



Support Manual:
Apply now USAL4EXCELLENCE



UNIVERSITY OF SALAMANCA ELECTRONIC PLATFORM
Online application user manual: apply now USAL4EXCELLENCE
Date: 27/09/2022

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1.- AIM

This document explains in detail the steps that candidates must follow to submit their proposals for USAL4EXCELLENCE project electronically at the University of Salamanca electronic platform.



2.- REGISTRATION AT “RUS USAL”

If you do not have a digital certificate for electronic signature recognized by @firma (FNMT, eDNI, etc), you can register in the Unified Registration System for applicants (RUS USAL) to get those credentials which will allow you to identify yourself to the University of Salamanca as applicant. These credentials will also be used for the subsequent electronic signature process.

You can register in RUS USAL from the link <https://identidad.usal.es/altatemporal/index.rus.php?origen=84473d99780b63ff576f286b76b70941> filling in the fields that appear in the registration form.

Registro Unificado de Solicitantes/Unified Registration System for Applicants

Si usted ya es usuario de la USAL no es necesario realizar este paso previo. Acceda directamente a [sede electrónica](#) / If you are already a user of the University of Salamanca (USAL), you do not need to complete this preliminar form. You must access directly to [USAL electronic platform](#)

Datos Personales/Personal Data

Nombre / Name:

Primer Apellido / First surname:

Segundo Apellido / Second surname:

Tipo de documento de identificación: / ID Card Type: NIF NIE Pasaporte / Passport

Documento identificación / ID Card:

Fecha nacimiento / Date of birth: DD/MM/YYYY

Sexo/Género / Sex/Gender:

Datos de contacto para enviarle las credenciales / Contact details to send passwords via email

Correo electrónico / Email:

Repita Correo electrónico / Please repeat your email:

Tratamiento de datos personales / Personal data protection policy

He leído, comprendo y acepto [el tratamiento de mis datos personales](#). / I have read, understand and accept [the privacy policy of my personal data](#).

La emisión de las credenciales, la inclusión en el RUS y los trámites realizados de estas personas físicas en la sede de la Administración electrónica no suponen el reconocimiento por parte de la Universidad de Salamanca del cumplimiento de los requisitos exigidos al interesado, resultando éste responsable de la información aportada. / The issuance of credentials, the inclusion in the Unified Registration System for Applicants (RUS) of USAL and the procedures carried out by these natural persons in the USAL electronic administration system do not imply the recognition by the University of Salamanca of the fulfillment of requirements demanded to the applicant, who will be responsible of provided information.

No soy un robot / I am not a robot

Texto de la imagen / Please copy text from this image:

Creación de una cuenta en la USAL / Get new USAL account

You must complete this form which includes both personal data information and contact details.

Then you should read the privacy policy of your personal data at USAL and provide your consent by clicking “I have read, understand and accept the privacy policy of my personal data” in order to continue with the procedure.

Later you must confirm that you are not a robot by entering the text shown in the image in the corresponding box.

Finally click on “Get new USAL account” to get access to your new USAL account.



If this process has been successfully completed, you will receive the following message

Trámite completado

Ha completado todas sus tareas, su petición ha sido enviada para ser procesada.

En caso de comunicaciones/notificaciones podrá recepcionarlas en su [carpeta del ciudadano](#).

You will also receive an email with the generated credentials at the email address you indicated in the registration form to get access to the procedure.





3.- START PROCEDURE

To get access to the “apply now USAL4EXCELLENCE” procedure you must click on this link <https://sede.usal.es/procedimientos?param1=PROOPI>

Then, to start the procedure you must click on “INICIAR” button

APPLY NOW “USAL4EXCELLENCE”



Todos Básico Sistema de Identificación Documentos

Nombre	Apply now “USAL4EXCELLENCE”
Descripción	SOLICITUDES EN EL PROYECTO COFUND “USAL4EXCELLENCE”
Tipo de tramitación	Procedimiento
Tipología de tramitación	Externo Especifico
Categoría	Otros procedimientos
Subcategoría	Otros procedimientos
Centro directivo	70110_OFICINA DE PROYECTOS INTERNACIONALES
Departamento de tramitación	70110_OFICINA DE PROYECTOS INTERNACIONALES
Destinatarios	Ciudadano

4.- CHOOSE VALIDATION SYSTEM

After clicking on “INICIAR”, you will automatically be presented with the ACCESS IDENTIFICATION window. There are two access possibilities depending on whether or not you have a digital certificate.

4.1.- ACCESS VIA RUS CREDENTIALS

If you have previously registered in RUS USAL, you can use the credentials sent to your email address to identify yourself in the USAL Electronic Platform. If you have not registered yet but you do not have a digital certificate or electronic ID, see section 2.-REGISTRATION IN RUS USAL" and follow the steps indicated to obtain USAL credentials.

To identify via RUS USAL you must click on “RUS USAL” icon.



Then, you should type the credentials (username and password) you obtained after registering in RUS USAL.

Finally, you should click on “ACEPTAR” button.



4.2.- ACCESS VIA DIGITAL CERTIFICATE OR ELECTRONIC ID

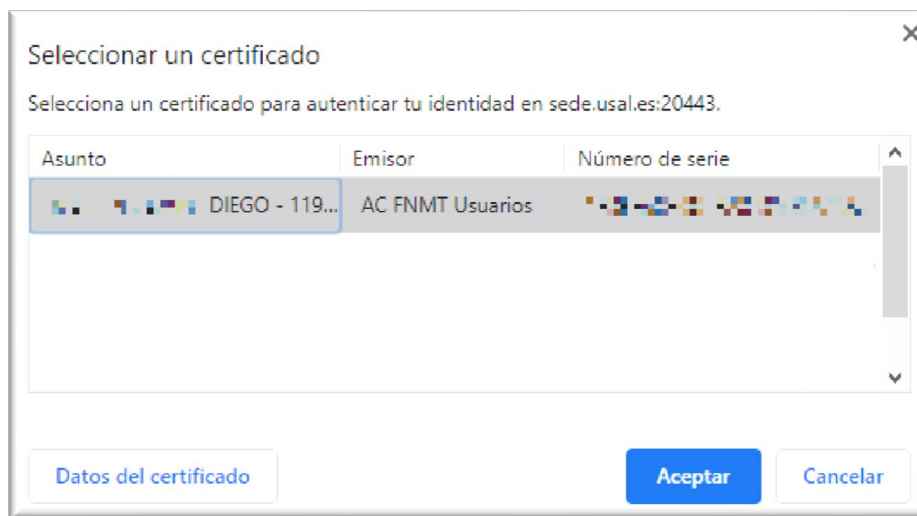
If you already have a digital certificate authorized by @firma as an electronic ID or a digital certificate offered by FNMT (Fábrica Nacional de Moneda y Timbre), you can identify yourself and sign electronically using it.

To access your certificate both for identification and for the subsequent electronic signature process, you must install the AUTOFIRMA application on your computer. You can download it from the following link: <https://firmaelectronica.gob.es/Home/Descargas.html>

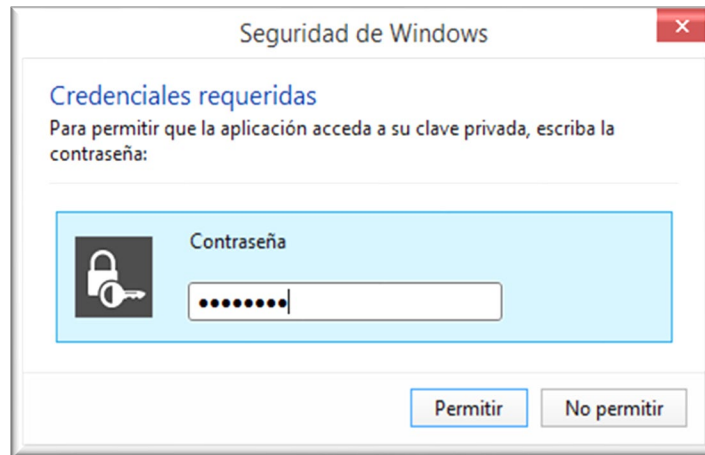
To identify yourself via electronic certificate or electronic ID, you must click on “DNI ELECTRÓNICO” icon.



At this point, you will be presented with the digital certificates installed on your computer so that you can select the one you want to use to carry out the procedure.



Select the certificate by clicking on it once, then introduce the specific password linked to this certificate and click on “PERMITIR”



5.- AGREEMENT ON THE PERSONAL DATA PROTECTION POLICY

If you are accessing the USAL Electronic platform for the first time, in the following window you will be asked to accept the personal data protection policy.

If you are applying in the first few days after call opening you may find the personal data protection policy only in Spanish as shown in the figure:

POLITICA DE PROTECCION DE DATOS DE CARACTER PERSONAL

1. La UNIVERSIDAD DE SALAMANCA pone en conocimiento de los usuarios de este sitio web que podrá crear un archivo automatizado con los datos personales que sean facilitados a la misma como consecuencia de la utilización del presente sitio web y en estricto cumplimiento con lo preceptuado en la legislación en materia de protección de datos. El Responsable de este archivo automatizado será la UNIVERSIDAD DE SALAMANCA con CIF nº Q3718001E.
2. Los usuarios garantizan la veracidad y autenticidad de las informaciones y datos que comuniquen en virtud de la utilización de este sitio web. En este sentido, es obligación de los usuarios mantener actualizadas las informaciones y datos o, cuando ello no les fuera posible, comunicar a la UNIVERSIDAD DE SALAMANCA los cambios. Cualquier manifestación falsa o inexacta que se produzca como consecuencia de las informaciones y datos manifestados así como los perjuicios que tal información pudiera causar será responsabilidad de los usuarios.
3. Los usuarios, conforme a lo previsto en los artículos 12 y siguientes de la Ley Orgánica 3/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales y los artículos 15 y siguientes del Reglamento (UE) 2016/679 del Parlamento Europeo y del Consejo, de 26 de abril de 2016, relativo a la protección de las personas físicas en lo que respecta al tratamiento de datos personales y a la libre circulación de estos datos (Reglamento General de Protección de Datos, en adelante RGPD), podrán ejercitar los derechos de acceso, rectificación, supresión, limitación del tratamiento, portabilidad y oposición de sus datos recopilados y archivados. El ejercicio de estos derechos deberá efectuarse mediante comunicación escrita dirigida a la Secretaría General de la Universidad de SALAMANCA, y podrá presentarse a través del Registro General o del Registro Electrónico de la USAL, o bien por cualquiera de los métodos previstos en la Ley. Deberá acompañarse a la comunicación fotocopia del DNI, pasaporte u otro documento válido que identifique al titular del derecho, excepto si se hace uso del procedimiento telemático, en cuyo caso el uso de la firma electrónica identificativa eximirá de la presentación de DNI o documento equivalente.
4. Los datos registrados podrán ser utilizados con la finalidad de efectuar estadísticas, la remisión de información científica, la gestión de incidencias o la realización de estudios de mercado, además de para las que expresamente se hayan recabado los datos.
5. En su caso, los datos de carácter personal facilitados por los usuarios podrán ser comunicados a un tercero en los supuestos previstos por la ley, recabándose, en todo caso, el consentimiento de los interesados cuando este sea necesario.
6. Al facilitar los datos de carácter personal a la UNIVERSIDAD DE SALAMANCA, los usuarios declaran aceptar plenamente y sin reservas el tratamiento de los mismos por parte de la UNIVERSIDAD DE SALAMANCA.
7. La UNIVERSIDAD DE SALAMANCA se compromete a cumplir con la obligación de guardar secreto respecto de los datos de carácter personal objeto de tratamiento y declara su intención de poner en práctica las medidas de índole técnica y organizativas necesarias para garantizar la seguridad de los datos de carácter personal y evitar su alteración, pérdida, tratamiento o acceso no autorizado, habida cuenta del estado de la tecnología, la naturaleza de los datos almacenados y los riesgos a que están expuestos, ya provengan de la acción humana o del medio físico o natural.

Aceptar Política de Privacidad

Enviar

Here is the English translation:



1. The UNIVERSITY OF SALAMANCA informs the users of this website that it may create an automated file with the personal data provided as a result of using this website and in strict compliance with the provisions of general data protection regulation. The responsible for this automated file will be the UNIVERSITY OF SALAMANCA, with VAT number Q3718001E.

2. Users guarantee the veracity and accuracy of the information and data they provide through the use of this website. Thus, users are obliged to keep the information and data up to date or, when this is not possible, to inform the UNIVERSITY OF SALAMANCA of any changes. Any false or inaccurate statement that may occur as a result of the data and information provided, as well as any damage that such information may cause, will be the users' responsibility.

3. Users, in accordance with the provisions of Articles 12 and following of the Organic Law 3/2018, of 5 December, on Personal Data Protection and guarantee of digital rights, and Articles 15 and following of Regulation (EU) 2016/679 of the European Parliament and of the European Council, of 26 April 2016, regarding the General Data Protection Regulation (GDPR) Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, hereinafter GDPR), may exercise their rights of access, rectification, deletion, limitation of treatment, portability and opposition of stored data. The exercise of these rights must be done by written communication addressed to the General Secretariat of the University of SALAMANCA, and may be submitted through the General Registry or the Electronic Registry of the USAL, or by any other methods identified in the Law. The communication must be accompanied by a copy of ID card, passport or other valid document that identifies the holder of the right, except if the telematic procedure is used. Here, the use of the electronic identification signature will avoid the presentation of a copy of ID card or equivalent document.

4. Stored data may be used for the purposes of statistics, scientific information, incident management or development of market studies, in addition to those specific uses for which the data have been expressly collected.

5. Where appropriate, personal data provided by users may be transferred to a third party in those specific cases authorized by law, obtaining, in all cases, the consent of the interested parties when necessary.

6. By providing personal data to the UNIVERSITY OF SALAMANCA, users declare that they fully and unreservedly accept the treatment of this data thereof by the UNIVERSITY OF SALAMANCA.

7. The UNIVERSITY OF SALAMANCA commits to comply with the obligation to maintain the secrecy of personal data subjected to treatment and declares its intention to implement technical and organizational measures to guarantee the security of personal data and prevent its alteration, loss, or unauthorized access, taking into account the state of technology. The nature of the data stored and the risks to which they are exposed, whether they come from human action or from the physical or natural environment.

Aceptar Política de Privacidad

Enviar

↑

Push the button

You should accept the terms and conditions by clicking on “Aceptar Política de Privacidad” and then press the red button (ENVIAR)



6.- COMPLETE THE ONLINE DATA FORM TO REGISTER ON THE ELECTRONIC PLATFORM

Then, you must complete the form containing the necessary data to register on the electronic platform. You must fill in at least the mandatory data (marked with a red dot).

If you are resident abroad (outside Spain), you must tick the field "Are you resident abroad?" to display the appropriate fields.

Introduzca los siguientes datos para darse de alta en la plataforma / Please enter the following data to register in the electronic platform

Información Básica / General Information		Información de contacto / Contact Details	
Tipo de identificador / ID Card Type ▪	Identificador / Identity number ▪	Dirección postal en el extranjero / Foreign address	Teléfono 1 / Phone (option) 1
<input type="text" value="PASAPORTE"/>	AAA000000	<input type="checkbox"/>	<input type="text" value="666666666"/>
	Nombre - Razón social / Name - Business name	¿Tiene usted su residencia en el extranjero?	
	PETER	<input type="text"/>	
Primer apellido - Tipo de entidad / First surname - Entity type ▪	Segundo apellido / Second surname	Correo / Email	Nombre de vía / Street or Road Name ▪
BROWN		<input type="text" value="xxxxxx@xxxxx.es"/>	<input type="text" value="Chapel Street"/>
	Género / Gender	Número / Number ▪	Escalera / Stair
	<input type="text" value="....."/>	<input type="text" value="432"/>	<input type="text"/>
Cumpleaños / Birth date		Puerta / Door	Planta / Floor
<input type="text"/>		<input type="text"/>	<input type="text"/>
		Letra / Letter	Código postal / Zip code
		<input type="text"/>	<input type="text"/>
		Ciudad / City ▪	Provincia - Región - Estado / State - Region - State ▪
		<input type="text" value="Manchester Wip 6HQ"/>	<input type="text" value="REINO UNIDO"/>
		País / Country ▪	
		<input type="text" value="REINO UNIDO"/>	
		Ciudad / City ▪	Provincia - Región - Estado / State - Region - State ▪
		<input type="text" value="Manchester Wip 6HQ"/>	<input type="text" value="REINO UNIDO"/>
		País / Country ▪	
		<input type="text" value="REINO UNIDO"/>	

Los campos obligatorios están marcados con ▪



Once you have completed all mandatory fields, you should click on the "ENVIAR" button.



7.- COMPLETE THE ONLINE DATA FORM TO START THE PROCEDURE

Once you have completed the data form to register on the USAL electronic platform, you will need to fill in the data form (FORMULARIO DE DATOS PARA COMENZAR LA TRAMITACIÓN) to start the process:

Introduzca los siguientes datos para comenzar la tramitación / Enter the following information to begin processing

Datos del solicitante / Interested details

Nombre / Name: PETER
DNI / Identity number: AAA000000
Dirección / Street or road name: Chapel Street
Provincia - Ciudad / State - City: REINO UNIDO - Manchester Wip 6HQ
Correo / Email: xxxxxxx@xxxxx.es

Datos a efectos de notificación / Notification interested contact data

Tipo de notificación / Notification type
Notificación electrónica

Los sujetos relacionados en el art.4 del Reglamento para la aplicación en la USAL de la leyes 39/2015 y 40/2015 (estudiantes, PDI, PAS, etc.) solo pueden optar por notificación electrónica; la selección de dirección postal se considerará inválida. (BOCYL 31/10/2016).
The subjects related in art.4 of the Regulation for the application in the USAL of laws 39/2015 and 40/2015 (students, IDPs, PAS, etc.) can only opt for electronic notification. The postal address selection will be considered invalid. (BOCYL 31/10/2016)

Dirección postal en el extranjero / Postal address abroad

¿Tiene usted su residencia en el extranjero?

Escalera / Stair
Escalera / Stair

Planta / Floor
Planta / Floor

Código Postal / Zip code
00000

Provincia - Región - Estado / Province - Region - State

Numero de teléfono / Phone Number
666666666

Correo / Email
xxxxxx@xxxxx.es

Nombre de vía / Street
Chapel Street

Número / Number
432

Puerta / Gate
Puerta / Gate

Letra / Letter
Letra / Letter

Ciudad / City
Manchester Wip 6HQ

País / Country

You will notice that the form is autocomplete with the data entered above. However, you will have the opportunity to add some more. Type them in and finally click on the "INICIAR" button located at the bottom of the form to start the procedure.

It is mandatory to select "notificación electrónica" (electronic notification) in this section, in accordance with the regulations in force

Tipo de notificación / Notification type

Notificación electrónica



The subjects related in art.4 of the Regulation for the application in the USAL of laws 39/2015 and 40/2015 (students, IDPs, PAS, etc.) can only opt for electronic notification; The postal address selection will be considered invalid.[\(BOCYL 31/10/2016\).](#)

Escalera / Stair Escalera / Stair	Puerta / Gate Puerta / Gate
Planta / Floor Planta / Floor	Letra / Letter Letra / Letter
Código Postal / Zip code 00000	Ciudad / City ■ Manchester Wip 6HQ
Provincia - Región - Estado / Province - Region - State) ■ REINO UNIDO	País / Country ■ REINO UNIDO

Guardar datos para los próximos trámites / Save data for the next time

Los campos obligatorios están marcados con ■

▶ INICIAR

After completing this form, you should press the “INICIAR” button to continue with the procedure.



8.- COMPLETE YOUR APPLICATION

USAL4EXCELLENCE application form consists of 5 steps:

1) STEP 1 – Applicant details

In this form you must enter personal data, mobility data, research experience, family allowance, disability condition and refugee status.

In the personal data section, you will notice that when you enter your ID number, the rest of the fields will be autocompleted with the data previously entered in the application form. However, you will still be allowed to modify them, if you wish.

You will also have to fill in those fields that are compulsory and were not filled in previously.

In the mobility section you will have to include data about your mobility (start and end dates, country, duration in months, and type of activity). If you wish, you could add more rows by clicking on the “AÑADIR MÁS” button.

STEP 1

APPLICANT DETAILS

PERSONAL INFORMATION

Gender ▾

...

Nationality ▾

Date of birth (dd/mm/yyyy) ▾

MOBILITY

Place of activity/place of residence (previous 3 years immediately prior to the call deadline - most recent one first). Indicate the period(s) and the country/countries where you have actually resided and/or had your main activity (work, studies...) during the last 3 years up until the deadline for the submission of the proposal. Please fill in this section without gaps, until the call deadline. Add rows if necessary.

From (dd/mm/yyyy) ▾	To (dd/mm/yyyy)	Country	Duration (months)	Activity
				...

+ Añadir más



Once you have completed all required fields, you should press on “CONTINUAR” button to continue with next step (STEP 2)

2) STEP 2

Apply now “USAL4EXCELLENCE”

STEP 2

RESEARCH PROPOSAL

TITLE ■

ACRONYM ■

MSCA DESCRIPTORS ■

RESEARCH AREA ■

RESEARCH ABSTRACT (Please briefly describe your research proposal. Maximum 250 words) ■

Here you will be asked to provide details about your research proposal, such as

- Title
- Acronym
- MSCA descriptors (a drop-down list will be available to select desired descriptors)
- Research area of the application (a drop-down list will be available to select desired option)
- Research abstract (max. 2,000 characters incl. blanks)
- Supervisors. You will be asked to list top 3 choices from a drop-down list
- Host-institution from the non-academic sector

Once you have completed all required fields (highlighted with a red square those which are mandatory), you will have to press “CONTINUAR” button to continue with the application.

3) STEP 3 – ETHICS CHECKLIST

Here, you will be asked to answer YES/NO to questions about proposed research activities that may raise Ethical Issues, indicating (if the answer is YES) the corresponding page(s) of the Project Proposal that include/s this information

After completing all required fields (highlighted with a red square those which are mandatory), you will have to press “CONTINUAR” button to continue with the application.

4) STEP 4- SUPPORTING DOCUMENTS

Here you can upload required documents. To this end you must click on “SELECCIONAR ARCHIVO” and upload the document you want to submit from your computer. You must repeat this step with all required documents. Please remember that mandatory documents are highlighted with a red square and documents must be submitted as a single PDF file in each field. The size of each file must not exceed 2 MB (except the "scientific proposal" document, with a maximum of 4 MB). If the documents are larger, please reduce file sizes before uploading them. Please note that ZIP, RAR or JPEG file formats are not allowed causing error and files must not be blocked or protected with print security or protected view.

* ✓ documents must be submitted as single PDF files

* ✗ ZIP, RAR or JPEG file formats are not allowed causing error

* ⚠ The size of each file must not exceed 2 MB (except the "scientific proposal" document, with a maximum of 4 MB). If the documents are larger, please reduce file sizes before uploading them)

* 🚫 Files must not be blocked or protected with print security or protected view

* ⚠ the length of the file name must not exceed 75 characters

DOCUMENTS

Scanned copy of identity card, resident's card or passport currently in force ■

No se ha seleccionado ningún archivo

Proof of being Experienced Researcher ■

No se ha seleccionado ningún archivo

Proof of complying with the mobility rule ■

No se ha seleccionado ningún archivo

Certificate of proficiency in english

No se ha seleccionado ningún archivo

Scientific proposal ■

No se ha seleccionado ningún archivo

Letter of commitment (supervisor) ■

No se ha seleccionado ningún archivo

Reference Letters

No se ha seleccionado ningún archivo

Once you have uploaded all required documents you should press the “CONTINUAR” button to continue with the procedure.

5) STEP 5- DECLARATIONS

In this step, you will be asked to provide your consent to required specific declarations



by clicking to each one.

STEP 5

DECLARATIONS

a. I declare that I have not resided or carried out my main activity (work/study/etc) in Spain for more than 12 months in the three years prior to 28/02/2022 (please tick to confirm) ■

b. I declare that I possess the required experience to apply to USAL4EXCELLENCE fellowship programme (a doctoral degree or four years of full-time equivalent research experience prior to 28/02/2022 (please tick to confirm) ■

c. I declare that I can communicate fluently in English (please tick to confirm) ■

d. I declare to have the explicit consent of all applicants on their participation and on the content of this proposal (please tick to confirm) ■

e. I confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions) (please tick to confirm) ■

f. I have read, understood and accepted the Guide for Applicants and Privacy Statement that set out the conditions of use, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of the grant (including financial transactions and audits) (please tick to confirm) ■


g. I declare that the proposal complies with ethical principles (including the highest standards of research integrity as set out in the ALLEA European Code of Conduct for Research Integrity, as well as applicable international and national law, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Appropriate procedures, policies and structures are in place to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct (please tick to confirm) ■

To continue with the procedure, you should press the “CONTINUAR” button.



9.- DRAFT VALIDATION

Once you have completed all required steps, the electronic platform will automatically generate a draft of your application, which will include all data and documents previously incorporated in Step4.



**VNIVERSIDAD
D SALAMANCA**

USAL 4 EXCELLENCE

PROCEDIMIENTO: Solicitud

EXPEDIENTE: 2021/PROOPI-53

APPLICANT DETAILS

First Name: PETER	Surname: BRO /N
Contact email: m...@gmail.com	Telephone number: 656856600

PERSONAL INFORMATION

Passport number: AAA000	Gender: male	Date of birth: 12/10/1970	Nationality: Reino Unido
Current address: Chapel Street		Zip code: 00000	
City: Manchester Wlp 6HQ		State/Province: Reino Unido	

MOBILITY

FROM	TO	COUNTRY	DURATION (months)	ACTIVITY
04/01/2018	04/12/2018	JAPON	11	work
12/03/2018	12/06/2018	INDIA	8	studies

RESEARCH EXPERIENCE

University Degree:	01/01/2016
Doctorate:	01/01/2017
Full-time postgraduate research experience:	12 mounths

FAMILY ALLOWANCE

Is the Researcher eligible for family allowance? (Choose one from the list)?
yes

DISABILITY CONDITION

Is the Researcher a person with disabilities? yes

REFUGEE STATUS

Did the Researcher spend time on obtaining refugee status? no

Please be aware that this draft contains, on the top right-hand side, the number reference so that it can be accessed at any time.



SUPPORTING DOCUMENTS FOR THE APPLICATION

Scanned copy of identity card, resident's card or passport currently in force	✓
Proof of being Experienced Researcher	✓
Proof of complying with the mobility rule	✓
Certificate of proficiency in english	✓
Scientific proposal	✓
Letter of commitment (supervisor)	✓
Letter of commitment (partner organization)	✓
Reference Letters	✓
Career break application form	✓
Disability certificate	✓
Refugee certificate	✓

✓ El solicitante declara que todos los datos expresados en este formulario son ciertos y completos, aceptando la responsabilidad por motivos de ocultación, falsedad o inexactitud de los mismos.
✓ He leído y acepto la Política de Privacidad de la Universidad de Salamanca (<https://www.usal.es/priv-legal>)

Please review the completed draft. If you agree you should validate the draft and click on “Is this document correct?” button to go to the signature task.

Validar / Validate

Yes
 No

Observaciones / Observations

Observaciones / Observations

Is this document correct?

Continuar

If you do not agree or want to modify any field, please indicate that you do not want to validate the draft and you can return to the application form. In this case all the data entered previously will be saved except for the attached documents which must be uploaded again.



10.- SIGN YOUR APPLICATION

Depending on the method chosen to confirm your identity at the beginning of the procedure (RUS USAL or DIGITAL CERTIFICATE), then the platform will offer you one of two different signature methods.

10.1.- SIGNATURE WITH A DIGITAL CERTIFICATE

If you have chosen a digital certificate or electronic ID as your identification method, you will be able to sign with this certificate. To this end, an automated file will be created and you should click on "FIRMAR" button.

USAL 4 EXCELLENCE

PROCEDIMIENTO: Solicitud

EXPEDIENTE: 2021/PROOPI-56

APPLICANT DETAILS

First Name: asdf	Surname: asdf
Contact email: trye@salamanca.usal.es@gmail.com	Telephone number: 666666666

PERSONAL INFORMATION

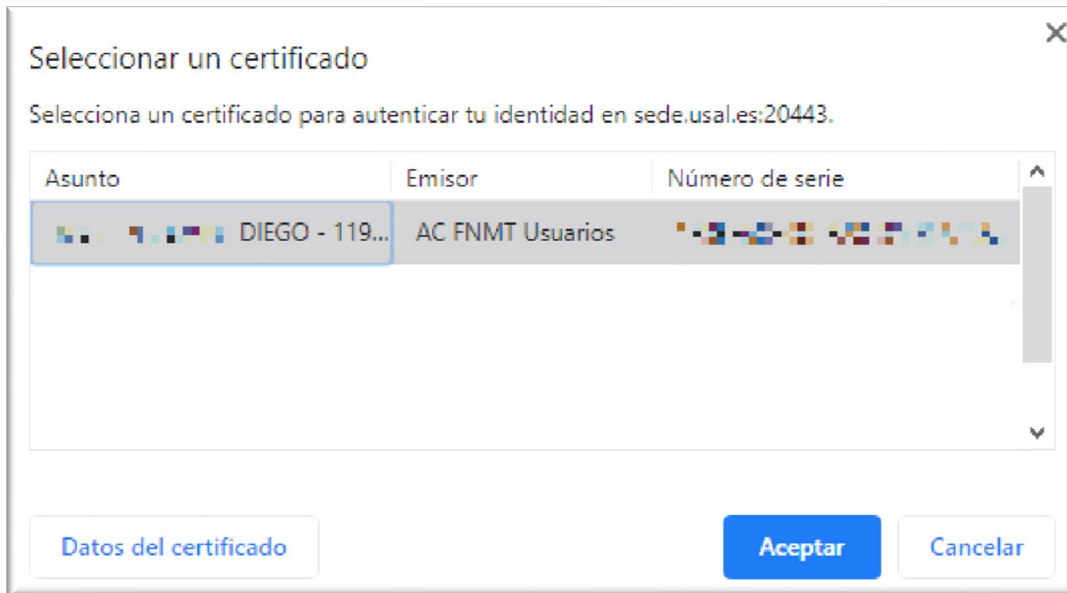
Passport number: AAAG00000	Gender: male	Date of birt: 12/01/2021	Nationality: REINO UNIDO
Current address: STREET ROAD	Zip code: 37129		
City: MANCHESTER	State/Province: REINO UNIDO		

RESEARCH EXPERIENCE

University Degree:	
Doctorate:	

Firmar

Then, "AUTOFIRMA" application will open and electronic certificates available at your computer will be shown. You should select the certificate you want to use and type your password



Electronic platform will apply signature data and finally show your registered application, which will include a security and verification code.



1 de 6

Universidad de Salamanca - REGISTRO DE ENTRADA
FECHA: 06/11/2021 20:37:36
Nº: REGAGE21e00000542251 / Exp: 2021/PROOPI-56

VNiVERSiDAD
D SALAMANCA

USAL 4 EXCELLENCE

PROCEDIMIENTO: Solicitud

EXPEDIENTE: 2021/PROOPI-56

APPLICANT DETAILS

First Name: PETER	Surname: BROWN
Contact email: m...@gmail.com	Telephone number: 666666666

PERSONAL INFORMATION

Passport number: AAA000000	Gender: male	Date of birth: 12/01/2021	Nationality: REINO UNIDO
Current address: STREET ROAD	Zip code: 37129	City: MANCHESTER State/Province: REINO UNIDO	

RESEARCH EXPERIENCE

University Degree:	
Doctorate:	

Continuar

You should press the “CONTINUAR” button to finish the procedure.

10.2.- SIGNATURE IF YOU DO NOT HAVE A DIGITAL CERTIFICATE

If you previously used the RUS USAL method for your identification, then you will sign your proposal by clicking on a “SUBSTITUTE CONSENT FOR SIGNATURE”

Apply now “USAL4EXCELLENCE”

Signature warning

Substitute consent for signature

I declare my intention to sign the generated and validated application. The proposal will be signed by the University of Salamanca through electronic seal ■

Los campos obligatorios están marcados con ■

Continuar



In this case, your application will also be signed with a USAL electronic seal in order to ensure the integrity of the document as well as to generate the Secure Document Verification Code by means of which you will be able to access the original document at the following link: <https://sede.usal.es/verifica>.

You should provide your consent to sign the document by clicking on the declaration and press "CONTINUE" button.



11.- SHOW PROOF OF YOUR APPLICATION

Once you have signed the document by either of the two previous methods (digital certificate/RUS USAL), the platform will automatically generate a proof of application registered with CSV for verification of the document.

Here you see the proof of completed application. You can download and print it, and it will serve to justify the entry of your application at the University of Salamanca.

1 de 6

Universidad de Salamanca - REGISTRO DE ENTRADA
FECHA: 06/11/2021 20:37:36
Nº: REGAGE21e00000542251 / Exp: 2021/PROOPI-56

VNiVERSiDAD
D SALAMANCA

USAL 4 EXCELLENCE

PROCEDIMIENTO: Solicitud
EXPEDIENTE: 2021/PROOPI-56

APPLICANT DETAILS

First Name: PETER	Surname: BROWN
Contact email: m...@gmail.com	Telephone number: 666666666

PERSONAL INFORMATION

Passport number: AAAC00000	Gender: male	Date of birth: 12/01/2021	Nationality: REINO UNIDO
Current address: STREET ROAD		Zip code: 37129	
City: MANCHESTER		State/Province: REINO UNIDO	

RESEARCH EXPERIENCE

University Degree:	
Doctorate:	

Continuar

To conclude the procedure, you should click on the “CONTINUAR” button. The process is complete when the platform displays the following message:



Trámite completado

Ha completado todas sus tareas, su petición ha sido enviada para ser procesada.

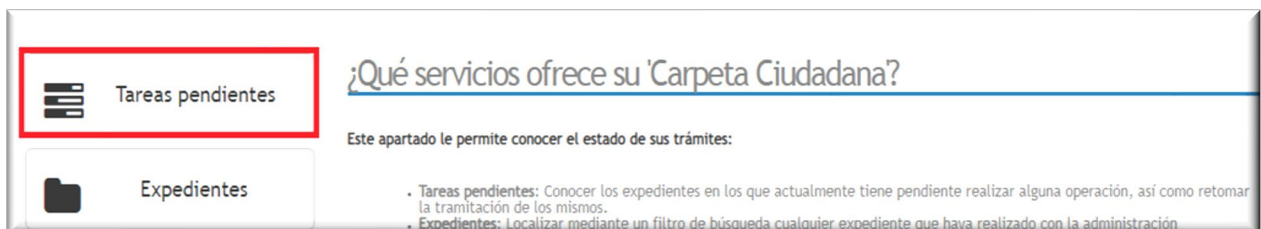
En caso de comunicaciones/notificaciones podrá receptionarlas en su [carpeta del ciudadano](#).

12.- GET ACCESS TO YOUR APPLICATION IN PENDING TASKS

If you are unable to make your application on a continuous basis, you can retrieve your file at any time to continue it. To do so, go to the electronic platform at <https://sede.usal.es> and, in the user menu (MENÚ DE USUARIO), go to the “AREA PERSONAL” option.



Authenticate yourself in RUS USAL or by means of a digital certificate (see section 4.-CHOOSE VALIDATION SYSTEM) and access your pending tasks mailbox (TAREAS PENDIENTES):



Click on the task and continue



Tareas pendientes

Expedientes

Notificaciones

Documentos

Mensajes

Tareas pendientes

Listado de las tareas pertenecientes a expedientes en los que usted figura como interesado.

Nombre	Creado	Nº expediente	Información	Código procedimiento
Ver justificante solicitud	06-11-2021 20:37	2021/PROOPI-56	Tipo de registro: telemático Fecha de registro (orig): 2021-11-06T20:37:36 Solicitud firmada: a912c492-...	PROOPI
Formulario 1	06-11-2021 20:23	2021/PROOPI-55	Tipo de registro: presencial Usuario que inició el tramite: 078705005 Código de departamento actual: 70...	PROOPI
Formulario 1	06-11-2021 20:23	2021/PROOPI-54	Tipo de registro: presencial Usuario que inició el tramite: 078705005 Código de departamento actual: 70...	PROOPI