

# CALL FOR PRE2023 GRANTS TO CARRY OUT THE DOCTORAL THESIS AT CSIC (former FPI) GUIDE FOR THE SUBMISSION OF APPLICATIONS



I. Access to the PID2023 call for applications application form: <a href="https://www.convocatorias.csic.es/convoca/">https://www.convocatorias.csic.es/convoca/</a>



- 2. FOLLOWING THESE INDICATIONS, YOU MUST REGISTER IF IT IS THE FIRST TIME YOU ACCESS THIS APPLICATION, OR RECOVER THE DATA FORGOTTEN FROM PREVIOUS ACCESSES
- 3. (OPTIONAL) IF YOU REGISTER, REMEMBER THAT THE DATA YOU PROVIDE WILL BE AUTOMATICALLY UPLOADED TO THE APPLICATION APPLICATION FORM

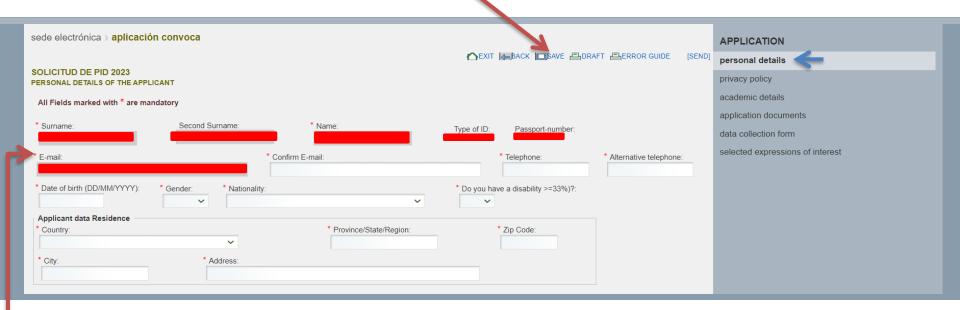






#### 2.APPLICATION: Personal Data

It is recommended to "save" before moving to the next screen (applicable to all screens).



- ☐ The boxes in red are automatically loaded from the data entered when registering in the application.
- ☐ Complete the requested data (fields marked with \* are mandatory)





## **3.APPLICATION: Privacy Policy and Responsible Statements**

**IMPORTANT:** It is an essential requirement to mark the three responsible declarations in order to participate in the selection process.

sede electrónica ) aplicación convoca	APPLICATION
SOLICITUD DE PID 2023	personal details
PRPRIVACY POLICY	privacy policy
Protection of personal data In compliance with Law 3/2018 of 5 December on the protection of personal data, we inform that the personal data contained in the application forms will be incorporated into a file for treatment, with a purpose of managing and evaluating them.	academic details application documents
Your personal data will be retained by the CSIC for historical, statistical or scientific aims and may be communicated to other public authorities with the same purpose.	data collection form
Likewise, you authorize the communication or transfer of such data to the following entities: the State Agency CSIC, in compliance with existing regulations, may communicate their personal data to the grantors of aid or grant and to those which are necessary in order to comply with its obligations to the Agency resulting from a call. Such information shall be communicated also to the Ministry of Science and Innovation, budgetary control purposes, as well as the General Comptroller of the State Administration and the Court of Auditors, when required by them for the purposes of financial control. Finally, in the context of conducting your personal data may be communicated to the agencies and public institutions responsible for them.	selected expressions of interest
By completing this form, you expressly authorize the CSIC State Agency to collect, treat and transfer their personal data only for the purposes described above.	
You are informed that they may exercise their rights of access, rectification, cancellation and opposition under the Act, by writing to the agency responsible for the file.	
Do you consent to your e-mail address being included in a distribution list in order to inform you of any decisions that may be made during the selection process?  Responsible statement  By submitting this application you agree that, in the event of vacancies remaining at the end of the phase, your application may participate in selection processes for expressions of interest other than those selected.  Responsible declaration of compliance with the requirements to obtain the condition of beneficiary  I declare under my responsibility that, having read the contents of sections 2 and 3 of article 13 of Law 38/2003, of November 17, 2003, General Law on Subsidies, I am not subject to any of the prohibitions established in the aforementioned sections.  Responsible statement of compliance with the requirements of the call for proposals  In relation to the requirements specified in article 6 and the documents required in article 4.2 of the resolution of the call, I declare that I have provided the required documentation and that the information contained therein is true.	
<ul> <li>□ Check the acceptance of personal data protection</li> <li>□ Check if you agree to include your e-mail address in a mailing list to notify the progress of</li> <li>□ Check the responsible declaration of participation in the selection process.</li> <li>□ Check the responsible declaration of compliance with the requirements to obtain the cond</li> <li>□ Check the responsible declaration of compliance with the requirements of the call for app</li> </ul>	dition of beneficiary.





## 4. Academic Data: Undergraduate or Bachelor's Degree Data

sede electrónica > aplicación convoca				APPLICATION
		⚠EXIT BACK BACE BARE BRAFT BERROR GUIDE	[SEND]	personal details
SOLICITUD DE PID 2023 DEGREE DETAILS				privacy policy
All Fields marked with * are mandatory				academic details
				degree details
* Country:				master details
* University:	* Degree Title:			doctoral details
				application documents
* Is it your bachelor a doble degree?:	* Areas of knowledge:			data collection form
~			~	selected expressions of interest
* Branch of knowledge as RUCT (2):				Selected expressions of interest
and year of degree:	* Average grade <sup>(1)</sup> :			
Total credits of the degree:	* Number of obtained credits:	%:		
1) Use comma as decimal separator (example: 8,00)				
(2) The Branch of Knowledge according to RUCT can be consulted at: https://www.ed	lucacion.gob.es/ruct/consultaestudios?actual=estudios			





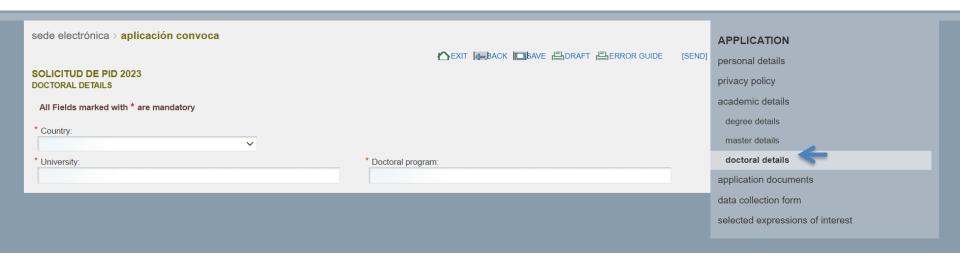
## **5.** Academic Data: Master Data

sede electrónica ) aplicación convoca				APPLICATION
			MEXIT Mack Make Appropriate Section (Section 1)	personal details
SOLICITUD DE PID 2023 MASTER DETAILS				privacy policy
All Fields marked with * are mandatory				academic details
Country:				degree details
<b>v</b>				master details
University:	Master title:	Areas of knowledge:		doctoral details
Master starting year:	Master ending year:	Branch of knowledge as RUCT (2):	~	application documents
master statung year.	master criturity year.	Branch of knowledge as RUCT (**):		data collection form
Total credits of the Master:		Average grade (1):		selected expressions of interest
(1) Use comma as decimal separator (example: 8,00) (2) The Branch of Knowledge according to RUCT can be consulted at: https://www.edu	ucacion.gob.es/ruct/consultaestudios?actual=estudios			





#### **6.** Academic Data: Doctorate Data



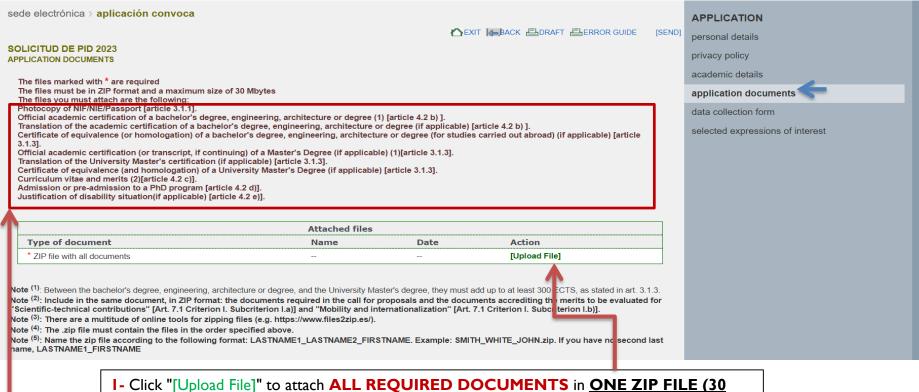
The requirement of admission or pre-admission to a doctoral program must be fulfilled at the time the contract is formalized, as stated in art. 3.1.4 of the call for applications.

As the fields in this section of the application are mandatory, they should be filled in with the data of the doctoral program for which you are applying, or, in case you do not know it yet, write "X".





### 7. Attachment of Required Documentation

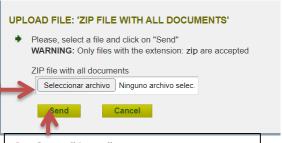


I- Click "[Upload File]" to attach ALL REQUIRED DOCUMENTS in ONE ZIP FILE (30 MB maximum).

**IMPORTANT:** Only ".zip" files can be uploaded. The application will return an error if you try to upload a file in another format (e.g. .pdf, .rar). There are many online tools for zipping files (e.g. https://www.files2zip.es/).

**2-** Click "**Selectionar archivo**" to locate the specified document file.

**IMPORTANT: DO NOT** password-protect the file.



**3-** Click "Send" to attach the specified document.





academic details

data collection form

application documents

selected expressions of interest

#### 7. Attachment of Required Documentation

The files marked with \* are required

The files must be in ZIP format and a maximum size of 30 Mbvtes

The files you must attach are the following

Photocopy of NIF/NIE/Passport [article 3.1.1].

Official academic certification of a bachelor's degree, engineering, architecture or degree (1) [article 4.2 b) ].

Translation of the academic certification of a bachelor's degree, engineering, architecture or degree (if applicable) [article 4.2 b) ].

Certificate of equivalence (or homologation) of a bachelor's degree, engineering, architecture or degree (for studies carried out abroad) (if applicable) [article 3.1.3].

Official academic certification (or transcript, if continuing) of a Master's Degree (if applicable) (1)[article 3.1.3].

Translation of the University Master's certification (if applicable) [article 3.1.3].

Certificate of equivalence (and homologation) of a University Master's Degree (if applicable) [article 3.1.3].

Curriculum vitae and merits (2)[article 4.2 c)].

Admission or pre-admission to a PhD program [article 4.2 d)].

Justification of disability situation(if applicable) [article 4.2 e)].

Attached files			
Type of document	Name	Date	Action
* ZIP file with all documents	LOPEZ_GOMEZ_JUAN.zip (14401398)		[Replace] [Delete]

Note (1): Between the bachelor's degree, engineering, architecture or degree, and the University Master's degree, they must add up to at least 300 ECTS, as stated in art. 3.1.3.

Note (2): Include in the same document, in ZIP format: the documents required in the call for proposals and the documents accrediting the merits to be evaluated for

"Scientific-technical contributions" [Art. 7.1 Criterion I. Subcriterion I.a)] and "Mobility and internationalization" [Art. 7.1 Criterion I. Subcriterion I.b)].

Note (3): There are a multitude of online tools for zipping files (e.g. https://www.files2zip.es/).

Note (4): The .zip file must contain the files in the order specified above.

Note (5): Name the zip file according to the following format: LASTNAME1\_LASTNAME2\_FIRSTNAME. Example: SMITH\_WHI TE\_JOHN.zip. If you have no second last name, LASTNAME1\_FIRSTNAME

It is recommended to name the zip file with all the documents with the format:

LASTNAMEI\_LASTNAME2\_FIRSTNAME Example: LOPEZ\_GOMEZ\_JUAN.

If you have no second last name: LASTNAME1 FIRSTNAME

#### **IMPORTANT**

BEFORE SENDING, CHECK that the file to be sent contains **ALL THE DOCUMENTS** you wish to provide (both those required by the call and the merits to be evaluated).





#### 8. Checks before final submission of the application

sede electrónica > aplicación convoca **APPLICATION** ►EXIT BACK BARAFT BERROR GUIDE personal details **SOLICITUD DE PID 2023** privacy policy APPLICATION DOCUMENTS academic details The files marked with \* are required The files must be in ZIP format and a maximum size of 30 Mbytes application documents The files you must attach are the following: Photocopy of NIF/NIE/Passport [article 3.1.1]. data collection form Official academic certification of a bachelor's degree, engineering, architecture or degree (1) [article 4.2 b)]. Translation of the academic certification of a bachelor's degree, engineering, architecture or degree (if applicable) [article 4.2 b) ]. selected expressions of interest Certificate of equivalence (or homologation) of a bachelor's degree, engineering, architecture or degree (for studies carried out abroad) (if applicable) [article Official academic certification (or transcript, if continuing) of a Master's Degree (if applicable) (1)[article 3.1.3]. Translation of the University Master's certification (if applicable) [article 3.1.3]. Certificate of equivalence (and homologation) of a University Master's Degree (if applicable) [article 3.1.3]. Curriculum vitae and merits (2)[article 4.2 c)]. Admission or pre-admission to a PhD program [article 4.2 d)]. Justification of disability situation(if applicable) [article 4.2 e)]. Attached files Type of document Date Action \* ZIP file with all documents LOPEZ\_GOMEZ\_JUAN.zip (14401398) 27/10/2023 [Replace] [Delete]

- Note (1): Between the bachelor's degree, engineering, architecture or degree, and the University Master's degree, they must add up to at least 300 ECTS, as stated in art. 3.1.3.
- Note (2): Include in the same document, in ZIP format: the documents required in the call for proposals and the documents accrediting the merits to be evaluated for "Scientific-technical contributions" [Art. 7.1 Criterion I. Subcriterion I.a.)] and "Mobility and internationalization" [Art. 7.1 Criterion I. Subcriterion I.b.)].

Note (3): There are a multitude of online tools for zipping files (e.g. https://www.files2zip.es/).

Note <sup>(4)</sup>: The .zip file must contain the files in the order specified above.

Note (5): Name the zip file according to the following format: LASTNAME1\_LASTNAME2\_FIRSTNAME. Example: SMITH\_WHITE\_JOHN.zip. If you have no second last name, LASTNAME1\_FIRSTNAME

- 1. Click on "ERROR GUIDE" to check that all the required data has been completed.
- 2. Click on "DRAFT" to check that the data entered are correct.
- 3. Finally, click on "SEND" to generate the final application.

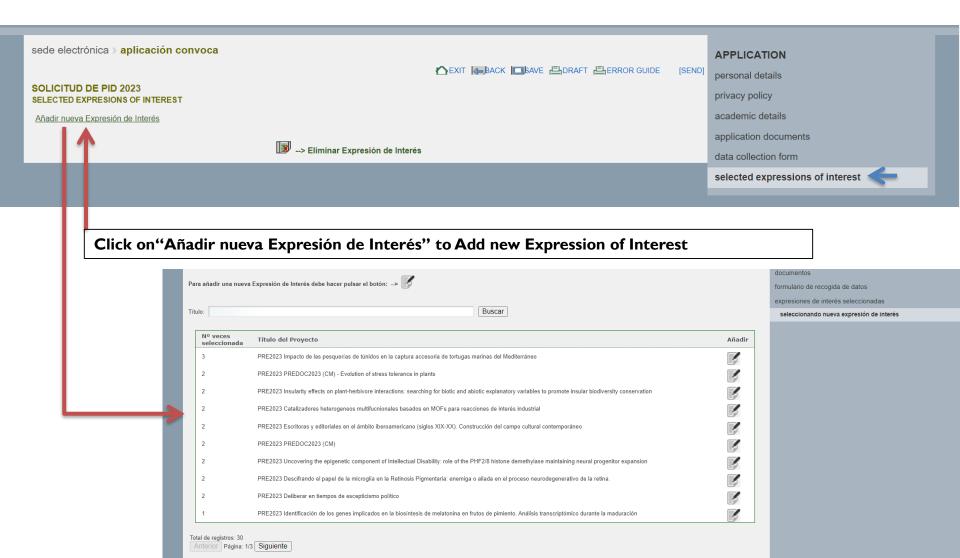
**IMPORTANT:** If you only click on "SAVE", the application will not be sent, but will be saved as a draft.

It is necessary to click on **SEND** to continue the process.





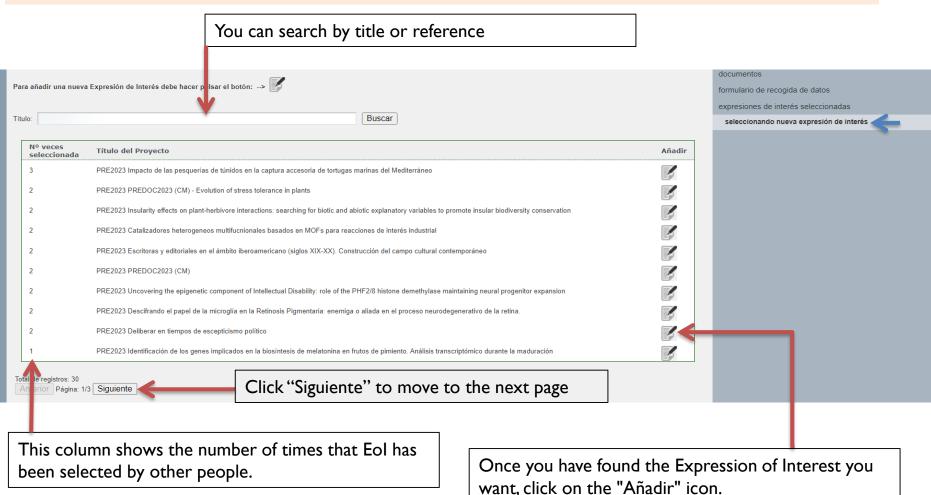
#### 9. Expression of Interest (EoI) Selection







#### 9. Expression of Interest (EoI) Selection



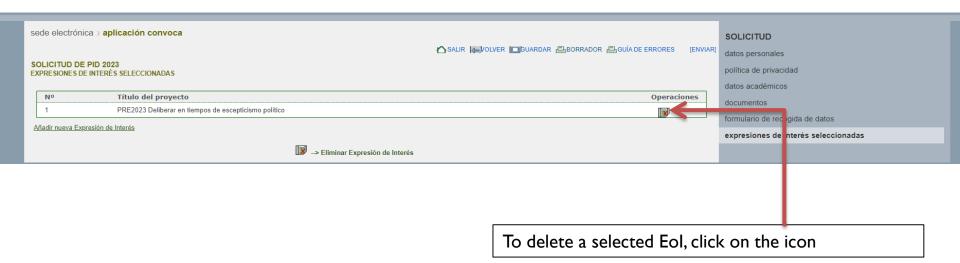
**IMPORTANT:** The Expression of Interest that is selected first will be the **PREFERENTIAL** one, and in Phase I will participate in the selection process of that EoI exclusively.





#### 9. Expression of Interest (EoI) Selection

**REMEMBER:** The Expression of Interest that is selected first will be the **PREFERENTIAL** one, and in Phase I will participate in the selection process of that EoI exclusively.







## 10. Selection of additional Expressions of Interest (EoI)

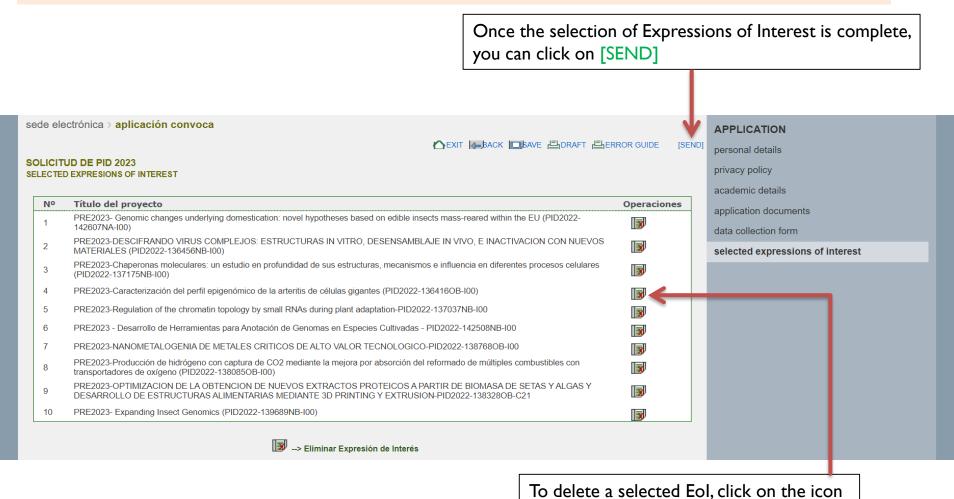


To add additional Eols (up to 9 more, not including PREFERENT), click on "Añadir nueva Expresión de interés".





#### 10. Selection of Expression of Interest (EoI)



The order of the additional EoIs (i.e. between 2 and 10) do need NOT need to follow the order of preference.





sede electrónica > aplicación convoca

#### SEND APPLICATION

Once the application is made definitive, please remember that no further changes will be allowed

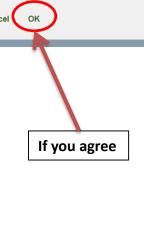
Please, verify that all the data entered are correct



sede electrónica > aplicación convoca

#### SEND APPLICATION

If you wish to check your application before making it definitive, the tool "DRAFT" can be used. For this, please return to the previous step by the option "Cancel". The tool "DRAFT" can be found on the top of the application pages (next to the save button)







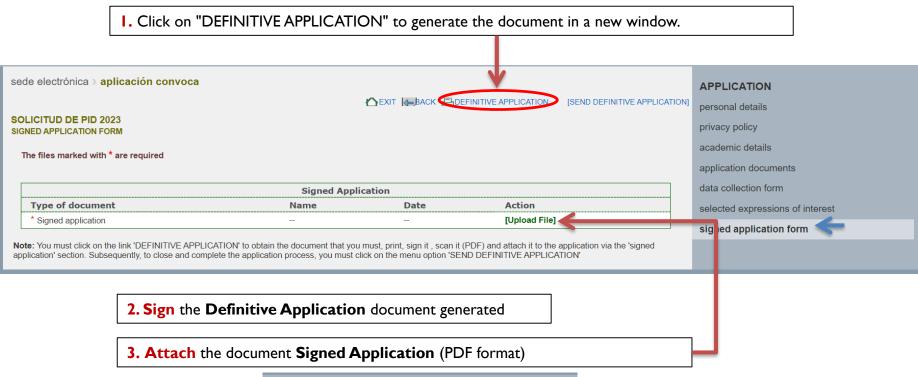
sede electrónica > aplicación convoca	
SEND APPLICATION	
	FINAL WARNING
The application will generate the final form without the watermark "DRAFT"; then <b>you mus</b> "SEND DEFINITIVE APPLICATION".	t print, sign, digitilize (PDF format) and submit it through this web application. To end the process you have to click the link
Comment:	
	Cancel Send

If you agree





#### II. Generate the final application document, sign and attach it.

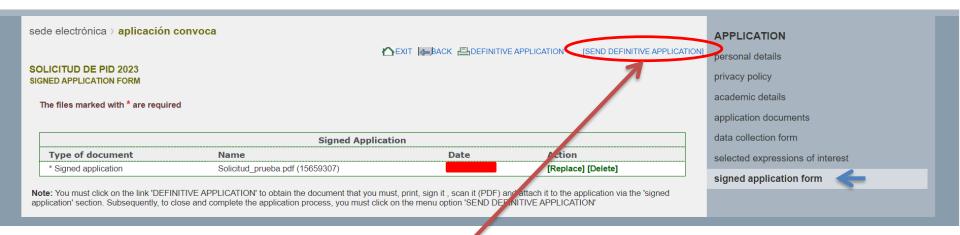








#### 12. SEND the final application



☐ After attaching the "SIGNED DEFINITIVE APPLICATION", click on "SEND DEFINITIVE".



IMPORTANT: If you do not click on SEND DEFINITIVE APPLICATION, the application WILL NOT BE ACCEPTED.

