

A woman with blonde hair and glasses, wearing a white lab coat, is working in a laboratory. She is looking down at a piece of equipment. The background shows a rack of test tubes and other lab equipment. A large blue semi-transparent rectangle is overlaid on the right side of the image, containing the text.

DOING RESEARCH @UNIFI

RESEARCH FELLOWS, RESEARCHERS,
ASSOCIATE AND FULL PROFESSORS



UNIVERSITÀ
DI PISA

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Introduction

Welcome to the University of Pisa!

With this brochure we would like to offer you some useful information and references to make it easier and faster for you to settle into your job.

This document is addressed to all incoming research staff: research fellows, type A and B fixed-term researchers, associate professors, and full professors.

Conceived and produced by the Research and Technology Transfer Division, the text is the result of collaboration with the Human Resources Division, the IT Services Division and the CIDIC Communication Centre.

If you have any ideas and suggestions about how to improve or integrate the contents of this 'kit', please share your knowledge with us by writing to ricerca@adm.unipi.it.

We do hope that your research experience with us will be rewarding and fulfilling.

Wishing you all the best for your work,

The Rector
Paolo Maria Mancarella

The Director General
Rosario Di Bartolo

University credentials

In order to access the University network and use online services, you need to activate the University credentials that were given to you.

Activation procedure:

- Connect to https://autenticazione.unipi.it/auth/auth.recupera_password;
- Enter your Italian tax code along with the private email address you provided when you signed the contract and send your request;
- Follow the instructions that you will receive at your private email address.

Working at Unipi: administrative and legal aspects

An overview of legal and administrative aspects is available in the Teacher [Careers section](#) of the University website, where you can find information and contacts for the administrative management of your employment relationship, from the most basic matters such as communicating your [place of residence](#) or your [IBAN](#) so that your salary can be paid into your bank account to information on [family and tax allowances](#).

In the [Employment Management](#) section you will find information on [salary progression](#), [full-time/defined-time option](#), [absence from work](#), [leaves of absence](#).

Research resources

The resources needed to conduct research are many: instrumental, bibliographical but also financial. Below you will find references for accessing many of the resources that UNIPI makes available to you and the services needed to find additional ones.

Bibliographical resources and databases

The [University Library System \(SBA\)](#) is the coordinated set of structures in charge of developing, managing, enhancing, and making available to users the great wealth of bibliographical and documentary resources of the University of Pisa.

To have books, journals, and databases at your fingertips, check out [OneSearchUNIPi](#), and if you have any doubts about how to use it or its functions, take a look at our [dedicated guides](#).

In the Guides and Tutorials section, you will find detailed information on how to authenticate yourself on the websites of a number of publishers, and guides on how to use and log in to several databases:

<http://www.sba.unipi.it/it/guide-e-supporto/guide-e-tutorial#>

For information on the University of Pisa Research Archive, see below under [Publications](#).

Scientific equipment	<p>In addition to the equipment available in each Department, you can access a great many state-of-the-art instruments through a simple reservation process: visit the website of CISUP, Center for Instrument Sharing of the University of Pisa, to view the various instruments available and make a reservation to use them.</p>
Computing@UNIFI	<p>If you need powerful computing resources, you can rely on our Green Data Center. To find out more, view the terms of use of the service, and request access, see: https://start.unipi.it/computing/ (University credentials required for access)</p>
University funding in support of research	<p>The University supports research with periodic allocations aimed at boosting the scientific productivity of professors as well as encouraging internationalisation. The initiatives underway are the following:</p> <ul style="list-style-type: none"> ▪ University funds: A portion of the UNIFI budget is allocated to professors and researchers following annual assessment of their research outputs. Newly recruited lecturers are automatically allocated funds equivalent to 2 rating points as well as funds for the purchase of hardware. ▪ Grants for scientific conferences and publication of proceedings: The annual call for papers to support meetings between scholars and the sharing of research outcomes and results. ▪ University Research Projects (PRA): The two-year call for innovative and interdisciplinary research by university lecturers. ▪ MIT-UNIFI Project: The initiative that annually funds joint research projects and the exchange of students and researchers between our University and the Massachusetts Institute of Technology (MIT). ▪ BIHO-University Incentives for Horizon Europe and Beyond: The annual call for proposals to encourage the participation of our researchers in European funding programmes. <p>You will always be promptly informed when the calls are published, but if you would like to know more about the recipients, eligible actions, and the amount of the grants typically awarded, please visit: https://www.unipi.it/index.php/finanziamenti-di-ateneo</p>
External financing	<p>How can you identify open calls? And those that will open later, in line with your research interests? UNIFI offers you numerous services:</p> <ul style="list-style-type: none"> ▪ A periodic newsletter with news about open research calls at the national, European, and international levels; ▪ Publication on the website of the list of all open research calls at: https://www.unipi.it/index.php/bandi-ricerca; ▪ Customised scouting to identify the most promising calls to support your research. Details here: https://www.unipi.it/index.php/strategia-risultati/item/10192; ▪ A bimonthly newsletter about calls and competitions for innovation and technology transfer edited by the Technology Transfer Services Unit. To receive the newsletter, send an email to valorizzazionericerca@unipi.it <p>At the bottom of every email and in every newsletter, you will always find the relevant address for clarifications on the requirements of the various calls.</p>

Project presentation

The primary location for conducting research at the University of Pisa are its Departments and Centres. From the moment the researcher decides to submit a project in response to a call for proposals, they should interact with the Research Unit of the Department to which they belong.

Certain services, described below, along with other useful resources to support the submission of project proposals, can be obtained from the Research and Technology Transfer Division.

Research proposal drafting

UNIFI provides an ad hoc service to offer support in drafting research proposals, or, for example, to check the correspondence between your project idea and the objectives of the call for proposals to which you are planning to respond.

Read more on the [service page](#).

For some calls that typically involve a large number of researchers (e.g. PRIN), the Research Services Unit provides submission support tools (e.g. project budget support files, info and FAQs)..

A question that researchers often ask is where they can find the gross administrative cost of the staff needed for submitting a project. Check out the staff salary tables here:

<https://www.unifi.it/index.php/stipendi/itemlist/category/279-co-sti-e-tabelle-retributive>

Ethics in research

Important ethical issues need to be addressed in many fields of research: from animal experimentation to the involvement of patients, from the protection of personal data to the protection of the environment, to name but a few. A delay in requesting the opinion of the relevant body might jeopardize your work and prevent the dissemination of your research outcomes.

- Consult the section on [ethics in research](#) in order identify the relevant body and the procedures that you should follow to obtain the necessary opinions, depending on the subject of your research.
- For advice on current legislation relating to animal research, please contact the Animal Ethics and Welfare Unit by sending an email to benessere_animale@unifi.it.
- All research that processes personal data for scientific research purposes must also comply with specific European and national legislation. The relevant legislation and documentation, including the template for data protection impact assessment, can be found on this page: https://start.unifi.it/dataprotection/dataprotection_ricerca/ (University credentials required for access).

Open Science UNIPi adheres to the principles of open access to research results as well as to the principles of responsible research, and supports their development, while respecting the protection of intellectual property. For useful tools to support Open Science, Open Access and Open Data, see <https://www.unipi.it/index.php/open-science>.

You can contact the Research Services Unit (ricercaeuropea@unipi.it) for advice on open access requirements under national legislation and under specific funding programmes, such as Horizon Europe.

Intellectual property guidance A company is proposing a commissioned research contract and you are in doubt about the clauses concerning the ownership of results. It is time to contact the Technology Transfer Services Unit for advice on intellectual property clauses in research contracts commissioned by companies (but also for externally funded projects and collaborations with other research institutes).

For information and for a set of model clauses and agreements, see the [intellectual property guidance](#) page.

Results

It is within the Departments, the natural home of research, that the necessary assistance is offered to over 1,700 researchers that make up the vibrant academic community of the University.

The action conducted by these structures is supported and coordinated by the Research and Technology Transfer Division.

Below are a few indications of complementary services that you can obtain from the Unit and pointers to other useful resources:

Project Management Your research project was selected for funding. How do you manage the grant received in order to avoid nasty surprises at the reporting stage? Here are a few tools to support you:

- For projects funded under Horizon2020, you will find documents, information, best practices and regulations useful for managing your project on the [Manage your Horizon2020 project](#) page.
- Whatever the source of funding for your project, the hours worked must be recorded on an 'integrated' timesheet. The template to be filled in is available [here](#) (University credentials required for access).
- The regulations and forms for travel authorization and funding are available at this link <https://start.unipi.it/missioni-fuori-sede/>.
- The Research and Technology Transfer Division is available to support the management and reporting of your project. For national projects, please write an email to ricerca@adm.unipi.it; for European or otherwise international projects, please contact ricercaeuropea@unipi.it.

Publications Newly recruited lecturers are required to transfer their outputs from the IRIS of their home universities to ARPI, the Research Archive of the University of Pisa.

- To request migration, simply send an email to arpi@unipi.it.

- You can find some brief instructions for the correct use of Arpi [here](#).
- For assistance and advice on the correct use of ARPI, please contact either the ARPI staff (arpi@unipi.it) or the Research Assessment Unit (valutazionericerca@unipi.it).

Research results that are **publicly funded** to the extent of 50 per cent or more must be published **via open access** when documented in articles in scientific journals with at least two issues per year.

- If you choose Green Open Access, you will simply need to deposit articles, even in their non-editorial form, in institutional repositories (such as our Arpi), according to the conditions set forth by the publishers.
- For Gold Open Access scientific articles issued with publishers with which UNIPI has transformative agreements, it is the University that covers the costs of the Article Processing Charge (APC). On the Open Access and Open Science page you can check out the [list of transformative contracts](#) signed by the University of Pisa.

ARPI also complies with OpenAIRE Guidelines. Therefore, the publications uploaded to ARPI will also be submitted to the European portal, as provided for by the rules on dissemination. Please consult the [Arpi Guide](#) about when and how to deposit your articles to make sure you comply with Horizon2020 open access requirements.

Patenting with the University

The Technology Transfer Services Unit of the University is the reference structure on technology transfer issues.

Qualified staff handle patent filing and maintenance procedures, carry out promotional activities at trade fairs and dedicated events, provide support in relation to intellectual property issues in negotiations with companies, and take care of the exploitation of research through patent licensing or assignment.

To find out more about patenting procedures, visit this page: [Patenting with the University](#).

To contact the Technology Transfer Services Unit and obtain support, write to valorizzazionericerca@unipi.it.

Business creation

If you have an entrepreneurial spirit and are thinking of starting a university spin-off, you can [apply for guidance services](#) covering the various stages of the business creation process: from the preparation of the business plan to services for business acceleration and incubation, to agreements for using the University spin-off brand.

You can also capitalize on the advantages offered by the [Contamination Lab](#), a physical and virtual meeting and contamination space that trains students and researchers in entrepreneurial culture and acquaints start-ups and aspiring entrepreneurs with funding opportunities to support business creation.

Assessment

The assessment of research, its outputs, and results has become increasingly important in recent years, both for the career progression of individual researchers and for the funding of the University system. The Research and Technology Transfer Division provides tools and support in the assessment procedures of the University and the Ministry.

University Assessment By 31 December each year, professors and researchers are required to submit self-certification of their teaching activity and, optionally, of their research activity to the Directors of their Departments using a standard form provided by the University.

If you wish to participate in qualification, selection, and career progression committees for the academic staff, as well as in the assessment bodies for research projects, a positive assessment of your research activity is required.

For more information, see the page about [Annual Teacher Assessment](#).

Besides, the allocation of some of the University funds already mentioned above in the section University Funding in support of research is also linked to the assessment given by Area Scientific Committees of the research outputs of the last four years.

For assistance and guidance, the Research Assessment Unit (valutazionericerca@unipi.it) is at your disposal.

National Scientific Qualification UNIPI also offers support in the procedures to be followed for obtaining the National Scientific Qualification. For information and guidance, please contact the dedicated counter by sending an email to asn@unipi.it.

Support for Research Quality Assessment (VQR) The Unit is responsible for collecting, controlling, and validating the data on University research in preparation for the Research Quality Assessment (VQR) that is undertaken by the Ministry of Universities and Research every four years.

Good results in the Research Quality Assessment contribute to the allocation of the reward quota of the Ordinary Financing Fund (FFO). Achieving the best possible results is therefore of paramount importance.

The Research Assessment Unit (valutazionericerca@unipi.it) offers assistance and support at all stages of the VQR.

Meetings and Networking

In addition to the services described, the University offers important information, training, and networking opportunities.

Information and training meetings

The University organises numerous information and training events on a regular basis. Whether it is the presentation of particularly relevant funding opportunities, in-depth discussions on Open Science, entrepreneurship training or the protection of animals used for scientific purposes, the opportunities are always developing!

You will be informed about how to participate via newsletters, email invitations and notices in the [research section](#) of the University website.

Networking

Your network of relationships is essential, and UNIPi is committed to supporting you in your networking activities in various ways:

- **Membership of European research networks.** The University is already part of several networks. You can find the [list](#) here. Is the network that is most relevant to you missing in the list of our partner networks? If this is the case, participate in the [Net4UNIPi](#) call for proposals and you will have the opportunity to obtain coverage not only for your membership fees but also for the costs of attending meetings.
- **Collaborations and networks for the exploitation of research.** UNIPi is a member of several associations aimed at the exploitation of research and the promotion of innovative entrepreneurial projects. The list is available on this [page](#).

In the field of technology transfer, matchmaking events and individual meetings are also organised to identify ad hoc technology solutions for companies, by making use of dedicated innovation portals such as the [Knowledge Share portal](#) promoted by the Italian Ministry of Economic Development.

Let's keep in touch!

Thank you for reading this guide. We do hope we can support you in your research!

If you have any suggestions on how to improve or integrate the contents of this document, please share them with us by sending an email to ricerca@adm.unipi.it.

The UNIPi Website in English

For more general information on the University of Pisa, check out the [English version](#) of our website.

Acknowledgements

To put together this kit, numerous interviews were conducted with researchers who have only recently joined our University. We would like to thank them most sincerely for their help, both in drafting this brochure and in the design of future activities.

