



Proposed action	GAP Principles*	Timing	Responsible Unit(s)	Indicator(s)/Target(s)
<p>Action 5. Develop the “OTM-R guidelines” as a comprehensive guide describing:</p> <ul style="list-style-type: none"> - The university OMT-R policy. - The processes and requirements for all types of researcher positions at the university. <p>The guidelines will be published both in Spanish and English on the UMA website, and it will be linked to the HRS4R site.</p>	5, 10, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 25, 26, 27, 28, 29, 30, 34, 37, 38, 39.	Q3 2021 - Q4 2021	<p>Vice-rectorate for Research and Teaching Staff</p> <p>Vice-rectorate for Research and Transfer</p>	- OTM-R guidelines published on the website.
<p>Action 6. Dissemination of the OTM-R guidelines.</p> <ul style="list-style-type: none"> - Advertisement of the OTM-R guidelines with the support of the communication department of the University via the University news and the internal communication channels of the Vice-rectorates involved. - Development of dissemination and training material about OTM-R practices to raise awareness among the research community and managerial staff. They will be designed to be easily accessible and attractive and may include digital fact sheets, brochures, infographics, etc. <p>The publications and the internal communication of the dissemination and training material will be presented in Spanish and English.</p>	5, 10, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 25, 26, 27, 28, 34, 37, 38, 39.	Q4 2021 – Q1 2022	<p>Vice-rectorate for Research and Teaching Staff</p> <p>Vice-rectorate for Research and Transfer</p> <p>Information and communication service</p>	<p>Dissemination and training material available on the website.</p> <p>Communication campaign consisting in, at least 2 pieces of news of the UMA website and 4 institutional dissemination e-mails.</p>



<p>Action 13. Introduction of training activities on supervision and networking in the Training Programme for Research and Teaching Staff.</p> <p>These training actions will provide researchers with new techniques for efficient supervision and progress monitoring, for effective communication between researchers and supervisors and about mechanisms to develop research networks.</p>	23, 25, 28, 30, 33, 36, 37, 38, 39.	Q4 2021 – Q2 2023	<p>Vice-rectorate for research and teaching staff.</p> <p>Vice-rectorate for University Studies.</p> <p>Doctoral School</p> <p>Vice-rectorate for quality assurance, strategic planning, and social responsibility services.</p> <p>Vice-rectorate for Social Innovation and Entrepreneurship.</p>	2 new training actions on supervision and networking integrated in the Training programme for Research and Teaching Staff (not previously included in the programme).
<p>Action 15. Improved access to UMA Ethical regulations. A new section on the UMA website will be developed to gather all the information and references to the different dimensions of professional ethics in the university (code of conduct, research integrity, ethics in research, data management, anti-plagiarism, etc.)</p>	1, 2, 3, 4, 5, 6, 7, 23.	Q4 2024-Q1 2025	Vice-rectorate for Research and Transfer – Ethics Committee	New microsite for ethical aspects published.
<p>Action 16. Increasing the training offer of the Doctoral School.</p>	1, 2, 3, 4, 5, 6, 7, 22, 23, 28, 30, 38, 39.	Q4 2023-Q2 2026	Vice-rectorate for Research and Transfer – Ethics Committee	3 new courses (1 per year) included in the Doctoral School programme.



Emphasis will be placed on the training of PhD students in the research career and in the importance of Ethics at the University.			Doctoral School	
Action 17. Integration of the DORA principles into the recruitment processes and evaluation of research projects funded by the University's own resources.	11, 13, 16, 17, 18, 19, 20, 21, 22.	Q4 2023-Q2 2026	Vice-rectorate for Research and Transfer Vice-rectorate for research and teaching staff	Inclusion of CV format that follows the DORA principles as a standard in all research projects funded by the University's own Research technology transfer and scientific communication programme. Monitoring of the implementation of the DORA principles in the recruitment processes under the University's own Research technology transfer and scientific communication programme.
Action 18. Analysis of the adoption of open science practices by UMA researchers. Identification of weaknesses and organisation of training courses to facilitate the implementation of open science practices. Integration of the requirements from the new University Law (LOSU).	1, 3, 4, 5, 7, 8, 9, 23, 31.	Q2 2024-Q2 2026	Vice-rectorate for Research and Transfer, involving: UMA Library services.	Analysis of the indicators of the UMA Strategic Plan related to open science.
Action 19. Roadmap for Open Science. Development of a protocol for the successful implementation of Open Science practices by researchers, from the generation of research results to the communication to the general public, according to the principles of the new University Law.	1, 3, 4, 5, 6, 7, 8, 9, 23, 31, 32.	Q3 2024-Q2 2026	Vice-rectorate for Research and Transfer, involving: - UMA Library services. - UMA scientific communication services.	Publication of the Roadmap for Open Science on UMA website. One presentation event.
Action 20. Induction meetings for new researchers to facilitate the integration of incoming researchers in the UMA.	1, 4, 5, 10, 12, 23, 24, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39.	Q4 2023 Q4 2024 Q4 2025	Vice-rectorate for Research and Transfer	3 induction meetings (one per year)



			Vice-rectorate for research and teaching staff.	
Action 21. Protocol to publish research vacancies in Euraxess.	10, 12, 15, 34.	Q4 2025-Q2 2026	Vice-rectorate for Research and Transfer Vice-rectorate for research and teaching staff.	Protocol to publish research vacancies in Euraxess available to the relevant services.
Action 22. Reduction of the administrative burden to attract international researchers.	10, 12, 13, 14, 15, 16, 17, 18, 19, 20, 22, 29, 34.	Q4 2025-Q2 2026	Vice-rectorate for Research and Transfer Vice-rectorate for research and teaching staff. General Secretary	Recruitment procedures modified to allow application documents in their original language.
Action 23. Update of the research career website according to the new University Law involving new access requirements and research and teaching staff positions.	10, 11, 12, 15, 21, 22, 23, 24, 25, 27, 28, 29, 30.	Q1 2024-Q4 2024	Vice-rectorate for research and teaching staff. Vice-rectorate for Research and Transfer. Vice-rectorate for Entrepreneurship and Social Innovation	“RESEARCH CAREER” website updated. One Presentation event.



			Doctoral School	
Action 24. Increase awareness about resources and mechanisms for technology transfer and collaborative research, including the promotion of the University platform I-PRUMA for the identification, self-assessment and valorisation of research results.	1, 3, 4, 5, 6, 7, 8, 28, 30, 31, 32, 28, 29, 40.	Q3 2023 - Q2 2026	Vice-rectorate for Research and Transfer. Technology Transfer Office	6 workshops (2 workshops per year) related to technology transfer (IPR, collaborative projects, etc.)
Action 25. Inclusion of the recruitment processes for permanent research staff positions in the e-administration processes, following the new Organic Law of the University System (Organic Law 2/2023, of March 22).	12, 13, 14, 15, 16, 25, 26.	Q3 2024 - Q2 2026.	Vice-rectorate for research and teaching staff. Central IT Services General Secretary	Online application system for permanent researcher positions fully implemented.
Action 26. Promoting training on gender equality and unconscious gender biases for members of recruitment committees and supervisors.	1, 2, 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 15, 16, 22, 23, 27, 35, 36, 39, 40.	Q1 2024 - Q2 2026	Vice-rectorate for Equality, Diversity and Social Action. Equality Unit. Vice-rectorate for Research and Teaching Staff. Training and innovation Services.	3 new training actions (1 per year) addressing gender equality and unconscious gender biases.



* Principles of the [European Charter for researchers and the Code of conduct for the recruitment for researchers](#) addressed: 1. Research freedom, 2. Ethical principles, 3. Professional responsibility, 4. Professional attitude, 5. Contractual and legal obligations, 6. Accountability, 7. Good practice in research, 8. Dissemination, exploitation of results, 9. Public engagement, 10. Non-discrimination, 11. Evaluation/ appraisal systems, 12. Recruitment, 13. Recruitment (Code), 14. Selection (Code), 15. Transparency (Code), 16. Judging merit (Code), 17. Variations in the chronological order of CVs (Code), 18. Recognition of mobility experience (Code), 19. Recognition of qualifications (Code), 20. Seniority (Code), 21. Postdoctoral appointments (Code), 22. Recognition of the profession, 23. Research environment, 24. Working conditions, 25. Stability and permanence of employment, 26. Funding and salaries, 27. Gender balance, 28. Career development, 29. Value of mobility, 30. Access to career advice, 31. Intellectual Property Rights, 32. Co-authorship, 33. Teaching, 34. Complaints/ appeals, 35. Participation in decision-making bodies, 36. Relation with supervisors, 37. Supervision and managerial duties, 38. Continuing Professional Development, 39. Access to research training and continuous development, 40. Supervision.