

## GUIDE FOR THE APPLICATION SUBMISSIONS TO PARTICIPATE IN THE CALL FOR GRANTS FOR THE RECQUALIFICATION OF THE SPANISH UNIVERSITY SYSTEM

The electronic means enabled for submitting applications to participate in this call is the electronic application form, found in the area of electronic processing of the University of Valencia.


Before starting the electronic application process, it is recommended that applicants read the rules of the call in detail in order to prepare the documentation to be submitted electronically.

### 1 ACCESSING THE ELECTRONIC APPLICATION FORM IN THE AREA OF ELECTRONIC PROCESSING

The following browsers are recommended by the electronic platform in this order: Google Chrome, Edge, Mozilla (Firefox). The use of Internet Explorer is not recommended.

The electronic application form can be accessed via the following [link](#):

<https://webges.uv.es/uvEntreuWeb/?idioma=en#/login?idform=EXPSOLP2U>



**1. Generic university user:** for University of Valencia personnel with a username and password that identifies members of the university community in all web services.

**2. Online office user:** those external to the University of Valencia may access in this way if they cannot do so through any of the previous methods. Within this option there is a link to request access. Once access is requested, you will receive an email at the address provided, if you do not receive the confirmation email, check your spam tray.

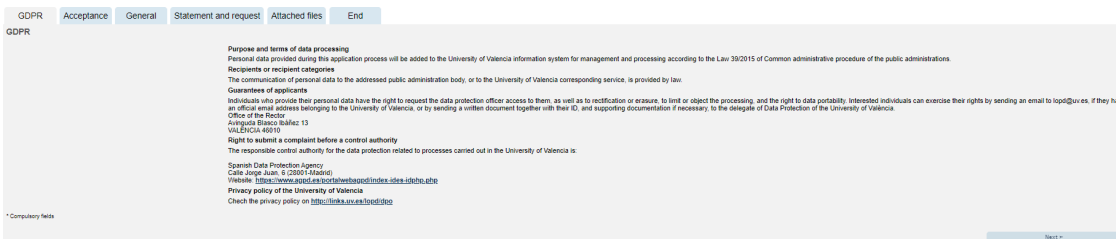
**3 Cl@ve system.**

For any technical questions on how access to access the digital certificate, consult the following link :  
<https://go.uv.es/8iEs10a>

## 2 COMPLETING THE APPLICATION FORM

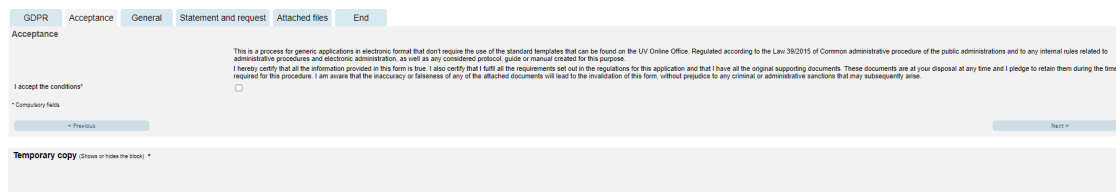
Once the form is open, 6 tabs will appear, which will be described here. It is necessary to follow the steps indicated below:

### 2.1 Read the information in the General Data Protection Regulation (RGPD):



In this tab, it is not necessary to complete any fields. To move to the next window, click on the **NEXT** button.

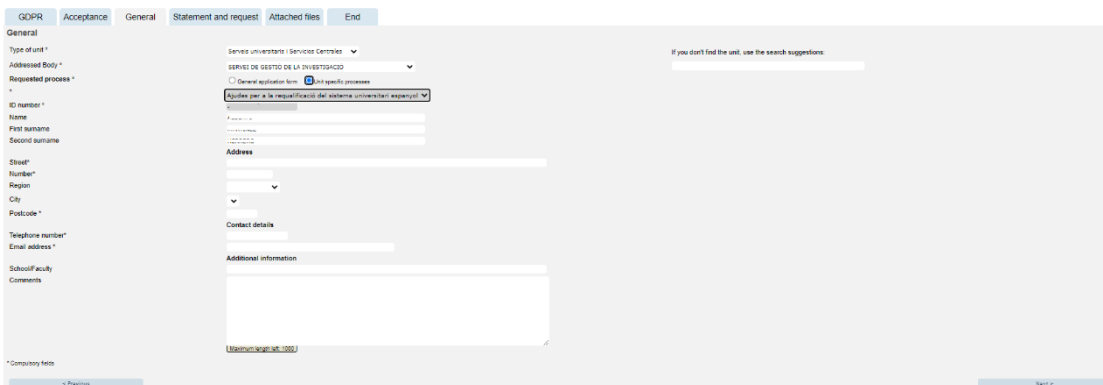
### 2.2 Acceptance of general conditions:



After marking the option "I accept the general conditions", click on the **NEXT** button.

### 2.3 The system will take you to the next screen of the **GENERAL** tab.

You must fill in the sections that appear in the GENERAL tab: It is **compulsory** to fill in all the information marked with an asterisk (\*) in the "General" tab. The NIF / NIE (national identification number), First name, First surname and Second surname must be filled in as they appear on your identity document.



- ✓ **Type of unit:** *Serveis Universitaris I Servicios Centrales* must be selected.
- ✓ **Addressed Body:** Choose: *SERVEI DE GESTIÓ DE LA INVESTIGACIÓ*.
- ✓ **Requested process:** Choose: *Unit specific processes- Ajudes per a la del sistema universitari espanyol*.
- ✓ **Additional information:** It is not necessary to fill in this section.
- ✓ Then click on the **NEXT** button.

## 2.4 Statement and application:

- ✓ **Facts and reasons:** Reference must be made to the resolution of the call and to the BOE (Official State Gazette) or DOGV (Official Gazette of the Regional Government of Valencia) (date of publication).

**Example:** "Resolution of 1, 2022 of the Office of the Principal of the University of Valencia for the call for grants for the requalification of the Spanish university system"

- ✓ **Application:** Reference must be made to the participation in the modality "Margarita Salas".

Then click on the next button.

## 2.5 Attached files: Documents must be attached to the application using the EXAMINE button.

### Documentation to be provided

The documentation below must be included, and it should be attached as one or more compressed files in ZIP format.

The maximum size for all the files together is 250MB and the maximum size for a single file is 50MB.

The documents must be presented in PDF format and, in order to identify them correctly, the files must be attached with the following names, substituting *first\_name\_first\_surname* for those of the applicant.

The following documents for **Modality Margarita Salas grants for the training of young doctors** must be provided:

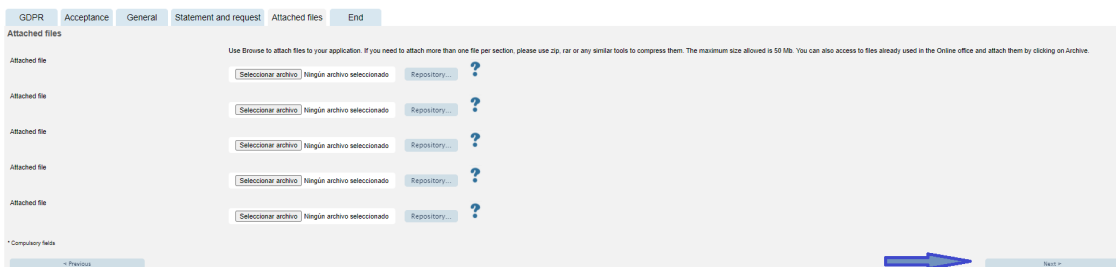
- The application form for Margarita Salas Grants must be downloaded via the following [link](#). (*Application\_form\_first\_name\_first\_surname.pdf*)
- A copy of your national identification document or equivalent identification document in the

case of citizens of the European Union. A copy of your passport in the case of national citizens of countries that are not members of the European Union. (*ID\_first\_name\_first\_surname.pdf*)

- A copy of your doctoral degree or accreditation of having defended and approved the doctoral thesis. (*Doctoral\_diploma\_first\_name\_first\_surname.pdf*)
- The candidate's abbreviated curriculum vitae (ACV) with proof of the alleged achievements that cannot be verified by consulting the WOS. (*ACV\_first\_name\_first\_surname.pdf*). It is recommended the template that can be downloaded from the following [link](#) or use the model made available to researchers by FECYT (<https://cvn.fecyt.es/editor/>)
- The host group's technical scientific report for the last 5 years. In case the last year of stay is made in the UV, the technical scientific report of the UV host group must also be attached. (*Report\_first\_name\_first\_surname.pdf*)
- Explanatory report, of a maximum length of 8,000 characters with spaces, including at least the specific objectives of the research, methodology, work plan and the impact of this stay on the progress of the candidate's teaching and research career. To prepare the report, the template that can be downloaded via the following [link](#) must be used. (*Explanatory\_report\_salas\_first\_name\_first\_surname.pdf*)
- An acceptance document signed by the director of the host group or centre. (*Acceptance\_first\_name\_first\_surname.pdf*). An acceptance document must be attached for each institution involved in the stay. The model can be downloaded at the following [link](#).

In any case, the acceptance document of a research group of the University of Valencia, available at this [link](#), must also be attached.

- The favourable agreement of the Board of the Department / Institute / ERI council to which the UV research group is linked. In case of spending the last year at the UV, the agreement must include the commitment to provide the beneficiary with the necessary space to carry out their research. (*Favourable\_agreement\_first\_name\_first\_surname.pdf*)
- In the event of applying for the reserved 2% available for grants aimed at promoting equal opportunities and the inclusion of people with functional diversity, it is necessary to attach the corresponding certificates recognising the condition of a person with disabilities equal to or greater than 33 % (certificate from the Ministry of Social Welfare or competent body) (*Certificate\_disability\_first\_name\_first\_surname.pdf*)



Finally, it is very important to make sure that all the documents have been attached. Once this has been checked, click the **NEXT** button

## 2.6 In the sixth tab, the system will take you to "Finish":

- The applicant must accept the electronic notifications to correctly finish the process by clicking on **YES**.
- The field "*Email address to enable notifications*" must be completed in order to receive electronic notifications.

GDPR Acceptance General Statement and request Attached files End

Do you accept telematic notifications? \*

Yes ☐ No ☐

Send

< Previous

Temporary copy (Shows or hides the block) \*

After clicking the **SEND** button, you will be taken to the next screen.

In this tab you must click on the send button. You will be informed if everything is correct or, if there are any mistakes, the fields to be modified will appear in the top-left part of the screen (in red).

Electronic registry

The field Unit specific processes is obligatory [Go to the field](#)  
 The field Street is obligatory [Go to the field](#)  
 The field Number is obligatory [Go to the field](#)  
 The field Region is obligatory [Go to the field](#)  
 The field City is obligatory [Go to the field](#)  
 The field Postcode is obligatory [Go to the field](#)  
 The field Telephone number is obligatory [Go to the field](#)  
 The field Email address is obligatory [Go to the field](#)  
 The field Expansion is obligatory [Go to the field](#)  
 The field Request is obligatory [Go to the field](#)  
 The field Do you accept telematic notifications? is obligatory [Go to the field](#)

GDPR Acceptance General Statement and request Attached files End

General

Type of unit \*

Addressed Body \*

Requested process \*

ID number \*

Name

First surname

Second surname

Servicio universitario / Servicios Centrales

SERVICIO DE GESTIÓN DE LA INVESTIGACIÓN

General application form Unit specific processes

00000000

ALBERTO

MARTINEZ

HERNANDEZ

If you don't find the unit, use the search suggestions:

You must return to the corresponding tabs and make the changes indicated. Once the corrections have been finished, you must return to the finish tab and click the **send** button again.

## 2.7 Finish:

When everything is correct, this page will appear.

Obtain document

Your application has been correctly processed.

Request identifier: UV-EXPOLPZU-1542973

Date and Time: 06/07/2021 12:10:53

Register number: REGAGE21e0000348255

Verification Code: BCM26Q4B3362401

In order to print your request, press the Get document button.  
If you don't have a printer, save the generated PDF document and print it later.

Write down the request identifier.


In case there is any problem you can use the customer service form called [techniques and doubt Trouble ENTRESU](#) and procedures to communicate or as a last resort and if that does not work platform can send an email to [entresu@uv.es](#) indicating in both cases the identifier of the request. As a general rule any incidents or concerns that enter through the form of 'customer service' will take priority over those that come to us via email.

The verification code will allow you to retrieve the document [screen to get the generated document from the fingerprint and the request identifier](#).

Finish and go to My Personal Site

By clicking on the **Obtain document** button, you can open and save a pdf copy of your application.









This document will be assigned a **numerical identifier (NI)**, which must be indicated if any incidents during the procedure need to be reported.









 <b>VNIVERSITAT ID VALÈNCIA</b> Òrgan gestor / Órgano gestor: Secretaría General	<b>REGISTRE ELECTRÒNIC</b> <b>REGISTRO ELECTRÓNICO</b>	<b>Numerical identifier (NI)</b>
		Cod. Verificació / Cód. Verificación: <b>740M1BU81BHD0VF4</b> <a href="http://entreu.uv.es/">http://entreu.uv.es/</a> Núm. registre / N° registro: REGAGE21e00000342453
<b>A ACCEPTACIÓ / ACEPTACIÓN</b> ACCEPTA LES CONDICIONS INDICADES / ACEPTO LAS CONDICIONES INDICADAS Si		
<b>B GENERAL</b> TIPUS D'ÒRGAN AL CUAL ES DIRIGEIX / TIPO DE ÓRGANO AL CUAL SE DIRIGE Serveis universitaris, generals i centrals ÒRGAN AL QUAL ES DIRIGEIX / ÓRGANO AL QUE SE DIRIGE SERVEI DE GESTIÓ DE LA INVESTIGACIÓ TRAMITACIÓ DESITJADA / TRAMITACIÓN DESEADA Gestions específiques de la unitat VACIO		

Finally, you can click on the **FINISH** button and go to **MY PERSONAL SITE** where you can view the application at any time and obtain a copy to save or print by clicking on the **pdf copy** of document icon.

**2.8** To see the **details** of your **application**, select **"See details"** on the same page in the **ACTIONS** tab.

Academic records history

 Personal data
  Academic records history
  Notifications
  Documents
  Electronic signature
  Receipts
  Annotations
  Procedure finder

Description	Date	Record	Stage	Receipt	Resol.	Date of resol.	Actions
There is not an available title for this procedure in english	02/07/2021 13:16	UV.EXPSOLP2U-1542929	Iniciación				Actions
There is not an available title for this procedure in english	29/06/2021 12:11	UV.EXPSOLP2U-1542817	Iniciación				Annex
There is not an available title for this procedure in english	28/06/2021 09:49	UV.EXPSOLP2U-1542798	Iniciación				See history
There is not an available title for this procedure in english	18/06/2021 10:24	UV.EXPSOLP2U-1542623	Remitido				Actions
There is not an available title for this procedure in english	18/06/2021 10:15	UV.EXPSOLP2U-1542622	Remitido				Actions
There is not an available title for this procedure in english	18/06/2021 09:31	UV.EXPSOLP2U-1542621	Remitido				Actions
There is not an available title for this procedure in english	17/06/2021 13:32	UV.EXPSOLP2U-1542609	Remitido				Actions
There is not an available title for this procedure in english	17/06/2021 12:49	UV.EXPSOLP2U-1542606	Remitido				Actions
There is not an available title for this procedure in english	20/10/2020 12:40	UV.OFICIA-1488045	Remitido				Actions

Showing 1 to 9 of 9 processings

Once the application has been sent, you can track the call through the [Notice Board](https://webges.uv.es/uvTaeWeb/) of the University of Valencia. <https://webges.uv.es/uvTaeWeb/>.

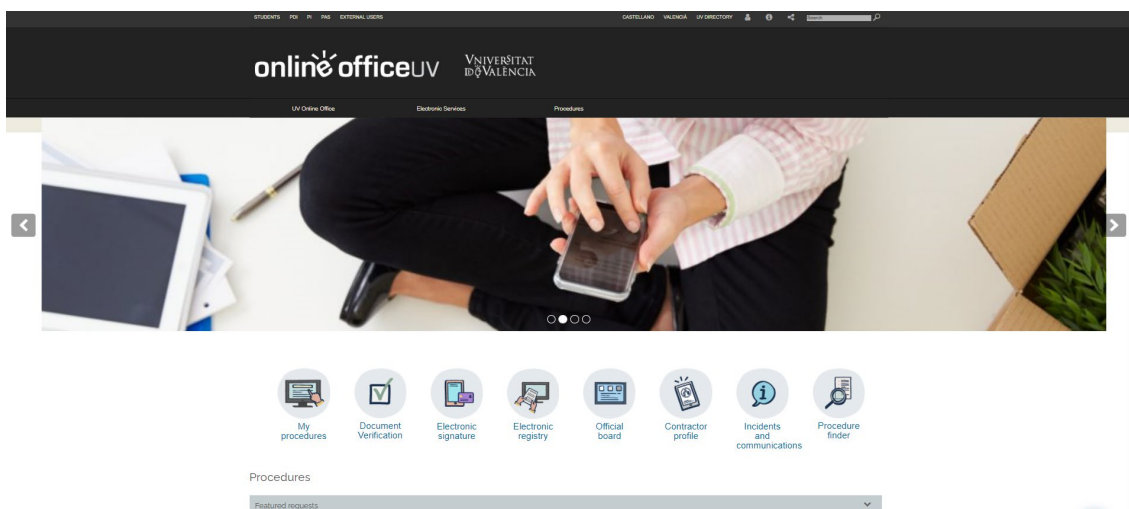
### 3 HOW TO ATTACH DOCUMENTATION FOR APPLICANTS

According to the rules of the call "**Awarding procedure**", a period of **10 business days** will begin from the day following the publication of the provisional list of admitted and excluded applicants on the Official Notice Board of the University of Valencia. In this way, claims can be made and the errors leading to exclusion can be corrected, in accordance with the provisions of article 68 of Law 39/2015 of 1 October on the Common Administrative Procedure of Public Administrations.

If the applicant wishes to make any claims or correct the errors causing exclusion, they must do so by accessing the Online Office of the University of Valencia (ENTREU), via the [link](https://www.uv.es/virtual-office/en/online-office-uv.html):

<https://www.uv.es/virtual-office/en/online-office-uv.html>

#### 1. Access the **MY PROCEDURES** section.



- Choose your **method to access** the electronic processing area of the University of Valencia and then click on the **ACADEMIC RECORDS HISTORY**.

What login method would you like to use?

Personal data Academic records history Notifications Documents Electronic signature Receipts Annotations

University user  
Online Office user  
Cl@ve system

- Once the page has loaded, you will see a list of all your documents and applications. In the actions tab, select the **"Append"** option.

Academic records history

Personal data Academic records history Notifications Documents Electronic signature Receipts Annotations Procedure finder

Description	Date	Record	Stage	Receipt	Resol.	Date of resol.	Actions
No hay un título disponible para esta tramitación en el idioma seleccionado	18/06/2021 09:58	UV-EXPSOLP2U-1889582	Fase 99 ()				Annex
No hay un título disponible para esta tramitación en el idioma seleccionado	13/04/2021 18:00	UV-EXPSOLP2U-1889518	Intervención				See history
No hay un título disponible para esta tramitación en el idioma seleccionado	20/10/2020 12:40	UV-OFCIA-1496045	Remitido				

Showing 1 to 3 of 3 processings

- Then, upload the documentation you wish to attach in the append section.

Data of the original processing

Title of the official announcement: No hay un título disponible para esta tramitación en el idioma seleccionado  
Description of the official announcement: procedimientos

Processing date: 13/04/2021 18:00:22  
Processing identifier: 1889518  
Verification code of the document/receipt generated: 804818PBLWMD7C4  
Request status: Fase número 23

Add documents

File:     

Observations:



- Then, click on **"Send"** and, as in section 2.7 of this guide, the same screen will appear confirming that your application has been processed correctly and from which you can also obtain a copy of the document.

Obtain document

Your application has been correctly processed.

Identificador de la solicitud: UV-ANEXO01-171423

Data i hora: 06/07/2021 12:23:46  
Núm. registre: 11396

Codi de verificació: E8U6302J20J4HWC

Per a imprimir la sol·licitud, premu sobre el botó Obtenir document.  
Si no disposeu d'impressora en aquest moment, guardeu el document PDF generat i imprimeu-lo més tard.

Preneu nota de l'identificador de la sol·licitud.

En cas que hi hagi qualsevol problema podeu utilitzar el formulari d'atenció a l'usuari per comunicar-lo o com últim recurs i en cas que no funcioni la plataforma es pot enviar un correu electrònic a [entreu@uv.es](mailto:entreu@uv.es) indicant en ambdós casos el identificador de la sol·licitud. En cas que hi hagi qualsevol problema podeu utilitzar el formulari d'atenció a l'usuari denominat [incidències tècniques i dubtes de FWTSCU](#) i a la seva tria per comunicar-lo o com últim recurs i en cas que no funcioni la plataforma es pot enviar un correu electrònic a [entreu@uv.es](mailto:entreu@uv.es) indicant en ambdós casos el identificador de la sol·licitud. Com a regla general les incidències o dubtes que introdueixi a través del formulari de 'atenció a l'usuari' tindran més prioritat que aquelles que es realitzen per correu electrònic.

El codi de verificació li permetrà recuperar el document [clicant per a obtenir el document generat a partir del codi de verificació](#) i de l'identificador de la sol·licitud.

Finish and go to My Personal Site

## 4 HOW TO RESPOND TO AN ELECTRONIC NOTIFICATION FOR THE APPLICANT

To respond to a notification or communication, the applicant will receive a notification by email and must follow the following steps:

- Access the online office via the link that will appear in your email.

On the page that appears, identify the notification from the list of your notifications ("*read the request*"). Read the content by clicking on the icon of an envelope and an arrow.

Notifications

Personal data Academic records history Notifications Documents Electronic signature Receipts Annotations Procedure finder

Show: 10 notifications per page

Record	Sent	Read	Expires	Attend	Deadline	Attended to	Attachments
UV-OFFICIA-1436045	21/10/2020 07:56		31/10/2020				

Showing 1 to 1 of 1 files

Please, read the electronic notification has been made available by clicking on .  
Later use the icon to attend the notification and attach all the necessary documentation. Once you are done, you can visualise all the documentation attached to the answer pressing . From this time may be assessed for response by the body competent manager.

- After reading, you must click on the "respond" icon to respond to the notification:

Read	Expires	Attend
	31/10/2020	

## 5 RESOLUTION OF INCIDENTS DURING THE COMPLETION OF THE ELECTRONIC FORM

For any incidents or doubts while filling in the application, the University of Valencia can be contacted.

- ✓ If it is a **technical incident** related to the electronic processing of the application, technical assistance can be requested via the institutional email address: [entreu@uv.es](mailto:entreu@uv.es).  
Office of the Vice-Principal For Research - Research Management Service





- ✓ If you have **any questions regarding the rules of the call**, you should contact the Research Management Service and the Section of Resources and Support Programs of the R+M+S, via the email address: [recualifica@uv.es](mailto:recualifica@uv.es).