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

Log in to access the procedure EXPSOLP2U - Exposition/Request	My procedures / Personal site	Procedure finder
University user		
Online Office user		
► Cl@ve system		

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 : <u>https://go.uv.es/8iEs10a</u>

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):

GDPR	Acceptance	General	Statement and request	Attached files	End	
GDPR						
			Personal da Recipients The commu Guarantees Individuats v an efficial er Office of the Avinguda BI VALENCIA A Right to sul	or recipient categori nication of personal da of applicants the provide their personal address belonging Rector asco libalitez 13 16010 smit a complaint bef	application process at a to the address anal data have the to the University one a control aut	is in it is addet to be University of Valencia information system for management and processing according to the Law 302015 of Common administrative procedure of the public administrations. et public administration body or to the University of Valencia companying service, is provided by time right to recent the Cate protochor office access to Rem as well as to indifficient or example to the cate) to depth to det public data publicly. Interview to discuss a common administration of the cate public data public to administration of the cate public data public data cate exercise their right to presenting and example to the cate public data cate exercise their right to presenting and example of Cate Protocols of the University of Valencia. They have a set of the cate of the cat
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				icy of the University rivacy policy on http:/		idoo
* Compulsory fields						

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:

GDPR	Acceptance	General	Statement and request	Attached files	End										
Acceptance															
			This is a pro administrativ	cess for generic applic reprocedures and electronic sectors and electronic sectors and electronic sectors and electronic sectors and sectors applications and sectors applications applica	ations in electron tronic administra	c format that don't require the us ion, as well as any considered p	e of the standard templat rotocol, guide or manual o	tes that can be found on created for this purpose.	the UV Online Office. F	Regulated according	to the Law 39/2015 of	Common administrativ	ve procedure of the public adm	inistrations and to any interr	al rules related to
			I hereby cer required for	tify that all the informat this procedure. I am as	ion provided in th rare that the inac	s form is true. I also certify that I curacy or falseness of any of the	fulfil all the requirements attached documents will	set out in the regulation lead to the invalidation of	s for this application an f this form, without prej	d that I have all the judice to any crimina	original supporting doci al or administrative sand	uments. These docum	ents are at your disposal at an yuently arise.	/ time and I pledge to retain	them during the time
I accept the con	ditions"														
* Compulsory Felds															
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Temporary of	opy (Shows or hides	the block) *													

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.

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Addressed Body *	SERVEI DE GESTIÓ DE LA INVESTIGACIÓ	
Requested process *	C General application form 🕷 Unit apporting processes	
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D number *	Audes per a la requilització del sistema universitari espanyal	
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Compulsory fields	litzarium kegin laht 1000	
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- ✓ **Type of unit:** Serveis Universitaris I Servicios Centrales must be selected.
- ✓ Addressed Body: Choose: SERVEI DE GESTIÓ DE LA INVESTIGACIÓ.
- Requested process: Choose: Convocatoria convidats/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

DPR Acceptance General State	ment and request Attached files End		
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	Maximum length left. 1500	ħ.	
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	Maximum length left: 1500.	h	
ulsory fields			
* Previous			
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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"

GDPR	Acceptance	General	Statement and	request	Attached files	End
Statement a	nd request					
Exposition*						
				Maximum long	thief: 1500	
Request*						
				Maximum leng	phiet: 1600	
* Compulsory fields						
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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.

GDPR	Acceptance	General	Statement and request	Attached files	End	
Attached file:	s					
Attached file			Use Browse	to attach files to your a	pplication. If you ne	need to attach more than one file per section, please use zip, rar or any similar tools to compress them. The maximum size allowed is 50 Mb. You can also access to files already used in the Online office and attach them by clicking on Archiv
Allactied tile			Seleccio	nar archivo Ningún ar	chivo seleccionado	as Repository
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Compulsory fields						
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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 f	elematic notifications	? *			Yes O No O					
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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).

CONTRACTOR OF THE PALENCIA	Electronic registry										
A The field Unit specific processes is obligatory Go	a the field										
A The field Street is obligatory Go to the field											
A The field Number is obligatory Go to the field											
A The field Region is obligatory Go to the field											
The field City is obligatory Go to the field											
A The field Postcode is obligatory Go to the field A The field Telephone number is obligatory Go to the	6-14										
A The field Email address is obligatory Go to the field											
A The field Exposition is obligatory Go to the field											
A The field Request is obligatory Go to the field											
A 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 *	Serveis universitaris i Servicios Centrales 🗸 🗸	If you don't find the unit, use the search suggestions:									
Addressed Body *	SERVEI DE GESTIÓ DE LA INVESTIGACIÓ	•									
Requested process *	General application form Other Specific processes										
• ·											
ID number *	24395523K										
Name	ALBERTO										
First sumame	MARTINEZ										
Second sumame	HERRERO										

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.

	V Obtain document	
	Your application has been correctly pro	ocessed.
Request identifier: UV-EXPSOLP2U-1642873	Date and Time: 05/07/2021 12:10:63 Register number: REGAGE21e00000348255	Verification Code: NCIM628Q483382401
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 <u>techniques and doubt Trouble ENTREU and procedures to comm</u> form of 'customer service' will take priority over those that come to us via email.	nunicate or as a last resort and if that does not work platfo	rm can send an email to thtreuQuices indicating in both cases the identifier of the request. As a general rule any incidents or concerns that enter through the
The verification code will allow you to retrieve the document. screen to get the generated document from the fingerprint and the request	t 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.

VNIVERSITAT	REGISTRE ELECTRÒNIC	Numerical Identifyer (NI)				
D València	ELECTRONIC REGISTRY	Codi Verificació / Verif. Code: DS2D0AVWN13EQE86 http://entreu.uv.es/				
Òrgan gestor / Managing Organ: Secretaria General		Núm. registre / Entry N.: 132541				
A ACCEPTACIÓ / ACCEPTA	ANCE					
ACCEPTE LES CONDICIONS INDICADES / / ACC	CEPT THE CONDITIONS					
B GENERAL						
TIPUS D'UNITAT / TYPE OF UNIT Serveis universitaris i Servicios Centrale	25					
ÒRGAN AL QUAL ES DIRIGEIX / ADDRE SERVEI DE GESTIÓ DE LA INVESTIG						

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	[ng tha
	Show 20 v processings per page										Sear	ch:	
Exposition/Request	Description	0	Date 19/07/2021 10:10	UV-EXPSOLP2		¢ Iniciaci		• Receipt	• Resol.	• Date	of resol.	0	Actions * Actions * Actions * Actions * Actions * Actions * Actions * Actions * Actions *
	Showing 1 to 9 of 9 processings												н « 1 » н

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 <u>Notice Board</u> of the University of Valencia. <u>https://webges.uv.es/uvTaeWeb/</u>.

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 <u>link</u>:

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.**

University user Online Office user	What login method would you like to use?		Personal data	Academic records history	Electronic signature	Receipts	Annotations
		University user					
Cleve system		Online Office user Clove 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	Annotation	Procedure finder	r)
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	Showing 1 to 9 of 9 processings											H 4 1 P H

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

Academic records history		Personal data	Academic records history	Notifications Docum	Receipts	Annotations	Procedure	ł
Information	This form enables to add further information to previously accomplished pro-	cessings						
Data of the original processing Tile of the official announcement Description of the official announcement	Exposition/Request application form							
Processing date: Processing date: Verticulate: code of the document/incuring generated Request status:	18/07/2021 10:10:03 175/197 DS2D0AV/WH15EQE88 Number phase 21							
Add documents	Seleccionar archivo Ningún archivo seleccionado Repository	?						
Observations *	- Without observations - Maximum length left; 300	,						
· Congusory neza	Send							

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.

Academic records history	Personal	Academic records history	Notifications	Documents	Electronic signature	Receipts	Annotations	Procedure	r P
	Your application has been correct	v processed							
Request identifier: UV-ANEXX01-176130 In order to print your reparks: great See Get document bulken. If you cold have a printe, see the generated PDF document and print it later. Virals down the repark identifier:	Date and Time: 19/07/2021 10:30:42 Register number: 132619			Veri	fication Code: DE38	F00722746FWE			
In case there is any postering occurs we the customer service from called <u>technises and doubt Trouble EVIIGU and</u> Customer service will also priority out those that came to an examination of the second document from the financial The vertication code will also you to refere the document <u>screen to get the second document from the financial</u>		n can send an email	<u>to entreu®av.es</u> inde	aling in both cases	the identifier of the re	iquest. As a general	rule any incidents or c	oncerns that enter thr	rough the form of
	Finish and go to Hy 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:

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.

Notifications							Personal data	Acade reco histo	rds		Electronic signature	Receipts	Annotations	Procedure finder		&
		Show 10 v notification	s per page											Search:		
	Record	0	Sent		Read	0	Expires	0	Attend	Deadline		Attended to	0	Attac	hments	
UV-OFICIA-1488045			21/10/2020 07:58	•			31/10/2020		0							
		Sho	wing 1 to 1 of 1 files												ж 4 1	н.н
	Per relation tradition has been note available by college or [10] Later use the local [10] to attend the indificution and attach at the recessang documentation. One you are done, you can visualite all the documentation attached to the answer pressing [10]. From this time may be assessed for response by the body competion manager.															

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: <u>entreu@uv.es.</u>
- ✓ 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.