

Guide to Applying for an IFUdG2026 Grant

In this document you will find a breakdown of the information you need to be able to submit the application form correctly to the call for grants for the recruitment of research staff in training for 2026 at the UdG.

The reason for the preparation of this guide is to reduce the number of amendments, which may be detrimental to candidates, and at the same time to promote the acceleration of the processing of the call. The most common errors are highlighted.

You will be informed of the documentation required at each step, and who can provide it, if applicable.

In this document, inclusive and non-discriminatory language has been used on the basis of gender. Following the recommendations of the UdG Guide for an equal use of language, the generic masculine has been used – as an unmarked gender – when it has been considered that the clarity and intelligibility of the text so advised

The document consists of:

A. Details of the application procedure (with explanations, alerts and clarifications)

B. Checklist of documents and information that must be available to make the application

A. Details of the application procedure (with explanations, alerts and clarifications)

The deadline for receiving the signed and registered application ends on **July 27, 2026 at 2 p.m. (Girona local time)**.

Access the **UdG form**: <https://apps.udg.edu/RecercaIfUdG/>.

You can choose the language of submission of the application, according to what you feel most comfortable with, at the top right of the screen. **It is not valued differently to do so in one language or another.**

It is important to read the instructions on the presentation page carefully.

On all screens, at the bottom, there are two buttons "PREVIOUS" and "NEXT" that allow you to move forward or backward once the request has started. You should never go back with the browser.

In case of technical incidents or doubts during the completion of the application, please contact recerca@udg.edu.

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1. Identification

You have two options to identify yourself, and depending on the system you use, the application will be signed and registered automatically once it has been completed and sent.

- a) If it is accessed with a recognised electronic certificate ("VALID" option offered by the form), at the end of the application form, it **is signed and automatically registered**. Therefore, it is the recommended system because it simplifies management.

They are valid certificates, for example:

- the [IDCAT certificate](#)
- the certificate of the [National Mint and Stamp Factory](#),
- the electronic DNI with the chip activated and valid
- or with a concerted key system, such as [idcat-mobile](#),

It is important to bear in mind that the [idcat-mobile](#) can also be obtained by foreigners without residence in Spain, through [a video call](#). It is very quick to obtain in the case of people residing in Spain. In the case of residence outside Spain, it must be taken into account that it may take about two days to obtain it.

If you have an electronic signature, try to enter with the VALID. If it does not let you, it is because it is not recognized and you will have to use the other option or manage the request for a certificate from the above.

- b) If you **access with the other identification method** offered by the form, you must bear in mind that you must **sign the generated pdf document** (once the application form has been completed) and submit it following one of the ways detailed below, **always within the application period**, addressed to the OTRIT Research Section:
- i. Through the [UdG's electronic register](#) (recommended). For foreigners, or nationals, who are unable to have a recognised electronic certificate, it is accepted that the presentation is made by a third party who does have it on their behalf, provided that the document is signed with another electronic signature (for example created with ADOBE). In this case, the thesis supervisor will need to confirm the identity of the candidate.
 - ii. Through the Registration Assistance Office (OAMR) located in the Les Àligues Building, in accordance with the [timetables established in the Regulations on the organisation and operation of the Registry](#), if the candidate does not have a recognised electronic signature but can go there in person to submit the pdf generated by the UdG application form, signed by hand.

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- iii. At Spanish diplomatic representations or consular offices abroad, or at the places detailed in accordance with the provisions of Article 16.4 of [Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations](#), if the candidate does not have a recognised electronic signature but can go there in person to submit the pdf generated by the UdG application form, Signed in handwritten form.

In all cases, the receipt obtained must include a date and time of registration.

Example of a correct log:

```
Universitat de Girona
Registre Electrònic TEST
Número: E2024000169
Data: 03-05-2024 09:45:17
Registre d'entrada
```

2. Screen 1. Candidate details

- a. If you have studied at the UdG, you will see the data contained in the Transcript Management System, and you will be able to update them if they have changed.
- b. If you have not studied at the UdG, you will have to enter all the data except those you used on the previous screen, or those of the electronic certificate (if you have identified yourself that way).

It is important to verify the correctness of the email because it will be the one that will be used in communications with OTRIT going forward.

3. Screen 2. Doctoral programme

- a. You must select the doctoral programme you want to study.
- b. You must inform the title of the thesis proposal
- c. You must attach the documentation justifying that you have been pre-enrolled, admitted or enrolled in the doctoral program you have previously selected.

Everything is mandatory.

4. Screen 3. Funding

- a. If the grant will be co-financed by another company or entity with which you are in conversations, or with funds from a UdG research group that has agreed to do so, indicate YES, and attach the documentation that justifies it (according to the model that you will find in the news of the opening of the call where this guide is located).
If the co-financing must come from a town council, contact the OTRIT (predoctoral.grants@udg.edu) beforehand.
- b. If this is not the case, indicate NO.

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5. Screen 4. Modality 1

- If you have an accredited disability equal to or greater than 33%, indicate YES, and attach the supporting document
- If this is not the case, indicate NO.

6. Screen 6. Qualification

Choose which of the paths we propose to access the doctorate.

You have to choose one and it gives you 4 options:

- Bachelor's degree + master's degree that add up to at least 300 ECTS at completion (this is the most common option). The master's degree may not yet be completed at the time of submitting the application. **It must be mandatory at the time of acceptance of the grant.**
- There are degrees that are organized as first cycle + second cycle (currently uncommon).
- Some degrees are organised as a first cycle + ECTS master's degree (currently uncommon)
- There are degrees that directly have a duration equivalent to 300 ECTS and allow access to the doctorate with this single degree. They are usually degrees of 5 or more years (bachelor's degrees, engineering degrees, or architecture)

7. Screen 7. Bachelor's, diploma, architecture or engineering

(directs you to this screen if you have taken it at the UdG, but directly to the next one)

- If you have studied at the UdG, it will show you the studies you have completed there, and you will have to select one. If you have more than one, you must choose the one that is most related to the doctoral program you want to do.
- If you have another degree taken at another university and it is the one you want to use, you will have to select the option to enter it manually

8. Screen 8. Details of the bachelor's degree, diploma, architecture or engineering

- If you have selected one from the UdG, it will show you the data and you can continue to the next screen, if everything is correct. If what you see is not correct, you can contact us to clarify it (we will consult the Academic and Student Management Service) or go back and enter the data manually.
- If you have chosen to enter it manually on the previous screen, it will ask you for your details and you will have to attach the documentation indicated.
Again, if you have more than one, you must choose the one that is most related to the doctoral program you want to do.

If you have studied abroad, the average grade must be the one converted into the Spanish system through the "declaration of equivalence".

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The required documentation is:

- (i) A certificate of grades (in Catalan, Spanish or English), if you have not studied at the UdG. It **is advisable to check that it includes:**
- Grades obtained and average grade
 - The maximum and minimum grades within the evaluation system corresponding.
 - The minimum grade required to pass.
 - The date of completion of the studies.

- (ii) If you have completed your studies abroad, you will need the Declaration of Equivalence of Grades from the Ministry of Science, Innovation and Universities (MCIU).

To do so, you must access the following link.

https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia_notas_medias and to resolve doubts, detailed steps, etc. in [Equivalence of the Average Grade of studies carried out in foreign centers](#)

In the [FAQ document](#) that appears, you will find the link to start the document.

It is advisable to read the FAQ document carefully to avoid errors that may exclude the application from the selection process.

It is IMPORTANT that you consider the following:

- A. Select the **latest** publication of the equivalence tables that appears on the website, including the country that issued you the degree.
- B. From the tables that I show you from that country, you must choose the one that fits your university's way of evaluating. If in doubt, you can send an email to the MCIU at notamedia.uni@ciencia.gob.es so that they can solve it, or even to add your scale if it does not appear.

ATTENTION: it has been detected that some grade conversion tables, although the Ministry's application allows you to choose them, are not detailed in the published document where the details of the tables are collected. We therefore recommend entering the application and really looking at which ones appear in that country.

- C. In the event that none of the equivalence tables conform to your university's way of evaluating, the following information must be sent **as a matter of urgency** to the email detailed in point B above:

- 1) Certificate of grades issued by your university stating:

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- The grades obtained.
- Information on the maximum and minimum grades of the evaluation system.
- The minimum grade to pass.
- The date of completion of the studies.

If everything is not in the same document, they also admit it in several documents.

- 2) A document issued by your university (they accept emails) detailing the percentage of students who have obtained each grade, referring to the last two years in which this degree has been taken.

We recommend keeping these communications in case a response is not obtained within the deadline established in the call, including the deadline for amendments.

- B. Once you have the equivalence table, you must transfer to the document **exactly** the grades and credits that appear on your certificate, checking that there are no errors, even with decimals. The process is slow, and cumbersome in case it needs to be corrected, so **it is recommended to do it slowly to avoid having to repeat everything.**

The average grade that the document informs you, once finished, is the one you have to add on that same screen.

You have to sign (and date if you do it manually) the document generated by you and upload it on this same screen no. 8, in the second document.

- (iii) With reference to the **average grade of the promotion** that your university can provide you with (calculated taking into account the average grades of all students who have completed their studies in the same year as you), if you have one, you must attach the certificate informing you of the average grade of your class. If we do not have it, we will take the average grade of the degree at the UdG that is closest to yours. It is not necessary to provide any documentation if the studies are carried out at the UdG.

9. Screen 9. Master's degree

(directs you to this screen if you have taken it at the UdG, but directly to the next one)

If you need to have completed a master's degree to access the doctorate (in accordance with what you have reported on screen 6), you must select:

- a. The master's degree they will offer you, if you have taken any of them at the UdG
- b. The option of reporting it manually, if you have done so outside the UdG

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Again, if you have more than one, you must report the one that has the most affinity with the selected doctoral program.

If you have chosen the fourth option on screen 6, in which you do not need a master's degree to access the doctorate, this screen will no longer appear to you.

10. Screen 10. Details of the master's degree

- a. If you have selected one of the UdG on the previous screen, it will show you the data that appears and you must complete them with the additional information it requires. If the master's degree is not completed, **it must be completed at the time of acceptance of the grant.**
- b. If you have chosen to enter it manually, it will ask you for your details and you will have to attach the documentation indicated. This point is exactly the same as that of the [screen 8, section b.](#)

11. Screen 11. Thesis supervision

On this screen, the thesis supervisor must be identified.

If you are from the UdG, it is important that you confirm the **correction of your ID** card because the data of your research activity will be automatically used later.

12. Screen 12. Details of the thesis supervisor

- a. If you had reported that he was from the UdG, his details appear and it is advisable to confirm that the name and surname are correct; if this is not the case, it is because the DNI informed is not correct.
- b. If you had informed that it was not from the UdG, you will have to enter all the data requested.

Remember that the thesis supervisor, or the co-supervisor, one or the other, must meet ALL the requirements established in the Regulatory Bases (point 3.3) and the call (if applicable) and that they can only appear in one application. Confirm with them.

13. Screen 13. Project/agreement of the thesis supervisor

- a. If you had informed that the thesis supervisor was from the UdG, you will see the data of all his or her current research activity at the UdG (also if it is extended), which is part of the GERIÓ (Research Management programme of the UdG).
 - I. You can select **the one that meets the requirements of the call.** The fact that it shows a project or agreement **does not imply that it is valid.** You must confirm this with the thesis supervisor and with point 3.3.2 of the [Regulatory Bases.](#)
 - II. Or indicate that you want to enter a new one if it doesn't appear. It is recommended that, if you have time, the thesis supervisor contacts recerca@udg.edu and provides the information they want to use so that they can enter the GERIÓ so that you can select it.

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If it does not, on the next screen you will have to fill it in manually and add the document justifying this participation.

- b. If you had reported that you were not from the UdG, you will no longer be shown this screen because your data will not be evaluated for non-compliance with requirements.

14. Screen 14. Project/agreement of the thesis supervisor (manual entry)

If on screen 13 you have selected that you want to enter it manually, here you can inform it and attach the corresponding documentation. **All fields are mandatory.**

It is important that you confirm the **correction of the IP ID** because their data will be used, automatically, later.

15. Screen 15. Research group of the IP of the project/agreement of the thesis supervisor

As the PI, in all cases, must be from the UdG because it is a requirement of the call, it shows you the groups in which it participates and you have to select which of them it presents itself with in this call, if exceptionally it participates in more than one.

16. Screens 16 to 20. Co-supervision of the thesis and details of the co-supervisor

The same applies to these screens as for the thesis supervisor ([screens 11 to 15 of this document](#)).

18. Screen 21. Other merits to be evaluated

If you have other merits, those established in the regulatory bases Point 1.2 of the Annex to the rules), which will be evaluated, you must accredit them here.

- **Extraordinary prizes:** only prizes that refer to having obtained the **best final average grade of all the students with whom you finished your promotion are valid**. The best grade of a semester, a subject, a project, etc., is not valid.
- **Stays or internships abroad:** only stays or internships abroad managed by the university are valid.

If you have completed any of the studies with which you apply for this call in a country other than that of your nationality, this merit is considered ex officio and you do not need to inform or attach anything.

19. Screen 22. Additional documentation

You must attach:

- a. Your CV according to the model that we offer you in the same news item on the UdG website where this guide is posted.
- b. A brief report of the project that may be the same as the one you presented to the Doctoral School.

Both documents are mandatory and must be submitted in pdf format.

Oficina Tècnica de Recerca i Transferència (OTRiT) – Secció d'Ajuts a la Recerca

Parc de Recerca i Innovació - Edifici Jaume Casademont - Pic de Peguera, 15 (La Creueta) - 17003 Girona

recerca@udg.edu

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20.Screen 23. Declaration of other predoctoral contracts

You must inform if you have enjoyed, or are enjoying, any predoctoral contract, whether in charge of a grant or not.

If so, you must detail them and also the durations.

21.Screen 24. Authorisations

To speed up the procedures and avoid having to submit more documentation if the grant is awarded, two authorisations and a declaration are displayed. If the answer is negative, you will be required to provide more documentation later.

They refer to:

- Be up to date with the payment of taxes and social security, if you have Spanish residence.
- Check your DNI or NIE, and the official degrees obtained if you have done so in Spain.
- Not have any debt with the State or the Generalitat de Catalunya due to the reimbursement of subsidies. If this is not the case, you cannot apply for this call.

On this same screen you also authorise that, at the end of the application period, we pass your application to your thesis supervisor, and co-supervisor if applicable, and to the heads of the research group so that they give their approval.

In this way, it is not necessary for all of them to sign your application, and therefore the process is speeded up.

It is therefore essential that all these people are informed and agree with your request because if they do not give their approval, your request **would be automatically excluded.**

22.Screen 25. Validation of information

A summary of everything you have indicated in the application is presented.

You must check the correctness of all the information detailed in it in case at any time the connection has failed, and the data has not been correctly saved

If you detect any error, you can go back, using the "PREVIOUS" button, to the corresponding screen, where you can correct it.

When you do "NEXT" on the screen where you enter the changes, they are saved.

You will have to validate the veracity of the data in the header and SEND.

23.Validated form

The application will only be considered validly formalised if, once all the screens have been entered and the documentation has been uploaded, proof of registration is obtained.

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Once you have done the SEND on the previous screen, two things can happen (depending on how you have identified yourself at the beginning of the form):

- If you have identified yourself with an electronic certificate – VALID option – by sending this form, you will automatically generate a receipt of the application with the date and time of registration incorporated. You will receive a message that says, **"REGISTERED FORM"**.

YOU'RE DONE!

- If you have identified yourself with DNI/Passport and date of birth, as we have also detailed in [point 1](#) of this document, you will receive a **"VALIDATED FORM" message**. You will now need to submit the generated pdf to the UdG's electronic register using one of the following methods:

- a) At the [Registration Assistance Office \(OAMR\)](#).

This case will mainly be applicable if you are a foreigner without the possibility of obtaining a valid electronic certificate, or if you have Spanish nationality without the possibility of accessing electronic means. Therefore, the signature will be handwritten, and you will have to appear in person with the handwritten signed document so that they can present it.

- b) Through the [UdG's electronic register](#).

In this case, you will need to have a recognised electronic signature, or if you are a foreigner and do not have a recognised electronic signature, a third party may submit the document and the pdf of the application must be electronically signed by you, even if it is with a non-recognised signature. In this case, exceptionally, it can be submitted with a signature created, for example, with ADOBE or an electronic signature issued by a non-certified entity (if you need help creating it, you can ask us for instructions at predoctoralgrants@udg.edu). In this case, your thesis supervisor will have to confirm your identity.

- c) At the positions mentioned in article 9.1.b) of the call, by submitting the pdf generated by the UdG application form, signed by hand by the candidate.

In any case, only applications validated electronically on the UdG form, and duly signed by registration, will be valid (if you have done it with the VALID, the signature is not visible, but the metadata is there and everything is automatic).

Example of a correct log:

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Universitat de Girona
Registre Electrònic TEST
Número: E2024000169
Data: 03-05-2024 09:45:17
Registre d'entrada

ATTENTION: If you had already completed and validated an application previously, until you obtained the final pdf, and you want to modify any data, you can recover it by entering it again.

Once the information has been modified, you must continue validating all the screens until the generation of the new pdf. If you do not do so, the changes are not considered submitted because they will not be electronically validated or signed. You will have to revalidate and register it for it to be correct.

It is IMPORTANT at this point that you bear in mind that, in the event of granting the grant, the Human Resources Service will require you to have a valid electronic signature to sign the contract.

24. Processing of the application

Once the deadline for submitting applications has ended, all applicants, and their thesis supervisors, who have submitted an application for registration, will receive an email from the OTRIT Research Grants Section with information on the processing of applications and the entire procedure.

If you have not received it within a week, it is recommended that you contact us in case your email has not been correctly informed in the request.

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Checklist of candidates IFUdG2026 call	
Special Action: If you have co-funding from a company/entity or a research group of the UdG, you must prove the commitment to co-financing , following the established model. If the co-financing is a city council or a provincial council, contact the OTRIT (predoctoralgrants@udg.edu) because there are some specificities that must be taken into account.	
Modality 1. If you are a person with a recognised disability equal to or greater than 33%, you must prove it with the document that justifies it .	
Bachelor's degree, bachelor's degree, engineering or architecture studies	
If you have not studied at the UdG	
Full Grade Certificate	
If you have one, the average grade of your promotion	
Also, if you have studied abroad	
Declaration of equivalences, signed	
Master's degree studies	
If you have not studied at the UdG	
Full Grade Certificate	
If you have one, the average grade of your promotion	
Also, if you have studied abroad	
Declaration of equivalences, signed	
Thesis supervision	
If the thesis supervisor is from the UdG	
ID card of the thesis supervisor	
Reference of the project of the thesis supervisor entered in the GERIÓ, to select it	
Information and accreditation of the project of the thesis supervisor if he/she is not registered in the GERIÓ, to inform it and attach it as documentation.	
If the thesis supervisor is NOT from the UdG (it will not be evaluated)	
Personal data	
If you are a co-supervisor of the thesis, and is from the UdG	
ID of the thesis co-supervisor	
Reference of the project of the thesis co-supervisor entered the GERIÓ, to select it	

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information and accreditation of the project of the thesis supervisor if he or she is not registered in the GERIÓ, to inform it and attach it as documentation.	
If the thesis co-supervisor is NOT from the UdG (it will not be assessed)	
Personal data	
Other merits	
Accreditation of the extraordinary prize, if available	
Accreditation of stays or internships abroad, managed by the university, if available	
Additional documentation	
CV	
Brief report of the project	
If you have had other predoctoral contracts	
What are the start and end dates of the same, if applicable.	
Registration of the application Deadline: 27 July (at 2pm local time Girona)	
If you have logged in with VALID	
You don't need to do anything else because you get a receipt with a registration date and time (the signature is not visible)	
If you have entered with your ID and date of birth, you must sign the generated pdf and submit it electronically	
If you can sign it electronically : - If the certificate you have is recognized, you should have entered with the VALID. - If the certificate you have is not recognised, sign the pdf and have a third party present it to you via electronic register.	
If you can only sign it by hand : - Present it in person at the Registration Assistance Office (OAMR) of the UdG. - Present it at one of the places indicated in point 9.1 of the call.	