |
| Category 2 (specify) |  |  |  |
| Category 3 (specify) |  |  |  |
| **Operating costs (Total) (\*)** |  |  |  |
| Category 1 (specify) |  |  |  |
| Category 2 (specify) |  |  |  |
| Category 3 (specify) |  |  |  |
| **Capital expenditure (\*)** |  |  |  |
| Category 1 (specify) |  |  |  |
| Category 2 (specify) |  |  |  |
| Category 3 (specify) |  |  |  |
| **Others (\*)** |  |  |  |
| Category 1 (specify) |  |  |  |
| Category 2 (specify) |  |  |  |
| Category 3 (specify) |  |  |  |
| **TOTAL EXPENDITURE (Euro)** |  |  |  |

*(\*) Breakdown the expenses into the same categories as in the centre’s budget*

* **Mandatory:** Add pie charts below the table to clearly demonstrate the budget (income and expenditures), in the different years, as “figure I.3”.

Figure I.3

# 2. Research outputs *(see section 12.2 of application)*

* **Mandatory:**

Include in the following “figure I.4” the ten most relevant publications listed in section 12.2 of the application, indicating whether they have been led by the centre or are the result of a collaboration with other research institutions or companies, or internal collaboration.

Figure I.4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Most relevant publications (\*) | Leadership at the centre (\*\*)  (yes / no) | Internal collaboration (\*\*\*) (yes / no) | International collaboration (\*\*\*\*) (yes / no) | National collaboration (yes / no) | Collaboration with companies (yes / no) |
| Pub 1 |  |  |  |  |  |
| Pub 2 |  |  |  |  |  |
| Pub 3 |  |  |  |  |  |
| Pub 4 |  |  |  |  |  |
| Pub 5 |  |  |  |  |  |
| Pub 6 |  |  |  |  |  |
| Pub 7 |  |  |  |  |  |
| Pub 8 |  |  |  |  |  |
| Pub 9 |  |  |  |  |  |
| Pub 10 |  |  |  |  |  |

*(\*) Specify the publication listed in section 12.2 of the application.*

*(\*\*) Leadership at the centre: The corresponding author is affiliated to the centre.*

*(\*\*\*) Internal collaboration: At least two PhD authors belong to different departments, research programmes, units, sections, or main functional areas of the centre.*

*(\*\*\*\*) International collaboration: At least one author is affiliated to an international research institution, provided that the other author/s belong to the centre. Otherwise, at least two authors should be affiliated to two different international research institutions.*

Please highlight the cells with “yes” answers in green, so that the distribution can be seen at a glance.

# 3. International leadership *(see section 12.3 of the application)*

* **Mandatory:**

**a)** Provide data of the research visits (longer than 3 months) to the centre by research active academic staff at other institutions, by gender and nationality, split by the centre’s main departments, research programmes, units, sections or main functional areas.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table I.16: **RESEARCH VISITS (\*)** | | | | | | | | | | |
| *(Add as many Areas A, B, C, … as adequate for your centre) (\*)* | **Number** | | | **Gender** | | **Nationality** | | | | **TOTAL** |
| **Predoc/Postdoc (\*\*)** | | **Senior (\*\*\*)** | **M** | **F** | **ES** | **EU** | **Latin American** | **Rest world** |  |
| **Area A:** *Specify* | **Dep/Programme/Unit/Section/Functional Area A** *(Specify)* | | | | | | | | | **TOTAL** |
| 2020 |  | |  |  |  |  |  |  |  |  |
| 2021 |  | |  |  |  |  |  |  |  |  |
| 2022 |  | |  |  |  |  |  |  |  |  |
| 2023 |  | |  |  |  |  |  |  |  |  |
| 2024 |  | |  |  |  |  |  |  |  |  |
| **Average 2020-2024 Area A** |  | |  |  |  |  |  |  |  |  |
| **Area B:** *Specify* | **Dep/Programme/Unit/Section/Functional Area B** *(Specify)* | | | | | | | | | **TOTAL** |
| 2020 |  | |  |  |  |  |  |  |  |  |
| 2021 |  |  | |  |  |  |  |  |  |  |
| 2022 |  |  | |  |  |  |  |  |  |  |
| 2023 |  |  | |  |  |  |  |  |  |  |
| 2024 |  |  | |  |  |  |  |  |  |  |
| **Average 2020-2024 Area B** |  |  | |  |  |  |  |  |  |  |
|  |  | | | | | | | | | **TOTAL** |
| *Add as many Areas A, B, C, … as adequate* |  |  | |  |  |  |  |  |  |  |

*(\*) Number of people.*

*(\*\*) Predoctoral students who are registered as PhD students at another institution or Researchers who have obtained their PhD within the past three years enrolled for a postdoc in other institution.*

*(\*\*\*) Other researchers active at other institutions.*

**b)** Totalise

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table I.17: **TOTAL RESEARCH VISITS** | | | | | | | | | | |
| *All areas* | **Number** | | | **Gender** | | **Nationality** | | | | **TOTAL** |
| **Predoc/Postdoc (\*\*)** | | **Senior (\*\*\*)** | **M** | **F** | **ES** | **EU** | **Latin American** | **Rest world** |  |
| 2020 |  | |  |  |  |  |  |  |  |  |
| 2021 |  | |  |  |  |  |  |  |  |  |
| 2022 |  | |  |  |  |  |  |  |  |  |
| 2023 |  | |  |  |  |  |  |  |  |  |
| 2024 |  | |  |  |  |  |  |  |  |  |
| **Average 2020-2024 All areas** |  | |  |  |  |  |  |  |  |  |
| AVERAGE DURATION (DAYS) OF THE VISITS TO THE CENTRE PER VISITING RESEARCHER IN 2024 |  |  | |  |  |  |  |  |  |  |

*(\*\*) Predoctoral students who are registered as PhD students at another institution or Researchers who have obtained their PhD within the past three years enrolled for a postdoc in other institution.*

*(\*\*\*) Other researchers active at other institutions.*

**c)**Indicate the countries of origin of the visiting researchers coming from “the rest of the world” of the corresponding column of the previous table.

|  |  |
| --- | --- |
| Table I.18: **Number of visiting researchers from the rest of the world** | **Country of origin** |
|  |  |
|  |  |

*Add as many rows as necessary.*

* **Mandatory:** Include the Benchmarking of the Centre against a minimum of three international centres and, if appropriate, other centres currently accredited as Severo Ochoa Centre of excellence or María de Maeztu Unit of excellence you consider to be the leaders or at least similar to your centre. The benchmarking exercise should compare centres, and not wider institutions (as it is a whole university, etc). The benchmark issues should comprise size, research output, human resources, and funding. Include in the comparison (if possible) a brief description of the selected centre including research scope, number of researchers and employees, publications and impact, and budget, as well as the source of the information.

*Choose the most appropriate format to show the information, being complementary to what is given under the Application Form. In case you include tables or figures, please number them consecutively, starting by “table I.19” and/or “figure I.5”.*

# PART II. Centre’s Strategic Plan 2026-2029

# 4. Scientific and strategic goals of the Center’s Strategic Plan. Feasibility and monitoring *(see section 13.1 of the application)*

* **Mandatory:**

**a)** Include a diagram showing your SWOT analysis following the model below:

Figure II.1:

|  |  |  |
| --- | --- | --- |
|  | **SWOT ANALISYS** | |
|  | **Positive** | **Negative** |
| **Internal** | **Strengths**  *(What your centre does differently or better than others)* | **Weaknesses**  *(Areas where the centre has room for improvement)* |
| **External** | **Opportunities**  *(Positive external factors that your centre might benefit from but cannot directly control)* | **Threats**  *(External factors that pose risks or challenges to the centre)* |

**b)** Include a diagram showing a comprehensive outline of your forward strategic plan

Figure II.2:

In case you need to add an explanation, it should be placed in the “Centre's Forward Strategic Plan” of the application and not in this annex.

**c)** Include as reference the set of indicators for the monitoring of the Centre’s Strategic Plan.

Select at least one outcome indicator related to each of the following aspects:

a) High impact scientific publications.

b) Other outcomes with high scientific, societal or economic impact (patents and other forms of IPR, their transfer and exploitation; relation to the business sector and other stakeholders, etc.).

c) Talent attraction and retaining, predoctoral and postdoctoral training.

d) External sources of funding, either competitive or non-competitive, especially private funding, if appropriate.

Provide a clear justification of the key performance indicators selected.

Please list in the table below the selected indicators referring to the aspects mentioned above and include, if necessary, any other indicator showing the outcomes that best fit your forward strategic plan. Add as many rows as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Table II.1: **Monitoring Indicators** | | | | | |
| **Indicator** | **Baseline (\*)** | **Source and date** | **Expected outcomes 2029** | **Means of verification** | **Further Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |

*(\*) Please consider the latest date available and indicate it between brackets.*

* **Mandatory:** Add a Gantt Chart where the objectives, milestones and future activities are clearly planned in the timespan.

Figure II.3:

# 5. Forward horizontal strategic objectives and activities. Training and recruiting; internationalization; exploitation and diffusion of research outcomes; driving force *(see section 13.2 of the application)*

* **Mandatory:**

**a)** Provide a table with the total number of PhD students and Postdocs you aim to train during the 2026-2029 period, irrespectively of their funding source (please be aware that the PhDs grants you may wish to apply for should be stated in the application form).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table II.2: **Prevision of training** | | | | |
|  | **2026** | **2027** | **2028** | **2029** |
| PhDs in total to be trained at the centre |  |  |  |  |
| Postdocs in total to be trained at the centre |  |  |  |  |

**b)** Provide a prevision of recruiting HR by main departments, research programmes, units, sections or functional areas.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Table II.3: **Prevision of recruiting** | | | | | | |  |
| *(Add as many Areas A, B, C, … as adequate for your centre)* | **Group leaders**  **Full Time Equivalent (FTE)(\*)** | **Senior Researchers**  **Full Time Equivalent (FTE)(\*)** | **Postdoc**  **(not postdoctoral trainees)**  **Full Time Equivalent (FTE)(\*)** | **Technical**  **Full Time Equivalent (FTE)(\*)** | **Other**  **Full Time Equivalent (FTE)(\*)** | **TOTAL Full Time Equivalent (FTE)(\*)** | **Number of people** |
| **Priority area:** *Specify* |  |  |  |  |  |  |  |
| **Priority area:** *Specify* |  |  |  |  |  |  |  |
| **Priority area:** *Specify* |  |  |  |  |  |  |  |
| **Priority area:** *Specify* |  |  |  |  |  |  |  |
| **Priority area:** *Specify* |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |

*(\*) Data expressed in FTE (the ratio between the number of hours actually worked —paid— during the corresponding year —part time, full time— and the number of legal working hours in the same period. One FTE is equivalent to one employee working full-time one year. To calculate FTE of a part-time employee, divide the yearly total working hours of that employee by the legal working hours of one working full-time employee at the centre).*

1. *Pre Doctoral trainees refer to the number of doctoral students enrolled in PhD programs and conducting their thesis under the supervision of research staff of the centre.* [↑](#footnote-ref-1)
2. *Post Doctoral trainees refer to the number of researchers who have obtained their PhD in the past three years.*  [↑](#footnote-ref-2)
3. *Postdoctoral trainees refer to the number of researchers who have obtained their PhD in the past three years.*  [↑](#footnote-ref-3)