

## Scholarship Notice 998/2019 – International Exchange Scholarship Program – Entrepreneurship Modality

USP Innovation Agency announces the Scholarship Notice 998/2019 of International Exchange Program in Entrepreneurship Modality for USP Undergraduate Students according to Ordinance GR 6640 of 3/13/15.

**Table I – Summary**

Number of scholarships conceded	Until the amount of R\$ 1.013.000, 00 is reached.
Host Institution	Educational Institutions, Research Institutes, Technology-Based Companies, Governmental Organizations or not.
Exchange Period	From September 1, 2019 to August 31, 2020 (60-180 days with no possibility to extend the scholarship).
Registration Period	March 11 to May 24, 2019, via <i>Mundus</i> System.

**Table II – Scholarships**

Exchange Period	Grant Amount For Exchange in South America	Grant Amount For Exchange In Other Regions
60 to 89 days	R\$ 8.000,00	R\$ 18.000,00
90 to 119 days	R\$ 11.000,00	R\$ 25.000,00
120 to 180 days	R\$ 15.000,00	R\$ 32.000,00

### 1. STEPS OF THE PROCESS

- Online registration via *Mundus* System.
- Selection of the processes (see item 5).
- Delivery of final documentation by the selected candidates in this selection process and signature of the Grant Term (see item 7).
- Payment of the Scholarship (see item 8).
- Accountability (see item 10).
- Accountability Analysis (see item 11).

### 2. REQUIREMENTS FOR PARTICIPATION

To participate, candidates must meet the following cumulative conditions:

- To be Brazilian or foreign with permanent visa in Brazil.
- To have completed cumulatively at least 02 (two) semesters and 20% (twenty percent) of the total credits of their current course (University linkage).
- To be regularly enrolled and have no pending on mandatory disciplines of your current course at registration (by pending disciplines it is understood disciplines given RN, RA and RF that have not been attended with an approval given until the act of registration).
- To follow the progress of the present selective process in order to become aware of the results and other measures.
- To have the Letter of Acceptance from the Host Institution.
- To have not been previously granted an International Mobility Program scholarship (Santander Scholarship, Academic Merit Scholarship, Science without Borders and AUGM - Asociación de Universidades Grupo Montevideo).

### 3. REGISTRATIONS

3.1. Candidate's registration will imply in the knowledge and full acceptance of the rules and conditions established herein.

3.2. Registrations must be carried out from March 11, 2019, until 23h59 of May 24, 2019, exclusively via Internet, through *Mundus* System, <https://uspdigital.usp.br/mundus/>.  
Acesso Público – Editais – Alunos de Graduação – Edital 998/2019.

a. Candidates must register by attaching the following documents in PDF format:

- **Letter of Acceptance** or acceptance e-mail from the Host Institution or Nomination Letter by USP Unit (when the candidate goes thorough the selective progress/Unit Notice based on an Agreement but still does not have the Letter of Acceptance). It is the candidate's full responsibility to obtain the Letter of Acceptance.
  - \* In case of Educational Institutions, the candidate must verify the existence of Agreements and Notices of each Unit, and comply with the rules contained therein.  
If there is no Agreement, the contact of the candidate can be directly with the Host Institution.
- **Activity Plan**, as model available at Agency's website [www.inovacao.usp.br](http://www.inovacao.usp.br), and *Mundus* System, to conduct the research project:
  - Endorsed by an USP professor.
  - With the knowledge and acceptance of the Unit's Graduate Commission, according to CoG Resolution No. 4605 (USP regulation).

- The candidate should obligatorily have a mentor/supervisor at the Host Institution.
- In Portuguese and English, regardless of the location of the Host Institution.
- Proof of proficiency in the foreign language, if required by the Host Institution.

3.4. The information provided in the online application must be true and is the candidate's full responsibility, who is aware that any false information, omission or error implies in his/her exclusion from the selection process at any time.

3.5. There will be accepted no changes, edits and/or additions in the document (s) after harvested the signature (s) with or without knowledge of the signatory.

3.6. Non-compliance of instructions for registration via internet will imply in its non-effectuation and in the candidate's exclusion from the selective process.

3.7. USP Innovation Agency is not responsible for registrations via internet not received due to technical computer reasons, communication failures, congestion of communication lines, as well as other technical factors preventing the data transfer.

3.8. Incomplete, wrongly made or not submitted registrations will be invalidated.

#### 4. INDICATION BY THE GRADUATION UNIT

4.1. Each Education Unit of the University of São Paulo's graduation can select and indicate, by its own criteria, **one candidate** among the registered to be homologated by USP Innovation Agency.

4.1.1. From the total of the indicated candidates by Units, USP Innovation Agency will select up to 15 (fifteen) registrations, which will receive priority in the classification.

4.1.2. By the end of the registration period, USP Innovation Agency will forward the Activity Plans to each Unit so that it may indicate or not a candidate.

4.1.3. Regardless of the Unit's indication or not, all eligible registrations will be evaluated by the criteria presented on item 5.

#### 5. SELECTION AND CRITERIA OF SELECTION

5.1. The projects will be selected up to the amount of R\$ 1.000.000, 00 (A million reais).

5.2. All registrations that meet the requirements in item 1 and submit the documentation according to item 2 will be evaluated according to criteria listed below by experts from the academic and business sector indicated by USP Innovation Agency and homologated by Ad Hoc Commission of USP Innovation Agency.

5.2.1 Project Analysis - Weight 1,2 (Reference document: Activity Plan according to the Model available on the Agency's website):

- Project Description (in this item, it should be observed if the objectives are clear, if the proposed activities are relevant and if the schedule is adequate);
- Degree of innovation and/or Entrepreneurship of the project (in this item, the relevance of the proposal regarding its innovation and/or entrepreneurship content is to be verified);
- Potential of application of the project in the context of the University and/or Brazilian society.

5.2.2. Analysis of the Host Institution - Weight 1 (Reference document: Presentation of the Institution in the Activity Plan).

In this item, it will be verified the relevance of the Host Institution considering its classification in each area's main World Rankings, in case of Educational Institutions; and the importance of the accomplishment of projects in companies with technology base, Habitats / Agents of Innovation, in case of companies.

5.2.3. Analysis of the Candidate Profile - Weight 1,1 (Reference document: Student's presentation in the Activity Plan).

In this item is to be verified the participation of the candidate in activities, courses related to innovation and/or entrepreneurship, scientific initiation activities and his/her motivation for the project's conduction.

5.3. It will be considered in the analysis:

- Selection of up to 15 (fifteen) candidates among the total of the indicated by Units, as stated in item 4;
- Candidates who prioritize the Exchange during the vacation period between January and February 2019, not interrupting the academic year.

## 6. RESULTS DISCLOSURE

6.1. The approved registrations will be announced on USP Innovation Agency's website ([www.inovacao.usp.br](http://www.inovacao.usp.br)) and on *Mundus* System (<https://uspdigital.usp.br/mundus/>) at 10h of June 28, 2019 and notified through the e-mail address presented on registration. In addition to the selected, it will be disclosed a hold list of 03 (three) registrations.

6.2. Approved candidates must express interest in the Exchange within 07 (seven) days after receiving e-mail notification.

6.2.1. Non-manifestation within the established time will result in the withdrawal from the process.

6.2.2. After 07 (seven) days, new prospectuses may be disclosed until the amount established in Table I is completed.

## 7. DELIVERY OF DOCUMENTATION AND CONDITIONS TO RECEIVE THE GRANT:

7.1. It must be attached to *Mundus* System, (<https://uspdigital.usp.br/mundus/>), **only by the selected candidates:**

- Letter of Acceptance (only for applications that have been made via e-mail acceptance or Unit selection letter), no later than 45 days before the Exchange's start date presented in the Letter of Acceptance – for students with start date until beginning of December 2019. For students whose start date is in 2020, the deadline is until November 20, 2019 for the delivery of the Letter of Acceptance and the signature of the Grant Term.

7.2. After conference of the data, a link will be forwarded to the student, who must print the Grant Term in two copies and send via Sedex or registered letter:

- Grant Term and Letter of Acceptance in two copies (to be signed only by selected candidates with full documentation)

Shipping address:

USP Agency of Innovation - Agência USP de Inovação  
A/C Bolsa Empreendedorismo  
Av. Torres de Oliveira 76 - Jaguaré  
CEP 05347-902 – São Paulo – SP

7.3. The payment of the grant by the Unit is conditioned to the upload of the signed copies of the Grant Term on *Mundus* System, and non-compliance may result in elimination from the selection process.

7.4. The generation of the Grant Term is conditioned to the registration of the Mobility by the Units (activity carried out in the *Mundus* System by the Unit's International Section for Exchange activities).

7.5. Exchange Period: The Exchange must be carried out between September 2019 and August 2020, for a period of at least 60 days and a maximum of 180 days, and the residence time, established in the act of registration according to Table II of this Notice, cannot be increased.

7.5.1. In exceptional cases, the student may request an extension of the Exchange, without concession of the scholarship, as mentioned in item 9, for the new requested period.

7.6. The Exchange must take place within the specified period, with no possibility of transfer to subsequent semesters, except in duly justified and authorized cases by USP Innovation Agency.

7.7. In case of withdrawal, a detailed justification signed by the selected candidate must be sent to USP Innovation Agency.

## 8. PAYMENTS

8.1. The payment will be made by the student's Unit, credited in Brazilian currency, in a single payment, in the account of the selected student (from the Bank of Brazil and previously registered by the USP Units), and will be carried until the fifth business day of the month prior to the month of the start of the Exchange, according to the date presented in the Grant Term. This payment will be conditioned to the signature, in two copies, of the Grant Term and to the inexistence of competing scholarships. It is at the discretion of the candidate's Unit to anticipate payment, if the delivery of documentation and the relevant deadlines are met.

8.1.1 Students with the beginning of Exchange scheduled for 2020 must submit the Letter of Acceptance and the Grant Term signed unflinchingly by November 20, 2019, in order to receive the grant.

8.1.2 Payment for students with the beginning of exchange scheduled for 2020 will be made by the fifth business day of December 2019, provided that they have submitted the signed Grant Term and are able to receive in the system (current account registered and without concomitant scholarships).

8.2. Delayed delivery of full documentation will result in retention of value. Non-delivery of the documentation will result in the impossibility of receiving the securities.

8.3. USP does not allow payments of 02 (two) or more scholarships whose periods of validity are concomitant (except in cases of permanence, housing, food and similar). If the selected student already receives a scholarship from USP, he/she should consult the development agency to schedule the end of the receiving period.

## 9. EXTENSION OF EXCHANGE - Without the grant of the Scholarship

9.1. The student may request extension of the Exchange, without scholarship concession, within 60 days before the end of the Exchange.

9.2. To request the extension of the Exchange, the scholarship holder must provide:

- Filling of extension request.
- Activity Plan concerning the extension.
- Letter of Acceptance informing the acceptance of the Host Institution for the new period.

9.2.1 It is the student's responsibility to inform their home Unit.

## 10. ACCOUNTABILITY – Completion of the Exchange

10.1. The accountability of the benefits granted by the **International Exchange Scholarship Program** will take place within 30 days after the end of the Exchange, according to date specified in the Letter of Acceptance.

10.2. Accountability consists on the presentation of the following documents, which must be loaded into *Mundus* System:

- Report of the activities carried out abroad, according to the available model, endorsed by the responsible professor at USP and by the approval of the Unit.
- Declaration of Exchange Termination duly signed and stamped by the Host Institution, in order to prove the period and the completion of the project activities.

10.2.1. In case of extension, the scholarship holders must submit the documents required in item 10.2 after the end of the exchange.

## 11. ANALYSIS OF ACCOUNTABILITY AND PARTIAL OR TOTAL RETURN OF THE GRANT

11.1. The Accountability will be analyzed considering the following items:

- Delivery of all documents (see item 10.2) within the established deadline.
- Analysis of achievements as presented on the Report.



11.2. Partial or full return of the grant will be charged from the student in the following cases:

- Partial return of grant: If the student fails to prove completion of the period required at the registration, he/she should return to the coffers of this University the difference between the Exchange periods of Table II of this Notice.
- Total return of grant:
  - i) If it is impossible to carry out the Exchange, he/she must return it to the coffers of this University, within a maximum period of 30 days after the student's withdrawal notice or, at most, 30 days after the analysis of the Accountability.
  - ii) Failure to present the complete Accountability within the defined deadline without prior justification accepted by USP Innovation Agency will result in the return of the received grant to the coffers of the University of São Paulo.

## 12. PROCESS SCHEDULE

12.1. Selective process

**Table III**

March 11, 2019 to May 24, 2019	Online registration period on <i>Mundus</i> System.
10h of June 28, 2019	Disclosure of deferred applications on the site <a href="http://www.inovacao.usp.br">www.inovacao.usp.br</a> and on <i>Mundus</i> System.
First half of August	Orientation Meeting at USP Innovation Agency.
45 days before the Exchange's start date defined on the Letter of Acceptance	Upload of the Letter of Acceptance, in case it was not sent at the registration, via <i>Mundus</i> System.
November 20, 2019	Deadline for the upload of the Letter of Acceptance by students whose Exchange's start date is due in the first half of 2020.

12.2. Payment

**Table IV**

Fifth business day of the month prior to the month of beginning of the Exchange	Full payment of the grant.
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Until July 06, 2019	Full payment of the grant for students expected to begin Exchange in 2020, as long as they have signed the Grant Term and, consequently, have submitted the Institution's Letter of Acceptance.
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### 13. FINAL PROVISIONS

13.1. The inaccuracy of the information or irregularity in the documents, checked at any time, especially on receiving the grant, may result in cancellation of the grant concession.

13.2. Failure to meet the conditions set out in this Notice will lead to disqualification at any time.

13.3. This Notice may undergo any changes, updates, additions or revocation, until the measure or event relevant to it is accomplished.

13.4. Direct communication with the candidate will be held through USP's institutional e-mail: [bolsainovacao@usp.br](mailto:bolsainovacao@usp.br).

13.5. It is the candidate's responsibility to keep his/her address (including electronic) and phone updated on the Jupiter Web system through the Unit's Student Section, in order to enable the necessary contacts.

13.6. It is the student's responsibility to carry out all procedures for the issue of the residence permit in the country of the Host Institution, as well as bear any related costs.

13.7. Concerning the acceptance of the Host Institution, it is the student's total responsibility to establish contacts for this purpose.

13.8. It is the student's responsibility to communicate/regularize with the Unit their academic situation, to request the generation of Mobility abroad, as well as the possible achievement of credits.

13.9. USP Innovation Agency is not responsible for any potential damage to the candidate arising from incorrect or outdated electronic address, as well as any other issues related to his/her personal email account that preclude effective communication.

13.10. It is the candidate's entire responsibility to track releases and other publications related to this selective process on USP Innovation Agency's site [www.inovacao.usp.br](http://www.inovacao.usp.br).

13.11. Information not found in this Notice must be requested exclusively through the email [bolsainovacao@usp.br](mailto:bolsainovacao@usp.br).

13.12. The selection process and the receipt of the grant are subject to USP's Code of Ethics, and its violation, either by provision of false information or by neglecting of the student in his/her activities abroad, will be verified and punished for commission created specifically for this purpose.

## APPENDIX - CHECK LIST

- 1. **Student** registers in the *Mundus* System, attaching:  
Mandatory:
  - Institution's Letter of Acceptance or
  - Statement of Indication for Exchange issued and duly signed by the USP Unit (if approved in the selection of the Unit) or
  - E-mail of acceptance
  - Activity Plan in Portuguese
  - Activity Plan in English  
Facultative (according to requirement of the Host Institution):
  - Proof of Proficiency
- 2. The Student's **Unit** sends to USP Innovation Agency, through *Mundus* System, the indication of the candidate.
- 3. **USP Innovation Agency** discloses the selected students in the site [www.inovacao.usp.br](http://www.inovacao.usp.br) and in *Mundus* System, and sends an e-mail to the approved students.
- 4. Approved **Student** confirms interest in the Scholarship via e-mail.
- 5. **USP Innovation Agency** sends e-mail with guidelines.
- 6. Approved **Student** requests to the International Section of the **Unit** the Mobility registration.
- 7. **USP Innovation Agency** generates Grant Term and sends link to the approved students.
- 8. **Student** sends the signed copies to **USP Innovation Agency**.
- 9. **USP Innovation Agency** sends the signed copy of the Grant Term to the student.
- 10. **Student** uploads the Grant Term on *Mundus* System.
- 11. **USP Innovation Agency** generates Declaration of Scholarship Concession for visa purposes
- 12. The student's **Unit** will pay the grant in a single instalment on the fifth business day of the month prior to the start of the Exchange, except for those starting in 2020, who must receive payment by the fifth business day of December 2019, provided that they present the complete documentation up to November 20, 2019.
- 13. The selected **student** must:
  - Participate in the Orientation Meeting at USP Innovation Agency in the first half of August
  - Make the arrangements for obtaining the visa
  - Acquire Health Insurance and Ticket
  - Verify with the Graduation Section on his/her status on the Jupiter Web System and validation of credits, if necessary
- 14. **Student** starts the Exchange.
- 15. **Student** completes the Exchange, requests the signature of the Declaration of Compliance of the Project/Activity Plan by the Host Institution, attaches it to the Activities Report (according to the model made available by USP Innovation Agency) and uploads it to the *Mundus* System within 30 days after the conclusion of the Exchange.<sup>8</sup>
- 16. **USP Innovation Agency** verifies the Accountability and:
  - Validates it, thus completing the process, or
  - Invalidates it and requests the return of the determined amount to the coffers of USP.