

# Instructions for the online application

First of all, please go here:

<https://aplicaciones.ciencia.gob.es/jdc/loginInvestigador.mec>

to register yourself on the ministry website.

First step: click on "[Registro Investigador](#)"

On the next screen you will see "Tipo de documento \*" (it means "type of document"); please, select "Pasaporte" (passport) and type your passport number.

**Acepto la declaración de privacidad.** <-- tick this box

Next screen:

## Datos de Acceso del Usuario

Usuario \*

\*\*\*\* The user name you choose, max. 15 alphanumeric characters without special characters \*\*\*\*

Clave \*

\*\*\*\* The password you choose \*\*\*\*

Repetir Clave \*

\*\*\*\* Your password again \*\*\*\*

Pregunta para restablecer la clave de acceso \*

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

Respuesta \*

\*\*\*\* the answer to recover your password \*\*\*\*

## Datos

### Datos Personales

Nombre \*

\*\*\*\* Your 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) \*\*\*\*

\*\*\*\* 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.

### Datos de Notificación

\*\*\*\* contact details \*\*\*\*

Correo Electrónico \*

\*\*\*\* e-mail; please, notice that the ministry will send you all future notifications to this email in case they give you the Juan de la Cierva, so **it's more practical if you use a personal email and not a institutional 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 \*\*\*\*

### Dirección

\*\*\*\* address \*\*\*\*

Pais \*:

\*\*\*\* Country \*\*\*\*

Provincia (Country) \*:

\*\*\*\* Province/State/Region...that is, a territorial and administrative division bigger than a city and smaller than a country, not all countries have such divisions, and there are a lot of different expressions \*\*\*

Municipio (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:

\*\*\*\* number \*\*\*\*

Número de Piso:   
\*\*\*\* floor \*\*\*\*

Letra del Piso:   
\*\*\*\* flat letter or number \*\*\*\*

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

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

## Second step:

Once you're registered you have to access:

-Here **Juan de la Cierva** (PhD obtained between 01/01/2021 and 31/12/2022):  
<https://aplicaciones.ciencia.gob.es/jdc/>

Enter with the username and password, and click on 'Acceder'.  
Click on 'Añadir', tick the box, and click on 'Enviar'.  
On the next screen, click on 'Editar'.  
On the left you'll see:

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[Datos personales](#)  
[Datos académicos](#)  
[Datos científicos](#)  
[Organismo solicitante](#)  
[Datos del equipo investigador](#)  
[Añadir documentos](#)

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Click on 'Datos académicos'. Then 'Fecha de doctorado\*' --> date of your PhD certificate

¿Es española la Universidad que expidió/expedirá su título de doctor?\* --> Is the university that awarded your PhD located in Spain?

Si la Universidad no es española indique el país\* --> If not, country of the university.

¿Es español el organismo de I+D en el que realizó/está realizando la tesis?\* --> whether the Research&Development center in which you were/are doing your thesis Spanish [No].

País del centro de la tesis\* --> country of such center. Organismo de I+D donde realizó/está realizando la tesis\* --> Name of such center.

¿Alega alguna causa de interrupción? (únicamente es necesario acreditar interrupciones para ampliar la fecha límite inferior del doctorado)\* --> Do you claim to have any reason for the interruption of your PhD? (this is only necessary to prove interruptions in order to justify an extension of the deadline the ministry defined for award of the PhD to eligible candidates)

Click on the next section 'Datos científicos'

**Área temática principal\*** --> Mente, lenguaje y pensamiento

**Subárea temática principal\*** --> Filosofía

¿Desea indicar una área temática secundaria?\* --> No

Código ORCID (de la persona participante) (NNNN-NNNN-NNNN-NNNA)\* --> If you don't have it, you can get it here: <http://orcid.org>

**Título de la línea de investigación en la que se enmarca la actividad de la persona participante\*** --> In principle, it corresponds to the title of your tutor's project (but it is better to consult with him/her)

**Resumen de la línea de investigación (máximo 3500 caracteres)\*** --> You can ask your tutor for a summary of his/her project (max. 3,500 characters)

**Palabras clave (máximo 10 palabras separadas por coma):\*** --> keywords, max. 10, separated by commas.

**Código FORD \*** --> 603 - Filosofía, Ética y Religión

**Código NABS\*** --> 130136 - I+D relativa a las Humanidades

**And click on 'GUARDAR'**

Click on the next section 'Organismo solicitante'.

Fill in the box "C.I.F." with this code: "Q0818001J", click below on "Buscar organismo". You will see that appears:

Razón social	Acción
UNIVERSIDAD DE BARCELONA	Seleccionar

Click on "**Seleccionar**".

**Modalidad** --> you can't choose at this moment, but the options are: 1. Doctors without disability / 2. Doctors with a disability. / 3. Places related to Agri-food research.

Section 'Datos del Equipo Investigador'. To complete this part you have to ask to your tutor:

Tipo documento: NIF/NIE

Documento: xxxxxxxxxxxxxxxxxxxx

Nombre: xxxxxxxxxxxxxxxx

Primer apellido: xxxxxxxxxxxxxx

Segundo apellido: xxxxxxxxxxxxxx Código ORCID (del investigador/a tutor/a) (NNNN-NNNN-NNNN-NNNA)\*

Organismo al que está vinculado: Universidad de Barcelona

Section 'Añadir documentos'. Click on 'Añadir' --> 'Tipo de Documento. Elija una opción de la lista'.

Kind of doc, select one of the list. The documents that must be uploaded for the application are:

-“Curriculum vitae abreviado del investigador candidato” --> Short CV (CVA) in the "normalized format"

-“Curriculum vitae abreviado del investigador tutor” --> Short CV (CVA) in the "normalized format", provided by your tutor.

-“Historial del equipo investigador” --> background of the research team, provided by your tutor.

About the short normalized CV: in the website of the call you can find this instructions:

[https://www.aei.gob.es/sites/default/files/convocatory\\_info/2023-01/Instrucciones para rellenar el CVA Ingles%20JDC 2022.pdf](https://www.aei.gob.es/sites/default/files/convocatory_info/2023-01/Instrucciones para rellenar el CVA Ingles%20JDC 2022.pdf)

And a template:

[https://www.aei.gob.es/sites/default/files/convocatory\\_info/2022-12/4.CVA\\_English\\_JDC2022\\_21122022.docx](https://www.aei.gob.es/sites/default/files/convocatory_info/2022-12/4.CVA_English_JDC2022_21122022.docx)

To send the application you have to click in the menu the option "Generar definitiva".

You have to send us:

- The PDF generated by the online application of the ministry.
- A copy of your passport where your signature appears (legible, please).
- A copy of your PhD degree certificate with the date when you obtained it.
- A phone number, university, country and date where/when you obtained your PhD ,

I have checked the site of the ministry looking for the changes between this year and the last one, but maybe I have overlooked something. If this is the case, please let me know and I will help you with that.

If you have any further questions or you need help with something, please contact me.

Paco Murcia

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