

# **GUIDELINES GOVERNING THE AWARDING OF GRANTS TO TRAIN AS A CATALAN STUDIES RESEARCHER IN PHD PROGRAMMES AT UNIVERSITIES OUTSIDE CATALAN-SPEAKING AREAS**

## **1. Scope and purpose**

1.1 The purpose of these guidelines is to govern the awarding of grants to graduates of universities outside of the Catalan-speaking areas who are interested in training as Catalan Studies researchers in the humanities and social sciences in a PhD programme at a university outside the Catalan-speaking areas.

There are two grant lines, for:

- A) Carrying out, within a PhD programme, an original research project with significant presence of topics related to Catalan Studies (including comparative studies) that the candidate will work on full time for no more than 36 consecutive months, counting from the beginning of the academic year laid out in each of the grant calls.
  
- B) Completing, within a PhD programme, an original research project with significant presence of topics related to Catalan Studies (including comparative studies) by writing a PhD thesis, which the candidate will work on full time for no more than 12 consecutive months, counting from the beginning of the academic year laid out in each of the grant calls. The completed thesis must be submitted for defence within six months of the end of the grant period.

Line A grant recipients are not eligible for further line A grants.

Line A grant recipients may apply for a line B grant only once, and in the call directly following the completion of their line A grant.

Line B grant recipients are not eligible for either grant line in the future.

1.2 These grants are awarded to allow for the professional training of researchers whose lines of research include topics related to Catalan Studies to help:

- increase international scientific output related to Catalan Studies
- bolster the position of Catalan Studies in international academia as a subject of scientific interest with high value added
- boost the presence of faculty and researchers specialised in Catalan Studies at universities outside the Catalan-speaking areas who can ensure the continuity of the University Network of Catalan Studies Abroad.

1.3 For the purposes of these guidelines, “Catalan Studies” means the application, in the Arts, Humanities and Social Sciences, of the definitions of Catalan Studies established by the Institut d’Estudis Catalans: “The scientific study of Catalan language and literature” and “The study of cultural manifestations and the natural environment of the territories where Catalan is spoken and the scientific and technological activities applied in these territories.”

## **2. Recipients**

To be eligible for these grants, applicants must be individuals that meet the requirements laid out in these guidelines.

### **3. Requirements and conflicts**

#### **3.1 Requirements**

To qualify as a grant recipient, applicants must meet the following requirements and conditions:

- a) Have enrolled or be accepted into a PhD programme at a university outside the Catalan-speaking areas to carry out an original research project with significant presence of topics related to Catalan Studies (including comparative studies).
- b) Have earned a university degree at a university outside the Catalan-speaking areas in the 7 years prior to the call.
- c) Applicants who, after earning said degree, have been caring for children under 5 or a parent, or have suffered a serious illness, may apply up to 10 years after earning their university degree.
- d) Not hold a PhD.
- e) Be a resident of the country of the university where the research project is registered.
- f) Comply with the requirements and general conditions set out in article 13 of Law 38/2003 of 17 November (General Subsidies Act).
- g) If any elements eligible for intellectual property protection are used in the pursuit of the grant-funded activity, applicants must comply with any applicable regulations.
- h) Grant applicants must adhere to the Code of ethics enclosed as an annex.
- i) The grant-funded activity must respect personal dignity and equality throughout, avoiding discrimination on any of the bases laid out in Spanish Comprehensive Law 15/2022, of 12 July, on equal treatment and non-discrimination.  
Applicants must not have received a final administrative sanction for any of the very serious infractions as per the conditions and terms laid out in title IV of said Law.  
Grants may not be used to fund an activity or achieve a purpose that infringes on, encourages or tolerates practices considered to infringe on title IV of said Law.
- j) Grants may not be used to fund an activity or achieve a purpose that commits, encourages or promotes LGBTI-phobia, including encouraging or conducting conversion therapy, as per article 82 of Law 4/2023, of 28 February, for the real and effective equality of trans people and guaranteeing the rights of LGTBI people.  
The requirements must be met at the time the application is submitted and for the duration of the grant awarded.
- k) The applicant's thesis supervisor may not serve as thesis supervisor for another applicant in this call.
- l) No more than two grants will be awarded to students at any one centre or university.

#### **3.2 Conflicts**

These grants are in conflict with other grants, aid, income or resources provided for the same purpose awarded by any public administration, associated entities, participated entities, and any other public or private entity.

### **4. Grant and eligible expenses**

4.1 Grant recipients are awarded an amount not based on expenses, which provides financial support for eligible expenses established below.

4.2 The following are considered eligible expenses:

a) Monthly cost of living by geographic area, as established in annex II.

b) Enrolment fees for the university PhD programme where the research takes place, or academic supervision fees when applicable.

4.3 Each year, the corresponding resolution will establish the maximum amounts for each call, based on the Institut's budgetary allowances. Each year, the number of grants and the amount awarded each one will be determined by the maximum amount earmarked for the call, shared out among a number of projects that will vary depending on their individual cost, taking into account the living allowance for each geographic zone established in annex II and the enrolment or supervision fees for the PhD programme.

4.4 The grant awarded may not be more than the eligible expenses established in point 4.2.

## **5. Applications**

5.1 Only one application is allowed per person and call.

5.2 Applications and other formalities associated with the procedure for awarding grants and submitting justification documents must be submitted as follows:

Preferably online through the Institut Ramon Llull Virtual Office with the designated form provided in the "Procedures" section of the Institut Ramon Llull Virtual Office: [https://www.llull.cat/english/seu\\_e/tramits\\_serveis.cfm](https://www.llull.cat/english/seu_e/tramits_serveis.cfm)

In addition to this form, all the supporting documents laid out in these guidelines must be submitted, in accordance with the following sections.

5.3 Grant applicants who are Spanish residents and submit applications online must provide authentication using e-signature systems, as per article 58 of Decree 76/2020 of 4 August, on digital administration, and in line with any criteria established by competent authorities in the Government of Catalonia.

Each call will specify the system available for applicants to identify themselves and provide e-signatures when submitting applications and other official procedures online.

5.4 Non-resident applicants who submit applications online must identify themselves on the online system with a username and password, as per the Institut Ramon Llull e-signature and identification policy, by means of the idCAT Mòbil certificate or, in the case of persons residing in the European Union, also by means of a digital certificate. The Institut Ramon Llull will securely provide a username and password to all applicants after verifying their identity.

5.5 Applications may be submitted in person at the registry of the Institut's Barcelona office (Avinguda Diagonal 373, 08008 Barcelona) or at any of the registries and offices laid out in Article 16.4 of Law 39/2015, of 1 October, on Common Administrative procedure of public administrations. For applicants wishing to submit a hard copy, the form is available at the Institut Ramon Llull registry or online at <http://www.llull.cat>.

5.6 If the Virtual Office is inoperative due to unforeseeable circumstances, users will be shown a message notifying them of said circumstances whenever technically possible and provided with information on the registries where applications can be submitted in person. If the system is inoperative on the last day to submit any paperwork, a further three working days will be added to the deadline once the system is fully operational.

5.7 By submitting a grant application, applicants are providing consent for the competent entity to check the information provided on the application or attached affidavits.

5.8 Any grant application submitted entails full acceptance of the guidelines governing the call.

## **6. Documents to submit**

6.1 To apply for a grant from the Institut Ramon Llull, candidates must submit the application form provided, which includes the candidate's personal, academic and bank details, along with the following documents in Catalan, Spanish, French, or English:

- a) Applicant's motivation letter explaining why they are applying for the grant (max. 2 pages).
- b) Applicant's CV (max. 3 pages).
- c) Description of the research project (max. 2 pages).
- d) Work plan with a calendar of the training and research activities for the period, the objectives of the research and expected results, methodology to be used, how results can be applied and knowledge transferred, if applicable, and the potential social, economic and scientific impact of the research conducted (max. 3 pages).
- e) Certified copy of the applicant's degree from a university outside the Catalan-speaking areas, unless the examining body can verify it officially.
- f) Certified copy of the applicant's academic record.
- g) The contact details (name and email address) for a university researcher or faculty member who specialises in the proposed research topic to request a confidential report on the applicant's suitability. The researcher or faculty member who drafts the report must submit it before the applications are examined by the assessment committee.
- h) A report from the person who will be the supervisor of the thesis resulting from the research on the interest and viability of the project (suitability of the calendar and methodology in the work plan - which entails an assessment of the impact of the place of residence on the work rate-, etc.) (max. 2 pages).  
This person's report must include a commitment to send the Institut Ramon Llull follow-up and assessment documents on the research by the deadlines established in the call, as well as any other information requested to justify the grant.  
If the applicant is to be supervised by faculty at two different universities, the commitment should preferably be from a faculty member of the university where the applicant is enrolled in the PhD programme.
- i) Proof of official enrolment at the chosen institution or acceptance into the programme.
- j) Applicant's certificate of residence in the country of the university where the research is to be carried out.

6.2 The requirements laid out in point 3.1 must be accredited with an affidavit submitted with the application form.

6.3 Any essential inaccuracies, falsities or omissions in any data or documents submitted with the grant application will void the application procedure from the time they are discovered and the party concerned has been notified, and, as a result, the grant application will be rejected. Said circumstances may also constitute grounds for revoking a grant awarded if they are discovered afterwards.

## 7. Deadline for applications

The deadline for submitting application forms and documents is established in the call for proposals.

## 8. Assessment criteria

The maximum score possible is **100** points for each candidate.

The criteria used to assess the applications received and to award grants are as follows:

- 1) For the research project submitted, up to **60 points** for the following criteria:
  - a) The quality, suitability, and interest of the research project within the discipline: up to **20 points**. Interest means the potential repercussion of the project in its academic and social environment, and the importance of the research in a geographical area where Catalan Studies are not greatly developed.
  - b) The newness and significance of the proposed approach to international Catalan Studies: up to **20 points**.
  - c) The viability of the project: up to **20 points**.

The **minimum score** required in this section is **30 points**.

- 2) Regarding the applicant's academic history and CV (academic record and other merits): up to **25 points**. The **minimum score** required in this section is **10 points**.
- 3) Regarding the applicant's prior relationship with Xarxa Lull. For having studied Catalan Studies at one of the universities in the network: **5 points**.
- 4) For accredited knowledge of Catalan language: up to **5 points**
  - a) B2 certification: **2 points**
  - b) C1 certification or higher: **3 points**
  - c) If the applicant holds a certificate of knowledge of the Catalan language issued by Institut Ramon Lull: **2 additional points**
- 5) Regarding the project's potential for social return in the form of knowledge or social integration and progress: up to **5 points**.
  - a) For projects that consider citizen participation in open science, specifically the disabled or those at risk of social exclusion: **1 point**
  - b) For projects that include accessibility services in the application of the results or transfer of the knowledge resulting from the project (subtitling, audio description, sign language, etc.): **1 point**
  - c) For projects that include a gender perspective on the research topic, methodology, application of the results or knowledge transfer: **1 point**
  - d) For projects that include environmental sustainability or management in the planning of the research activity (for example, decarbonised research mobility): **1 point**
  - e) For projects that encourage awareness of linguistic and cultural diversity and their inclusion in society: **1 point**

## 9. Awarding procedure

9.1 These grants will be awarded on a competitive basis, based on the points received by each applicant, in order to establish a ranking according to the assessment criteria established in these

guidelines and the call, and award the grants, within the amount earmarked for this call, to the projects with the most points.

The procedure begins with a preliminary stage, in which the provisional resolution and final resolution are drafted, and a granting stage, in which the resolution awarding the grant is issued.

9.2 The examining body is the General Manager of the Institut Ramon Llull.

9.3 The applications accepted are examined by an assessment committee. The members of the assessment committee are appointed through a resolution issued by the Director of the Institut Ramon Llull.

The assessment committee, which must respect gender parity, will have the following composition:

Chair: the Director of the Department of Language and Universities of the Institut Ramon Llull.

Members:

- One person representing the Department of Language and Universities of the Institut Ramon Llull.
- Five people external to the Institut Ramon Llull who are members of the international associations of Catalan Studies or have been designated by these associations.
- Two Catalan Studies specialists from universities belonging to the Xarxa Vives.
- Secretary: one person representing the General Services Department of the Institut Ramon Llull.

9.4 After considering the applications submitted, the documents attached and the assessment criteria established, the assessment committee will draw up a ranked list of applicants with the estimated cost of funding each one, according to points 4.2 and 4.3 of these guidelines, up to the maximum earmarked for the call.

## **10. Provisional resolution proposal and additional documents**

10.1 After the applications have been evaluated by the assessment committee, the examining body proposes a provisional resolution on the awarding of the grants, as per the assessment committee's report.

10.2 The provisional resolution proposal for awarding grants includes the list of applicants proposed to receive grants, duly ranked according to the points they were awarded and excluding any that did not make the minimum cut-off. Successful applicants will be notified via the Institut Ramon Llull Virtual Office and the noticeboard at its headquarters in Barcelona (Avinguda Diagonal 373, 08008 Barcelona). This publication is in lieu of individual notification and has the same effects.

10.3 If applicable, the proposed grant recipients must submit the documents in point 6 of these guidelines within 10 working days of the day after the provisional resolution proposal is posted, if they were not submitted with the application. The provisional resolution proposal contains the notification to submit these documents. Failure to submit any required documents will be grounds for rejecting the application.

10.4 Applicants have the same time period to submit any appeals, which will be taken into account in the final resolution. The grant will be deemed tacitly accepted unless the applicant submits an appeal within the abovementioned 10-day period.

10.5 Within the 10-day period established in the previous section, proposed grant recipients may also withdraw their applications.

10.6 The documents to which point 10.3 refers, which must be submitted if they weren't attached with the application, are as follows:

For Spanish applicants or foreign residents with a NIE (Foreigner Identity Number):

- a) Certificate of residence for tax purposes from the competent tax authority in the country of residence.
- b) If the person signing the application is acting on behalf of the applicant, an original and certified copy of the document granting them this power, unless it has been filed with a public registry or the Representa online registry of powers of attorney. If the power of attorney is registered as laid out above, this document is not required because the examining body can verify it officially.

It is not necessary to provide proof of power of attorney when the accredited e-signature also proves that the signatory is legally empowered to act on behalf of the person they represent.

The examining body will check the signatory's details officially.

For foreign applicants who don't have a NIE (Foreigner Identity Number):

- a) Applicant's passport

It is not necessary to provide the documents in this point if they have been provided previously within the past five years and have not changed. If that is the case, please clearly note the date they were provided and procedure they were submitted for. If the examining body, for causes beyond its control, cannot obtain the documents submitted previously, the applicant must re-submit them within 10 working days.

10.7 The examining body may ask applicants to provide any additional documents deemed necessary to accredit the data in their application.

## **11. Rejection and withdrawal**

11.1 Any applications that do not meet the unrectifiable requirements or the application deadline will be rejected.

11.2 The following will also be cause for rejecting an application:

- a) Failure to submit any of the documents listed in point 6 or to meet any of the rectifiable requirements within 10 working days of notification to do so.
- b) Failure to submit any of the documents that may be requested under the terms of point 10.3.

11.3 Prior to issuing the resolution awarding the grants, the examining body will rule on the rejection or withdrawal of applications and applicants will be notified of said rulings via the Institut Ramon Llull Virtual Office and the noticeboard at its headquarters in Barcelona (Avinguda Diagonal 373, 08008 Barcelona). This publication is in lieu of individual notification and has the same effects.

The publication of the resolution to withdraw or reject will state that it does not exhaust the administrative channels and may be appealed with the Director of the Institut Ramon Llull within one month of the day following publication of this resolution.

11.4 Notwithstanding the provisions of point 10.5, any applicant may withdraw their grant application in writing before the grants are awarded and the examining body must accept it.

## **12. Resolution and publication**

12.1 The Director of the Institut Ramon Llull will issue a resolution within six months of the date of the grant call. The parties concerned will be notified of the resolution with the same conditions and effects as laid out in point 11.3 regarding rejection and withdrawal.

12.2 The publication or notification of the final resolution will state that it does not exhaust the administrative channels and may be appealed and that such appeals must be lodged with the Chair of the Institut Ramon Llull's Board of Directors within one month of the day following publication of this resolution.

12.3 If no final resolution has been handed down and notified by the time this period has elapsed, applicants are to interpret this administrative silence as a rejection of their applications.

## **13. Pausing and extending the grant period**

Grant recipients have the right to take a break from the project the grant was awarded for in the following situations: becoming a parent or foster parent, caring for minors, relatives or dependants who are first-degree relatives, or due to domestic violence for a maximum of six months without losing the grant. To exercise this right, the grant recipient must submit official documents accrediting any of the situations listed above and the start date.

The grant will be put on hold from the day after the date of the official request until official notification is received that the grant recipient will begin work again, if not more than six months. The total period of the grant awarded, with the associated stipends, will be extended for the equivalent of the time it was put on hold.

## **14. Publication**

14.1 The Institut Ramon Llull must post a list of the grants awarded, available to the general public, on the noticeboards established in point 11.3 and for grants in excess of €3,000, notification must also be included in the Official Gazette of the Government of Catalonia, including the call, programme, budget line item the grants fall under, recipients, amount awarded and the purpose or purposes the grant will be used to fulfil.

14.2 The Institut Ramon Llull must post information on its grant-awarding activity on the Transparency Portal, as per article 15 of Law 19/2014, of 29 December, on transparency, access to public information and good governance.

14.3 It must also post information in the National Grants Database on the calls and resolutions to award grants, as per article 18 of Law 38/2003, of 17 November (General Subsidies Act), amended by Law 15/2014, of 16 September.

## **15. Justification**

15.1 Grant recipients must submit the following justification documents to the Institut Ramon Llull:

- a) An affidavit from the grant recipient stating that the funds received have been used for the purpose for which the grant was awarded at the end of each academic year, after months 12, 24 and 36 (after month 12 for line B grants).



- b) Two reports each academic year from the grant recipient explaining achievement of the goals of the research project, noting the activities carried out and results obtained, as well as any consultations made, conferences attended and papers published. Each report must provide proof of the progress made compared to the previous one and must be submitted, respectively, in months 5, 13, 17, 25 and 29 of the grant period and the final one within a month of month 36, as per the calendar of payments laid out in point 16.

For line B grants, only two reports are required, in month 5 and within a month of month 12.

- c) At the end of each academic year, a report from the thesis supervisor must be submitted, certifying the progress on the research project compared to the work plan and the objectives and methodologies of the initial project. These reports must be submitted in months 13 and 25 of the grant period and the final one within a month of month 36, as per the calendar of payments laid out in point 16.

Grants may be revoked on the basis of negative reports; this may include revocation of the stipends for the current assessment period and any that may follow.

For line B grants, only one final report is required, within a month of month 12.

- d) A financial report at the beginning of each academic year, using the form provided, justifying the enrolment or academic supervision, with the administrative and banking documents to show the grant recipient has paid said fees, according to the payment calendar laid out in point 16.

15.2 Grant recipients will be notified individually of any rectifiable failings in the justification and given 10 working days to rectify the situation.

15.3 If the supporting documents have not all been submitted by the deadline, the grant recipient will be notified and required to submit the missing documents within 15 working days, with no option for extension. Recipients are notified individually of said requirements.

15.4 Failure to submit the justification (in full or part) by the deadline established in this section will lead to revocation of the grant awarded and other liabilities established in applicable law on subsidies. Submitting the justification within the additional time given, as per section 15.3, does not exempt the recipient from any applicable fines, as per Law 38/2003, of 17 November (General Subsidies Act).

15.5 The Institut Ramon Llull may extend the deadline for the supporting documents of its own accord or at the behest of the recipients. Both the request from the interested party and the decision reached regarding the extension must occur before said deadline has been reached. The extension may not exceed half the original period or be prejudicial to third parties.

## **16. Payment**

The Institut Ramon Llull will pay the grant recipients by bank transfer as follows:

- a) For the enrolment fees for the university PhD programme where the research takes place, or academic supervision fees, after the final resolution and once the financial report and proof of the grant recipient's payment to the university are submitted. If the enrolment or academic supervision fees are paid yearly, this process must be repeated at the beginning of each academic year, as laid out in the calendar below.
- b) For the living allowance, according to the calendar below and with proof of research progress:

<b>LINE A</b>			
1st academic year: months 1 to 12	40% yearly living allowance and annual enrolment or academic supervision fees, if applicable, upon resolution of the grant call, contingent on proof of payment of fees, month 1	40% yearly living allowance, contingent on report submitted, month 5	20% yearly living allowance, contingent on report submitted and report from research supervisor, within one month of month 12
2nd academic year: months 13 to 24	40% yearly living allowance and annual enrolment or academic supervision fees, if applicable, contingent on justification of year 1 payment of enrolment or academic supervision fees, month 13	40% yearly living allowance, contingent on report submitted, month 17	20% yearly living allowance, contingent on report submitted and report from research supervisor, within one month of month 24
3rd academic year: months 25 to 36	40% yearly living allowance and annual enrolment or academic supervision fees, if applicable, contingent on justification of year 2 payment of enrolment or academic supervision fees, month 25	40% yearly living allowance, contingent on report submitted, month 29	20% yearly living allowance, contingent on report submitted and report from research supervisor, within one month of month 36
<b>LINE B</b>			
months 1 to 12	40% yearly living allowance and annual enrolment or academic supervision fees, if applicable, upon resolution of the grant call, contingent on proof of payment of fees, month 1	40% yearly living allowance, contingent on report submitted, month 5	20% yearly living allowance, contingent on report submitted and report from research supervisor, within one month of month 12

Prior to recognising each payment obligation, the examining body will officially confirm grant recipients are up to date with all tax and Social Security obligations. Applicants grant consent for the Institut Ramon Llull to check this information by signing the application form.

If the grant recipient's tax residence is not in Spanish territory, a certificate of residence for tax purposes from the competent tax authority in the country of residence must be submitted.

## **17. Recipients' obligations**

Recipients must meet the following obligations:

- a) Achieve the purpose of the grant-funded activity by the deadline established in these guidelines and the corresponding call.
- b) Carry out the grant-funded activity as per the project submitted and within the time allotted.

The examining body must be notified of any changes to the project or schedule submitted before the end of the fulfilment period and, if the requested modification does not result in a substantial change or constitute non-compliance with the requirements and conditions laid out in these guidelines, said body will have one month to accept or reject

it. Grants may be revoked in full or part if any changes are made and not notified or expressly accepted.

- c) Remain enrolled in the chosen PhD programme for the duration of the grant period.
- d) Focus exclusively on this research training and not practice any other professional activity or receive any other wages on the side.
- e) For grant recipients required to undertake teaching activities as part of their ties to the university, these activities will be considered part of their training and may under no circumstances total more than 50 hours per academic year.
- f) Submit the reports in point 15 by the deadline given.
- g) Mention the support received from the Institut Ramon Llull for the research carried out on any documents produced from the research, published or unpublished, and when speaking at scientific conferences.
- h) Formally notify the Institut Ramon Llull of the date they will defend their thesis and submit a copy to it. For line B grant recipients, the completed thesis must be submitted for defence within six months of the end of the grant period.
- i) Provide any information requested at any time concerning the grant awarded and submit to checks and controls by the examining body, the Government of Catalonia Comptroller-General, the Public Audit Office for Catalonia and any other competent authorities, as per applicable regulations.
- j) Notify the examining body of any other public or private grants applied for and/or awarded for the same activity, including a detailed list including the awarding entities and amount requested and/or received.
- k) Comply with any other obligations laid out in current regulations on grants and these guidelines.
- l) Comply with any applicable intellectual property regulations, specifically if any elements eligible for intellectual property protection are used in the pursuit of the grant-funded activity.
- m) Respect the work of others by properly citing any sources used to avoid any sort of plagiarism.
- n) Respect personal dignity and equality throughout the grant-funded activity, avoiding discrimination on any of the bases laid out in Spanish Comprehensive Law 15/2022, of 12 July, on equal treatment and non-discrimination.
- o) Notify the Institut Ramon Llull immediately of any temporary break in the activity, for any reason.
- p) Comply with the Code of ethics and conduct for grant recipients in Annex I, as well as any established by the university ethics committee when research includes human subjects.

## **18. Modification of the resolution**

18.1 The awarding body has the right to revise the grants awarded and modify the awarding resolution if the conditions taken into account in awarding the grant change or if other aid or grants are obtained concurrently.

18.2 If the procedure shows that the aim and purpose of the grant have not been achieved due to a pandemic or other cause of force majeure, the awarding body may:

- a) Cover the expenses incurred by recipients even though the aim and purpose of the grant have not been achieved, in full or part.
- b) Extend the deadline to provide justification for the grant-funded activities.

For the purposes of these guidelines, force majeure means an extraordinary occurrence beyond the control of the recipients that is unforeseeable and unavoidable, or even if it can be foreseen is unavoidable despite the recipients acting diligently, and that directly impedes them from fulfilling the aim and purpose of the grant.

## **19. Revocation**

The awarding body, following legally established procedure, must revoke the grants awarded in full or in part and oblige the recipient to return the amount received and pay interest due, as per the provisions of the Royal Legislative Decree 3/2002, of 24 December, approving the revised text of Public Finance Act of Catalonia, and Law 38/2003, of 17 November (General Subsidies Act).

After the grants have been awarded, grant recipients may reject the grant at any time in a formal notification explaining their reasons for doing so.

Depending on the explanation given, the decision-making body will examine the achievement of the goals set from the time the grant was awarded until the grant recipient withdrew, according to the initial work plan, and decide whether to require repayment of the amounts received in full or part, proportionally, according to the period the grant was received compared to the justifications provided, or simply to discontinue future payments.

## **20. Sanctions**

Failure to comply with the obligations set out in the guidelines, if considered an offence under the applicable laws, shall trigger the sanctions process established in Law 38/2003, of 17 November (General Subsidies Act); and Royal Legislative Decree 3/2002, of 24 December, approving the revised text of Public Finance Act of Catalonia, regardless of whether the grant is returned in full or part.

## **21. Data protection**

The data controller for information provided by applicants is the Institut Ramon Llull. Data will be processed for the purposes of assessing the applications and carrying out the grant-awarding process. The legal grounds for this processing is in the name of public interest based on the inherent functions of the Institut Ramon Llull.

The data will be added to the database “Base de Datos Nacional de Subvenciones”.

The results of the application assessment will be posted on the Institut Ramon Llull online system, complying with the obligations on notification and transparency in Law 38/2003 (General Subsidies Act) and 19/2013 and 19/2014 on transparency, access to public information and good governance.

Subjects may exercise their rights to access, rectification, erasure, opposition and limitation of processing by contacting Institut Ramon Llull. More detailed information regarding the protection of personal data is available at [www.llull.cat](http://www.llull.cat).

If the grant includes processing of personal data, the grant recipients must comply with corresponding regulations, adopting and implementing the security measures laid out in Regulation (EU) 2016/679 European Parliament and Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such

data, and Organic Law 3/2018 of 5 December 2018 on the protection of personal data and guarantee of digital rights.

## **Annex I**

### **Code of ethics and conduct that grant recipients must follow in their activity and the consequences of any failure to do so.**

As per article 55.2 of Law 19/2014, of 29 December, on transparency, access to public information and good governance, administrations and bodies to which this law applies must include in any grant call a code of ethics and conduct the recipients must follow and the consequences of any failure to do so. Publication of this annex entails compliance with this legal provision.

#### Code of ethics and conduct

1. Grant recipients must show respect for fundamental human rights and freedoms.
2. Grant recipients must demonstrate exemplary ethics in their behaviour, abstain from participating in, fostering, proposing or promoting any sort of corrupt practices and notify the competent authorities of any such practices that, in their mind, are part of or could affect the procedure. In particular, they will abstain from any sort of action that would infringe on the principles of equal opportunities and free competition.
3. In general, in the course of their activity, grant recipients are subject to the following obligations:
  - a) To comply with the principles, rules and code of ethics inherent in the activities, trades or professions of the grant-funded activity.
  - b) To not do anything that constitutes a threat to public interest.
  - c) To report any abnormal circumstances that may arise during the grant call or processes resulting from these calls.
4. Specifically, grant recipients are subject to the following obligations:
  - a) To notify the examining body of any possible conflict of interest.
  - b) To not directly or indirectly ask a public employee or figure to influence the grant awarding process.
  - c) To not offer or give public employees or figures personal or material perks, for themselves or third parties, in order to influence the grant awarding process.
  - d) To cooperate with any competent authorities following up on or assessing compliance with the obligations laid out in these guidelines, specifically providing any information they request for this purpose related to receiving public funds.

#### Consequences of any failure to comply with the Code of ethics and conduct

Any breach of this Code of ethics and conduct shall trigger the sanctions process established in Law 19/2014, of 29 December, and the fines laid out in article 84 regarding grant recipients, notwithstanding any other consequences that may apply under current laws on subsidies.



## Annex II

Living allowance by geographic area.

Europe zone 1	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, United Kingdom, Vatican City	€32,000 year / €2,666 month
Europe zone 2	Croatia, Cypress, Czechia, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Russia, Slovakia, Slovenia, Turkey	€23,000 year / €1,916 month
Europe zone 3	Albania, Armenia, Belarus, Bosnia and Herzegovina, Bulgaria, Georgia, Kosovo, Moldova, Montenegro, North Macedonia, Serbia, Ukraine	€15,000 year / €1,250 month
Africa zone 1	Algeria, Botswana, Egypt, Gabon, Libya, Morocco, Mauritius, South Africa, Tunisia	€9,000 year / €750 month
Africa zone 2	Other countries on the continent of Africa	€6,000 year / €500 month
America zone 1	Canada, United States of America	€32,000 year / €2,666 month
America zone 2	Argentina, Brazil, Colombia, Costa Rica, Chile, Dominican Republic, Guyana, Mexico, Panama, Puerto Rico, Uruguay	€17,000 year / €1,416 month
America zone 3	Belize, Bolivia, Ecuador, El Salvador, Guatemala, Honduras, Nicaragua, Paraguay, Peru, Suriname, Venezuela	€10,000 year / €833 month
Caribbean zone 1	Antigua and Barbuda, Saint Kitts and Nevis, The Bahamas, Trinidad and Tobago	€15,000 year / €1,250 month
Caribbean zone 2	Barbados, Cuba, Dominica, Grenada, Haiti, Jamaica, Saint Lucia, Saint Vincent and the Grenadines	€9,000 year / €750 month
Middle East and Caucasus zone 1	Bahrain, Israel, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates	€25,000 year / €2,083 month
Middle East and Caucasus zone 2	Azerbaijan, Iran, Iraq, Jordan, Lebanon, Palestine, Syria, Yemen	€10,000 year / €833 month

Asia zone 1	Brunei, Hong Kong, Japan, Macau, Singapore, South Korea, Taiwan	€32,000 year / €2,666 month
Asia zone 2	China, India, Indonesia, Kazakhstan, Malaysia, Maldives, Thailand, Turkmenistan	€15,000 year / €1,250 month
Asia zone 3	Other countries on the continent of Asia	€6,000 year / €500 month
Oceania zone 1	Australia, New Zealand	€32,000 year / €2,666 month
Oceania zone 2	Other countries of Oceania	€5,000 year / €416 month