

## Application procedures “Juan de la Cierva – Incorporación (hiring)” fellowships for UPF (Call 2017)

Application consists of **TWO** parts:

- **first** part: it's the **candidate's** responsibility.
- **second** part: it's the **university's** responsibility.

The **UPF researcher** proposed by the candidate **will have to inform his/her department/UCA** in order to **obtain its approval**. No application will be process unless it includes the researcher's or department's co financing commitment.

The final application including the list of all applicants will have to be presented centrally by the UPF Research Service.

The application procedure in order to present candidates is as follows:

**FIRST PART. CANDIDATE'S APPLICATION: Deadline: from 21/12/2017 to 10/01/2018 (15:00 hrs.)**

### A) Statement of interest:

- The UPF Researcher (or the appointed person) has to send a mail to [spc.recerca@upf.edu](mailto:spc.recerca@upf.edu) stating his/her interest in presenting a candidate and informing on the department's approval. Moreover, in the email the following information will need to be reflected:
  - name of the **JCI-hiring programme**
  - name of the candidate
  - name of the UPF researcher who supports the candidate
  - contact details of the candidate (e-mail address and telephone number)

### B) Candidate's application (deadline: 10/01/2018 at 15:00 hrs)

- The candidate will need to register and fill in the online application on the MICINN website (available on December 21, 2017).
- During this process the candidate will have to introduce his/her personal and academic information as well as the information concerning the research group of the UPF IP.
- Moreover, the candidate will need to enclose the following documents (sample documents will be available on the above mentioned website):
  - Normalized candidate's CV
  - Abridged Curriculum Vitae of the tutor researcher
  - Scientific and technical record of the research group during the last 5 years
  - If the candidate is foreign or does not have residency, a photocopy of the passport will be required.
  - Academic transcript or doctor degree indicating clearly the date of award.
  - If applicable, documents proving interruption or disability indicated under article 72.1 a) of the call.
  - Documentation, as the case may be, regarding disability accreditation.
- The online application will request the candidate all the necessary information and, once filled in and validated, the candidate will need to click on “generate definitive” in order to obtain the “*Formulario del investigador candidato*” (Form for the research candidate) which will need to be printed out and signed.

**C) Submission of the documents at UPF (deadline: 15/01/2018 at 12:00 hrs.)**

The candidate will need to hand in at the UPF Research Service:

- The "*Formulario del investigador candidato*" (Form for the research candidate) duly signed after having completed the online application.
- The "Co financing Commitment" document signed by the UPF researcher in case the co financing does not take place within the department/UCA.

In case the co financing takes place within the department/UCA, they will need to send the Research Service the commitment document duly signed by its Director following the sample Annex document. This will need to include the list of the endorsed applicants.

Original documents will need to be handed in at the UPF Research Service (Edifici Mercè Rodoreda, office 23.002, Campus Ciutadella, Ramon Trias Fargas, 25-27, 08005) and sent by email to [spc.recerca@upf.edu](mailto:spc.recerca@upf.edu) **before January 15<sup>th</sup> at 12hrs.**

No application will be considered unless it includes the "*Formulario del investigador candidato*" (Form for the research candidate) and the "*Compromís de cofinançament*" (Co financing commitment document) duly signed.

The UPF Research Service will e-mail each department/UCA a list of the corresponding candidates.

***SECOND PART.- TO BE COMPLETED BY THE UNIVERSITY / DEADLINE: 17/01/2018 (15:00 hrs.)***

Once all the information of all candidates the Research Service will need to fill in the second part of the application and to process the original signature within the established deadline (17/01/2018).

**For further information, please contact the Research Service at:** [spc.recerca@upf.edu](mailto:spc.recerca@upf.edu)

**Servei de Recerca - Universitat Pompeu Fabra**