VNIVERSITAT ID VALÈNCIA Vicerectorat d'Investigació

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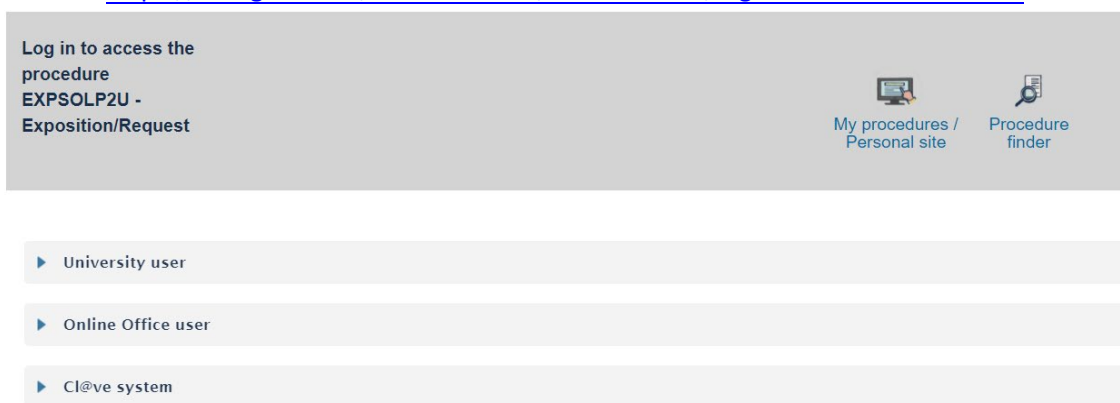
Before starting the electronic application process, it is recommended that applicants read the rules of the call in detail in order to prepare the documentation to be submitted electronically.

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 :
> 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:

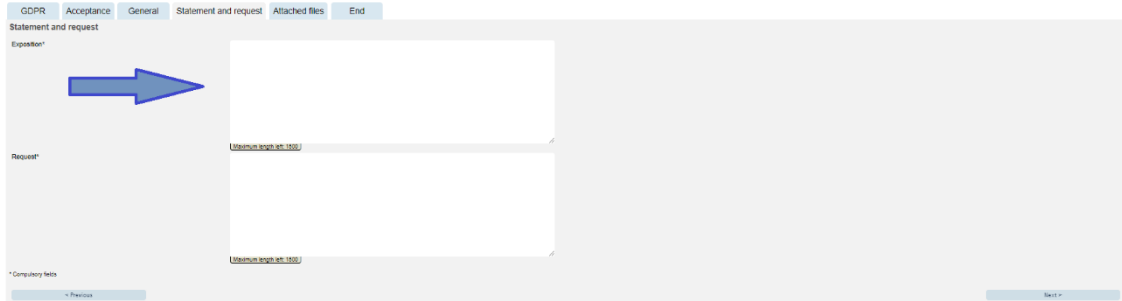After marking the option "I accept the general conditions", click on the **NEXT** button.

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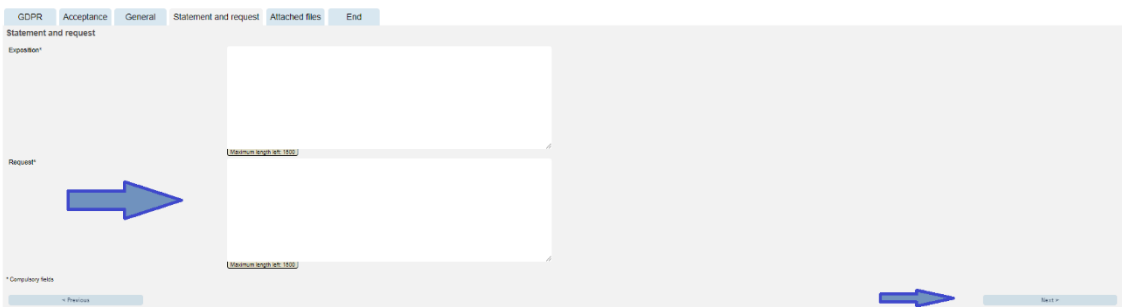- ✓ Then click on the **NEXT** button.

2.4 Statement and application:

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

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"*

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.

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 E⋅ DE VALÈNCIA	**REGISTRE ELECTRÒNIC** *ELECTRONIC REGISTRY*	Numerical Identifyer (NI)
		Codi Verificació / Verif. Code: **DS2D0AVWN13EQE86** http://entreu.uv.es/
Òrgan gestor / Managing Organ: Secretaria General		Núm. registre / Entry N.: 132541

A	ACCEPTACIÓ / *ACCEPTANCE*
	ACCEPTE LES CONDICIONS INDICADES / *I ACCEPT THE CONDITIONS* Si

B	GENERAL
	TIPUS D'UNITAT / *TYPE OF UNIT* Serveis universitaris i Servicios 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.
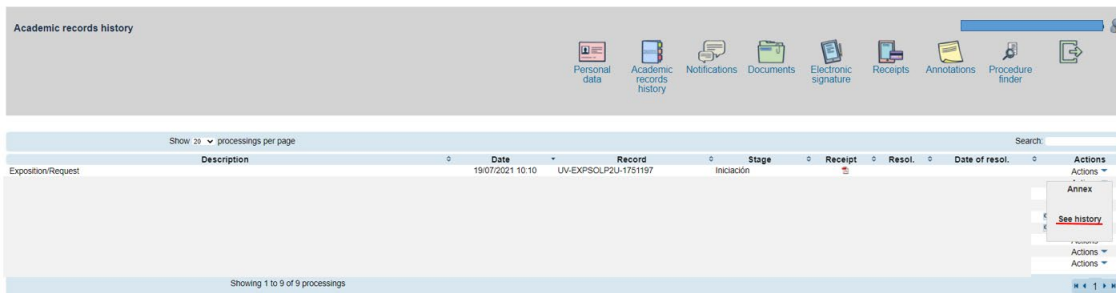

2.8 To see the **details** of your **application**, select **"See history"** on the same page in the ACTIONS tab.

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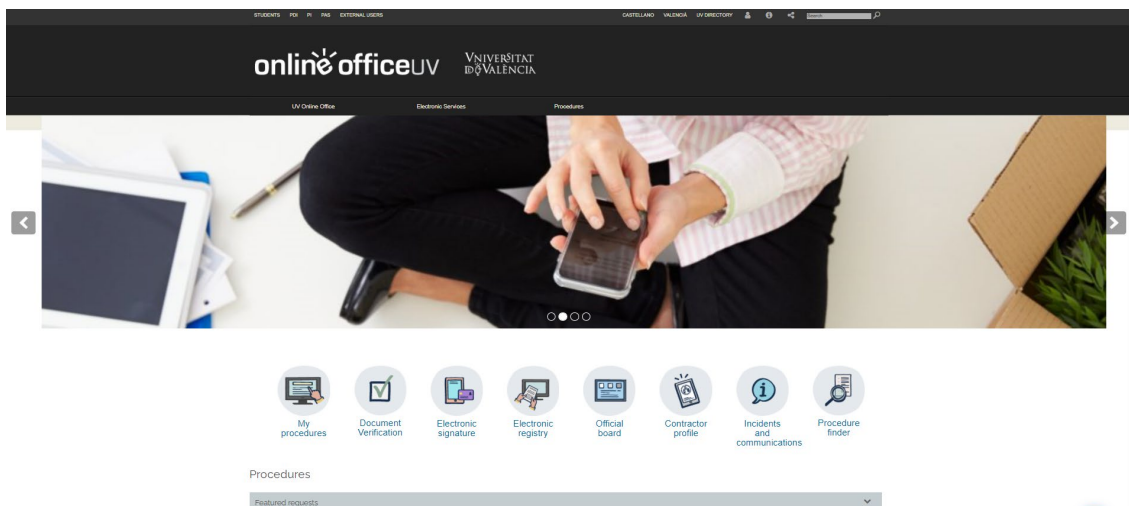
2.   Choose your **method to access** the electronic processing area of the University of Valencia and then click on the **ACADEMIC RECORDS HISTORY.**

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.

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

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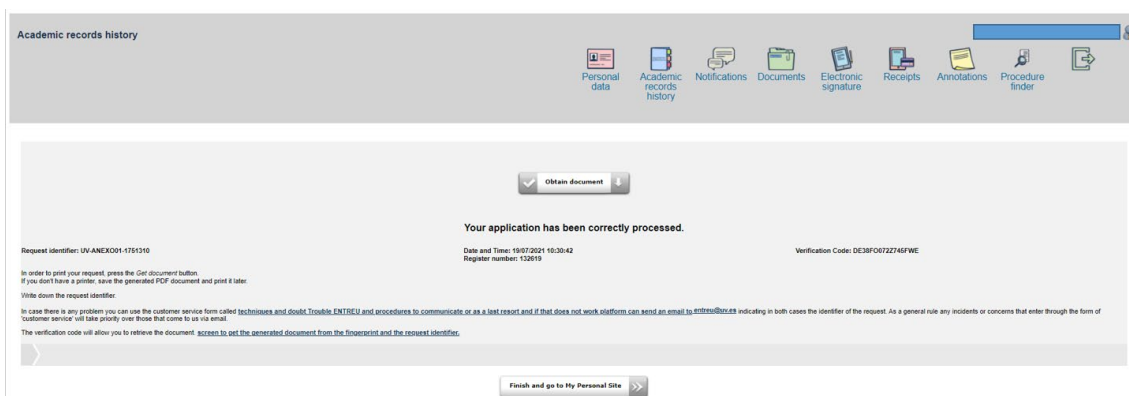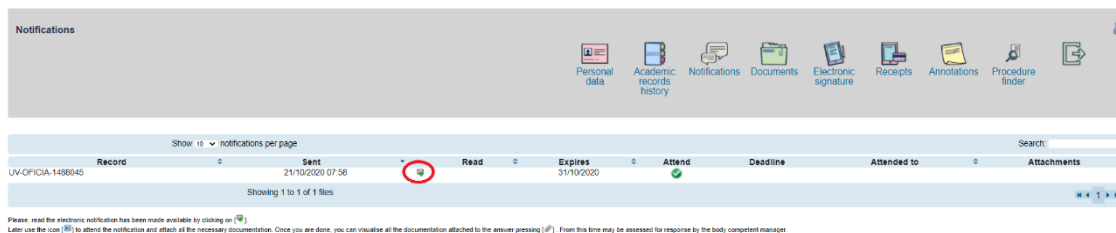
## 4   HOW TO RESPOND TO AN ELECTRONIC NOTIFICATION FOR THE APPLICANT

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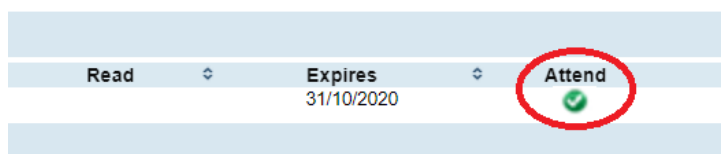
5   RESOLUTION OF INCIDENTS DURING THE COMPLETION OF THE ELECTRONIC FORM

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.

✓ 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.