Guidelines for submitting an application for IFUdG2022 support

In this document you will find details of the information you must have in order to submit the application form correctly to the 2022 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).

1. Link to the call for applications.
   http://app.becas-santander.com/program/becas-santander-investigacion-ifudg2022-ayudas-para-investigadores-en-formacion-de-la-udg

   You can access the grants website of Banco Santander, which collaborates in the financing of these grants, where you must select the IFUdG2022 call for applications. The information provided by the UdG is in English as only one language was allowed.

2. You must fill in the basic data that you will be asked for.

3. 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. You must also fill in this second form, which is much more complete, and submit it by register, within the same application deadline, in order for the application to be considered formalised.

4. 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.

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

Secció d'Ajuts a la Recerca
Parc Científic i Tecnològic - Edifici Jaume Casademont - Pic de Peguera, 15 (La Creueta) - 17003 Girona
recercaoitt@udg.edu

Guidelines for submitting an application for IFUdG2022 support

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.

6. You must identify yourself with your DNI, NIE or passport, without dashes or spaces, and your date of birth. Check that they are correct because you will need them to retrieve the draft application once you have started it.

7. **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.
    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. 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.

8. **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.

9. **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.

10. **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.

11. **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.

12. **Screen 6. Qualification**
    Select by which of the proposed ways you can access to the doctorate.
    You must choose one of them.

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

Secció d'Ajuts a la Recerca
Parc Científic i Tecnològic - Edifici Jaume Casademont - Pic de Peguera, 15 (La Creueta) - 17003 Girona
recercaoitt@udg.edu

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.

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

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 IFUdG2021, FI2022 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:

Secció d'Ajuts a la Recerca
Parc Científic i Tecnològic - Edifici Jaume Casademont - Pic de Peguera, 15 (La Creueta) - 17003 Girona
recercaoitt@udg.edu

- 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@ciencia.gob.es so that they can resolve them for you.
- 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.

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. It is not necessary if the studies are from the UdG.

15. **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:
   a. The master's degree you will be shown, if you have taken one at the UdG.
   b. 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.

16. **Screen 10. Master degree details**
   a. 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.
   b. 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.

17. **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.

18. **Screen 12. Direction of thesis details**
   a. 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.

Secció d'Ajuts a la Recerca
Parc Científic i Tecnològic - Edifici Jaume Casademont - Pic de Peguera, 15 (La Creueta) - 17003 Girona
recercaoitt@udg.edu

b. 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 must fulfil ALL the requirements established in the call for applications, and also that they can only appear in a single application.

19. **Screen 13. Thesis director's project/agreement**
    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 recercaoitt@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.

20. **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.

21. **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.

22. **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).

23. **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.

Secció d'Ajuts a la Recerca
Parc Científic i Tecnològic - Edifici Jaume Casademont - Pic de Peguera, 15 (La Creueta) - 17003 Girona
recercaoitt@udg.edu

Guidelines for submitting an application for IFUdG2022 support

<u>Stays or internships abroad</u>: 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.

24. Screen 22. Additional documentation

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.

25. 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.

26. 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 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.

By submitting this application, you confirm that you do not have any debts due to the reimbursement of subsidies. If this is not the case, you cannot apply for this call.

27. 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.

28. Validated form

The pdf document that it generates, about what you have validated on the previous screen, must be signed by all the people who appear at the bottom of it, preferably with an electronic signature.

If you had already completed and validated an application previously, until you obtained the pdf, and you want to modify some information, you can recover it by re-entering it.

Once the information has been modified, you must continue validating all the screens until the new pdf is generated. If you do not do this, the changes will not be considered submitted because they will not be validated electronically, nor signed.

Secció d'Ajuts a la Recerca
Parc Científic i Tecnològic - Edifici Jaume Casademont - Pic de Peguera, 15 (La Creueta) - 17003 Girona
recercaoitt@udg.edu

Once you have collected all the signatures, including yours, you must submit it through the registry, always within the same deadline for applications. If you do not do so within this period, the application will not be considered submitted.

It is IMPORTANT at this point that:

a. The signatures are all in the same format, all manual or all electronic. A document that includes signatures of both types or with embedded signatures is not valid.

b. If you are a foreigner and you do not have a valid electronic signature in Spain, you can only use a signature created with ADOBE to sign this pdf. If you need help to create it you can ask us for instructions at recercaoitt@udg.edu.
In this case the thesis supervisor must expressly confirm your identity by sending an email to recercaoitt@udg.edu.
We would like to take this opportunity to inform you that if the grant is awarded, the Human Resources Service will require a valid electronic signature to sign the contract.

c. If the same person has to sign more than once on the document, it is sufficient to sign once.

d. Check that all the people indicated at the bottom of the signature really sign (when there are several, sometimes some are omitted).

e. Make sure that the document is submitted through the registry (you must obtain a receipt with the date and time of submission), within the deadline for applications:

- If all signatures are electronic, you must submit it electronically.
- If all signatures are manual, you must submit it at a registry office.

The submission by registry can be made by a third person on your behalf.

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.

Secció d'Ajuts a la Recerca
Parc Científic i Tecnològic - Edifici Jaume Casademont - Pic de Peguera, 15 (La Creueta) - 17003 Girona
recercaoitt@udg.edu

Guidelines for submitting an application for IFUdG2022 support

Candidate check-list IFUdG2022 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	

Secció d'Ajuts a la Recerca
Parc Científic i Tecnològic - Edifici Jaume Casademont - Pic de Peguera, 15 (La Creueta) - 17003 Girona
recercaoitt@udg.edu