

Guide to applying for IFUdG2025 grants

In this document you will find a detail of the information you must have in order to submit the application form correctly in the call for grants for the hiring of research staff in training 2025 of the UdG.

The reason for preparing this guide is to reduce the number of amendments, which can be detrimental to candidates, while also speeding up the call for applications. The most common errors are highlighted.

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

In this document, inclusive and gender-neutral language has been used. Following the recommendations of the UdG Guide for Equal Use of Language, the generic masculine—as the unmarked gender—has been used when the clarity and intelligibility of the text so warranted.

The document consists of:

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

B. Checklist of documents and information that are necessary to complete the application

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

The deadline for receiving the signed and registered application is **May 28, 2025, at 2:00 p.m. (Girona local time)**.

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

You can choose the language you're most comfortable submitting your application in, depending on your comfort level, in the upper right corner of the screen. **There's no difference in whether you submit your application in one language or another.**

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

On every screen, at the bottom, there are two buttons, "BACK" and "CONTINUE," that allow you to move forward or back once you've started the application. You should never use the browser to scroll back.

1. Identification

You have two options for identifying yourself, and depending on the system you use, the application will be automatically signed and recorded once it's completed and submitted.

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- a) If you access with a recognized electronic certificate (the "VALID" option offered on the form), the application **is automatically signed and registered upon completion**. Therefore, it is the recommended system because it simplifies processing.

Valid certificates include, for example:

- the certificate [idcat](#),
- the certificate of the [National Mint and Stamp Factory](#),
- or with a system of agreed key, such as idcat [- mobile](#),

It is important to note that the idcat [- mobile](#) can also be obtained by foreigners without residence in Spain, [through video call](#), and it is very fast to get.

If you have an electronic signature, try entering VALID. If it doesn't let you, it's because it's not recognized and you'll have to use the other option or request one of the above certificates.

- b) If you access with the other identification method offered by the form, it must be taken into account that the candidate **must sign the** generated PDF document (once the application form has been completed) and submit it using one of the following methods, **always within the application period**, addressed to the OITT Research Section:
- i. Through the [UdG electronic registry](#) (recommended). For foreigners or nationals who do not have a recognized electronic certificate, submission by a third party who does is acceptable, provided the document is signed by you with another electronic signature (for example, one created with Adobe). In this case, the thesis supervisor must confirm the candidate's identity.
 - ii. Through the Registry Assistance Office (OAMR) located in the Las Águilas Building, in accordance with the [schedules established in the Registry's Organization and Operation Regulations](#), if the candidate does not have a recognized electronic signature but can go in person to submit the PDF generated by the application form which must be signed in handwritten form.
 - iii. In the diplomatic representations or consular offices of Spain abroad, or in the places detailed in accordance with the provisions of [article 16.4 of Law 39/2015, of October 1, on the common administrative procedure of public administrations](#), if the candidate does not have a recognized electronic signature but is UdG, signed by hand.

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

2. Screen 1. Applicant details

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- a. If you studied at the UdG, your information will appear in the Records Management System, and you can update it if it has changed.
- b. If you have not studied at the UdG, you will have to enter all the information except the information you used on the previous screen, or the information on the electronic certificate (if you identified yourself as such).

It is important to verify the correctness of your email address because it will be the one you will use from now on for communications with the OITT.

3. Screen 2. Doctoral Programme

- a. You have to select the doctoral programme you want to pursue.
- b. You must inform the title of the thesis proposal
- c. You must attach supporting documentation proving that you have been pre-registered or accepted into the doctoral program you have previously selected.

Everything is mandatory.

4. Screen 3. Funding

- a. If the grant would be co-financed by another company or entity with which you are in talks, or with funds from a UdG research Group that has agreed to do so, indicate YES, and attach the supporting documentation.

If co-financing is required from a city council or a county council, please contact the OITT (predoctoralgrants@udg.edu) first.

- b. If this is not the case, please indicate NO.

5. Screen 4. Modality 1

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

6. Screen 5. Modality 6

- a. If your thesis is co-supervised by the University of Perpignan - Via Domitia (UPVD), please indicate YES. You will need this person's information to enter it later. It is necessary to attach a document signed by the UPVD in accordance with the established model.
- c. If this is not the case, please indicate NO.

7. Screen 6. Qualification

Choose which of the following pathways will allow you to access the doctorate. You must choose one and it gives 4 options:

- a) Through a bachelor's degree and master's degree (this is the most common option). The master's degree may not be completed yet. **It must be completed at the time of accepting the grant.**
- b) There are degrees that are organized as a first cycle + second cycle (currently this is unusual).

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- c) Some degrees are organized as a first cycle + ECTS master's degree (currently uncommon)
- d) There are degrees that are equivalent to 300 ECTS credits and allow access to a doctorate with this single qualification. These are typically 5 or more years (bachelor's degrees, advanced engineering degrees, or architecture).

8. Screen 7. Bachelor's degree, pre.EHEA degree, diploma, architecture, engineering

- a. If you studied at the UdG, it will show you the degrees you've completed, and you'll have to select one. If you have more than one, you should choose the one that best matches the doctoral program you want to pursue.
- b. If you have not studied at the UdG, or you have another degree from another university and that is the one you want to use, you will have to select the option to enter manually.

9. Screen 8. Data of the Bachelor's degree, pre.EHEA degree, diploma, architecture, engineering

- a. If you selected a UdG, the information will be displayed, and you can continue to the next screen if everything is correct. If what you see is incorrect, you can contact us for clarification (we will contact the Academic and Student Management Service), or you can go back and enter the information manually.
- b. If you have chosen to enter it manually on the previous screen, it will ask you for the data and you must attach the indicated documentation.
Again, if you have more than one, you need to choose the one that best suits the doctoral program you want to pursue.

If you studied abroad, your average grade must be converted to the Spanish system through a “declaración de equivalencia”.

Only if you submitted an application to the IFUdG2024, FI2025 or FI_SDUR2024 calls, and it was accepted for processing because everything was correct, you can skip attaching the documentation, unless you want to update it.

The required documentation is:

- (i) A transcript (in Catalan, Spanish, or English), if you did not study at the University of Girona. **It's a good idea to check that it includes:**
 - The grades obtained.
 - Information on the maximum and minimum grades of the evaluation system.
 - The minimum passing grade.
 - The date of completion of studies.

- (ii) If you completed your studies abroad, you will need a declaration of equivalence of grades (“declaración de equivalencia”) from the Ministry of Science, Innovation and Universities (MCIU).

To do so, you must access the following link:

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https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia_notas_m edias/language/en

The link to launch the document will appear in the FAQ document that appears.

It is advisable to read the FAQ document carefully to avoid errors that could exclude your application from the selection process:

It is IMPORTANT to note the following:

- A. That you select the **last** publication of the equivalence tables that appear on the website, including the country that issued your degree.
- B. From the tables shown for this country, you must choose the one that best fits your university's evaluation method. If you have any questions, you can email the MCIU at notamedia.uni@universidades.gob.es for a solution, or even to add your own scale.

ATTENTION: It has been detected that some grade conversion tables, although they can be selected in the Ministry's application, are not detailed in the published document detailing the tables. We therefore recommend accessing the application and checking which ones are actually listed for that country.

- C. In case none of the equivalence tables fits the evaluation method of your university, it is necessary to send the following information **as soon as possible to the email** detailed in point B above:
 - 1) Transcript of grades issued by your university stating:
 - The grades obtained.
 - Information on the maximum and minimum grades of the evaluation system.
 - The minimum passing grade.
 - The date of completion of studies.

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

- 2) A document issued by your university (emails are accepted) detailing the percentage of students who obtained each grade, e, for the last two years of completing this degree.

We recommend retaining these communications in case you don't receive a response within the deadline established in the call, including the amendment period.

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- B. Once you have the equivalency table, you must transfer the **exact** grades and credits that appear on your certificate to the document, checking that there are no errors, even with the decimals. The process is slow and cumbersome if it needs to be amended, so **it's recommended to do it gradually to avoid having to repeat everything**.

ATTENTION to special cases that you may encounter:

- If the academic record only includes grades, without credits, the credits field must be left blank in the equivalence declaration.
- If the academic record includes subjects without a grade but with credits, these will be noted in the equivalence declaration and the grade field will be left blank.

The average grade that the document tells you, once completed, is what you should add on this same screen.

You must sign (and date if you do it manually) the document generated and upload it to this same screen number 8, in the second document.

- (iii) In reference to the **average mark of the promotion** that your university can provide you with (calculated taking into account the average marks of all the students who have finished their studies in the same year as you), if you have it, you must attach the certificate where they inform you what the average mark of your promotion is. If you do not have it, we will take the average mark of the UdG degree most similar to yours. It is not necessary to provide any documentation if the studies are carried out at the UdG.

10. Screen 9. Master's degree

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

- a. The master's degree that will be offered to you, if you have completed one at the UdG
- b. The option to inform him manually, if you have kicked him out of the UdG

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

If on screen 6 you chose the fourth option, in which a master's degree is not required to access the doctorate, this screen will no longer appear.

11. Screen 10. Data Master's degree

- a. If you selected a UdG program on the previous screen, the information will be displayed, and you must complete it with the additional information required. If the master's degree is not completed, **must be completed at the time of acceptance of the aid**.

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- b. If you've chosen to enter it manually, you'll be asked for your details, and you'll need to attach the required documentation. This step is exactly the same as on [screen 8, section b.](#)

12. Screen 11. Direction of thesis

On this screen you must identify your thesis director.

If it is from the UdG, it is important that you confirm the **correctness of the DNI** because his research activity data will be used automatically later.

13. Screen 12. Details of the thesis director

- a. If you reported that he was from the UdG, his information will appear, and it's a good idea to confirm that his first and last name are correct. If not, the ID number you provided is incorrect.
- b. If you had indicated that he was not from the UdG, you will have to enter all the requested information.

Remember that either the thesis supervisor or co-supervisor must meet ALL the requirements established in the call for proposals, and that **they can only appear in one application. Confirm it with them.**

14. Screen 13. Project/agreement of the thesis director

- a. If you had reported that the thesis supervisor was from the UdG, you will see the data on all of their current research activity from the UdG (also if it has been extended), which is entered in the GREC (UdG Research Management Programme).
 - 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 your thesis supervisor and with point 3.3.2 of the [Terms and conditions](#) of the call.
 - II. Or indicate that you want to enter a new one if it doesn't appear. If you have time, it's recommended that your thesis advisor contact recercaoit@udg.edu and provide the information you'd like to use to enter it in the GREC so you can select it.

If you don't, you'll need to fill it out manually on the next screen and add the supporting document for this participation.
- b. If you had reported that he was not from the UdG, this screen will no longer be displayed because his data will not be evaluated for non-compliance with requirements.

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

If you selected on screen 13 that you wanted to enter it manually, you can report it here and attach the corresponding documentation. **All fields are required.**

It is important that you confirm the **correctness of the PI's DNI** because your data will be used automatically later.

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16. Screen 15. Thesis direction – UdG research group of the PI of the project or agreement

Since 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 he participates and you must select which of them he are participating with in this call, if exceptionally he participates in more than one.

17. Screens 16 to 20. Co-direction of the thesis

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

In the case of grants under modality 6, the person from the University of Perpignan Via Domitia (UPVD) must be indicated on this screen, who will co-supervise the thesis.

18. Screen 21. Other merits to be evaluated

If you have other merits, other than those established in the regulatory bases, that will be evaluated, you must accredit them here.

- Special awards: Only awards that reflect the **highest grade among all students with whom you completed your class are valid**. The highest grade in a semester, a subject, or a project is not valid.
- Internships or placements abroad: Only internships or placements abroad managed by the university are valid. If you have completed any of the courses you are applying for in a country other than your own, this merit is automatically considered valid, and you do not need to provide any information or attachments.

19. Screen 22. Additional documentation

You must attach:

- a. Your resume, which can be in free format or in the model we offer you.
- b. A brief report on the project, which could be the same one you presented at the Doctoral School.

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

20. Screen 23. Declaration of other predoctoral contracts

You must report whether you have enjoyed, or are enjoying, any predoctoral contract, whether with or without assistance.

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

21. Screen 24. Authorizations

To expedite the process and avoid having to submit additional documentation if the grant is awarded, two authorizations and a declaration are shown. If the answer is no, you will be asked to submit additional documentation later.

They refer to:

- Be up to date with your taxes and social security payments, if you are a Spanish national.
- Check your DNI or NIE, and any official qualifications you obtained in Spain.

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- You must not have any debts with the Spanish government or the Generalitat de Catalunya for reimbursement of subsidies. If this is not the case, you cannot apply for this call.

On this same screen, you authorize us to forward your application to your thesis supervisor and co-supervisor, if applicable, and to the research group leaders for approval, once the application period has ended.

This way, it's not necessary for all of them to sign your application, which speeds up the process.

It is therefore essential that all of them are informed and also that they agree with your application, because if they do not give their approval, your application will 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 case, at any time, the connection has failed and the data has not been correctly saved.

If you find any errors, you can use the “BACK” button to navigate back to the corresponding screen, where you can correct them.

When you click “CONTINUE” on the screen where you make changes, they are saved.

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

23. Form registered or Form validated

The application will only be considered validly formalized if, once all the screens have been completed and the documentation uploaded, a registration receipt is obtained.

Once you have it, two things can happen (depending on how you identified yourself at the beginning):

- If you identified yourself with the VALID option, with an electronic certificate, a receipt will automatically be generated for your application, including the registration date and time. You will obtain a message of “**FORM REGISTERED**”

YOU'RE DONE!

- If you have identified yourself with your ID/Passport and date of birth, as detailed in [point 1](#) of this document, you will obtain a message of “**FORM VALIDATED**”. Now must submit the PDF generated when submitting the UdG electronic form by following one of the following methods:

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

This case will mainly apply if you are a foreigner without the possibility of obtaining a valid electronic certificate, or if you are a Spanish national without

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the possibility of accessing electronic means. Thus, the signature will be handwritten and you will have to go to the office with the handwritten signed document for them to present it.

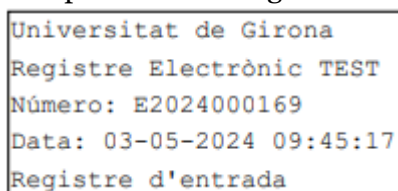
b) Through the [electronic registry of the UdG](#).

In this case, you will need a recognized electronic signature. If you are a foreigner and do not have one, a third party may submit the document. The application PDF must be electronically signed by you with an unrecognized signature. In this case, exceptionally, you may submit it with a signature created, for example, with Adobe or an electronic signature issued by an uncertified entity (if you need help creating one, you can ask us for instructions at predoctoralgrants@udg.edu). In that case, your thesis advisor must confirm your identity.

c) At the locations mentioned in article 9.1.b) of the call, by submitting the PDF generated by the UdG application form, handwritten by the candidate.

In any case, only applications validated electronically using the UdG form and duly signed by the registry will be valid (if you did so with VALID, the signature is not visible, but the metadata is there, and everything is automatic).

Example of correct registration:



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

ATTENTION: If you had previously completed and validated an application, up until the final PDF was obtained, and you want to modify any information, you can recover it by logging back in.

Once the information has been modified, you must continue validating all screens until the new PDF is generated. If you don't do this, the changes won't be considered submitted because they haven't been electronically validated or signed. You'll need to validate and register it again to ensure it's correct.

It is IMPORTANT at this point to keep in mind that, if the grant is awarded, the Human Resources Department will require you a valid electronic signature to sign the contract.

24. Processing the application

Once the application period has ended, all applicants and thesis supervisors who have submitted a registered application will receive an email from the OITT Research Grants Section with information on the application process and the entire procedure.

If you haven't received it within a week, we recommend that you contact us in case your email address was not entered correctly in the application.

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Candidate checklist for IFUdG202 call 5	
Special Action: If you have co-financing from a company/entity or a Research Group of the UdG, you must provide proof of co-financing commitment . If the co-financing provider is a city council or a county council, please contact the OITT (predoctoralgrants@udg.edu) because there are specific requirements to consider.	
Modality 1. If you are a person with a recognized disability equal to or greater than 33%, you must prove it with the document that justifies it .	
Modality 6. If the thesis is co-supervised by a researcher from the Université de Perpignan Via Domitia (UPVD), you will need to indicate this and attach the corresponding form .	
Bachelor's degree, pre.EHEA degree, diploma, architecture, engineering	
If you have not completed your studies at the UdG	
Complete transcript of grades	
If you have it, the average grade of your promotion	
Also, if you have studied abroad	
Declaration of equivalences, signed	
Master's degree	
If you have not completed your studies at the UdG	
Complete transcript of grades	
If you have it, the average grade of your promotion	
Also, if you have studied abroad	
Declaration of equivalences, signed	
Thesis direction	
If the thesis director is from the UdG	
ID of the thesis director	
Reference of the thesis director's project entered in GREC, for selection	
information and accreditation of the thesis director's project if it is not entered in GREC, to report it and attach it as documentation.	
If the thesis director is NOT from the UdG (it will not be evaluated)	
Personal data	
If you have a thesis co-director, and he or she is from the UdG	
ID of the thesis co-director In the case of grants under modality 6, a co-director from the UPVD must be notified.	

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Reference of the thesis co-director's project entered in GREC, for selection	
information and accreditation of the thesis director's project if it is not entered in GREC, to report it and attach it as documentation.	
If the thesis co-director is NOT from the UdG (it will not be evaluated)	
Personal data	
Other merits	
Accreditation of the extraordinary award, if available	
Accreditation of stays or internships abroad, managed by the university, if available	
Additional documentation	
CV	
Brief project report	
If you have had other predoctoral contracts	
What are the start and end dates, if applicable	
Application registration Deadline: May 28, 2025 (at 2 p.m. local time in Girona)	
If you have entered with the VALID	
You don't need to do anything else because you get a receipt with the date and time of registration (the signature is not visible)	
If you have entered with ID and date of birth, you must sign the generated PDF and submit it by electronic registry	
If you can sign it electronically : - If your certificate is recognized, you should have entered with the VALID. - If your certificate is not recognized, sign the PDF and have a third party present it electronically.	
If you can only sign it by hand : - Submit it in person at the UdG Registration Assistance Office (OAMR). - Submit it at one of the locations indicated in section 9.3 of the call for applications.	