Eligibility criteria for applicants

- Students who are enrolled in, or have been admitted to, a PhD programme in the academic year 2019/2020.
- Students who are not enrolled in, or admitted to, a PhD programme, but who are ready to be enrolled before the date the contract will be formalized.

Exclusion criteria/incompatibilities

- People who already obtained a PhD from a Spanish or a foreign university.
- People who have previously been awarded a PhD fellowship funded by the Ministry under the same or a similar scheme.
- People who have enjoyed a PhD fellowship for more than 12 months.
- People who have any other employment contract and receive a salary, where this conflicts with the research and training purpose of the fellowship.

FAQ about the application process

What is the deadline for submitting applications?
November 7, 2019 at 2:00 p.m. (Spanish peninsular time).

What should I do to submit the application?
The application must be submitted through the electronic application system of the Ministry (see instructions below).

How many applications can each candidate submit?
Each applicant can submit a single application related to the research project they want to join.

Can I instead submit a letter that replaces the application?
No.

Once I have filled in the application of the Ministry, what do I have to do?
Please see below, last part of the document.

What documents should I attach to my application?

- Copy of a valid passport, only in the case of foreign citizens not resident in Spanish territory.
- Curriculum Vitae, in Spanish or English.
- Academic certificate, corresponding to the studies before the date of submission of the application, issued or provided by the academic entity in question. The certificate must include qualifications and dates. If the applicant has not completed the degree on the date of submission, the academic certificate of the course assignments must be attached.

I am a European citizen not resident in Spanish territory. Can I attach a copy of my country's ID instead of my passport?
No, the only valid document for the application is the passport.

What format should my Curriculum Vitae have?
Any format of CV is acceptable.

Can my CV be written in another language instead of Spanish or English? And, similarly, for my academic certificates?
No, both the CV and the academic certificates must be written in Spanish or English.

In my case, I won't have the Master certificate until a few days after the deadline of the call. I have proof of payment for the certificate as well as a certificate listing all my subjects studied in the Master together with the grades obtained. I would like to know if it would be possible to send all the documentation I now have, and as soon as I receive the certificate, send it to the Ministry later.

If you can obtain a certificate listing all the subjects and marks, it is necessary to submit it together with the application.
The academic certificate of the Master is not an essential document in order for you to participate in the call. If it is not possible for you to obtain either a valid Master certificate or a certificate listing all the subjects and marks you obtained in the Master, then the section related to the Master must not be completed in order to be able to carry on with the rest of the application procedure.
The consequence is that the Master certificate will not form part of the documents on whose basis your academic record will be evaluated.

Can the attached documents be in any digital format?
No. All the files attached (curriculum, study certificate, etc.) must be in PDF format and must not exceed 4 Mb each.

I have generated the final form. Is my application already formally accepted?
No. You must submit it through one of the channels indicated in the "What are the ways to submit the application?" section of this document.

I have generated the final form. Can I still make any changes to it?
No. Once the final form has been generated, there is no way to make changes to the application.

Online application on the Ministry's website:

First, you have to go here: https://sede.micinn.gob.es/rus/
And then click on "Registro de Usuario" (to register as a new user). Your username will be either your passport number or, if you are a Spanish citizen, your national ID number.

First step: click on "Registro Investigador"
In the next screen you will see "Tipo documento *" (it means "type of document"); please, select "Pasaporte" (passport), and complete the box below with your data.

Tipo documento * | Pasaporte |
Documento de Identidad * ##########

Datos de Acceso del Usuario

Usuario *
**** the user name of your choice ****

Clave *
**** the password of your choice ****

Repetir Clave *

**** your password again ****

Pregunta para restablecer la clave de acceso *

**** a question to recover your password ****

Respuesta *

**** the answer to the question to recover your password ****

Datos

Datos Personales

Nombre *

**** your first name ****

Apellido1 *

**** your surname ****

Apellido2

**** nothing important (we have 2 surnames in Spain, leave blank if you do not use a second surname) ****

Sexo *

**** gender, select "HOMBRE" (male) or "MUJER" (female) ****

Nacionalidad

**** nationality, select your country ****

Fecha de nacimiento (dd/mm/yyyy) *

**** birth Date ****

Para el perfil de usuario indicado es necesario que indique unos datos de notificación personales.
**** contact details ****

Datos de Notificación

Correo Electrónico *

**** e-mail; please, notice that the ministry will send you in the future all the notifications to this email in case they give you the fellowship, so **it's more practical if you use a personal email and not a corporative email** that expires if you change your affiliation ****

Repetir Correo Electrónico *

**** repeat e-mail ****

Tipo de Teléfono *

**** type of phone ("Fijo" = landline; "Móvil" = cell phone) ****

Teléfono *

**** phone number ****

Extensión de Teléfono [   ]
**** extension if any; typically not applicable ****

Dirección
**** address ****

Pais *: [   ]
**** country ****

Provincia (Country) *: [   ]
**** province/state/region... it means any territorial and administrative division bigger than a city and smaller than a country, not all countries have these divisions, and there are a lot of different expressions ***

Municipio (City) *: [   ]
**** city ****

Código Postal *: [   ]
**** zip code ****

Tipo de Vía:
**** type of street (avenue, boulevard, street, etc.; the most usual: "Calle" = street ****

Dirección (Address) *: [   ]
**** street name ****

Número: [   ]
**** street number ****

Número de Piso: [   ]
**** floor ****

Letra del Piso: [   ]
**** apartment number or letter ****

Los campos con (*) son obligatorios
**** only the fields with (*) are compulsory ****

When you have finished filling in the fields, click the "REGISTRAR" button.
Now you are registered in the Ministry's page and you can apply online.

Go there: https://sede.micinn.gob.es/ayudaspredoctorales/

And "Acceder"

Now you have to link your application to the Project you want to join:

Click on "AÑADIR", and select the Project:

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- "Varieties of information" (**PGC2018-101425-B-I00**PGC2018-101425-B-I00)–
  Principal Investigator: Manolo Martínez
  For a project summary, see: http://www.ub.edu/grc_logos/project_card.php?idProj=81
- "Justification, its structure and grounds" (**PGC2018-099889-B-I00**)
  Principal Investigator: Sven Rosenkranz
  For a project summary, see: http://www.ub.edu/grc_logos/project_card.php?idProj=78
- "Awareness, self-awareness and unawareness: Exploring the perception-cognitionaction continuum" (**PGC 2018-095909-B-100**)
  Principal Investigator: Josefa Toribio
  For a project summary, see: http://www.ub.edu/grc_logos/project_card.php?idProj=77

And click on "Crear solicitud"

Now your application is linked to a Project.

Click on "Editar"

You will see some options on the left:

- Datos Personales
- Datos Académicos
- Proyecto
- Añadir documentos

Datos Académicos:

Situación Candidato:

- ¿Se acoge al turno de personas con discapacidad mayor o igual al 33%? *

For people with disabilities over 33%

- ¿Está en posesión del título de doctor? *

Choose 'No' (you don't yet have a PhD)

- ¿Ha iniciado, previamente a la presentación de la solicitud, su formación predoctoral con financiación de otras ayudas destinadas a la formación predoctoral a través del desarrollo de una tesis doctoral que se hayan otorgado en el marco del Plan Estatal de Investigación, Desarrollo e Innovación Tecnológica o alguno de los anteriores Planes Nacionales anteriores o ha disfrutado de un contrato predoctoral por tiempo superior a doce meses? *

Choose 'No' (this is to indicate that there are no incompatibilities; see criteria on the first page of this document)

Situación Candidato:

- ¿Qué titulación ha obtenido o está pendiente de obtener? *
  Choose "Grado" (or "Master" if applicable and the option is available)

- País de la titulación *
  Country of the university you obtained/are about to obtain your Master's degree from

- Año inicio titulación *
  Year you started your degree

- Año fin titulación *
  Year you finished your degree

- ¿Ha obtenido o está pendiente de obtener el título de Máster? *
  Do you have a Master degree or you are waiting to obtain it? Yes/No

Proyecto: check it to be sure your application is linked to the Project.

Añadir documentos:

- Certificado académico (notas) Titulación.
  Academic certificate of studies with marks

- Curriculum Vitae

- Pasaporte
  Passport

When you have all the info filled in and the required documents attached, you should double-check your application, make the online submission and thereby generate the final form. Then download the final form that you have to print, sign and send to the Ministry.

Now that you have completed the telematic process, the ministry asks for a signature.

Your application IS NOT CONSIDERED FORMALLY SUBMITTED until the signed final form is submitted to an official register:

Residents in Spain can do this online through a valid electronic certificate on the "@firma" platform.

Non-residents can either do this (if they have an electronic signature valid in Spain) or else (which is more likely) must submit the signed hard copy of the final form through Spanish embassies or consular offices in your country of residence.

Can I submit my application by certified mail from abroad?

Please note that applications submitted through other couriers (courier companies, foreign postal services, etc.) are considered submitted on the date they arrive at the Registry of the Ministry of Science, Innovation and Universities and not on the date you post them. The postal address is:

Subdivisión de Planificación y Gestión Administrativa
División de Programación y Gestión Económica y Administrativa
Agencia Estatal de Investigación
Ministerio de Ciencia, Innovación y Universidades
C/Torrelaguna 58
28027 Madrid

I have signed the application electronically, do I have to send the final document of the application to the register?
No. It is advised that you keep the final form and the proof of registration obtained when the application was electronically signed and registered.

Is it mandatory to electronically sign the application?
Yes, if you are a resident in Spain.