

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM FOR THE UNA4CAREER FIRST CALL OF THE INTERNATIONAL POSTDOCTORAL CALLS UNA4CAREER (H2020-MSCA-COFUND-2018-UNA4CAREER-1)

1. Web address for application

You must fill in the official application form through the following links:

English: <https://procesosselectivospas.ucm.es/acceso?zzMod02=I4&lang=en>

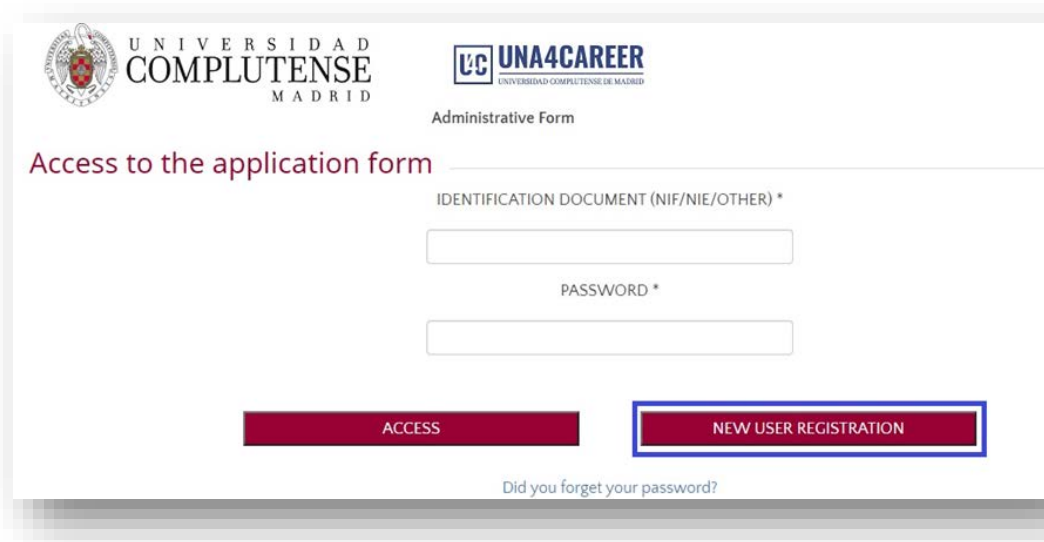
Spanish: <https://procesosselectivospas.ucm.es/acceso?zzMod02=I4&lang=es>

Information relating to the call can be found at the following link:

<https://www.una4career.eu/first-call/>

2. Login and registration page

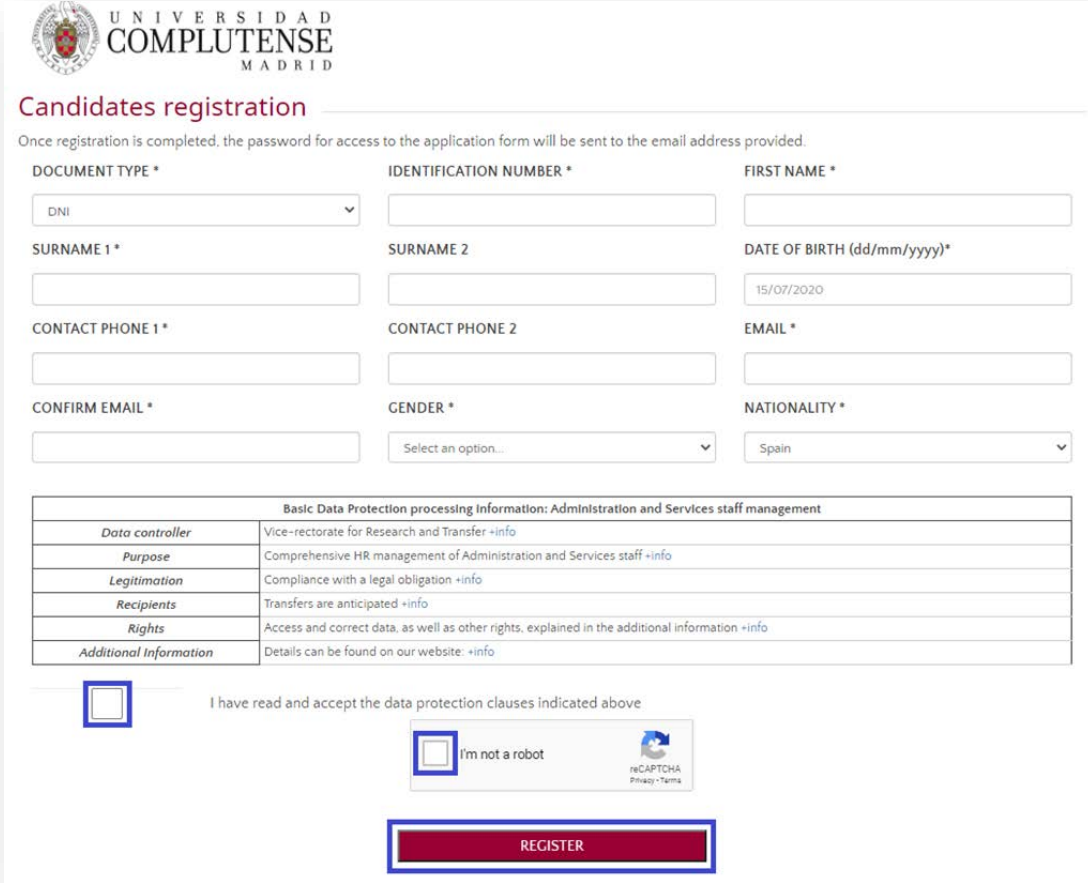
In order to create an application, you must first login in the system entering your credentials and pressing the "ACCESS" button.



The screenshot shows the login and registration interface for UNA4CAREER. At the top left is the Universidad Complutense Madrid logo. To its right is the UNA4CAREER logo. Below the logos, the text "Administrative Form" is displayed. The main heading is "Access to the application form". Below this, there are two input fields: "IDENTIFICATION DOCUMENT (NIF/NIE/OTHER) *" and "PASSWORD *". At the bottom, there are two buttons: "ACCESS" (a dark red button) and "NEW USER REGISTRATION" (a dark red button with a blue border). Below the buttons, there is a link that says "Did you forget your password?"

If this is the first time you access this page, you must register yourself as a new user by clicking on the button: "NEW USER REGISTRATION". Then you will be redirected to the "Candidates registration" page where you will be asked to fill in a registration form. It is very important to enter a valid e-mail address, as the system will send a password to confirm the user registration. The "Phone" field does not admit

blank spaces, dashes (-) or other symbols. The validation is as follows: "00" + country code + phone number (total 13 digits). Once the data has been filled in, you must tick the box "I have read and accept the data protection clauses indicated above" and "I'm not a robot". Finally, you must click on the "REGISTER" button.



Candidates registration

Once registration is completed, the password for access to the application form will be sent to the email address provided.

DOCUMENT TYPE *
DNI

IDENTIFICATION NUMBER *
[]

FIRST NAME *
[]

SURNAME 1 *
[]

SURNAME 2
[]

DATE OF BIRTH (dd/mm/yyyy)*
15/07/2020

CONTACT PHONE 1 *
[]

CONTACT PHONE 2
[]

EMAIL *
[]

CONFIRM EMAIL *
[]

GENDER *
Select an option...

NATIONALITY *
Spain

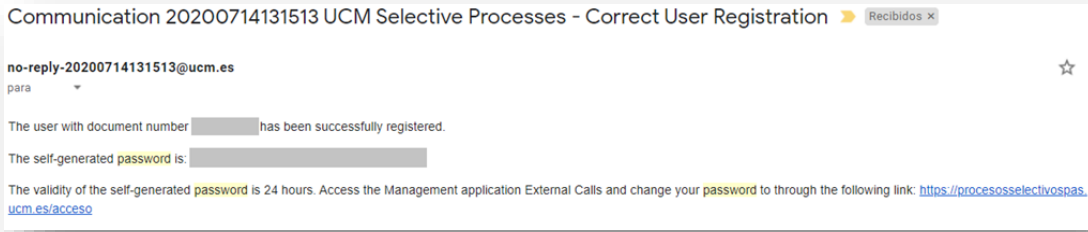
Basic Data Protection processing Information: Administration and Services staff management	
<i>Data controller</i>	Vice-rectorate for Research and Transfer +info
<i>Purpose</i>	Comprehensive HR management of Administration and Services staff +info
<i>Legitimation</i>	Compliance with a legal obligation +info
<i>Recipients</i>	Transfers are anticipated +info
<i>Rights</i>	Access and correct data, as well as other rights, explained in the additional information +info
<i>Additional Information</i>	Details can be found on our website: +info

I have read and accept the data protection clauses indicated above

I'm not a robot reCAPTCHA Privacy - Terms

REGISTER

Immediately you will receive, in the indicated e-mail, a one-day temporary password to be used to access the platform.



Communication 20200714131513 UCM Selective Processes - Correct User Registration Recibidos x

no-reply-20200714131513@ucm.es ☆

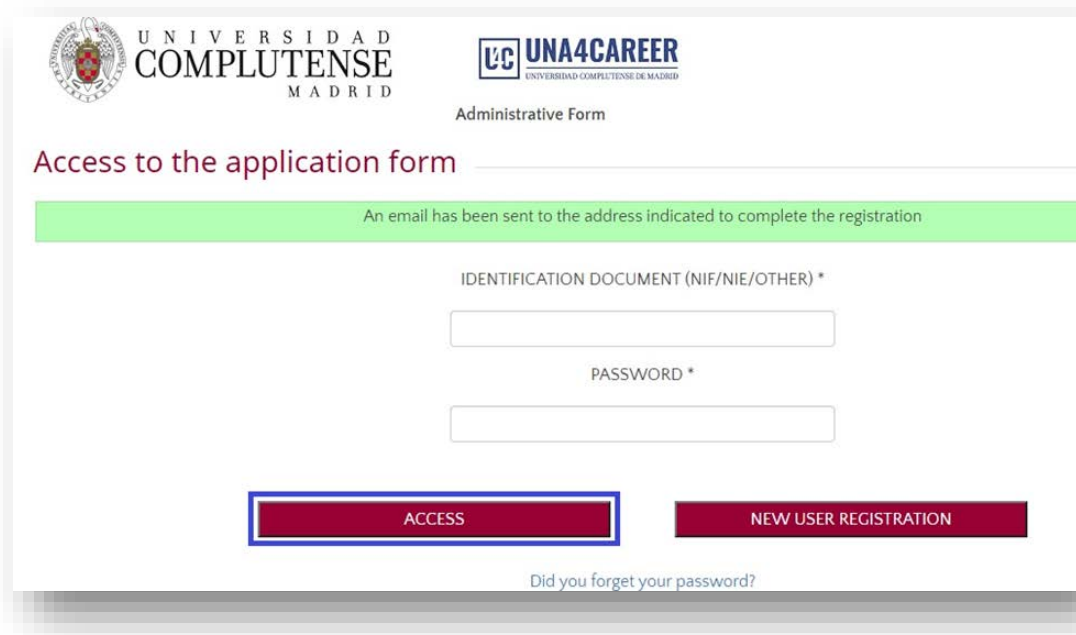
para

The user with document number [] has been successfully registered.

The self-generated password is: []

The validity of the self-generated password is 24 hours. Access the Management application External Calls and change your password to through the following link: <https://procesosselectivospas.ucm.es/acceso>

You must log into the online application form for the first time entering the identification number used during the registration and the password received by email, and pressing the "ACCESS" button.



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Administrative Form

Access to the application form

An email has been sent to the address indicated to complete the registration

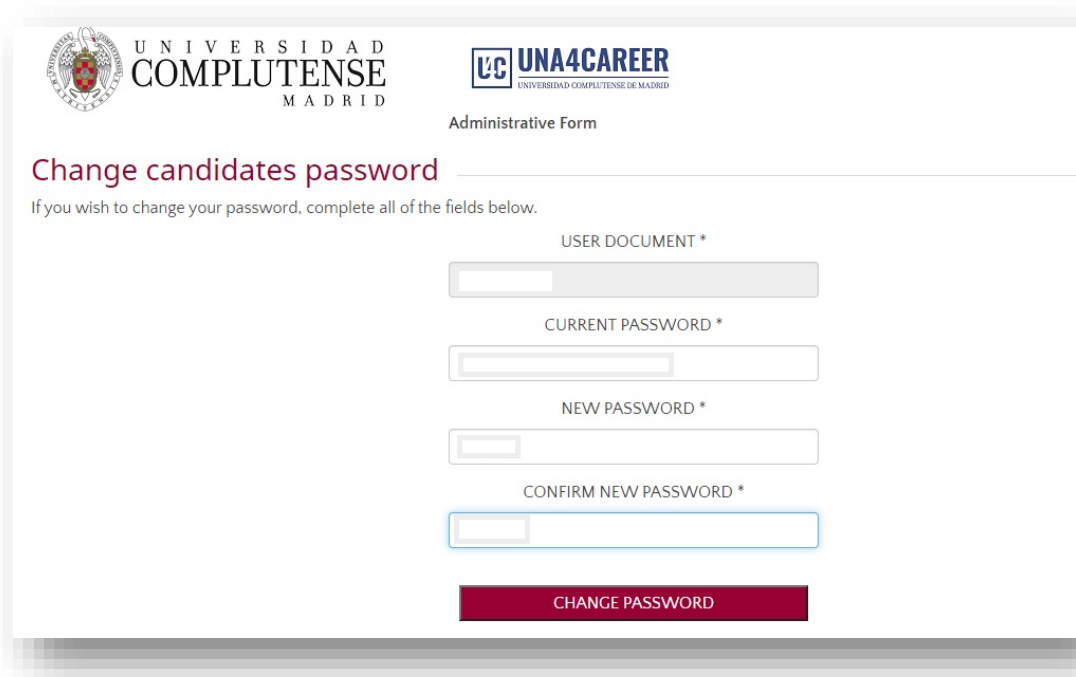
IDENTIFICATION DOCUMENT (NIF/NIE/OTHER) *

PASSWORD *

ACCESS NEW USER REGISTRATION

[Did you forget your password?](#)

Once you have logged in with the self-generated password, you will be asked to create a new password:



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Administrative Form

Change candidates password

If you wish to change your password, complete all of the fields below.

USER DOCUMENT *

CURRENT PASSWORD *

NEW PASSWORD *

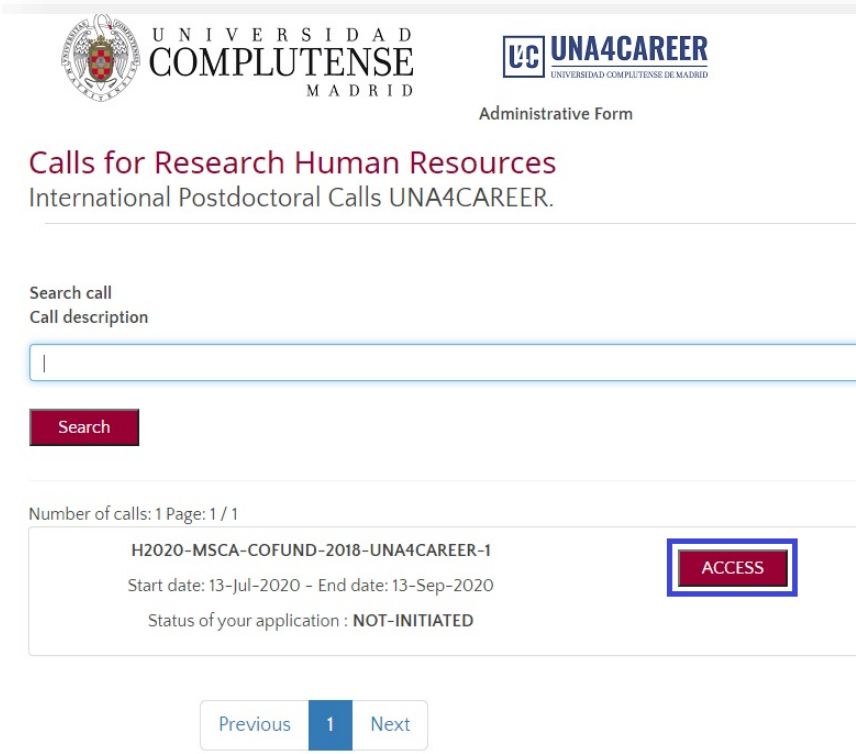
CONFIRM NEW PASSWORD *

CHANGE PASSWORD

After changing the password, you must log in to the platform using your identification document number together with this new password in the login page by pressing the button ACCESS on the start menu.

3. Access to my applications

When you access the "List of current calls" page, select the one you are interested in by clicking in the corresponding "ACCESS" button:



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Administrative Form

Calls for Research Human Resources

International Postdoctoral Calls UNA4CAREER.

Search call
Call description

Search

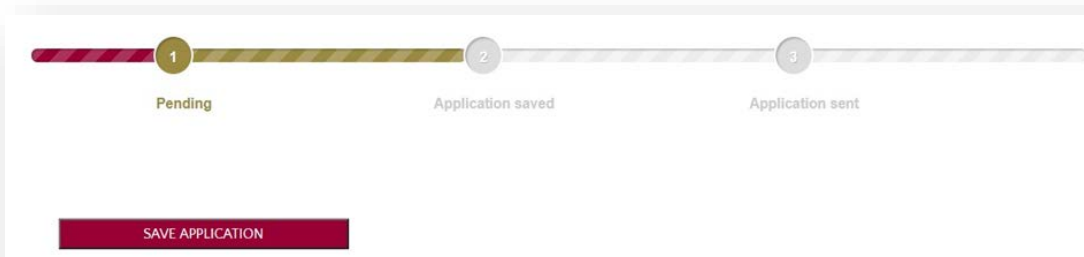
Number of calls: 1 Page: 1 / 1

H2020-MSCA-COFUND-2018-UNA4CAREER-1 Start date: 13-Jul-2020 - End date: 13-Sep-2020 Status of your application : NOT-INITIATED	ACCESS
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Previous 1 Next

4. Completing an application

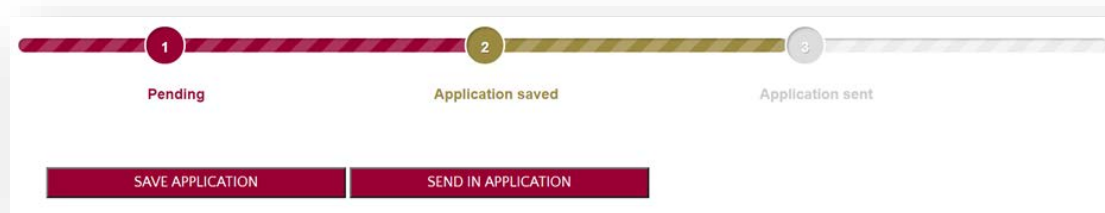
On the next screen you can see the status of your application. This will be updated as you go through the application registration process, passing through the following ones: "Pending", "Application Saved" and "Application sent".



1 Pending 2 Application saved 3 Application sent

SAVE APPLICATION

Please note that you can modify the information provided in your application at any time by clicking on the "SAVE APPLICATION" button.



On the other hand, once you click the "SEND IN APPLICATION" button it will not be possible to modify any data or add or modify the documents submitted.

Therefore, if during the course of completing your application you need to interrupt this process to collect documentation or for any other reason, press "SAVE APPLICATION", so you can continue with the application at any time.

You will need to complete the information in the following sections. Please, note that fields with (*) are mandatory:

- In the "Personal details" section, you will only need to complete those data that have not been previously entered during the registration process.
- In the "Call" section, fields are self-completing, with the information of the call itself. It is only necessary to answer one question related to disability issues (in case it applies).

APPLICATION DETAILS

Application identifier

PERSONAL DETAILS

NIF/NIE/PASSPORT/OTHERS <input type="text"/>	First surname <input type="text"/>	Second surname <input type="text"/>	Name <input type="text"/>
Date of birth <input type="text"/>	Gender <input type="text"/>	Nationality <input type="text"/>	Email address <input type="text"/>
Contact telephone numbers <input type="text"/>	Address: Street, square, number, floor, etc. * <input type="text"/>		
Address: Postal code * <input type="text"/>	Address: City * <input type="text"/>	Address: Region * <input type="text"/>	Address: Country * <input type="text"/>

CALL

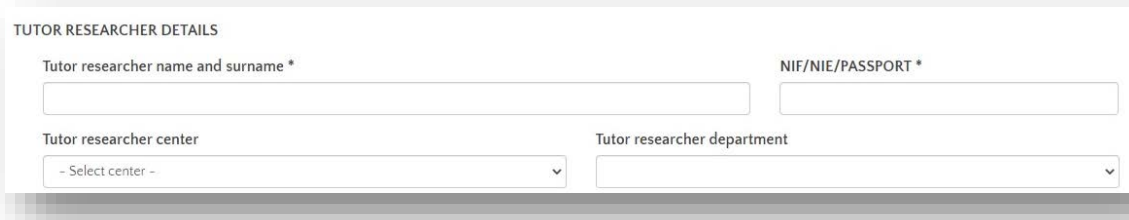
INTERNATIONAL POSTDOCTORAL CALLS UNA4CAREER.

40000625 H2020-MSCA-COFUND-2018-UNA4CAREER-1

Convening body: UNIVERSIDAD COMPLUTENSE DE MADRID BOUC date: 14/06/2019

For reasons of disability, do you request an accommodation if you reach the interview stage? Please describe

- In the "Tutor Researcher Details" section, you will determine:
 - Data of the tutor researcher (name, surname and NIF / NIE / PASSPORT).
 - Centre and department of the tutor researcher.



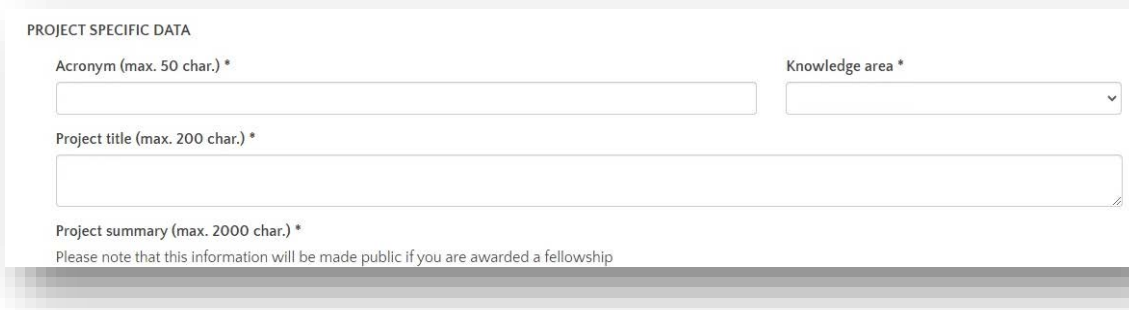
TUTOR RESEARCHER DETAILS

Tutor researcher name and surname * NIF/NIE/PASSPORT *

Tutor researcher center Tutor researcher department

- Select center -

- In the "Project Specific Data" section, you should provide data related to the project:
 - Acronym (max. 50 char.),
 - Knowledge area,
 - Title of the project (max. 200 char.) and
 - Summary of the project (max. 2000 char.). Please note that this information will be made public if you are awarded a fellowship. This summary must be the same as the one in the technical proposal.



PROJECT SPECIFIC DATA

Acronym (max. 50 char.) * Knowledge area *

Project title (max. 200 char.) *


Project summary (max. 2000 char.) *

Please note that this information will be made public if you are awarded a fellowship

- If you wish you can give information of your "Scientific Author Identification".
- In the "Proposed International Evaluators" section, you may suggest three potential evaluators who have no conflict of interest with you, to evaluate your application.
- Finally, in the "Declarant" section, you will complete the fields with the place and date of signature that will appear on the registration document.

SCIENTIFIC AUTHOR IDENTIFICATION

Identifier ID/Link

PROPOSED INTERNATIONAL EVALUATORS 

If you wish, you may nominate three potential evaluators who have no conflict of interest with you, to evaluate your application. First option is a free choice, second option must be a woman and third option must be from the non-academic field.

DECLARANT

In * on *

In "Documents Provided" you should attach the documents required according to the rules of the call. Documents submitted must be in PDF format and written in English. If the supporting documentation are not in English, a copy of the original document must be provided accompanied by a translation of this documentation into this language. The name of the files cannot exceed 50 characters and their size cannot exceed 5 MB. Mandatory documents will be marked in red with an *:

- Copy of the valid identity document (DNI/ NIE/ Passport).
- Document that proves the date of obtaining the degree of doctor (PhD accreditation).
- Mobility Accreditation: Documentation to support the information in Annex III to demonstrate compliance with the mobility requirement. The following documents would be valid: work contracts, permits, rental contracts, residence certificates, etc. Please note that each document you present must be an official document. All documents are to be merge into a single PDF file.
- Annex I: Letter of commitment from the host department in case of success, with the signatures of the Director of the Department and of the Research Group Director.
- Annex II: Full technical proposal (CV included).
- Annex III: Mobility criteria form, where it is necessary to indicate the period(s) and the country(ies) in which you have legally resided and/or had your main activity during the last 3 years up to the deadline for the submission of the proposal.
- Annex IV: Letter of commitment to be signed by the institution(s) where you are going to carry out secondment(s), if any. These letters must be signed by the representative of the host institution and the Tutor Researcher. All letters are to be merge into a single PDF file.
- Annex V: Sworn statement of truthfulness, which must be signed by the applicant.

DOCUMENTS PROVIDED (as specified in the call)

The name of the files cannot exceed 50 characters and their size cannot exceed 5 MB.
Format allowed: PDF.

NIF/NIE/Passport *	<input type="text" value="Choose file"/>	<input type="button" value="Browse"/>
PhD Accreditation *	<input type="text" value="Choose file"/>	<input type="button" value="Browse"/>
Mobility accreditation *	<input type="text" value="Choose file"/>	<input type="button" value="Browse"/>
Annex I: Letter of commitment, UCM group *	<input type="text" value="Choose file"/>	<input type="button" value="Browse"/>
Annex II: Technical proposal *	<input type="text" value="Choose file"/>	<input type="button" value="Browse"/>
Annex III: Mobility criteria form *	<input type="text" value="Choose file"/>	<input type="button" value="Browse"/>
Annex IV: Letter of commitment, Secondments	<input type="text" value="Choose file"/>	<input type="button" value="Browse"/>
Annex V: Sworn statement of truthfulness *	<input type="text" value="Choose file"/>	<input type="button" value="Browse"/>

The annexes are standard templates and they are available here:

<https://www.una4career.eu/downloads/>

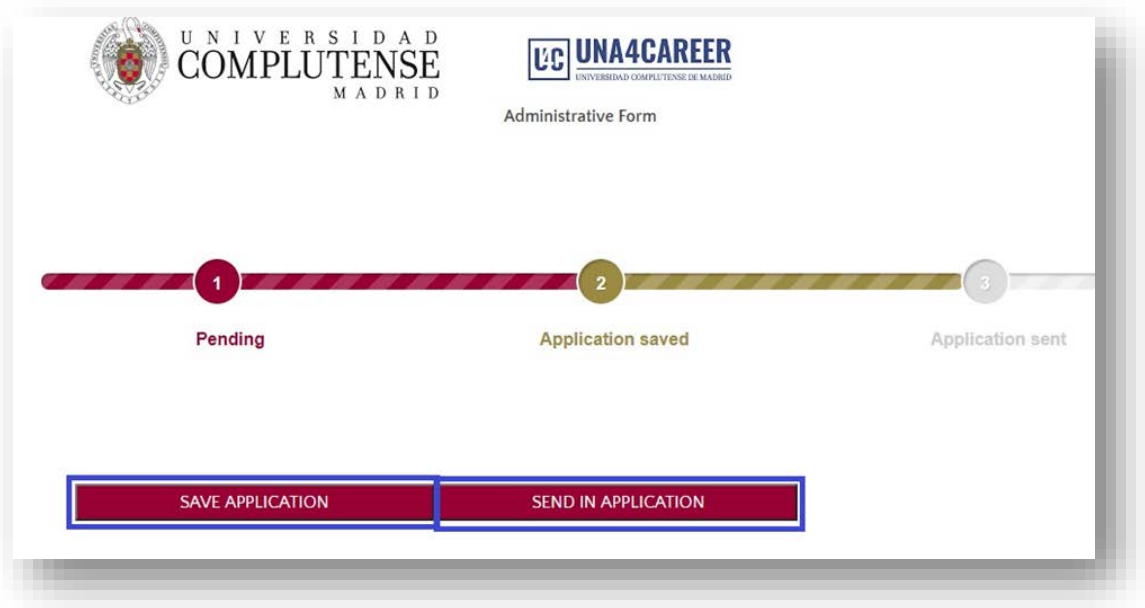
Once you have completed all the fields and attached the necessary documents, you have to press the button: SAVE APPLICATION.

The following message will then appear on the screen: "The application has been saved successfully".

Please note that the data and documents provided are binding.

5. Submission of the application

To continue with the registration procedure, you must press the "SEND IN APPLICATION" (from this moment on no changes can be made).



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Administrative Form

1 Pending 2 Application saved 3 Application sent

SAVE APPLICATION SEND IN APPLICATION