Introduction
The Calouste Gulbenkian Foundation (Foundation) through the Gulbenkian Program for Portuguese Language and Culture (PGLCP) issues a call for proposals for grants to be awarded for research and advanced study projects in the fields of Portuguese Language and Portuguese Culture conducted by either Portuguese or foreign organisations. Projects whose aims are to encourage innovation and experimentation, original research and the development of new work methods that are examples of good practices which can be systematically replicated by other similar initiatives will be considered for funding. The projects should be able to serve as models that can contribute towards benchmarking in their respective areas of intervention. The Foundation lends its support in the form of co-funding of project expenses or costs. Initiatives seeking to secure full funding are therefore excluded.

Article 1
Object
1. These regulations set forth the conditions under which proposals for grants from the Foundation for highly innovative research projects in the fields of Portuguese Language and Portuguese Culture are to be submitted.
2. Projects should fall within specific fields:
   a) In the area of Language, projects in the fields of Linguistics, Philology and Didactics.
   b) In the area of Culture, projects in the field of Humanities, namely History, Art Studies, Literature, Philosophy and Cultural Studies.

Article 2
Eligible candidates
1. Public and private institutions of higher education, research centres and other similar entities, both Portuguese and foreign, are invited to submit proposals.
2. In the case of projects to be organised in association with various institutions, the responsibility of each one must be specified and the organisation applying for the grant (grant recipient) has to be identified.
3. The grant recipient shall be responsible for coordinating the project and shall serve as the interlocutor with the Foundation on behalf of all participants.
Admissibility and eligibility

1. The period for implementing the project should be no longer than 12 months from the planned starting date. However, in exceptional and duly justified cases, this period may be extended to 24 months.
2. Projects selected for funding must be initiated within 12 months of the date on which the Foundation notifies the grant recipient.
3. Proposals from organisations that are in a situation of unjustified default with respect to the Foundation’s regulatory requirements regarding the submission of implementation and financial reports, or related to the return of surplus balances from previous projects, are not accepted.

Article 4
Financial support

1. The amount of financial support for the projects mentioned in Article 1 will be determined by the Foundation per approved proposal.
2. Once the proposal is approved, the grant recipient shall sign an Acceptance Agreement, provided by the Foundation, in accordance with the terms of Article 9-3. of these regulations, in which the organisation agrees to assemble all the remaining funds necessary to carry out the project under the approved terms.

Article 5
Eligibility of the expenses

1. Eligible expenses are limited to reasonable costs incurred by the grant recipient, must arise exclusively from implementing the project and deriving from its nature, and should be in keeping with the objectives of the proposed activities.
2. Notwithstanding the previous item, eligible expenses funded by the Foundation may not be funded by any other organisation or program; i.e., double funding for the same expense is not allowed.
3. The following expenses are not eligible for funding:
   a) Permanent remunerations or professional fees
   b) Amortisation of equipment
   c) Equipment maintenance
   d) Land and buildings acquisition or rental
   e) Buildings construction or renovation
   f) Debt servicing
   g) Subscriptions to periodicals
   h) Vehicles acquisition or rental
   i) Ongoing operational expenses of the institutions, e.g., water, electricity and gas consuming, among others
   j) Overheads
4. Without prejudice to the previous items, the overall and detailed budget must specify all the expenses allocated to the project.

**Article 6**

**Proposals**

1. The proposals can be submitted to the Foundation in any time of the year, from January 1st.

2. Proposals must be submitted to the Foundation, exclusively by electronic means, on the application form made available on the Foundation’s website [gulbenkian.pt](http://gulbenkian.pt).

3. Only proposals that meet the requirements set forth in these regulations and will be accepted. The form must be properly filled out and be accompanied by the following documents:
   a) A statement authorising implementation of the project signed by a person who is legally authorised to bind the candidate organisation and any other institution that may be involved in the project
   b) Detailed information about the project
   c) Overall and detailed budget
   d) *Curriculum vitae* of the researchers and any other specialist involved in the project.

4. A project summary, which is to be filled in on the form, must be submitted in Portuguese or in English. The Foundation may decide to post the summary on its website or on any other defined by the PGLCP.

**Article 7**

**Selection and evaluation**

1. The Foundation verifies whether the admissibility and eligibility requirements of the projects have been met.

2. Proposals that are not properly completed will not be considered for evaluation.

3. The proposals are evaluated by the PGLCP with the assistance of renowned specialists in the field.

4. For each proposal selected, the Foundation may recommend possible changes to the project submitted.

5. During the selection and evaluation processes, association or collaboration between projects may also be recommended, as well as adjustments in the funding to be awarded.
Article 8

Evaluation criteria

1. In evaluating process, the following criteria will be taken into account:
   a) Suitability of the project in relation to the objectives referred on the call for proposals, as defined in Article 1, namely with respect to the scientific quality and merit of the researchers and of any other specialist involved, and their international background
   b) Appropriateness of the costs presented
   c) Scientific merit, originality, planning, organisation, publicising, expected results, particularly in terms of scientific activity (publications, training, organisation of meetings and international visibility), and dissemination of the results
   d) Relevance of the project, timeliness of the topics addressed, multidisciplinarity and importance to other topic areas, particularly with respect to implementing the project’s activities in other institutions
   e) Viability of expanding the results of the project and their general application
   f) Absence of overlapping objectives with respect to other projects underway.

2. Preference will be given to projects that involve association or collaboration between institutions, thus enabling efficient use of resources and maximising the impact of the project to be undertaken.

Article 9

Decision-making process

1. The Foundation shall communicate the decision to the candidate institution within 45 days from the submission of the complete proposal.
2. The decision taken by the Foundation will be final and no type of appeal or complaint will be considered.
3. After notice of approval, the Acceptance Agreement should be authenticated by the grant recipient’s legal representative and submitted electronically to the Foundation within 20 days.

Article 10

Amendments to the project

1. Future changes to the project approved by the Foundation should be authorised by the PGLCP.
2. Any request for amendments to the project must be formalised by filling in the respective form which should be electronically submitted. It should also include detailed information justifying the need for the change.
Article 11  
**Payments**

1. Grant payments are made to the grant recipient by bank transfer.
2. After receiving the Acceptance Agreement, the Foundation will propose to the grant recipient a schedule of payments of the approved funding.
3. The last payment, equalling 10% of the total funding granted, will be paid after the final report on the project has been approved.
4. Notwithstanding the provisions set forth in the previous items, and regardless of the amount of funding approved, the grant recipient will only receive the amounts corresponding to eligible expenses actually paid and duly justified.
5. If the payments made under the terms of the previous items exceed the amount of expenses actually paid, the grant recipient shall return the surplus to the Foundation.

Article 12  
**Obligations of the grant recipient**

1. All contacts with the Foundation regarding the project should be made through MyGulbenkian.
2. The grant recipient shall inform the Foundation of the effective starting date of the project.
3. For interim review, the grant recipient shall submit quarterly reports. After completion of the project, a final report has also to be submitted which will have to be approved by the Foundation.
4. The reports shall consist of two parts – a report of the activities carried out and a financial statement.
5. The report of the activities carried out shall describe in detail the work done, listing any publication and other result arising from the project. Electronic access to the publications and other results should be provided.
6. The financial statements shall list the expenses paid and any income received during the covered period.
7. Without prejudice to the publication of original work in scientific journals, the grant recipient shall grant the Foundation the right to publicise the approved project and its general conclusions.

Article 13  
**Monitoring and control**

1. Projects may be subject to monitoring and control by the Foundation or by other entities, it may appoint for that purpose.
2. The project dossier, which is to be kept at the grant recipient organisation, must include the following items:
a) The application form and correspondent appendices
b) Notice of the approval decision
c) Acceptance Agreement
d) Request for amendment to the project and its approval, if applicable
e) Project implementation timeline (activities and financial)
f) Copies of expense documents related to the overhead costs of the project
g) Documentation of any publicity material produced for the project.

3. The technical-financial file must be kept up-dated.

Article 14

Information and publicity
The grant recipient must mention the Foundation’s funding in all and every work produced in the framework of the project and in all promotional materials, with the inclusion of the Foundation’s logotype.

Article 15

Termination of the funding agreement
1. The Foundation may cancel the funding awarded to the project for reasons imputable to the grant recipient, namely for breach of these regulations or the commitments made to the Foundation, or for refusal to provide relevant information.
2. If the agreement is terminated, the grant recipient is obliged to return to the Foundation the amounts already paid within 60 days starting on the date of receiving notice of the termination.

Article 16

Clarifications and contacts
Answers to any question regarding these regulations may be obtained through the PGLCP. Contacts:

Phone number: (+351) 217 823 554
E-mail address: acantunes@gulbenkian.pt

Article 17

Final provisions
In situations not covered by these regulations, the decision made by the Foundation shall prevail.