

## GUIDE FOR THE APPLICATION SUBMISSIONS TO PARTICIPATE IN THE CALL FOR GRANTS FOR STAYS BY RESEARCHERS OF UKRAINIAN NATIONALITY WITHIN THE RESEARCH STRUCTURES OF THE UNIVERSITY OF VALENCIA

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.

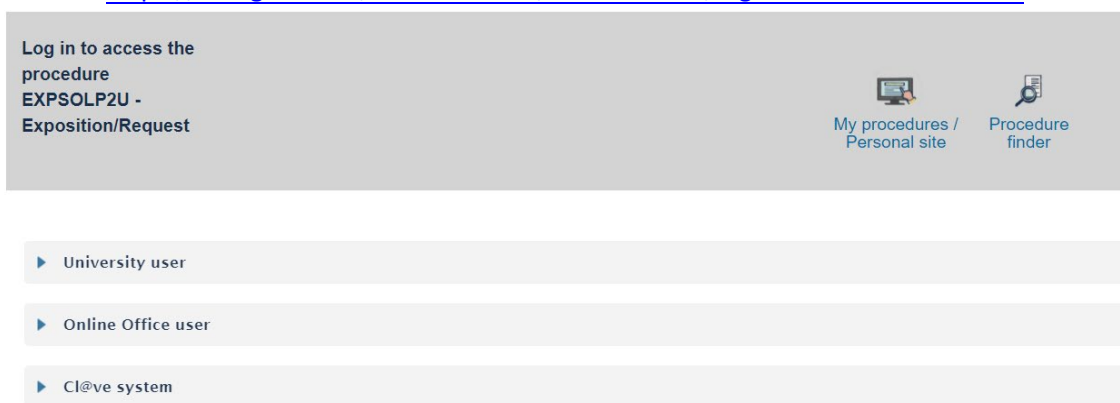
Before starting the electronic application process, it is recommended that applicants read the rules of the call in detail in order to prepare the documentation to be submitted electronically.

### 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.

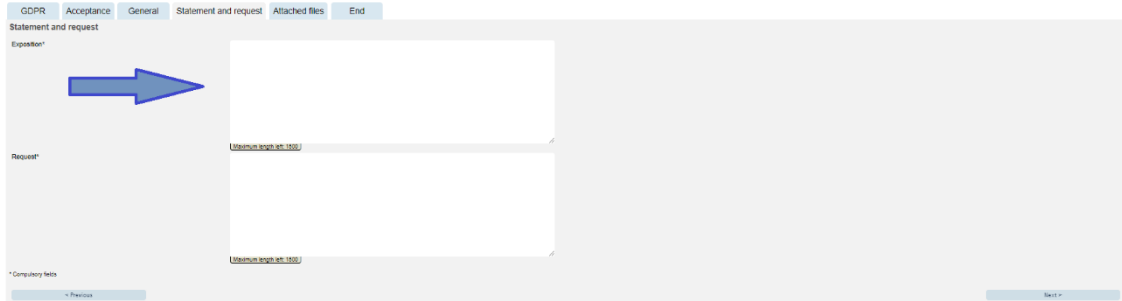
### 2.3 The system will take you to the next screen of the **GENERAL** tab.

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: *Convocatoria convidadts/des UCRAÏNA 2022*.
- ✓ **Additional information:** It is not necessary to fill in this section.
- ✓ Then click on the **NEXT** button.

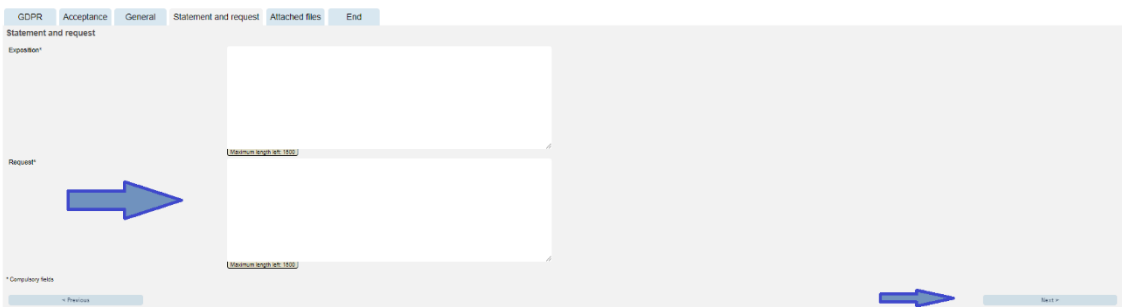
## 2.4 Statement and application:

- ✓ **Facts and reasons:** Reference must be made to the resolution of the call



The screenshot shows a web form with tabs for 'GDPR', 'Acceptance', 'General', 'Statement and request', 'Attached files', and 'End'. The 'Statement and request' tab is active. The form has two main text areas: 'Exposition\*' and 'Request\*'. A blue arrow points to the 'Exposition\*' field. Below the 'Request\*' field, there are two lines of text indicating a maximum length of 1000 characters. At the bottom, there are 'Previous' and 'Next' buttons.

**Example:** *"Resolution of the Office of the Principal of the University of Valencia for the call for grants for temporary stays for invited researchers of Ukranian Nationality 2022"*



This screenshot is similar to the previous one, but a blue arrow points to the 'Request\*' field. Another blue arrow points to the 'Next' button at the bottom right of the form.

**Example:** *"Participation in the call for these grants"*

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

### Documentation to be provided

The documentation indicated in point 6.4 of the resolution 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 named with the *"first\_name\_first\_surname"* of the applicant added to it's name.

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.

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).

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-EXPSOLP2U-4542973      Date and Time: 05/07/2021 12:10:53      Verification Code: WCM6290483302401  
 Register number: REGAGE21e0000348255

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 ENTREU](#) and [procedures to communicate or as a last resort and if that does not work, please can send an email to \[entreu@uv.es\]\(mailto:entreu@uv.es\)](#) 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 VALÈNCIA</b> Òrgan gestor / Managing Organ: Secretaria General	<b>REGISTRE ELECTRÒNIC</b> <b>ELECTRONIC REGISTRY</b>	<b>Numerical Identifier (NI)</b>
		Codi Verificació / Verif. Code: <b>DS2D0AVWN13EQE86</b> <a href="http://entreu.uv.es/">http://entreu.uv.es/</a> Núm. registre / Entry N.: 132541


<b>A</b>	<b>ACCEPTACIÓ / ACCEPTANCE</b>
ACCEPTE LES CONDICIONS INDICADES / I ACCEPT THE CONDITIONS Si	

<b>B</b>	<b>GENERAL</b>
TIPUS D'UNITAT / TYPE OF UNIT Serveis universitaris i Serveis Centrales	
<B>ÒRGAN AL QUAL ES DIRIGEIX</B> / ADDRESSED BODY SERVEI DE GESTIÓ DE LA INVESTIGACIÓ	

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.

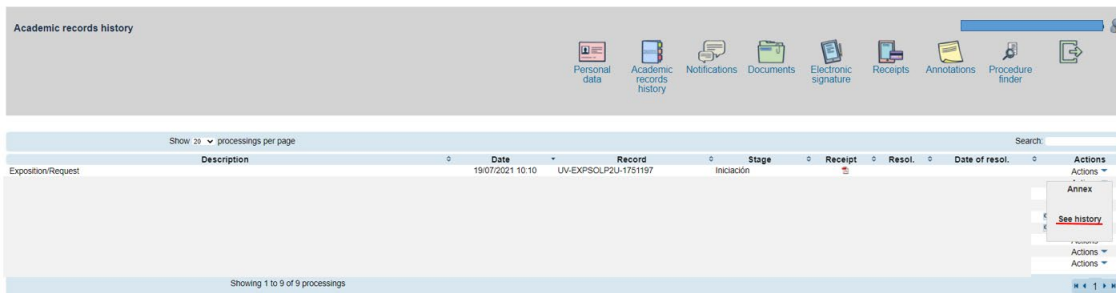
Academic records history

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

Show: 20 ✓ processings per page		Search:							
Description	Date	Record	Stage	Receipt	Resol.	Date of resol.	Actions		
Exposition/Request	19/07/2021 10:10	UV-EXPSOLP2U-1751197	Iniciación				Actions ▾ Actions ▾ Actions ▾ Actions ▾ Actions ▾ Actions ▾ Actions ▾		

Showing 1 to 9 of 9 processings

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



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

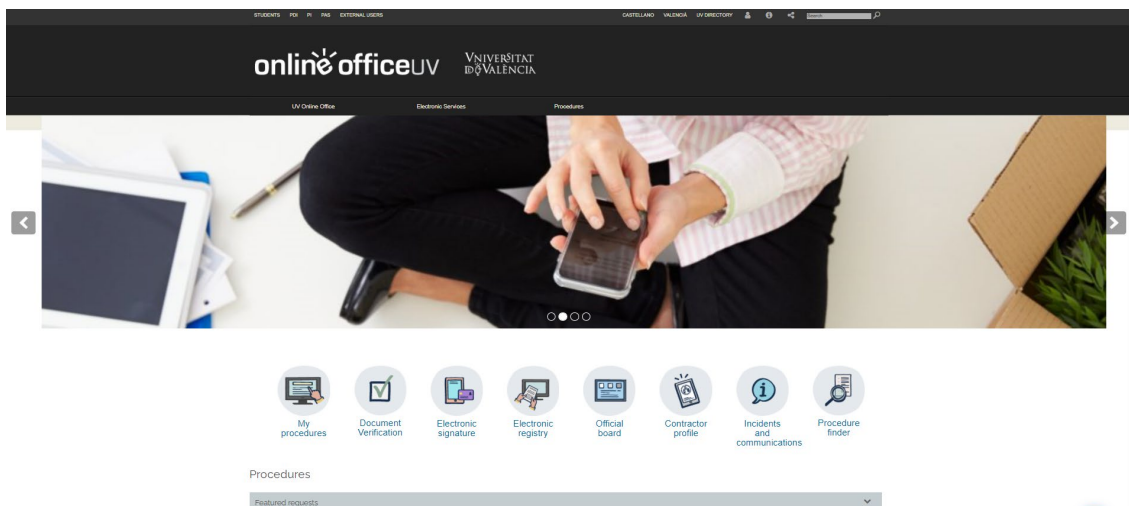
### 3 HOW TO ATTACH DOCUMENTATION FOR APPLICANTS

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>

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



#### 2. 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

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

Academic records history

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

Show 20 processings per page

Description	Date	Record	Stage	Receipt	Resol.	Date of resol.	Actions
Exposition/Request	19/07/2021 10:10	UV-EXPSOLP2U-1751197	Iniciación				<ul style="list-style-type: none"> <li>Annex</li> <li>See history</li> <li>Actions</li> <li>Actions</li> </ul>

Showing 1 to 9 of 9 processings

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

Academic records history

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

TITULO

Information

This form enables to add further information to previously accomplished processings

Data of the original processing

Title of the official announcement: Exposition/Request application form  
Description of the official announcement:

Processing date: 19/07/2021 10:10:03  
Processing identifier: 1751197  
Verification code of the document/receipt generated: DS2D9AVVH13EQE56  
Request status: Number phase: 21

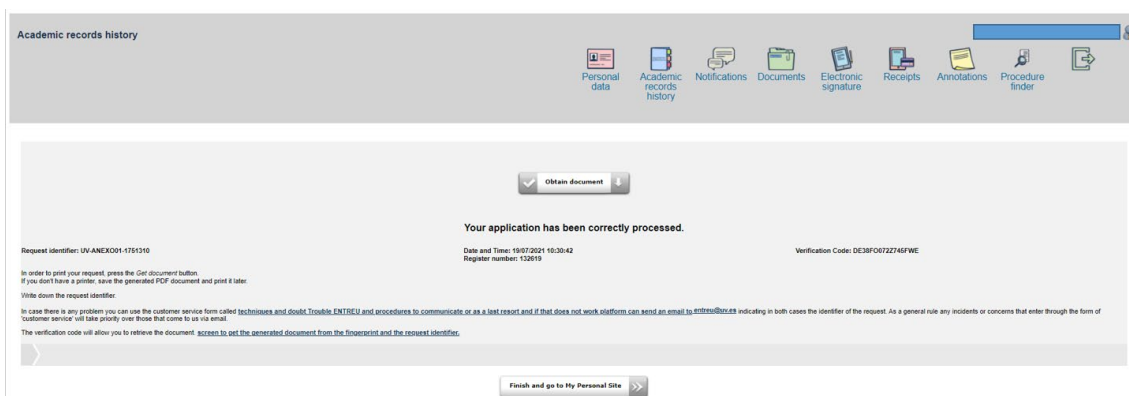
Add documents

File\*  ningún archivo seleccionado  ?

Observations\*

Maximum length left: 300

5. 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.

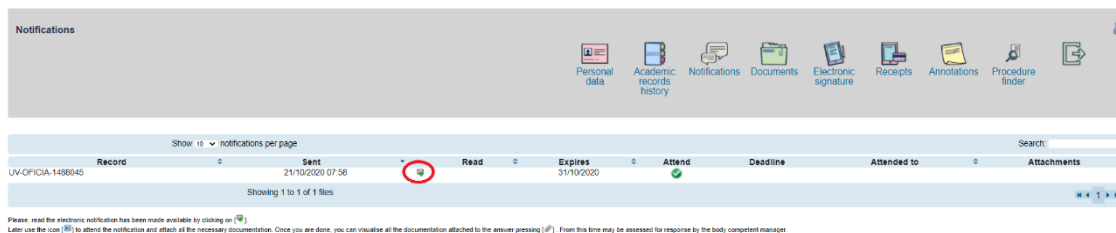


#### 4 HOW TO RESPOND TO AN ELECTRONIC NOTIFICATION FOR THE APPLICANT

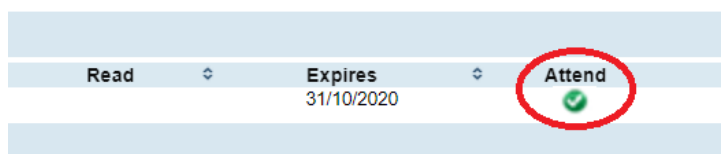
To respond to a notification or communication, the applicant will receive a notification by email and must follow the following steps:

1. 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.



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



#### 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).
- ✓ 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+D+I, via the email address: [programapropi@uv.es](mailto:programapropi@uv.es).