

Distribution of fellowships and determination of assessable applications by panel

PROCEDURE

Introduction

This document set outs the procedure for determining the number of applications that pass the remote assessment process and, therefore, are called to a final interview. Similarly, it describes the mechanics for determining the number of candidates to be interviewed by the same selection committee.

External determinants

Depending on the number of fellowships convened, the maximum duration of the final face-to-face assessment process is set in advance for each programme: one, two or a maximum of three days.

The duration of the process determines, in turn, the maximum number of candidates who can be interviewed by each committee for the same programme.

Determination of assessable applications

Once the screening process of candidacies submitted to a programme has finalised, and depending on the number of applications associated with the panels for each discipline, the fellowship programme office will virtually constitute the face-to-face assessment committees that will, subsequently, evaluate the applications that pass the remote assessment process.

The typical grouping:

Committee 1 (C1)	Humanities and Arts
Committee 2 (C2)	Social Sciences
Committee 3 (C3)	Health and Life Sciences
Committee 4 (C4)	Physical Sciences, Mathematics and Engineering

The duration of the face-to-face assessment process (number of days), as well as the number of committees constituted, shall be determined taking into account the figures from previous calls.

Each committee has different pre-associated assessment panels according to the criteria of affinity with the discipline. The Programme Office will group all applications from the various panels related to the same committee and calculate the resultant ratio for each committee.

INDUCED BALANCE OF DISCIPLINES

In several of its programmes, the "la Caixa" Foundation does not define the scope of the disciplines of eligible applications.

However, the institution especially promotes the training of professionals and investigators in the fields of Health and Life Sciences and Physical Sciences, Mathematics and Engineering. Therefore, a corrective procedure has been established that seeks to balance the distribution of grants under this corporate orientation.

The formula for distributing the fellowships convened by the various committees constituted is as follows:

1. Firstly, the ratio of the number of applications is calculated based on the groups

$(C1 + C2)$ and $(C3 + C4)$

2. If

$$(C1 + C2) \leq (C3 + C4)$$

The fellowships are assigned proportionally to each committee.

3. If

$$(C1 + C2) > (C3 + C4)$$

Then the percentage of each grouping is calculated:

$$P_{c1,c2} = \frac{(C1 + C2)}{(C1 + C2 + C3 + C4)} \times 100$$

$$P_{c3,c4} = \frac{(C3 + C4)}{(C1 + C2 + C3 + C4)} \times 100$$

If $P_{c1,c2} - P_{c3,c4} \leq 16$ then available fellowships are assigned equally (50% - 50%) between the two groups, and proportionally to each of the committees within them.

If $P_{c1,c2} - P_{c3,c4} > 16$, eight points are added to the $P_{c3,c4}$ value and another 8 are subtracted from the $P_{c1,c2}$ values, after which the fellowships available are assigned proportionally based on the new induced proportion.

DETERMINATION OF THE SIZE OF EACH COMMITTEE

Once the number of pre-assigned fellowships to each committee virtually constituted is determined, the size of each committee is determined using the following procedure:

1. The maximum number of candidates who can be interviewed is virtually assigned to each committee (based on the duration in days of sessions planned for interviews).
2. The smallest ratio of candidates interviewed per fellowship awarded is obtained, considering the maximum number of candidates who can be interviewed by each committee and the number of fellowships pre-assigned to each committee.
3. The committee with that minimum ratio is maintained as the standard.
4. Sizes are adjusted (number of interviewable candidates) from the remaining committees, so their respective ratios are balanced out with the committee with the minimum ratio.

DETERMINATION OF THE NUMBER OF ASSESSABLE APPLICATIONS

The following information is available after carrying out the procedure above:

- The number of committees that will conduct face-to-face assessment interviews.
- The number of applications connected to each of the various assessment panels; each linked, in turn, to a virtual committee for final face-to-face assessment ($C1 - C2 - C3 - C4$).
- The number of assessable applications (i.e., those who will be convened for an interview) for each committee.

The number of assessable applications, therefore, is determined by the procedure described above for each of the groupings of panels associated with a virtual committee for interviews.

Seventy percent of the candidates who passed the remote assessment process come from the proportional distribution of 70% of the openings (interviews) among the different panels related to one and the same committee.

Once this 70% of the openings is assigned, the remaining 30% is obtained by selecting the best applications with standardised scores (between all applications associated with the same committee) that have not been classified by the aforementioned direct path.