

Guidelines for submitting an application for IFUdG2023 support

In this document you will find details of the information you must have in order to submit the application form correctly to the 2023 call for applications for grants for the recruitment of research staff in training.

The purpose of this guide is to reduce the number of corrections, which can be detrimental to candidates, and to speed up the processing of the call for applications. We also highlight the most common errors.

Information is provided on the documentation required at each step, and who can provide it, if applicable.

In this document we have used inclusive language that does not discriminate on the basis of gender. Following the recommendations of the "UdG Guide for an egalitarian use of language", the generic masculine has been used - as unmarked gender - when it has been considered that the clarity of the text made it advisable.

The document consists of:

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

B. Check-list of documents and information that must be available in order to make the application.

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

You can access the grants website of Banco Santander, which collaborates in the financing of these grants, where you must select the IFUdG2023 call for applications.

<http://app.becas-santander.com/program/ifudg2023-call-for-researchers-in-training-university-of-girona>

The information provided by the UdG is in English as only one language was allowed.

1. You must fill in the basic data that you will be asked for.
2. Once completed, you will receive a confirmation email from Banco Santander which will indicate the link to access the UdG application form. You can also access through the Santander website (once inside the call) in the general information section.

It is essential that the UdG form, which is much more complete, is also filled out and submitted by registration, within the same application deadline, in order for the application to be considered formalized.

Guidelines for submitting an application for IFUdG2023 support

3. You can choose the language of presentation according to the one you feel most comfortable with, at the top right hand side of the screen. It is not valued differently to do it in one language or another.

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

On all the screens, at the bottom, there are two buttons, "NEXT" and "PREVIOUS", which allow you to move forward and backward once you have started the application. Under no circumstances should you go back with the browser.

5. **NEW:** You have two options to identify yourself, and depending on the system you use, the application will be automatically signed and registered once completed and submitted.

- a. If you access through VALID (recommended), **when you validate the application form it will be automatically signed and registered.** This can be done if you are UdG staff or you have:
 - A recognized electronic certificate, such as the [idcat](#) certificate.
 - The certificate of the [Fábrica Nacional de Moneda y Timbre](#).
 - Or an agreed key system, such as the [idcat-mobile](#) (the latter can also be obtained by foreigners without residence in the Spanish state, via [video call](#) but will require a Spanish cell phone to receive the codes).
- b. If accessing with DNI, NIE or passport and date of birth, the candidate will have to sign the generated pdf document (once the application form has been validated) and submit it through the UdG electronic registry. This last step can be done by a third person on behalf of the candidate.

If this is not possible, you can also submit it:

- Through the Registration Assistance Office (OAMR) located in the Edifici les Àligues according to [the schedules established in the Regulations of organization and operation of the Registry](#).
- To the diplomatic representations or consular offices of Spain abroad, or to the places detailed in accordance with the established in Article 16.4 of Law 39/2015, of October 1, of common administrative procedure of public administrations.

If you opt for this system pay attention that the identification data are correct because to recover later the draft of the application, already started, it will be essential.

In any case, only electronically validated applications will be valid and from which a signed receipt submitted by the registry is obtained.

6. Screen 1. Applicant details

- a. If you have studied at the UdG, you will see the data we have in the File Management System, and you can update them if they have changed.

Guidelines for submitting an application for IFUdG2023 support

- b. If you have not studied at the UdG, you will have to enter all the data, except the ones you have used in the previous screen, or those of the electronic certificate (if you have identified yourself as such).

It is important to check the correctness of the e-mail address because it will be the one to be used in future communications with the OITT.

7. Screen 2. Doctoral programme

- a. You must select the doctoral programme you want to study.
- b. You must enter the title of the thesis proposal.
- c. You must attach the supporting documentation proving that you are pre-registered or accepted in the doctoral programme you have previously selected.

All of this is compulsory.

8. Screen 3. Funding

- a. If the grant would be co-financed by another entity or company, or with funds from the research group, indicate YES, and attach the documentation that justifies it.
- b. If this is not the case, indicate NO.

9. Screen 4. Modality 1

- a. If you have an accredited disability equal to or greater than 33%, indicate YES, and attach the documentation that justifies it.
- b. If this is not the case, indicate NO.

10. Screen 5. Modality 2

- a. If your thesis supervisor is an ICREA senior contract holder, Ramón y Cajal, Junior Leader Retaining or similar, from grants awarded to the UdG in 2020 or 2021, and has not yet benefited from a grant of this modality in the UdG, IFUdG or POSTDOC_UdG grant calls, indicate YES.
- b. If this is not the case, indicate NO.

11. Screen 6. Qualification

Select by which of the proposed ways you can access to the doctorate.

You must choose one of them.

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

- a. If you have studied at the UdG, it will show you the studies you have completed and you will be able to select one. If you have more than one, the one with the highest average mark is recommended.
- b. If you have not studied at the UdG, or you have another degree obtained at another university, and this is the one you want to use, you will have to select the option to enter it manually.

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

Guidelines for submitting an application for IFUdG2023 support

- a. If you have selected one from the UdG, it will show you the data in the database and you can continue with 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 Doctoral School), or you can go back and enter the data manually.
- b. If you have chosen to enter it manually on the previous screen, you will be asked for the data and you will also have to attach the documentation indicated.
If you have studied abroad, the average mark will have to be converted to the Spanish system.

Only in case you submitted an application to the IFUdG2022, FI2023 or FI_SDUR2022, and it was accepted because everything was correct, you can skip attaching the documentation, unless you want to update it.

The required documentation is:

- (i) A transcript of records (in Catalan, Spanish or English), if you have not studied at the UdG. You should check that it contains:
 - The grades obtained
 - Information on the maximum and minimum marks of the evaluation system.
 - The minimum passing grade
 - The date of completion of the studies
- (ii) If you have studied abroad, you must provide the Statement of equivalence of grades from the Ministry of Education and Vocational Training.

To do this you must access the following link:

<https://www.educacionyfp.gob.es/eu/servicios-al-ciudadano/catalogo/gestion-titulos/estudios-universitarios/titulos-extranjeros/equivalencia-notas-medias.html>

In the frequently asked questions document that appears, you will find the link to start the document.

It is advisable to read the FAQ document carefully to avoid mistakes that may lead to the exclusion of the application.

It is **IMPORTANT**:

- That you select the **latest publication** of the equivalence tables that appears on the web, where the country that issued your degree is included.
- From the tables shown for that country, you must select the one that fits the way of evaluating the university that issued the degree. If you have any doubts, you can send an email to the MEFP, to notamedia.uni@universidades.gob.es so that they can resolve them for you, or even to add your scale if it is not shown.
- That you transfer to the document **exactly** the grades and credits that appear on your certificate, checking that there are no errors, even in the decimals. The process is slow and cumbersome if you have to correct it, so it is advisable to do it carefully to avoid having to repeat everything.

Guidelines for submitting an application for IFUdG2023 support

The average mark that the document gives you, once finished, is what you should report on this screen.

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

- (iii) If you have one, you can attach a certificate from your university stating the average mark of your promotion. If we do not have it, we will take the average grade of the UdG degree most similar to yours. It is not necessary if the studies are from the UdG.

14. Screen 9. Master degree

If you need to have taken a master's degree to access the doctoral programme (according to what you have reported on screen 6), you must select:

- The master's degree you will be shown, if you have taken one at the UdG.
- The option to report it manually, if you have obtained it outside the UdG.

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

15. Screen 10. Master degree details

- If you have selected a UdG master's degree in the previous screen, it will show you the information that appears, and you will have to complete it with the additional required information. If the master's degree has not been completed, you must have passed at least 60 ECTS credits and have an average mark on your transcript.
- If you have chosen to report it manually, you will be asked for the data and you will have to attach the indicated documentation. This point is exactly the same as on [screen 8, section b.](#)

16. Screen 11. Direction of thesis

In this screen you must inform the thesis supervisor.

If he is from the UdG it is important that you confirm the **correction of the DNI** because the data of his/her research activity will be used automatically later on.

17. Screen 12. Direction of thesis details

- If you have informed that he is from the UdG, his/her data will appear and you must confirm that the name and surname are correct; if not, the DNI is not correct.
- If you had reported that he was not from the UdG, you must enter all the necessary data.

Remember that the thesis supervisor or co-director, one or the other, must fulfil ALL the requirements established in the call for applications, and also that they can only appear in a single application.

18. Screen 13. Thesis director's project/agreement

Guidelines for submitting an application for IFUdG2023 support

- a. If you had informed that he was from the UdG, you will see the data of all his research activity, from the UdG, in force (also in case of being extended), which is entered in the GREC.
 - I. You can select the one that meets the requirements of the call. The fact that the project or agreement is shown does not imply that it is valid. You must confirm it with the thesis supervisor.
 - II. Or indicate that you want to report a new one, if it does not appear. It is recommended that, if you have time, the thesis supervisor contact recercaoit@udg.edu and provide the information you want to use to be added to the GREC, so that you can select it.
If this is not done, you will have to fill in the data manually on the following screen and attach the document that accredits this participation.
- b. If you had informed that he was not from the UdG, this screen will not be displayed because his data will not be evaluated due to non-compliance with the requirements.

19. Screen 14. Thesis director's project/agreement (manual entry)

If in screen 13 you have selected that you wanted to report it manually, here you can do it and you will have to attach the corresponding documentation. **All fields are compulsory.**

It is important that you confirm the **correction of the DNI of the PI** of the project because their data will be used, automatically, later on.

20. Screen 15. Research group of the PI of the project/thesis supervisor's agreement

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 he participates, and you must select which of them he is applying in this call.

21. Screens 16 to 20. Co-direction of the thesis and co-director's details

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

22. Screen 21. Other merits to be evaluated

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

- Extraordinary awards: only awards that refer to having obtained the best mark in the transcript of all the students with whom you finished the promotion are valid. The best mark of a semester, of a subject, of a work... is not valid.
- Stays or internships abroad: only stays or internships abroad managed by the university are valid. If you have studied in a country other than your country of nationality, this merit is considered ex officio and it is not necessary to report or attach anything.

23. Screen 22. Additional documentation

Guidelines for submitting an application for IFUdG2023 support

You must attach:

- a. Your standard CV
- b. A brief report of the thesis project, which can be the same as the one you have submitted to the Doctoral School.

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

24. Screen 22. Declaration of other pre-doctoral contracts

You must inform if you have had, or have had, any pre-doctoral contract, either under another grant or without it.

If yes, you must detail the names and durations of these contracts.

25. Screen 23. Authorizations

In order to speed up the process and avoid you having to submit more documentation, if the grant is awarded, two authorizations and a declaration will be shown. If the answer is negative, we will ask you for more documentation later on.

They refer to:

- To be up to date with the payment of taxes and social security, if you have Spanish nationality.
- Check your DNI or NIE, and the official qualifications you have obtained if you have obtained them in Spain.
- Not to have any debt due to reimbursement of subsidies. If not, you cannot apply for this call.

NEW: In this same screen you authorize us to pass your application to your thesis director, and co-director if applicable, and to the heads of the research group because they will give their approval.

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

It is essential that all of them are informed and agree with your application because if they do not give their approval, your application will be excluded.

26. Screen 25. Validation of the information

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

You must check the correctness of all the information that is detailed in case, at some point, the connection has failed and the data has not been saved correctly.

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

When you click on "CONTINUE" on this screen, the changes will be saved.

Guidelines for submitting an application for IFUdG2023 support

You must validate at the beginning of the document the veracity of the data and click on SEND.

28. Validated form

If you have identified yourself at the beginning with a certificate or the mobile idcat, here you will see the application pdf, registered and electronically signed (although the signature will not be visible, the metadata of the signature will be registered) and the application will have been validly submitted.

If you have identified yourself with DNI, NIE or passport and date of birth, the pdf document that will be generated, on which you have validated the previous screen, which you have already reviewed, you have to sign it, preferably with a recognized electronic signature. If you do not have one, you can sign it, exceptionally, with a signature created with ADOBE or an electronic signature issued by a non-certified entity (if you need help to create it you can ask us for instructions at recercaoit@udg.edu) and a third person who does have a certificate can present it to you electronically. In this case your thesis supervisor will have to confirm your identity.

In case of manual signature you can:

- Go to the [OAMR](#) located in the Edifici de les Àligues to help you to submit it electronically.
- Go to the diplomatic representations or consular offices of Spain abroad, or to the places detailed in accordance with the established in Article 16.4 of Law 39/2015, of October 1, of common administrative procedure of public administrations.

If you had already finalized and validated an application previously, until obtaining the final pdf and you want to modify some data, you can recover it by logging in again. Once the information has been modified, you must continue validating all the screens until the new pdf is generated. If you do not do so, the changes are not considered submitted because they will not be validated electronically, nor signed. You will have to re-validate and re-record it for it to be correct.

It is IMPORTANT at this point to keep in mind that in case of granting the aid, from the Human Resources Service you will be required to have a valid electronic signature to sign the contract.

29. Processing of the application

After the deadline for submission of applications, all applicants and thesis supervisors who have submitted an application by registration will receive an e-mail from the Research Grants Section of the OITT with information on the processing of applications. If you have not received it within a week, it is recommended that you contact us in case your email was not reported correctly in the application.

Guidelines for submitting an application for IFUdG2023 support

Candidate check-list IFUdG2023 call	
Special Action: If you have co-funding from a company/entity, or from the research group, you must accredit the co-funding commitment .	
Modality 1. If you have a recognised disability equal to or greater than 33%, you must prove it with the document that justifies it .	
Bachelor's degree, pre.EHEA degree, diploma, architecture or engineering studies	
If you have not studied at the UdG	
Full transcript of records	
If you have it, the average mark of your promotion.	
In addition, if you have studied abroad	
Signed statement of equivalences	
Master's degree studies	
If you have not studied at the UdG	
Full transcript of records	
If you have it, the average mark of your promotion.	
In addition, if you have studied abroad	
Signed statement of equivalences	
Direction of thesis	
If the thesis supervisor is from the UdG	
DNI of the thesis supervisor	
Reference of the project or agreement of the thesis supervisor, entered in the GREC, to select it	
Information and accreditation of the thesis supervisor's project or agreement, if not entered in the GREC, to inform it.	
If the thesis supervisor is NOT from the UdG (will not be evaluated).	
Personal data	
If you have a thesis co-director, and he is from the UdG	
DNI of the thesis co-director	
Reference of the project or agreement of the thesis co-director, entered in the GREC, to select it.	
information and accreditation of the project or agreement of the thesis co-director, if not entered in the GREC, to inform it	
If the thesis co-director is NOT from the UdG (will not be evaluated).	
Personal data	
Other merits to be evaluated	
Accreditation of the extraordinary prize, if available.	
Accreditation of stays or internships abroad, managed by the university, if available.	
Additional documentation	
Standard CV	
Brief report of the thesis project	
If you have had other pre-doctoral contracts	
Which and the start and end dates of the same, if applicable	