

GUIDE

**FOR SUBMITTING APPLICATIONS ON
THE RESEARCH STAFF PORTAL
(PORTAL DEL PERSONAL
INVESTIGADOR)**

IMPORTANT:

The application must be submitted online, through the Portal del Personal Investigador; submission by other means is not required.

It is NOT necessary to generate the application or submit it to the Registry

1.- TYPES OF APPLICANTS

A) Having user account as "Research Staff" at the University.

Teaching Staff and Research Staff, in addition to having a user account at the University, have access to the Research Staff Portal.

B) Having user account at the University but are not affiliated as "Research Staff".

Having a user account at the University does not grant access to the Research Staff Portal application. It will be necessary to generate a user account in the mentioned application to access.

C) External applicants who do not have a user account at the University.

2.- HOW TO CREATE A RESEARCH STAFF USER ACCOUNT

1) Applicants within types B and C must generate a user account at:

[Create User to obtain a username and password for external research applicants](#)

The application will generate an "External Applicant" user account, which expires **three months** from the creation date.

2) How to activate an expired user account:

- Step 1) must be performed again, in the same application
- When completing the form, please indicate the personal email that was indicated the first time

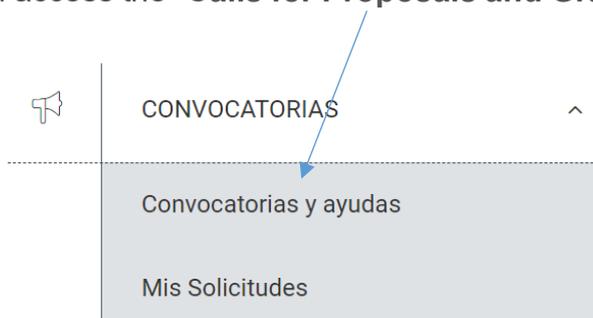
3.- SUBMITTING THE APPLICATION

To submit the application, the following steps are required:

Step 1: Access the Research Staff Portal with the USERNAME and PASSWORD already obtained at:

[Acces the Research Staff Portal](#)

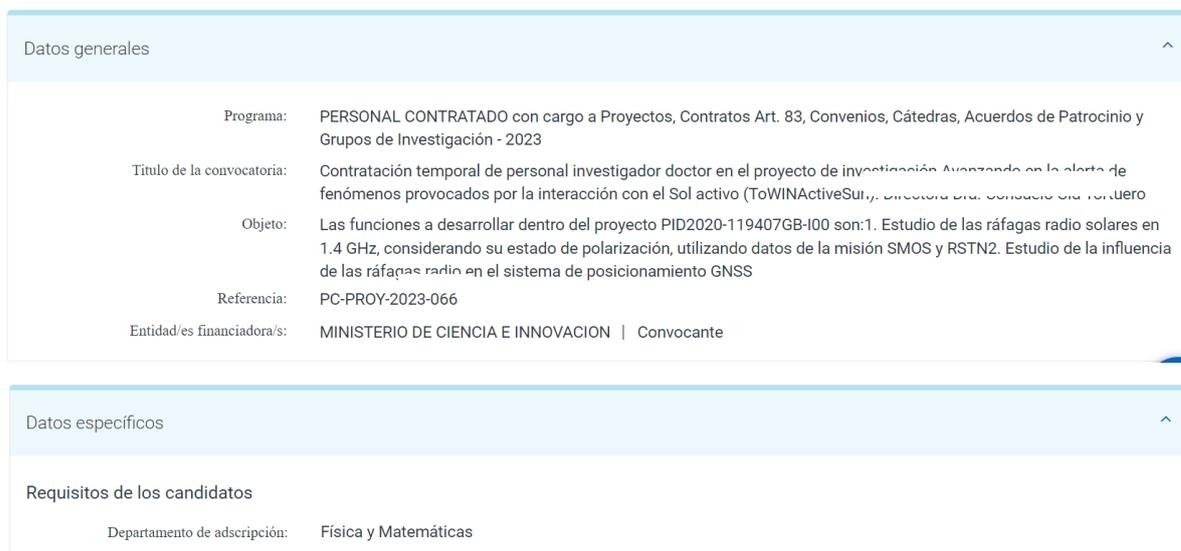
Step 2: Once you have accessed the Research Personnel Portal, go to the "Calls for Proposals" module and access the "Calls for Proposals and Grants" link (Convocatorias y ayudas).



Calls published will appear. Search for the call in which you want to apply for and access it through the link provided in the title:



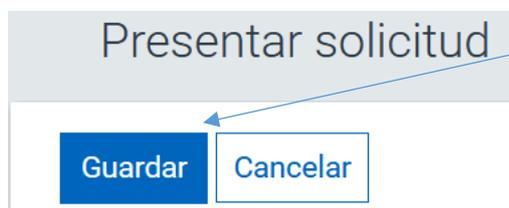
The call contains all the details:



Step 3: Once the application period is open, you can complete your application in the "Submit Application" button

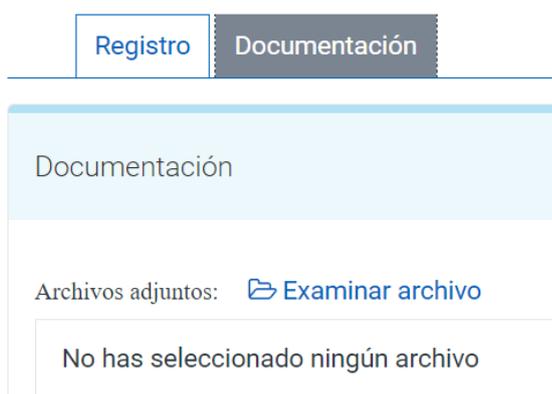


Step 4: Once the application has been completed, it must be saved using the "Save" button.



The "Save" button is equivalent to "Submit" button in other applications. Once the application is saved, it is correctly recorded in the call.

Saving the application activates the "Documentation" tab, where you can save the documents that must be attached to the application.

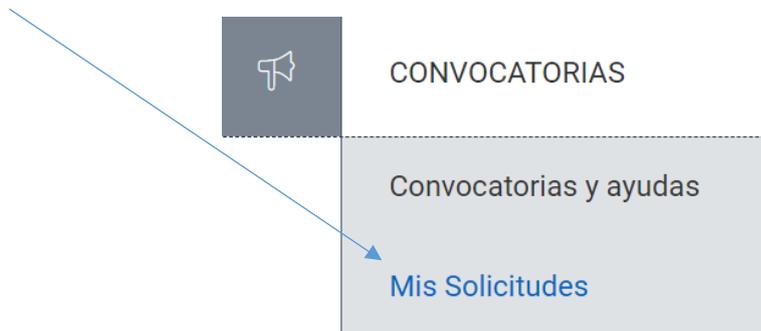


The documentation to be attached to the online application will be indicated in each call.

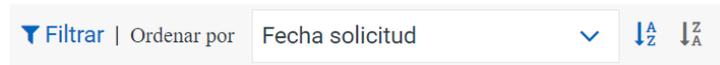
4.- HOW TO ACCESS THE APPLICATION ONCE SAVED IN THE RESEARCH STAFF PORTAL

Once the application has been completed and saved, if you wish to access it again to modify or include any data or documents, you may edit it as follows:

1. Access the Research Personnel Portal.
2. Access the "My Applications" link in the "Calls" module:



3. You can search for the request using the filter at the top of the screen once inside:



It can be filtered by the following concepts:

- Título (Title)
- Estado (Status)
- Situación (Situation)
- Fecha solicitud (Request date)
- Convocatoria (Call)

To access the application again, click on the link in the application title.



4. Modification of the application:

If the deadline for submitting is open, the interested party may modify the application details as well as include and delete documentation in the "Edit" button:

