



**Convocatoria ValER de plazas permanentes de Investigador  
Distinguido en la Comunitat Valenciana**

---

**MANUAL DEL SOLICITANTE**

## ÍNDICE

1. ACCESO A LA APLICACIÓN.....	3
2. FORMULARIO DE SOLICITANTE .....	8
Personal Data .....	9
Education .....	10
Current position.....	12
Research.....	13
Most relevant achievements.....	15
Mentoring .....	18
Statement of purpose .....	19
CV.....	21
Referees .....	21
Institutions.....	25
3. GUARDAR, PRESENTAR O BORRAR SOLICITUD .....	27

**V2. 3/10/2024**

## 1. ACCESO A LA APLICACIÓN

El acceso a la aplicación se realiza a través del siguiente enlace:

<https://call.valer-f.es/>



### Call for permanent positions for Research Professors

ValER offers permanent positions for researchers willing to develop a long-term scientific career in the Valencian Community.



#### BENEFICIARIES

This call is open to Senior leading researchers, with a minimum 10 years of postdoctoral experience.



#### RESEARCH POSITIONS

Selected candidates will obtain a permanent position according to the Spanish Science Law and will become ValER employees.



#### HOST RESEARCH INSTITUTIONS

Selected candidates will carry out their research in one of the public universities or research institutions of the Valencian Community.



#### APPLICATIONS

Deadline: XX .....XXX



#### CONTACT

For additional information or technical problems please contact [call@valer-f.es](mailto:call@valer-f.es)

Desde la pantalla de inicio, es posible acceder con los datos de usuario, crear una nueva cuenta o reinicializar la contraseña de una cuenta existente.



### BENEFICIARIES

This call is open to Senior leading researchers, with a minimum 10 years of postdoctoral experience.



### RESEARCH POSITIONS

Selected candidates will obtain a permanent position according to the Spanish Science Law and will become ValER employees.



### HOST RESEARCH INSTITUTIONS

Selected candidates will carry out their research in one of the public universities or research institutions of the Valencian Community.



### APPLICATIONS

Deadline: XX .....XXX



### CONTACT

For additional information or technical problems please contact call@valer-f.es

Log in by username/email address \*

You can use your username or email address to log in.

Password \*

**Log in**

[Create new account](#) [Reset your password](#)

Para crear una nueva cuenta, debe pinchar en el enlace “Create new account”

Log in by username/email address \*

You can use your username or email address to log in.

Password \*

**Log in**

[Create new account](#) [Reset your password](#)

En la nueva página debe introducir su nombre completo, dirección de correo electrónico y nombre de usuario.



## Create new account

Name \*

Lastname \*

Email address \*

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Username \*

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

**Create new account**

Al pinchar en “Create new account” recibirá un correo remitido por ValER ([call@valer-f.es](mailto:call@valer-f.es)) con las instrucciones para validar su cuenta.

Account details for [redacted] 1693827484 at ValER Externo Recibidos x



ValER <call@valer-f.es>  
para mí ▾

🌐 inglés ▾ > español ▾ [Traducir mensaje](#)

Thank you for registering at ValER. You may now log in by clicking this link or copying and pasting it into your browser:

[https://call.valer-f.es/en/user/reset/2135/1693827483/aqE\\_hR\\_frQwRjKidrLsLGwSqc3Yuff2tA8fCzjVDtsA](https://call.valer-f.es/en/user/reset/2135/1693827483/aqE_hR_frQwRjKidrLsLGwSqc3Yuff2tA8fCzjVDtsA)

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at <https://call.valer-f.es/en/user> in the future using:

username: [redacted]@suomitech.com  
password: Your password

-- ValER team

Pinchando en el enlace le llevará a la página donde debe iniciar sesión y cambiar su contraseña. Pulse sobre el botón “Log in”.



## Set password

This is a one-time login for [redacted]

Click on this button to log in to the site and change your password.

This login can be used only once.

**Log in**

Introduzca la contraseña dos veces (deberá coincidir) y pulse el botón “Save”.

**APPLICATION**

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password. ×

**Email\***

  
**Password**

Password strength: Weak

**Confirm password**

  
Passwords match: yes

Recommendations to make your password stronger:

- Make it at least 12 characters
- Add lowercase letters
- Add punctuation

A partir de aquí ya podrá acceder a la aplicación desde la pantalla de inicio utilizando su usuario y contraseña. En cualquier momento puede restaurar su contraseña pulsando en el botón “Reset your password” y siguiendo las instrucciones.

Para cualquier consulta puede contactar a través del correo [call@valer-f.es](mailto:call@valer-f.es).

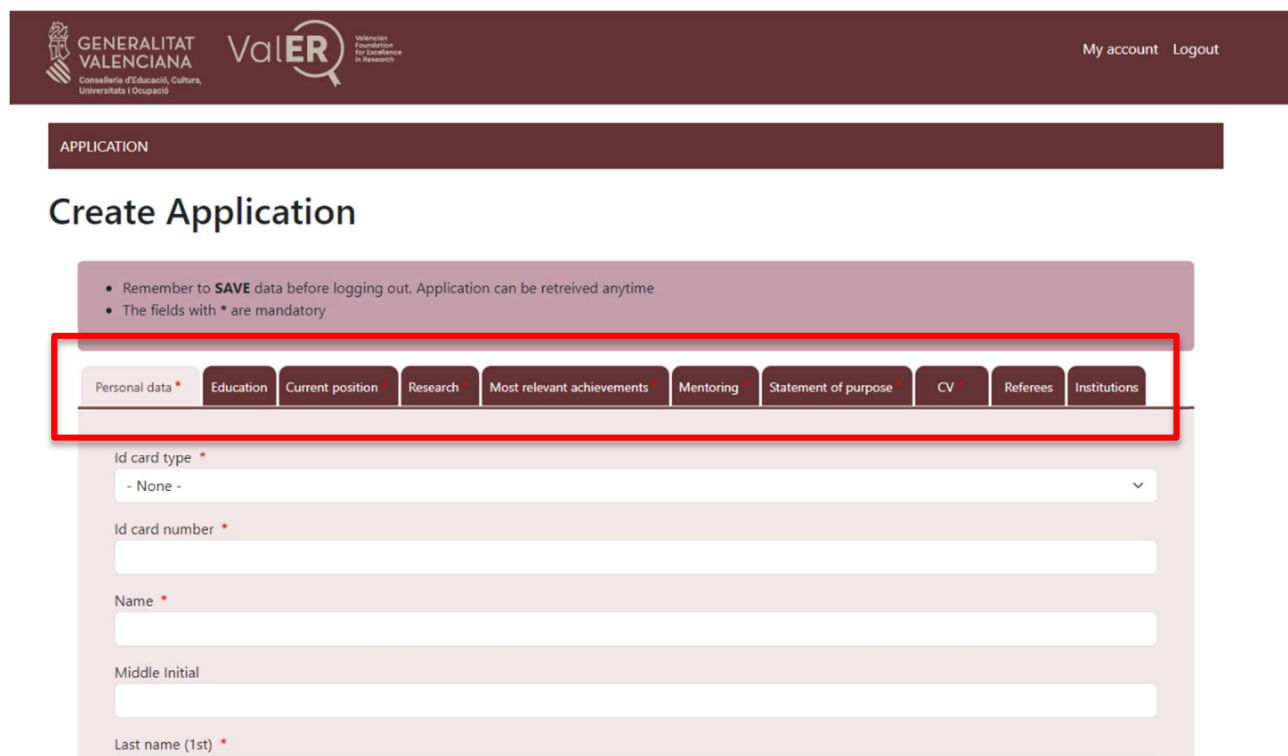
## 2. FORMULARIO DE SOLICITANTE

Una vez validado el usuario, se accede a la pantalla principal de la aplicación a través del enlace <https://call.valer-f.es/>.

Desde aquí se puede comenzar la solicitud pinchando en el botón “Submit application”.



La solicitud está dividida en varias pestañas. Pinchando en cada una de ellas, se accede a las secciones que conforman el formulario de solicitud online.



En el formulario existen **campos que son obligatorios** para poder finalizar y enviar la solicitud. Estos campos están identificados con **un asterisco de color rojo**.

La solicitud se debe guardar pinchando en el botón “Save” que aparece al final de la página. En cualquier momento se puede acceder de nuevo a editar la solicitud para continuar rellenado el formulario en el paso que se había quedado anteriormente.



## Personal Data

En este apartado deben cumplimentarse los campos relacionados con los datos personales del solicitante.



APPLICATION

### Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

Personal data \*   Education   Current position   Research   Most relevant achievements   Mentoring   Statement of purpose   CV   Referees   Institutions

**Id card type \***  
- None -

**Id card number \***

**Name \***

Middle initial

**Last name (1st) \***

Last name (2nd)

**Date of birth \***  
dd/mm/aaaa

**Address \***

**City \***

**Postal code \***

**Country \***  
- None -

Phone

**Citizenship 1 \***  
- None -

**Citizenship 2 \***  
- None -

**Gender \***  
- None -

Accept Terms and Conditions  
(con enlace al documento de ValER que se está preparando)  
- The terms and conditions must be read at this [LINK](#)

Save

En la parte inferior de la pantalla se deberá aceptar los Términos y Condiciones pulsando en la casilla que se indica en la siguiente imagen. Se puede encontrar más información en los enlaces que se incluyen.

Citizenship 2  
- None -

Gender \*  
- None -

Accept Terms and Conditions  
- The terms and conditions must be read at this [LINK](#)

Save

## Education

En esta sección se debe incluir la información referente a los estudios con los que cuenta el solicitante. Se pueden añadir tantos registros relativos a la formación como procedan.

GENERALITAT VALENCIANA Conselleria d'Educació, Cultura, Universitats i Ocupació ValER Valencian Foundation for Excellence in Research My account Logout

APPLICATION

### Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

Persona data **Education** Current position Research Most relevant achievements Mentoring Statement of purpose CV \* Referees Institutions

- Fill in this section with the most relevant information about your education (Bachelor, Master or PhD). You can add more information by clicking on "Create content item"

Education  
Add new content item

Accept Terms and Conditions  
(con enlace al documento de ValER que se está preparando)  
- The terms and conditions must be read at this [LINK](#)

Save

Pulsando en "Add new content item" se debe completar el desplegable que aparece a continuación.

APPLICATION

## Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

Personal data Education **Current position \*** Research \* Most relevant achievements Mentoring \* Statement of purpose \* CV \* Referees Institutions

- Fill in this section with the most relevant information about your education (Bachelor, Master or PhD). You can add more information by clicking on "Create content item"

### Education

Degree in \*

Level \*

- Select a value -



Institution \*

Begin Year \*

- Select -



End Year \*

- Select -



Create content item

Cancel

Una vez completados todos los campos pulsar en "Create content item" para que se guarde el registro. Deberá aparecer la siguiente pantalla en la que se da además la opción de editar o eliminar el registro introducido.

Para añadir un nuevo nivel de estudios pulsar nuevamente en "Add new content" y repetir la misma operación hasta completar el número de registros necesarios.

APPLICATION

## Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

- Personal data \*
- Education
- Current position \*
- Research \*
- Most relevant achievements \*
- Mentoring \*
- Statement of purpose \*
- CV \*
- Referees
- Institutions

Fill in this section with the most relevant information about your education (Bachelor, Master or PhD). You can add more information by clicking on "Create content item"

Education [Show row weights](#)

Level	Degree in	Begin Year	End Year	Operations
*. Bachelor	Example 1	1995	2000	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
*. Master	Example 2	2001	2004	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
*. PhD	Example 3	2005	2010	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

## Current position

En esta sección se añade información relativa al puesto actual del solicitante. Se deben completar todos los campos.

APPLICATION

## Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

Personal data \* Education **Current position \*** Research \* Most relevant achievements Mentoring \* Statement of purpose CV \* Referees Institutions

Position \*

Institution \*

Dpt./Institute \*

Dpt. address

Dpt. city \*

Dpt. postal code \*

Country \*  
- None -

Phone \*

Email \*

## Research

Desde este apartado se incluirá la información correspondiente a la investigación. Según la convocatoria, se mostrarán las áreas científicas disponibles para ser seleccionadas por el solicitante quien deberá incluir su ORCID y Researcher ID (recomendado).

APPLICATION

## Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

Personal data \* Education Current position **Research \*** Most relevant achievements Mentoring \* Statement of purpose CV \* Referees Institutions

Researcher ID (Recommended)

ORCID \*

ValER Area \*

- Engineering
- Experimental Sciences and Mathematics
- Humanities
- Life & Medical Sciences
- Social and Behavioral Sciences

Main ERC panel \*

- None -

Other ERC panels

- None -

Add another item

Keywords \*

Research done in the last 5 years (2000 character maximum) \*

Content limited to 2000 characters, remaining: 2000

Debe seleccionarse también la información del panel principal ERC en el que se encaja la investigación del solicitante, así como otros paneles si es el caso. Una vez seleccionado el panel principal se van desplegando los subpaneles tal y como aparece en la siguiente imagen.

APPLICATION

## Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

- Personal data
- Education
- Current position
- Research \***
- Most relevant achievements
- Mentoring
- Statement of purpose
- CV
- Referees
- Institutions

Researcher ID (Recommended)

ORCID \*

**ValER Area \***

- Engineering
- Experimental Sciences and Mathematics
- Humanities
- Life & Medical Sciences
- Social and Behavioral Sciences

**Main ERC panel \***

Physical Sciences and Engineering ▾ PE10 Earth System Science ▾

PE10\_3 Climatology and climate change ▾

**Other ERC panels**

Life Sciences ▾ LS4 Physiology in Health, Disease and Ageing ▾

LS4\_6 Microbiome and host physiology ▾

**Add another item**

Keywords \*

Research done in the last 5 years (2000 character maximum) \*

Content limited to 2000 characters, remaining: **2000**

## Most relevant achievements

En este apartado se deben incluir los tres logros más relevantes de la carrera científica del solicitante. Para cada uno de ellos, se podrán incluir hasta 3 contribuciones relacionadas (publicación, patente, capítulo de libro, guía práctica, etc) pulsando en el botón “Add new contribution”.



APPLICATION

## Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

Personal data \* Education Current position Research **Most relevant achievements \*** Mentoring Statement of purpose \* CV \* Referees Institutions

Detail your most relevant research achievements (up to three) \*

1 \*

Achievement \*

Include here a brief explanation and justification of your choice  
Content limited to 3000 characters, remaining: **3000**

Related contributions (up to three)

You have added 0 out of 3 allowed contributions.

[Add new contribution](#)

2 \*

Achievement \*

Include here a brief explanation and justification of your choice  
Content limited to 3000 characters, remaining: **3000**

Related contributions (up to three)

You have added 0 out of 3 allowed contributions.

[Add new contribution](#)

3 \*

Achievement \*

Include here a brief explanation and justification of your choice  
Content limited to 3000 characters, remaining: **3000**

Related contributions (up to three)

You have added 0 out of 3 allowed contributions.

[Add new contribution](#)



Una vez completados los datos de la contribución correspondiente al logro introducido se debe pulsar en el botón “Create contribution” para que quede registrada.

The screenshot shows the 'Create Application' interface. At the top, there is a navigation bar with the ValER logo and 'My account Logout'. Below this is a dark red bar with the word 'APPLICATION'. The main heading is 'Create Application'. A purple box contains instructions: 'Remember to SAVE data before logging out. Application can be retrieved anytime' and 'The fields with \* are mandatory'. A horizontal menu includes tabs for 'Personal data', 'Education', 'Current position', 'Research', 'Most relevant achievements \*', 'Mentoring', 'Statement of purpose', 'CV', 'Referees', and 'Institutions'. The 'Most relevant achievements \*' tab is active, showing a section titled 'Detail your most relevant research achievements (up to three) \*'. It contains a list item '1 \*' with a sub-label 'Achievement \*'. The first input field is labeled 'Example 1' and has a character count of 2991. Below it is a text area for 'Related contributions (up to three)' with a count of 0. The second input field is labeled 'Title and reference \*' with 'Example 1' and a character count of 991. Below that is a field for 'DOI (url) / Patents / Others' with 'https://example.com'. A red box highlights the 'Create contribution' button at the bottom left of the form.

Dentro del logro correspondiente, para añadir una nueva contribución pulsar en el botón “Add new contribution”.

APPLICATION

## Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

- Personal data \*
- Education
- Current position
- Research
- Most relevant achievements \*
- Mentoring \*
- Statement of purpose \*
- CV \*
- Referees
- Institutions

Detail your most relevant research achievements (up to three) \*

1 \*

Achievement \*

Achievemen 1

Content limited to 3000 characters, remaining: 2988

Include here a brief explanation and justification of your choice

Related contributions (up to three)

Title and reference	DOI (url) / Patents / Others	Operations
Title example 1	<a href="https://example.com">https://example.com</a>	Edit Remove

You have added 1 out of 3 allowed contributions.

Add new contribution

## Mentoring

En esta pestaña se debe introducir la información relativa a las tesis dirigidas y otras acciones de mentorización realizadas en los últimos 5 años.

APPLICATION

## Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

Personal data Education Current position Research **Most relevant achievements** Mentoring \* Statement of purpose CV \* Referees Institutions

List of PhD theses supervised in the last five years (Indicate Author, Thesis Title, University, Date, Director/Co-director, Award or other special mention)

Content limited to 800 characters, remaining: **800**

Other actions of mentoring in the last five years \*

Content limited to 250 characters, remaining: **250**

## Statement of purpose

En esta sección se deben rellenar todos los campos que se indican con la información relativa al futuro plan de investigación del solicitante al ser contratado por ValER, una justificación del centro/s de adscripción seleccionados, la transferibilidad del conocimiento y los resultados de investigación, así como información relativa a interrupciones de la actividad investigadora por determinadas circunstancias y una breve justificación del motivo de presentar su candidatura a la convocatoria ValER.

APPLICATION

## Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

Personal data \* Education Current position Research Most relevant achievements \* Mentorin Statement of purpose \* CV \* Referees Institutions

- Brief statement of purpose explaining your choice of the host institution(s), and your future research plans

Statement of purpose \*

Content limited to 3000 characters, remaining: **3000**

Knowledge transferability of the research results \*

Content limited to 1000 characters, remaining: **1000**

- Explain whether in the last 5 years you have been affected by the following personal circumstances; maternity or paternity leave, care for dependent persons, temporary incapacity due to a serious illness or any other physical or psychological situation.

Statement of personal circumstances (if any) in the last 5 years

Content limited to 1000 characters, remaining: **1000**

Why ValER? Why you? Why your research field? Why now? \*

Content limited to 3000 characters, remaining: **3000**

## CV

En esta sección se debe introducir un pequeño resumen publicable del currículum del solicitante y cargar el archivo del currículum completo (formato libre, archivo .pdf, máximo 15 páginas, en inglés).

The screenshot shows the ValER application interface. At the top, there is a header with the logos of the Generalitat Valenciana and ValER, and links for 'My account' and 'Logout'. Below the header is a dark blue bar with the word 'APPLICATION'. The main content area is titled 'Create Application' and contains a list of instructions: 'Remember to **SAVE** data before logging out. Application can be retrieved anytime' and 'The fields with \* are mandatory'. A horizontal menu of tabs is visible, with 'CV \*' highlighted by a red box. Below the tabs is a text area for the CV summary, with a note: 'Include a short summary of your research profile. If you are finally selected, this summary may be published by ValER \*'. The text area has a character count: 'Content limited to 1000 characters, remaining: 1000'. Below the text area is a file upload section for the CV, with a button labeled 'Seleccionar archivo' and the text 'Ningún archivo seleccionado'. Below the file upload section are the following details: 'CV \*', 'One file only.', '10 MB limit.', and 'Allowed types: pdf.'

## Referees

En este apartado se debe añadir la información de 4 referees de los que al menos 2 de ellos deberán enviar una carta de apoyo a la candidatura del solicitante.

APPLICATION

## Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

Personal data \* Education Current position \* Research \* Most relevant achievements Mentoring \* Statement of purpose \* CV Referees Institutions

- Fill out the contact details of 4 referees of which at least 2 of them must send a reference letter to support your application. To do this, the system automatically generates a link that you have to send directly to each referee to upload the letter in .pdf format.
- We suggest to introduce the contact data of your referees and send them the link as soon as possible in order to give him/her enough time to upload the letter before the deadline. You will be able to check if he/she has already uploaded the letter in the draft of your application.

### Referees

You have added 0 out of 4 allowed content items.

[Add new referee](#)

Al pulsar el botón “Add new referee”, se muestra el formulario para añadir la información de contacto.

APPLICATION

## Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

Personal data \* Education Current position Research Most relevant achievements Mentoring Statement of purpose CV \* Referees Institutions

- Fill out the contact details of 4 referees of which at least 2 of them must send a reference letter to support your application. To do this, the system automatically generates a link that you have to send directly to each referee to upload the letter in .pdf format.
- We suggest to introduce the contact data of your referees and send them the link as soon as possible in order to give him/her enough time to upload the letter before the deadline. You will be able to check if he/she has already uploaded the letter in the draft of your application.

### Referees

You have added 0 out of 4 allowed content items.

Name \*

Middle Initial

Last name (1st) \*

Last name (2nd)

Institution

Country

- None -

Phone

Email \*

Create referee Cancel

Una vez cumplimentado pulsar en el botón “Create referee” para que quede registrado. Se mostrará en la pestaña de referees el listado de los nombres incorporados en la aplicación. Pulsar en el botón “Add new referee” para incluir nuevos registros.

APPLICATION

## Create Application

- Remember to **SAVE** data before logging out. Application can be retrieved anytime
- The fields with \* are mandatory

Personal data \* Education Current position \* Research \* Most relevant achievements \* Mentoring Statement of purpose \* CV Referees Institutions

- Fill out the contact details of 4 referees of which at least 2 of them must send a reference letter to support your application. To do this, the system automatically generates a link that you have to send directly to each referee to upload the letter in .pdf format.
- We suggest to introduce the contact data of your referees and send them the link as soon as possible in order to give him/her enough time to upload the letter before the deadline. You will be able to check if he/she has already uploaded the letter in the draft of your application.

Referees

[Show row weights](#)

Name	Last name (1st)	Email		Uploaded	Operations
*. Example 1	Example 1	example@example.com	<a href="#">Copy link</a>	No	<a href="#">Edit</a> <a href="#">Remove</a>
*. Example 2	Example 2	example2@example2.com	<a href="#">Copy link</a>	No	<a href="#">Edit</a> <a href="#">Remove</a>

You have added 2 out of 4 allowed content items.

[Add new referee](#)

En caso de ser necesario, es posible modificar la información del referee pinchando en el botón “Edit”. Una vez confirmada su información, el solicitante le facilitará al referee el enlace correspondiente para que se valide en la aplicación y envíe la carta de referencia. Para ello se debe pinchar en el botón “Copy link” y enviar esa ruta al referee.

A través del enlace remitido por el solicitante, el referee se podrá registrar en la aplicación y accederá a su zona de trabajo. Ver **Manual del Referee** para más información.

El solicitante puede comprobar si el referee ha enviado el documento a través de la columna “Uploaded”. Cuando en esta columna aparezca “Yes”, indica que el referee ha enviado el documento a través de la plataforma.

La solicitud deberá contar con un mínimo de **dos cartas de referencia** para poder ser presentada.



## Institutions

En esta pestaña, se debe indicar la información de las diferentes instituciones que tiene interés en acoger al solicitante y que deberán presentar una expresión de interés.

The screenshot shows the ValER application interface. At the top, there are logos for 'GENERALITAT VALENCIANA' and 'ValER'. The main header is 'APPLICATION'. Below it, the title 'Create Application' is displayed. A navigation bar contains several tabs: 'Personal data', 'Education', 'Current position', 'Research', 'Most relevant achievements', 'Mentoring', 'Statement of purpose', 'CV', 'Referees', and 'Institutions'. The 'Institutions' tab is highlighted with a red box. Below the tabs, there is a list of instructions for creating an application, including a note about the Expression of Interest (EoI) and a link to the list of eligible host institutions. At the bottom of this section, there is a button labeled 'Add new institution'.

Pinchando en el botón “Add new institution” se accede al formulario de selección de la/las institución/es. Una vez seleccionada del desplegable pulsar en el botón “Create institution”.

This screenshot shows the 'Create institution' form in the ValER application. The navigation bar at the top is the same as in the previous screenshot, but the 'Institutions' tab is now active. Below the navigation bar, there is a list of instructions for creating an institution. At the bottom of the form, there is a dropdown menu labeled 'Institution \*' with the text '- Select a value -'. Below the dropdown menu, there are two buttons: 'Create institution' and 'Cancel'. The 'Create institution' button is highlighted with a red box.

La/las institución/es seleccionadas aparecerán en un listado de forma análoga al panel de referees.

Remember to **SAVE** data before logging out. Application can be retrieved anytime

The fields with \* are mandatory

Personal data Education Current position Research \* Most relevant achievements Mentoring Statement of purpose CV \* Referees Institutions

- An Expression of interest (EoI) from at least one host institution of the Valencian Community has to be included in the application before 2:00 pm (CET) on xxxx, ... of .... 202x. You can submit more than one EoI with your application. The list of the eligible host institutions is available here (<https://www.valer-f.es/host-institutions/>).
- Candidates must directly contact each institution they are interested in joining (public university, research centre or foundation of the Valencian Community) and obtain an EoI. In this section, add the host(s) institution(s) of your choice and the system will generate a link you can send to your contacts to download, fill and submit the form.
- The EoI must be filled in English and electronically signed by the Legal Representative of the host institution. It has to clearly show that the institution has a strong interest in recruiting (or retaining) the candidate.

Institutions [Show row weights](#)

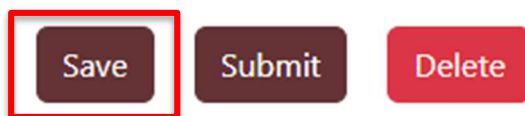
Institution	Uploaded	Operations
• Instituto de Gestión de la Innovación y del Conocimiento (INGENIO)	No	Copy link Edit Remove
• Fundación para el Fomento de la Investigación Sanitaria y Biomédica de la Comunitat Valenciana (FISABIO)	No	Copy link Edit Remove

Add new institution

El solicitante deberá facilitar a la institución el enlace correspondiente para que incorpore la expresión de interés. Para ello debe pinchar en el botón “Copy link” y remitir a la institución. Ver más detalles en el **Manual para Instituciones**.

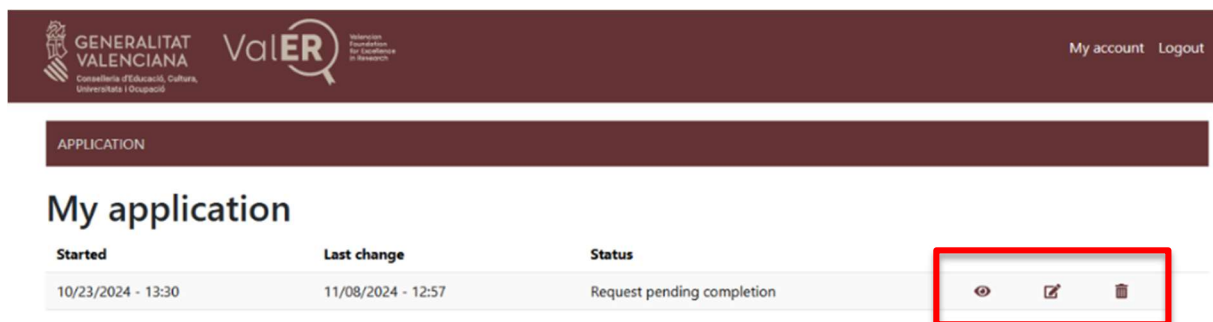
El solicitante puede comprobar si la institución ha enviado el documento a través de la columna “Uploaded”. Cuando en esta columna aparezca “Yes”, indica que la institución ha incorporado el documento a través de la plataforma. La solicitud deberá contar como mínimo con **una expresión de interés** para poder ser presentada.


Recuerde pulsar el botón “Save” que aparece en la parte inferior de la pantalla para **guardar los datos introducidos**.



### 3. GUARDAR, PRESENTAR O BORRAR SOLICITUD



Al pulsar en el botón “Save” para guardar la solicitud, el sistema abre la pantalla principal de la solicitud a través de la cual es posible visualizar, editar o borrar la solicitud pulsando en el icono correspondiente que aparece a la derecha de los datos de la aplicación.

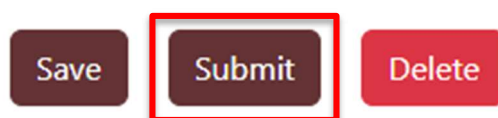


Pulsando en el icono “View”  es posible visualizar todos los campos de la solicitud completados.

Pulsando sobre “APPLICATION” el sistema vuelve a la pantalla inicial en todo momento.



Al pulsar sobre el icono “Edit”  se puede retomar la introducción de datos de la candidatura en todo momento y con el icono “Delete”  borrar la solicitud.



Una vez finalizada la carga de los datos y archivos necesarios, es posible presentar la solicitud pulsando en el botón “Submit” que aparece en el modo edición. La solicitud deberá contar como mínimo con una expresión de interés y dos cartas de referencia. Como **comprobante de la presentación** de la solicitud deberá recibir el siguiente correo automático desde el correo call@valer-f.es:


*Dear Applicant,*

*Your application has been submitted and it is ready for evaluation.*

*For more details about next steps and deadlines please check the Call Text.*

*Thank you for your interest in ValER's Call and good luck!*

*ValER's Management Team*

A partir de este momento, la solicitud quedará solamente en modo visualización pudiendo acceder a través del icono “View”  de la página principal de acceso.

Para resolver problemas técnicos relacionados con la convocatoria contacte a través del correo [call@valer-f.es](mailto:call@valer-f.es).