



HANDBOOK FOR PROMETEOS



PROMETEO
Investigación Formación Desarrollo

Secretaría de
Educación Superior,
Ciencia, Tecnología e Innovación

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What is the Prometeo Project?

The Prometeo Project is an initiative of the Ecuadorian government that seeks to strengthen research, academia, and knowledge transference in specialized subjects, through the incorporation of high level foreign or Ecuadorian experts (who live abroad) to higher education institutions (public or co-financed), public research institutes, and governmental institutions from the Executive, Legislative, Judiciary, Electoral and Transparency & Social Control powers, and those considered as relevant.

The incorporation of Prometeos is done in periods from two to twelve months (not necessarily consecutive), time in which they must develop a joint project with their host institution within the Ecuadorian territory. There is the possibility to apply for a second and - in exceptional cases - for a third incorporation.

Your arrival to Ecuador

How to legalize your stay at the country?

You will receive assistance in the legalization of your stay in Ecuador by the Project. As a grant holder of the Secretariat for Higher Education, Science, Technology and Innovation (**SENES-CYT**) you will require a **12-VIII Cultural Exchange Visa**. To obtain the visa you must turn in our offices the following **documents**:

- Two copies of your degree, translated to Spanish and bearing an apostille by the Hague Convention
- Passport with minimum 6 months of validity
- Three 5x5 cm photos with a white background

The process to obtain your visa may take around 15 business days. You will be notified by e-mail once your visa is ready.

Through us, It is also possible to obtain a Visa for your dependents: spouse, parents and children. You will require the following documents for this:

- Marriage (or civil union) certificate and/or birth certificate of you or your children (as the case required), translated to Spanish and bearing an apostille by the Hague Convention
- Passport with minimum 6 months of validity

- Three 5x5 cm photos with a white background

Remember: We suggest you to bring these documents the day your arrive to our offices.

Signing of the contract

To legalize your grant you must sign a contract with SENESCYT, for which you must submit copies of the following documents to the legal department of the Project:

- Planning matrix signed by the official counterpart or highest authority of your host institution
- Copy of your passport with minimum 6 months of validity (for foreigners) or ID (for Ecuadorians)
- Ph.D. degree, translated to Spanish and bearing an apostille by the Hague Convention.

Your contract will be legalized in an average time of five **business days**. We will meet this term as long as you submit all the required documents.

Remember: We suggest you to bring these documents the day of your introductory guidance.

Responsibilities of the Prometeo, the Host Institution, and SENESCYT

Prometeo

- To develop your project proposal and meet the objectives defined in the planning matrix.
- To foster the development of research networks.
- To train national teams in the design and execution of projects and new research techniques.
- To submit a monthly report (**English or Spanish**) on the **last five days** of the current month of activities.
- To submit a final report and **final product (Spanish)** of your project within the **last five days of your final month of incorporation**.
- To promote relations, communications, and linkages of SENESCYT with different research and higher education institutions.
- To provide support and training to national teams in the design, technical development, execution and evaluation of research projects.
- To give support in the checking and publication of articles and books within your field of expertise.



- To publish the outcomes of your project in papers (indexed or not).
- To organize workshops, seminars, lectures, etc., and its support material.
- To provide support to SENESCYT in any requirement it may have.

Host institution

- To subscribe the Frame Agreement.
- To submit the invitation letter along with the project proposal.
- **To provide with all the resources required (labs, supplies, physical space) to the Prometeo for the development of his/her proposal.**
- To incorporate the Prometeos to their research teams or faculty.
- To notify any changes in the project's execution.
- To develop the planning matrix the pre-selected applicants.
- To ease the follow-up of the Prometeo's activities and submission of the reports.
- To approve the monthly and final reports on the last five days of each month.
- To acknowledge the Prometeo Project and SENESCYT in events and/or publications done with the colaboration of a Prometeo, to inform the Project at least 8 days in advance of such events.
- To sign every documents and report submitted by a Prometeo. Only the signature of the oficial counterpart or the highest authority of the institution will validate these documents; the Project will NOT process any document that doesn't fulfill this requirement.
- To inform the Project about every scientific visit or supply purchase done by the Prometeo for the Project Manager's knowledge or objection. The notice must be submitted ar least 5 days in advance.

SENESCYT

- To provide financing and payments according to the conditions in the contract.
- To perform evaluations and monitoring that allow the development of the Prometeo's project.
- To follow-up on a monthly basis the advancement of the Prometeo's project.

Remember: These responsibilities will be effective as of the day of signature of your con-

tract. take the following concepts in consideration to recognize your status:

You will be awarded the category of tenderer once you arrive to Ecuador (or if you had arrived for no more than 3 months before the date of your application) and once you've confirmed your incorporation to the Prometeo Project. You will be awarded the status of grant holder once you've subscribed your contract.

Executive Committee of the Prometeo Project Grant

It is the administrative body in charge of evaluating the technical report submitted by the Project's Manager and of approving the grant through an administrative act. The Committee is integrated by SENESCYT authorities (or their appointed delegates):

- The Undersecretary General of Science, Technology and Innovation, who presides the Committee
- The Undersecretary General of Higher Education
- The Undersecretary of Innovation and Knowledge Transference
- The Undersecretary of Scientific Research
- The General Coordinator of Legal Counseling of SENESCYT (without a vote)
- The Project's Manager (without a vote).

Other attributions of the Committee are to: request clarifications on the reports, approve changes of host institution, resolve on the subscription and changes in the grant contract, complementary contracts or amendments, make a decision on the contract termination, among others.

Changes in time of incorporation or host institution

Change in time of incorporation: You may request an amendment in your periods of incorporation previously approved at the Executive Committee (**consider that the total time of your incorporation cannot be modified**). For this, you must turn in a request for a change in the period(s) incorporation and the planning matrix with the new dates; both documents must be approved by the Project's Manager and signed by the host institution. This change is possible before your grant is awarded.



Remember: The change will only proceed in exceptional cases with the proper justification.

Change of host institution: You and your host institution may request a change due to technical reasons with the proper justification. For this, you must submit: a letter of decoupling from the former host institution, a letter of the Prometeo expressing his/her intention, a letter of invitation submitted by the new institution, and the new project proposal (with the new dates of activities).

Payment process

Remember: SENESCYT only will cover the payments for living expenses, airfare, initial accommodation, housing, health and life insurance, supplies, and scientific visits, within the limits established in the Project's regulation and terms and conditions of application.

To receive payments under the reimbursement modality you must submit an Ecuadorian bank account certificate.

Opening of the bank account

Every payment contemplated in your contract will be deposited directly to a national savings account. To open the account you must complete the following requirements (the forms and documents will be provided to you by the Project):

- Contract to open an account
- Signature registration form for the bank's digital system
- Form to open a savings account
- Form to request a bank certificate (with a cost of US\$2.65)
- An initial deposit of US\$10 to open the account.

Once your account is opened, the bank will issue an ATM card, for a charge of US\$5.15. You will be assisted by a Project's analyst during this process.

Remember: This procedure takes an average of **12 hours** and the card will be issued within **72 hours** after the account is opened.

Living expenses

We consider “living expenses” the payment for your monthly activities (according to your established dates); it covers the expenses for food, clothing, basic services, transportation, among others. The amount varies according to your category.

To receive your living expenses payment, you must submit a **monthly report (in English or Spanish) up to 5 business days** before the end of the current month. Consider that the report must be signed by the official counterpart or the highest authority of your host institution (signatures from technical counterparts are not valid); otherwise, the documents will be send back and the payment will be delayed.

Remember: The first payment will be proportionate to the number of days worked during the month of your incorporation. It will be processed after you turn in your first report, we suggest you to count with enough resources for the first days of your stay.

Airfare

The Project will cover your transportation expenses in tourist or coach class up to **US\$3.000** from your country of application to your host institution for one time only (even if you have different terms of incorporation).

This fee doesn't cover: stops over **48 hours**, overweight, costumes taxes, penalties or tickets bought with frequent flyer miles.

To receive your reimbursement, you must submit your air ticket (**original or e-ticket**) and/or sea or land tickets (if applicable) under your name. Remember that this reimbursement will be processed ten days after the legalization of your contract and only for your arrival ticket (or half of a roundtrip ticket). The payment for the return ticket will be processed once you've finished your incorporation.

Remember: This benefit applies for one time only in case you have consecutive incorporations.

Initial accommodation

Your grant covers a fee of **US\$300** for your accommodation expenses during your arrival to Ecuador. This fee will be covered as a reimbursement during your first incorporation or in case of consecutive incorporations.



The average time of payment is **ten business days** after the legalization of your contract.

Housing

The Project will cover your housing expenses for up to **6 months** and for a maximum of **US\$500** each month. This fee **does not cover**: maintenance fees, utilities, cable, internet, guarantees or others.

The image shows a sample invoice form with several callouts:

- Supplier's activity**: Points to the header information: "PRESTACIÓN DE SERVICIOS PROFESIONALES", "Mariscal: Nueve de Octubre N22-64 y Ramirez Dávalos • Teléfono: 2222 778", "Quito - Ecuador", and "DOCUMENTO CATEGORIZADO: NO".
- Internal Rent Service Authorization**: Points to the top right box containing: "R.U.C.: 1792413990001", "FACTURA S 001-001-00", "Nº 0000102", "AUT. S.R.I.: 1114974852", and "FECHA DE AUT.: 30 - MAYO - 2014".
- Value paid for housing**: Points to the main table with columns: "CANT.", "DESCRIPCIÓN", "V. UNIT.", and "VALOR TOTAL".
- Housing does not pay the IVA taxation (12%)**: Points to the tax calculation section at the bottom right, which includes "SUBTOTAL", "I.V.A. 0%", "I.V.A. 12%", and "TOTAL US \$".
- Prometeo's signature**: Points to the "FIRMA AUTORIZADA" field at the bottom left.

Additional text at the bottom of the form includes: "FIRMA CLIENTE", "Laura Marina Calderón Díaz / ARTES GRÁFICAS OREDAM / Telf.: 2527-238 / R.U.C.: 1702506518001 / Aut. 2255 Del 0000101 al 0000125 / Original: Adquirente * Copia: Emisor / FECHA DE CADUCIDAD: 30 - MAYO - 2015".

You will receive an advance for 2 months of housing allowance (or proportionate to your first period of incorporation if it is under two months) **10 business days** after the legalization of your contract. From the third month on, you must submit the three original sales slips for housing, authorized by the Internal Rent Service, under your name, without scratches or corrections (remember that it must say "housing" or "rent" under the suppliers activity).

Remember: This fee will only be covered during your first incorporation or in case of consecutive incorporations.

Health and life insurance

This fee covers a national health or life insurance (or and international insurance with coverage in Ecuador). The benefit applies only to you (not to your relatives) and only within your periods of incorporation.

We suggest you to get the insurance during the first 30 days after the beginning of your activities. To receive the reimbursement you must submit the original invoice authorized by the Internal Rent Services, under your name without scratches or corrections, and the contract or insurance policy.

Remember: Traveler's insurances are not valid.

What are scientific visits and supplies?

We consider a **scientific visit** every field work or participation in academic events performed outside the city of your incorporation and within your periods of incorporation up to **15 days**. It covers the entry fees in seminars, lectures, etc., transportation, food, and lodging.

We consider a **supply** every fungible good or service that is required to fulfill your activities, except for those considered as fixed assets such as: computers, furnishings, mobile phones, electric devices, gadgets, tape recorders, cameras, etc.

In case you require substances prohibited by the National Council of Narcotics (CONSEP), you must request this institution an special authorization.

Remember: Each Prometeo-Researcher has one fund of **US\$4.000** for both scientific visits and supplies (which you can spend as your project requires). Prometeo-Academics count with one fund of **US\$2.000**. Any additional expenses must be covered by the host institution.

How to request scientific visits and supplies?

The Prometeo must notify the Project of any scientific visit or supply to be purchased through a scanned notice - with the approval and signature of the host institution with which you will do the activity – sent via e-mail to your **monitoring analyst**; it must be



done at least **5 business days in advance**, otherwise the reimbursement won't be processed. You will find a notice model at the following link: prometeo.educacionsuperior.gob.ec/biblioteca.

If you and your institution's counterpart don't receive an e-mail objecting the visit or the purchase within the next **3 days after you sent the e-mail**, you may proceed with your visit or purchase.

For the reimbursement of your visit expenses, you must submit:

- The printed original notice **signed** by your host institution
- The technical report of the visit **signed** by the official counterpart of your institution
- Invoices of your expenses under your name without scratches or corrections
- In case you attended to a seminar or a congress, attach the participation or lecturer certificate.

For the reimbursement of supplies, you must submit:

- The printed original notice **signed** by your host institution
- Invoices of the purchase under your name without scratches or corrections
- If the purchase is over US\$500, you must turn in a preliminary budget

Remember:

- Non-fungible supplies (such as books or equipment) will become assets of your host institution once you've finished your incorporation.
- If you don't notify your visit or purchase at least 5 business days in advance or you don't have enough funds, your reimbursement will not proceed.

Follow-up and monitoring

When must you submit your planning matrix?

The planning matrix is a general work plan for your incorporation. It allows you to organize your activities in a chart for a systematized follow-up and to serve you as a guide in the development of your project.

We recommend you to prepare your matrix along with your host institution before your arrival. You should submit it to the Project during the first week of your stay for checking. Once your matrix is approved, you must submit 2 copies signed by you and your host institution.

You may download a matrix form at prometeo.educacionsuperior.gob.ec/biblioteca. We recommend you to carefully read the instructions included in the document to avoid corrections.

How to submit your monthly reports?

The monthly report is a requirement in order to process your payment. It follows-up your activities according to the your planning matrix. It must be turned in **up to the last five days of each month** (otherwise, your payment will be delayed). The reports must be **signed by the official counterpart or the highest authority** of your host institution (no electronic or scanned signatures are allowed); otherwise, your payment will not be authorized.

Remember: In case you have more than one host institution, you will only require the signature of the one where you had performed your activities during that month.

How to submit your final report?

This report is an extract of your project's outcomes and the activities performed during your incorporation according to your planning matrix; it analyzes and determines the impact generated by your project.

We define as **final product**:

The outcome of your research project, where the achieved conclusions and findings are reported; and which is based on the information collected as a consequence of the applied methodology. It includes papers, patents, books, posters, among others.

You must submit the **final report and final product(s)** of your project in **Spanish** with the signature of the official counterpart or highest authority of your host institution up to **5 days after the end of your activities** in order to finish your incorporation.

These report and product(s) will be evaluated by SENESCYT. In case it is decided that



the product achieved does not comply with the minimum objectives set in your proposal, we reserve the right not to process the pending payments.

Along with the report and product, you must submit a **result matrix and a termination letter** issued by your host institution; you may download the from from our webpage.

Conferences, publications and interviews

You must inform the Project via e-mail (prometeo@senescyt.gob.ec) in case you organize or will participate in conferences or workshops with a detailed description of: name of the event, theme, date and place of the event, work methodology, and participant institutions. The Prometeo Project will provide support in the promotion of the event, invitation of other Prometeo experts; however, we cannot legally contribute with budgetary allocations or logistics.

Remember: It is necessary to include the logo of the Project in every artwork of the event, which you may request in the same notification e-mail.

You must report every **publication** you make with anticipation to your monitoring analyst, for this you should submit a **draft** that will be kept under complete confidentiality. Once the publication is approved by the journal where it will be published, you must send its complete bibliographic data.

Remember: You must mention the Project and SENESCYT at the acknowledgements. Your host institution must be included in your affiliation and credentials, as established by the corresponding documents of intellectual property.

Example of affiliation:

"Prometeo researcher, NAME OF YOUR HOST INSTITUTION"

Example of acknowledgement:

"This work was funded (or sponsored) by the Prometeo Project of the Secretariat for Higher Education, Science, Technology and Innovation of the Republic of Ecuador"

Remember that you may only give **interviews** concerning to your project once you've signed your contract. We suggest you to inform the Project about scheduled interviews

or the ones you've already given in order to provide follow-up. During the interview, avoid subjects outside of your field of expertise, your project, your profile, political topics or those that may be subjected to misinterpretation. Always identify yourself as Prometeo. You cannot give information that your institution classifies as **confidential**.

How to finish your incorporation?

To finish your incorporation, you must submit your **final report, final product and a letter of conformity** by your host institution. Once these documents are validated by SENESCYT, we will proceed to issue your acts of termination and liquidation. We recommend you to stay in the country for **10 additional days** after in order to complete the following procedures:

- Processing of your pending payments and closing of your bank account
- Signing your termination and liquidation acts

Remember:

- In the case of experts incorporated to the *Prometeo Viejos Sabios* Project, you must wait for your last payment prior to closing your bank account and terminating your RUC.
- If you require further information about your contract, you can check a model at our webpage.

You can **download** all the forms and models introduced in the manual at:

prometeo.educacionsuperior.gob.ec/biblioteca





Contact us

Write us to:

prometeo@senescyt.gob.ec

For further information of the Project, visit:

prometeo.educacionsuperior.gob.ec

Our address:

**9 de Octubre avenue & Ramírez Dávalos (corner), Casa Patrimonial
SENESCYT (Quito-Ecuador)**

Our phone:

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Follow us:

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