

**INSTITUTO DE MEDICINA MOLECULAR JOÃO LOBO ANTUNES**

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**Jury Meeting Minute**

**Reference of Fellowship IMM/BII/22-2024**

Instituto de Medicina Molecular João Lobo Antunes (iMM) opens a call for one research fellowship under the project “*iMM-care: Boosting Clinical Research for the Benefit of Society*” (iMM-CARE 101060102 – TEAMING) with the funding support from *European Union, through the Horizon Europe funding program*.

The ad was published at EURAXESS Portugal Portal on 4<sup>th</sup> of June 2024 and also disseminated in iMM website. The call was opened from 5<sup>th</sup> of June 2024 until 19<sup>th</sup> of June 2024 and during which the following applicant applied:

✓ Joana Carolina de Oliveira Coelho Serpa

On the 26<sup>th</sup> of June of 2024, the jury composed by Ana Santos Almeida (iMM), Inês Santos (FMUL) and Catarina Milho (iMM) met to analyze the application documents (motivation Letter, detailed CV, BSc degree certificate and contacts of 2 references).

***Work Plan and Goals:***

*We are looking for an MSc student in Clinical Nutrition to join our team and conduct nutritional interviews for a large study aimed at identifying microbiome biomarkers for colorectal cancer (CRC) risk assessment and early diagnosis. Your responsibilities will include conducting nutritional interviews (dietary recall and PREDIMED), writing and maintaining Standard Operating Protocols (SOPs), analysing nutritional results using SPSS and other statistical software, and integrating microbiome data with diet information. You will also be expected to actively contribute to the intellectual environment of the lab and institute by preparing and presenting scientific progress at seminars, conferences, and in peer-reviewed publications.*

*As an MSc student in Clinical Nutrition, your objectives will be to:*

- *Characterise the adherence to the Mediterranean diet among study participants;*
- *Relate adherence to the Mediterranean diet (and its constituents) to the incidence of CRC;*
- *Relate adherence to the Mediterranean diet (and its constituents) to the composition of the intestinal microbiota.*

***Candidate's Profile:***

- *BSc degree holder in Nutrition, or related disciplines;*
- *Proficiency in statistical analysis using SPSS software;*
- *Holder of the Clinical Investigator Certification;*
- *Proven experience conducting nutritional interviews/dietary recall by telephone;*
- *Strong organizational skills and attention to detail;*
- *Excellent written and oral communication skills in Portuguese.*

***Necessary Documents for Applications:*** - *Motivation Letter;* - *Detailed CV;* - *BSc degree certificate;* - *Contacts of 2 references. The non-compliance with these requirements determines the immediate rejection of the application.*

*In case the applicant does not have yet the required degree certificate, a declaration of honor stating the conclusion of the necessary qualifications for the purposes of this process will be accepted and must be sent by the end date of the call.*

***Selection Methods:*** *Curricular evaluation (60%) and Interview (40%).*

*1<sup>st</sup> phase: Curricular evaluation (40%) and Motivation Letter (20%);*

*2<sup>nd</sup> phase: Interview - 40%. Only candidates who score a minimum of 50% on the 1<sup>st</sup> phase will be interviewed. Only the top 3 candidates will be interviewed.*

### **Curricular Evaluation (60%)**

1. Curricular Evaluation (40%)

The Curriculum Analysis took in consideration the following criteria:

- BSc degree holder in Nutrition, or related disciplines (10)%;
- Proficiency in statistical analysis using SPSS software (10)%;
- Holder of the Clinical Investigator Certification (10)%;
- Proven experience conducting nutritional interviews/dietary recall by telephone (5)%;
- Strong organisational skills and attention to detail (5)%.

2. Motivation Letter (20%)

The Motivation Letter took in consideration the following criteria:

- Interest and motivation to perform the activities described (10)%;
- Written communication (10%).

### **Interview (40%)**

There was only 1 applicant to the position and they scored at least 50% in Phase 1, hence being selected for an interview. The applicant is identified below and the interview took place on 7<sup>th</sup> of July, 2024.

- Joana Carolina de Oliveira Coelho Serpa.

Based on the interview the jury evaluated the following:

- Adequacy of the profile towards the activity to be performed (15)%;
- Communication Skills (15)%;
- Interpersonal skills relevant for this position (10)%.

The analysis and discrimination of each candidate classification in the Second Phase and the total classification in both phases are presented in the table of Annex II attached to this minute.

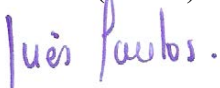
At this stage, the selected candidate is the one with the highest score.

**Lisbon, 26<sup>th</sup> of June, 2024**

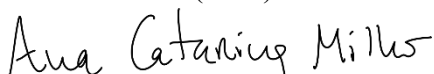
Ana Santos Almeida (iMM)



Inês Santos (FMUL)



Catarina Milho (iMM)



## ANNEX I - EVALUATION: Fellowship Reference IMM/BII/22-2024

Applicant	Curricular Evaluation (60%)							Total	Justification
	Curricular Evaluation (40%)					Motivation Letter (20%)			
	BSc degree holder in Nutrition, or related disciplines (10%)	Proficiency in statistical analysis using SPSS software (10%)	Holder of the Clinical Investigator Certification (10%)	Proven experience conducting nutritional interviews/dietary recall by telephone (5%)	Strong organisational skills and attention to detail (5%)	Interest and motivation to perform the activities described (10%)	Written communication (10%)		
<b>Joana Carolina de Oliveira Coelho Serpa</b>	10	8	10	5	4	8	10	55	The candidate has a BSc. in Nutrition, with experience in statistical analysis using the SPSS software. She is also a holder of the Clinical Investigator Certification. The CV of the candidate shows that their academic and scientific profiles are well suited for the role. Considering their Motivation letter, it shows their clear interest and drive to participate and develop the proposed activities. It is also noticeable their very good written communication skills.

Ana Santos Almeida (IMM)

*Ana Santos Almeida*

Inês Santos (FMUL)

*Inês Santos*

Catarina Milho (IMM)

*Ana Catarina Milho*

## ANNEX II - EVALUATION: Fellowship Reference IMM/BII/22-2024

Applicant	ANNEX I	Interview (40%)			Total Annex II	Justification	Total ANNEX I + ANNEX II	Ranking
		Adequacy of the profile towards the activity to be performed (15%)	Communication Skills (15%)	Interpersonal skills relevant for this position (10%)				
Joana Carolina de Oliveira Coelho Serpa	55	15	14	10	39	The candidate performed very well in their interview, confirming their relevant CV and suitability for this position.	94	1

Ana Santos Almeida (IMM)

*Ana Santos Almeida*

Inês Santos (FMUL)

*Inês Santos.*

Catarina Milho (IMM)

*Ana Catarina Milho*

## Declaração de inexistência de conflito de interesses (CDI)

Os membros do júri do Concurso para Atribuição de 1 (uma) Bolsa de Investigação, Ref.ª IMM/BII/22-2024, aberto ao abrigo do projeto “*iMM-care: Boosting Clinical Research for the Benefit of Society*”, vêm por este meio declarar que não se encontram em situação de conflito de interesses que os impeça de participar no respetivo processo de seleção e atribuição de bolsa.

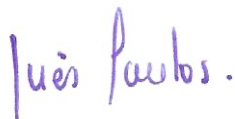
Declararam também manter a confidencialidade ao longo do processo de avaliação.

Lisboa, 26 de junho de 2024

Ana Santos Almeida [iMM]



Inês Santos [FMUL]



Catarina Milho [iMM]

