

INSTRUCTIONS TO FILL IN THE APPLICATION FORM

DIRS- COFUND CALL 2016



This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement N° 665959. In addition, a number of institutions back and co-finance this project.

Please use this document to help you filling in the application form and check the [Guide for Applicants DIRS-COFUND 2016](#) before filling it in.

In order to access to the application form you should register with a username and a password. Once logged in, you will be able to fill in the application form and submit it. Please, take into account that **it is not possible to save any information or document in the application**. If you log out, the information will be lost and you will have to start again filling in the form.

The online application form can only be submitted once. Re-submission is not possible. A confirmation receipt will be automatically generated after the submission of your application.

Only complete applications submitted by the time of the deadline will be taken into consideration.

We advise you not to wait until the closing date, **8 April 2016 at 05.00 pm CET**, in order to submit your application.

Only one application per applicant will be accepted. **In case a single applicant submits more than one application, all applications will be discarded.**

All documents should be uploaded in **pdf or jpg format**.

Should you have any further questions, don't hesitate to contact Ms. Izaskun Urien (iurien(at)deusto.es).



Structure of the application form

SECTIONS	Questions
1. APPLICANT	Personal data Mobility Research career Language command
2. DOCUMENTS	CV Master's Degree or equivalent Academic Transcript of Master's Degree Bachelor's Degree or equivalent Academic Transcript of Bachelor's Degree Cover letter
3. REFERENCES	Reference 1 Reference 2
4. DIRS-COFUND PUBLISHED TOPICS FOR RECRUITMENT	Focus Area Topics for recruitment PhD Programme Motivation letter Research project
5. APPLICANT'S PROPOSED RESEARCH DATA	Focus Area PhD Programme Project title Project summary Motivation letter Research project
6. ADDITIONAL COMMENTS	
7. STATEMENT OF TRUTH	



1. APPLICANT

Personal data

Name
Surname(s)
Nationality
Passport (ID number)
Upload Passport/ID
Gender
Full postal address
Telephone number
Email

Mobility

Have you resided or carried out your main activity (work, studies, etc.) in Spain for more than 12 months in the 3 years immediately prior to the reference date?

Select Yes / No from the pull-down menu. At the reference date, researchers must not have resided or carried out their main activity (work, studies, etc.) in Spain for more than 12 months in the 3 years immediately prior to the reference date. Compulsory national service and/or short stays such as holidays are not taken into account. The reference date is the closing date for applications: 8 April 2016 at 05.00 pm CET.

Where have you resided in? (Place / Dates)

List the places where you have resided in the 3 years immediately prior to the reference date and include the start date and end date of your stay for each place. The reference date is the closing date for applications: 8 April 2016 at 05.00 pm CET.

Research Career

When did you obtain the degree which formally entitles you to embark on a doctorate?

Indicate the exact date when you obtained the degree which formally entitles you to embark on a doctorate, either in the country in which the degree was obtained or in Spain, irrespective of whether or not a doctorate is or was ever envisaged.

Do you have research experience?

Select Yes / No from the pull-down menu.

Are you in the first four years (full-time equivalent research experience) of your research career?

Select Yes / No from the pull-down menu.

You are eligible for this programme if you are in the first four years (full-time equivalent research experience) of your research career or have no research experience at all by the time of the closing date for applications. The DIRS-COFUND project is aimed at Early-Stage Researchers (ESR) who shall, at the relevant deadline, be in the first four years (full-time equivalent research



experience) of their research careers. The relevant deadline is the closing date for applications: 8 April 2016 at 05.00 pm CET.

Full-Time Equivalent Research Experience is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in Spain, irrespective of whether or not a doctorate is or was ever envisaged. Therefore,

[Detailed overview of your research experience \(in case you have any\)](#)

List any relevant detail of your research career: Institution/Research Centre/Company; Position; Start and End Date; ...

[Are you already enrolled in a PhD Programme in any University?](#)

Select Yes / No from the pull-down menu. Selected candidates will have to enroll in a PhD at the University of Deusto.

[Have you been awarded a doctoral degree?](#)

Select Yes / No from the pull-down menu. The DIRS-COFUND project is aimed at Early-Stage Researchers (ESR) who shall, at the relevant deadline, be in the first four years (full-time equivalent research experience) of their research careers. The relevant deadline is the closing date for applications: 8 April 2016 at 05.00 pm CET. Therefore, if you have been awarded a doctoral degree by the time of the closing date for applications, you are not eligible for this programme.

Language command

[Level of English- Advanced minimum level C1 or equivalent](#)

Select the corresponding option from the pull-down menu.

[Upload Proof of advanced command in English](#)

[If you do not have an English language certificate please indicate for informative purposes any experience or stays using English](#)

List any relevant detail that demonstrates an advanced command in English: places where you have lived/worked; relevant positions;... Eligible candidates will be interviewed, either in person or by electronic means, by the corresponding UDEUSTO Research Team Principal Investigator. During that interview applicant's command in English (among others) will be assessed.

Spanish

Select the corresponding option from the pull-down menu. Command in Spanish is only compulsory when required for the feasibility of the proposed research project.

[Upload Proof of adequate command in Spanish](#)

[If you do not have a Spanish language certificate please indicate for informative purposes any experience or stays using Spanish](#)

List any relevant detail that demonstrates an advanced command in Spanish: places where you have lived/worked; relevant positions;... Eligible candidates will be interviewed, either in person or by electronic means, by the



corresponding UDEUSTO Research Team Principal Investigator. During that interview, and when required for the feasibility of the proposed research project, applicant's command in Spanish (among others) will be assessed.

2. DOCUMENTS

Upload your CV

The CV must describe your personal background, education and career until now. It should include all the documents certifying your alleged achievements.

Master's Degree or equivalent

Write in English the name of the degree which formally entitles you to embark on a doctorate, either in the country in which the degree was obtained or in Spain, irrespective of whether or not a doctorate is or was ever envisaged. When registering for the doctorate, selected applicants will be required to submit an original certificate issued by their home institution, or relevant body, indicating that the diploma obtained provides access to PhD studies in the issuing country. If the degree certificates do not state the date when the degree was completed, then candidate will be required to provide an academic certificate containing this information, when registering for the doctorate.

Upload Master's Degree or equivalent

Official document. When registering for the doctorate, selected applicants will be required to provide the original document, which should be the same as the uploaded one. By the moment of the registration for the doctorate, the document should be provided duly legalized by apostille, or in its default, legalized by diplomatic means, and along with the corresponding official translation to Spanish, English, French or Italian. If you have studied in a European University legalization of the degree is not necessary.

Upload Academic transcript of Master's Degree or equivalent

Official document, along with the corresponding official translation to Spanish, English, French or Italian. When registering for the doctorate, selected applicants will be required to provide the original document, which should be the same as the uploaded one.

Bachelor's Degree or equivalent

Write in English the name of your Bachelor's degree or equivalent. If the degree certificates do not state the date when the degree was completed, then candidate will be required to provide an academic certificate containing this information, when registering for the doctorate.

Upload Bachelor's Degree or equivalent

Official document. When registering for the doctorate, selected applicants will be required to provide the original document, which should be the same as the uploaded one. By the moment of the registration for the doctorate, the document should be provided duly legalized by apostille, or in its default, legalized by diplomatic means, and along with the corresponding official translation to Spanish, English, French or Italian. If you have studied in a European University legalization of the degree is not necessary.



[Upload Academic transcript of Bachelor's Degree or equivalent](#)

Official document, along with the corresponding official translation to Spanish, English, French or Italian. When registering for the doctorate, selected applicants will be required to provide the original document, which should be the same as the uploaded one.

[Upload Motivation Letter \(maximum 800 words\)](#)

Motivation letter should contain maximum 800 words. It should describe your background, previous academic/work experience, motivation for pursuing a research career and any other particular of interest.

3. REFERENCES

Reference 1

Name

Surname

University / Research Centre / Company

Department

Full postal address

Telephone number

Email

[Relationship to applicant](#)

Specify whether he/she is former or current employer; former or current colleague; Master's thesis supervisor; academic advisor; professor; volunteer or internship supervisor;...

[Upload letter of reference 1](#)

Reference 2

Name

Surname

University / Research Centre / Company

Department

Full postal address

Telephone number

Email

[Relationship to applicant](#)

Specify whether he/she is former or current employer; former or current colleague; Master's thesis supervisor; academic advisor; professor; volunteer or internship supervisor;...

[Upload letter of reference 2](#)



4. DIRS-COFUND PUBLISHED TOPICS FOR RECRUITMENT

Focus area

Select the corresponding focus area from the pull-down menu according to the desired research position. Please read the description of the vacancies and all information related in the [DIRS-COFUND webpage](#).

Topics for recruitment

Select the corresponding topic from the pull-down menu. Please read the description of the topics and all information related in the [DIRS-COFUND webpage](#).

PhD Programme

Select the corresponding PhD Programme from the pull-down menu according to the topic for recruitment selected. Please read the description of the topics and all information related in the [DIRS-COFUND webpage](#).

Upload Motivation Letter (maximum 800 words)

Upload a motivation letter explaining why your academic and/or professional background, capacities and skills qualify you as the most suitable candidate to carry out the proposed research project.

Upload Research Project (maximum 400 words)

Upload a document explaining how you intend to carry out the proposed research project.

5. APPLICANT'S PROPOSED RESEARCH IDEA

This section is not compulsory. It is aimed to those applicants who have an **excellent idea for a research project that does not fit exactly with any of the DIRS-COFUND published topics for recruitment**. These applicants' proposed ideas should be in the same focus area and PhD programme than the DIRS-COFUND published topic for recruitment selected by the applicant. In case you would like to propose a research idea, take into consideration that it should meet the criteria of excellence, interdisciplinarity and intersectoriality, and that should be consistent with the UDEUSTO research focuses, and interdisciplinary research platforms and/or research teams. Please, read all the information available on those in the [UDEUSTO webpage](#).

Focus area

Select the corresponding focus area from the pull-down menu. Please read the description of the topics for recruitment and all information related in the [DIRS-COFUND webpage](#).

PhD Programme

Select the corresponding PhD Programme from the pull-down menu according to the topic for recruitment selected. Please read the description of the topics and all information related in the [DIRS-COFUND webpage](#).

Applicant's proposed project title (maximum 20 words)

Write the title of your proposed research project (maximum 20 words)

Applicant's proposed project summary (maximum 200 words)

Write the summary of your proposed research project (maximum 200 words)

Upload Motivation Letter (maximum 800 words)



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Upload a motivation letter explaining why your academic and/or professional background, capacities and skills qualify you as the most suitable candidate to carry out the research project you propose.

Upload Research Project (maximum 400 words)

Upload single pdf with the project title and your proposal to carry out the research project. Underline the excellence, interdisciplinarity and intersectoriality of your proposal, as well as its soundness according to UDEUSTO research focuses, and interdisciplinary research platforms and/or research teams.

6. ADDITIONAL COMMENTS

How did you found out about DIRS?

Select the corresponding option from the pull-down menu

If "Others", please specify

Write by what means you knew about the DIRS-COFUND project

Is there anything else you would like to tell us?

Free text

7. STATEMENT OF TRUTH

I certify that I have read the information on the project and the call provided by the DIRS-COFUND webpage, included the Guide for Applicants and the Instructions on how to fill in the application form.

Tick the box

I certify that the information provided in this application form is true, correct and complete to the best of my knowledge.

Tick the box

I understand that any false information found therein may result in the ineligibility for my application or termination of my contract at a later date.

Tick the box

I understand that only one application per applicant will be accepted and that in case a single applicant submits more than one application, all of them will be discarded.

Tick the box

