
	<b>FBK Procedures for Granting Prizes and Awards</b>	Rev. 00 of 19/09/2025  <i>PUBLIC</i>
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## FBK PROCEDURES FOR GRANTING PRIZES AND AWARDS

REV AND DATE	DRAFTING	VERIFICATION	APPROVAL	CHANGES TO PREVIOUS VERSION
Rev. 00 of 19/09/2025	People Innovation for Research Department	Corruption Prevention, Transparency and Privacy Unit, Management and Coordination Committee	Resolution no. 11/25 of the Head of the People Innovation for Research Department of September 19th, 2025	First-time adoption.

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## INTRODUCTION

A research, innovation and higher education institution, Fondazione Bruno Kessler promotes and supports every initiative that, in line with its mission, increases its reputation and attractiveness. With this in mind, the Foundation, also through its Research and Study Centers however denominated, may provide for and award recognition and prizes for research work insofar as they fall within the definition in Art. 6 of D.P.R. no. 430 of October 26, 2001.

With respect to this possibility, this procedure aims to ensure that the related process is managed in a responsible, impartial, traceable and transparent manner.

## 1. PROCESS STEPS


In order to ensure impartiality, traceability and transparency, the provision and awarding of recognition or prizes shall result from a process organized according to the following steps: publication of the call; preparation of the minutes and an evaluation grid in accordance with the templates attached to this procedure and also available in the HowTo pages<sup>1</sup> in its most updated version.

## 2. CONTENTS OF THE CALL

The call for nominations should contain the following information:

1. the rationale behind the awards and prizes (e.g., “research award,” “call for best paper,” “conference/travel grant,” “best student award,” etc.);
2. the type of grant, award, or prize (e.g., cash prize, amount to cover costs, reimbursement of costs incurred, purchase voucher, scholarship, etc.)
3. the number and amount of grants, awards and/or prizes to be awarded;
4. the requirements needed to be eligible/competitive for the grant, award and/or prize;
5. the procedures and deadlines for submitting the application, as well as the required documents;
6. the selection criteria adopted for the identification of the beneficiaries;
7. the evaluation committee composed of at least one internal member of FBK and, if possible, supplemented by an expert from the underrepresented gender;
8. any other elements useful to the applicants for participation in the selection;
9. the procedure for the formation of merit rankings and the designation of the beneficiary(ies);

<sup>1</sup> <https://howto.fbk.eu/en/documenti/procedure-for-granting-awards-and-prizes-by-fbk/>

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10. the provision that, in case of further available grants, the number of awards may be increased to support and recognize a greater number of deserving individuals;
11. the fulfillments following the formation (and, where applicable, publication) of the rankings: acceptance, waiver, declaration of incompatibility, if applicable;
12. the person in charge of the administrative process (Center Director, Cost Center Manager);  
pPersonal data processing policy;
13. ineligibility to benefit from multiple grants in the same period and for the same purpose;
14. information on the publicity of deeds.

### 3. MINUTES AND EVALUATION

At the conclusion of the procedure, minutes must be drawn up documenting the entire evaluation process, ensuring the traceability of the decisions made as well as the impartiality criteria applied by the committee. The minutes should also make explicit the criteria adopted, the list of applications evaluated, the scores awarded and the names of the beneficiaries. This documentation will be filed in the Scientific Management Support Unit for the purposes of transparency and accessibility to the records, if needed.

### 4. ADVERTISING AND TRANSPARENCY

The call and its outcome shall be made public. The identifying data of individuals who are the recognitions and awards will instead not be published.

For grants, recognitions and prizes exceeding €1000, the reference channel is the Foundation's Transparent Administration<sup>2</sup>

For grants, recognitions and prizes equal to or less than € 1000, the reference channel is the HowTo portal<sup>3</sup> and the Research Center website that promotes the initiative.

### 5. ATTACHED TEMPLATES

1. [Call templates to be published](#)
2. [Evaluation minutes templates](#)
3. [Evaluation Grid Templates](#)

<sup>2</sup><https://trasparenza.fbk.eu/Sovvenzioni-contributi-sussidi-vantaggi-economici/Atti-di-concessione/4.-PREMI-DI-RICE-RCA>

<sup>3</sup> <https://howto.fbk.eu/en/documenti/procedure-for-granting-awards-and-prizes-by-fbk/>