

## **USER GUIDE**

### **Online Application System (SPL)**

<http://spl.conicyt.cl/>

### **National Research and Development Agency (ANID)**

#### **Scholarship Department**

**Calls 2020**

To apply for:

- PhD's Degree in Chile
- Master Degree in Chile
- Master Degree in Chile for Education Professionals
- Master Degree for Public Sector Officials

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## INTRODUCTION TO THE ONLINE APPLICATION SYSTEM

In general terms, the [Online Application System \(SPL\)](#) works similarly to job search websites, where you can complete your CV and register for a scholarship application, which will contain the CV information saved at the time of submitting the application.

When a scholarship has its application period [open](#), the SPL enables another form, called the Application Form, which allows creating a nomination account for each open scholarship. In this way, you can register, complete and modify your Application Curriculum at any time, regardless of whether the scholarship has its application period open or closed.

If your CV is updated prior to the opening of a scholarship of your interest, you must necessarily verify that the information in the **"Personal Background"** tab of the Application Curriculum is complete and in order and you must **"Save"** action, so that the system links your CV to the Application Form you are completing.

## ACTIVATE THE APPLICATION FORM

### STEP 1:

To activate an application, you must enter the Application Form (<https://spl.conicyt.cl/>) and access the **Open Competitions** tab, where the list of [open applications will be displayed](#). Click on the word **Apply**. This way you will be directed to the application form of the scholarship contest of your interest.

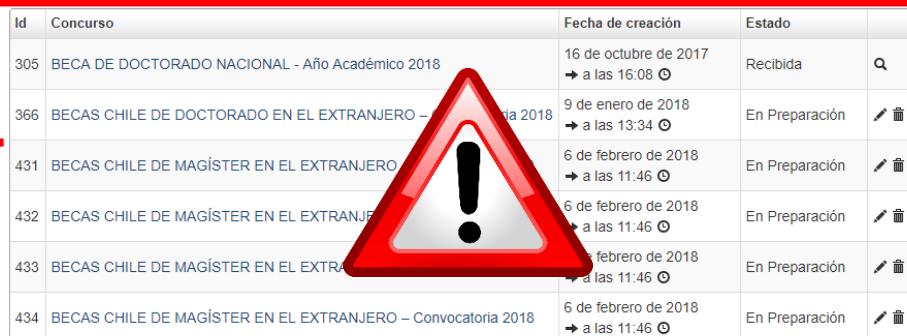
| Id | Concurso                                      |          |
|----|---|----------|
| 42 | BECA NACIONAL DE DOCTORADO, CONVOCATORIA 2014 | Postular |

### STEP 2: TO RE-USE THE FORM

Once you've created the application, to re-enter you must access to: **My Applications**. You will find a list of the **applications that you have already activated**.

| Mis postulaciones | Mis solicitudes | Mis certificaciones | Mi curriculum | Concursos abiertos |
|-------------------|-----------------|---------------------|---------------|--------------------|
|-------------------|-----------------|---------------------|---------------|--------------------|

**IMPORTANT:** Do not make the mistake of creating multiple publications in the preparation of the same contest. In addition, the system only allows sending 1 postulation per contest.



| Id  | Concurso  | Fecha de creación                        | Estado         |     |
|-----|---|--|----------------|-----|
| 305 | BECA DE DOCTORADO NACIONAL - Año Académico 2018               | 16 de octubre de 2017<br>→ a las 16:08 ⌚ | Recibida       | 🔍   |
| 366 | BECAS CHILE DE DOCTORADO EN EL EXTRANJERO - Convocatoria 2018 | 9 de enero de 2018<br>→ a las 13:34 ⌚    | En Preparación | ✎ 🗑 |
| 431 | BECAS CHILE DE MAGISTER EN EL EXTRANJERO                      | 6 de febrero de 2018<br>→ a las 11:46 ⌚  | En Preparación | ✎ 🗑 |
| 432 | BECAS CHILE DE MAGISTER EN EL EXTRANJERO                      | 6 de febrero de 2018<br>→ a las 11:46 ⌚  | En Preparación | ✎ 🗑 |
| 433 | BECAS CHILE DE MAGISTER EN EL EXTRANJERO                      | 6 de febrero de 2018<br>→ a las 11:46 ⌚  | En Preparación | ✎ 🗑 |
| 434 | BECAS CHILE DE MAGISTER EN EL EXTRANJERO – Convocatoria 2018  | 6 de febrero de 2018<br>→ a las 11:46 ⌚  | En Preparación | ✎ 🗑 |

## COMPLETE THE APPLICATION FORM

Once you activate the application, you will find the following sections

### 1. SECTION: INSTRUCTIONS

In this section, you will find the general instructions, application description, recommendations, and access to the contest form, access to [guidebooks](#) and a description of the contact channels enabled for applicants.

**It is recommended to read this page carefully, provide a brief and useful description of the application to be completed.**

- You must confirm that you have read the instructions.
- You must select whether or not to authorize the institution to notify you exclusively via email.



He leído las instrucciones generales del Sistema de Postulación en Línea (\*)

Si


Yo, autorizo expresamente a la Agencia Nacional de Investigación y Desarrollo a realizar todas las notificaciones por medio de correo electrónico, tales como, aquellas relativas a la etapa de postulación, adjudicación, firma de convenio, y durante toda la vigencia de la beca, incluida la etapa de monitoreo del cumplimiento de las obligaciones del/de la becario/a. Para los efectos señalados precedentemente, la dirección de correo electrónico, señalada en el formulario de postulación, específicamente en mi curriculum, será el medio mediante el cual la Agencia Nacional de Investigación y Desarrollo deberá practicar todas y cada una de las notificaciones que sean necesarias

Autorizo a la Notificación exclusiva vía correo electrónico (\*)

Seleccione...

Guardar

Do not forget to save the information entered. The session expires every 45 minutes. If you do not save, you will lose the information entered.



## 2. SECTION: APPLICATION FORM

This section has 4 stages, in which you must: (i) provide information about the syllabus, (ii) describe the objectives of the programme and faculty, (iii) suggest the evaluation committee, and (iv) present a statement of objectives of study, interests and retribution.

### STUDIES PROGRAM INFORMATION:

|   |
|---|
| <b>Country:</b> select where the postgraduate programme is carried out.   |
| <b>Institution's name:</b> select the university's name that provides the programme.  |
| <b>Studies programme's name:</b> fill with the postgraduate programme's name.   |
| <b>Institution that grants the degree:</b> in case the institution that awards the degree is different from the one offering the programme (optional). You can enter more than one (1) institution if necessary.  |
| <b>Web of Science (WOS) speciality:</b> select the speciality that you consider pertinent to your programme. It will be displayed in the OECD sub-area automatically in the OECD Sub-Area field.  |
| <b>City / Faculty / Department or Laboratory / Websites:</b> enter the information that corresponds in these fields.  |
| <b>Start and end of studies:</b> indicate the dates that correspond to the study programme.   |
| <b>Declare if your study programme will be developed presentially, continuously, totally and exclusively abroad::</b> Yes/ No.  |
| <b>Application status in the study program:</b> select the application status: conditional acceptance, definitive acceptance or regular student.  |
| <b>Language Certification / Score Obtained:</b> select the type of language certification; If it does not correspond, select the option Not Applicable (at the end of the list). In case of having complied with the certification, provide the score obtained. |

If you have been accepted conditionally to the improvement of English, French or German language, it will be mandatory to attach a language certification. If you do not attach the document, the system will not notify you.

Do not forget to save the information entered. The session expires every 45 minutes.  
If you do not save, you will lose the information entered.



## **STUDIES PROGRAMME DESCRIPTION**

In this section you must enter:

- **General Objective and Specific Objectives of the study program** (500 and 2000 characters respectively to complete each answer).
- **Academic body and / or research team with which you will be linked in the programme** (2000 characters respectively to complete the field).
- Complete also the rest of the fields: language in which the program is taught, if you had to take additional tests and number of hours (of classes and laboratory or research).

## **EVALUATION COMMITTEE:**

In this tab you should suggest the evaluation committee for your application. Then, you must select keywords according to the syllabus you wish to complete.

**Suggested evaluation committee:** You must select an evaluation committee within the available options. **The choice is referential and may eventually be modified during the evaluation process, as established in the contest rules.**

**Keywords:** help define the evaluation committee. You must enter at least one (1) and maximum three (3) keywords. **The system allows you to enter "n" keywords, but will require a maximum of three in the Review and Submission section to submit the application.**



**FIRST STEP:** Select the first level for the keyword and press 'Select'.

**SECOND STEP:** Press select and you can choose the second level:

**THIRD STEP:** Press again Select to confirm the option; this way he will choose the third and final level. Press Select to confirm. See image below:



**FOURTH STEP:** Being the last level, it will be registered as seen in the image:

Palabras Claves (\*)

Listado de Palabras Clave

Seleccione...

Volver Seleccionar

Palabras Clave Seleccionadas

1403. Teoría de la Computación - 2. Análisis de A

Trash can icon

Press the Save button to **save**, or if you want to delete the word, on the **trash can icon** and then the **Save** button to record the deleted term.

## **RESEARCH AND STUDY OBJECTIVES**

This tab consists of 4 questions. The information presented in the first question will complement the background of research activities that were entered in the application curriculum, and will be used by the Evaluation Committee to evaluate aspects related to the context of teaching and research activities, established within the the evaluation criteria.

The following questions are intended to provide information necessary for the Evaluation Committee to qualify its objective, interests and retribution, indicated in the contest rules.

For all the answers there is an established number of characters and the respective **counter**.

The **line breaks and / or special characters and style formats** can be counted as 2 characters, so if necessary you must adjust the text so that the system allows you to Save. It is recommended to write the answers in the same system and **avoid copying and pasting text from a text editor (MS Word)**.

(\*) Answering **these 4 questions is mandatory**.

## **CURRENT TEACHING ACTIVITY**

In this section you must provide the educational information has become an educational institution subsidized by the State (municipal, subsidized private or high school by DL 3.166, the latter is the case of the professional technical high schools of administration delegated to corporations) at present:

- **RBD- Establishment where he/she works**
  - Region: Select the region of the country where the teaching institution is located.
  - Commune: Select the commune to which the educational institution belongs.
- RBD: Select the Database (RBD) corresponding to the teaching institution.
- **Dependency of the Educational Establishment:** Select the option corresponding to the type of dependency of the establishment.
- **Type of Contract:** Select type of contract provided to the educational institution (Fixed term, Indefinite or Honorary).
- **Weekly workload:** Select the number of hours worked weekly in your workload.
- **Type of education provided by the establishment:** Select the type of education provided by the educational institution (Pre-SchoolParbula ducation, Humanistic Scientific Education, Lifelong Learning ducation, Professional Technical Education, Special Education, Other).
- **Your direct superior's name:** Mention the name and lastname of your direct superior.
- **Your direct superior's e-mail** Mention the e-mail of your direct superior.
- **Contract starting date:** Select the exact date of the start of your contract.

**Do not forget to save the information entered. The session expires every 45 minutes. If you do not save, you will lose the information entered.**




## **3. SECTION: LETTERS OF RECOMMENDATION**





1. In this section, you must enter, register and notify your recommender. We advise to read the introduction at the beginning of this section.

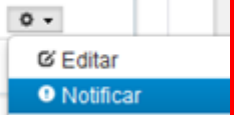
The application requires and allows the sending of a **RECOMMENDATION LETTER**, to enter the data you must press **Edit**.

| Nombre         | Correo | Estado   |
|----------------|--------|--|
| Recomendador 1 |        |  Editar |

2. To register the data you must enter the name, telephone number and email address of the recommender. Subsequently, press **Save**.

**IMPORTANT: If any data appears as invalid, check that there are no blank spaces in the box. When you save the information successfully, a confirmation message will be displayed.**

3. To notify your recommender, you must press the nut button and select the **Notify** option

| Nombre         | Correo | Estado     |   |
|----------------|--------|------------|---|
| Recomendador 1 | trtry  | abc@abc.cl | Sin Notificar   |
|                |        |            |  |

You can notify your recommender up to **5 times**, only if he has not entered the letter.

4. Once notified, the **status of the recommendation** will be indicated. The states that will be deployed are the following:

|   |
|---|
| • <b>Notified</b> , has been notified by the applicant.   |
| • <b>Re-notified</b> , the recommender has been notified again, can be made up to a maximum of five notifications.            |
| • <b>Open Letter</b> , the recommender entered the letter but has not recorded information.                                   |
| • <b>Letter Saved</b> , the recommender saved information, but he/she has not sent the recommendation.                        |
| • <b>Letter sent</b> , the recommender has completed and sent the recommendation. You will also receive a confirmation email. |

**With this information, you can follow up on the letter and its status.**



## IMPORTANT

1. When notifying your recommender, he will receive an email from the automatic box "genesis@conicyt.cl" with the subject "Request for recommendation", which will indicate 2 possible options to access the letter of recommendation form.
2. The Recommender has a **manual available in both Spanish and English versions**.
3. Consider that, depending on the configuration of your recommender's email account, the **notification can be stored in the spammer's spam tray or spammer's tray**.
4. If you need to **modify some of the recommender's data** (change the email, for example) select Edit in the options button. Once a request is submitted, it is not possible to Edit the recommender's data or change his recommender.
5. If necessary, **you can change your recommender** before he sends your letter.
6. If your recommender already has an account in the Online Application System, **it is highly advisable to notify him to the email address with which he registered**. Consult this information with your recommender.
7. **Letters of recommendation are associated only with one (1) application**. If you notify your recommender from another application created in parallel to this application, **your letter of recommendation will not be associated with the application and therefore your application will not enter the contest**.
8. **If you eliminate an application**, check that in the application there are no recommendations in the **letter sent** status, **because these recommendations will not be considered as valid** and will be discarded. It is recommended to contact the recommender and indicate that he will notify you again of the recommendation request.
9. **You can send your application to the contest even if your recommender has pending the sending of your letters**, as long as your recommender is notified and your online application is complete.
10. Have your application submitted to the contest **only when your recommender sends your recommendation letter associated with this application**.
11. When each recommendation letter is sent, the status that will be displayed at the end of this section will be Letter Sent. In addition, **you will receive an email from the platform confirming the sending of each letter**.
12. Once the letters of recommendation have been sent, **modifications to them can not be made**.
13. **The recommender can also check that he sent the recommendation** by entering his session, where the letter will no longer be editable and only a PDF version will be available to download the sent.
14. **Finally, always keep in touch with your recommender**.



#### 4. SECTION: ATTACHED DOCUMENTS

In this section, you must upload the application documents that apply to the contest rules.

There are 2 tabs: **Mandatory Nomination Documents** and **Optional Nomination Documents**.

**Do not forget to save the information entered.**

**Documentos de Postulación Obligatorios**  
Documentos de Postulación Opcionales

##### TO LOAD A FILE:

- Documents must be uploaded in **PDF format**.
- Each file must not exceed **2,048 Kb (2 Mb)**.
- You can only attach one file per box, but the uploaded file may have more than one document and each document may have more than one page. Here are some examples:

**Example No. 1:** Attach one (1) PDF file that includes both the Professional Title and the Academic Bachelor Degree awarded by the undergraduate institution.

**Example No. 2:** Attach one (1) PDF file that includes both the Chilean Identity Card and the Foreign Passport. In the specific case of applicants with dual citizenship and whose undergraduate certificates may eventually lead to error in the identification of the person, for example, due to the identification number or surnames being switched in the case of countries where the mother's surname constitutes the first surname.

- **The file must not be encrypted or with a password.**
- **The name of the file must not contain accents or other special characters such as "ñ", "/", "-", etc.**
- **Documents must be legible and complete (all pages).**

##### TO LOAD A FILE:

- Press the **Select File button**.
- Choose the file to attach (consider the previous indications).
- Press the **Attach button**
- Then, the system will return to the beginning of the section if it is correctly saved, it will display the following message:

La información ha sido guardada exitosamente - Favor verificar en Revisión/Envío

- In case the file not uploaded correctly, a message will be displayed in red that will indicate the problem. **See the example below:**

Se ha producido un error. Por favor revise la información ingresada.

Copia de Cédula de Identidad chilena o Pasaporte (\*)

archivo [El tamaño del archivo excede el máximo permitido.]

- f. We recommend downloading the attachment to verify that it has been correctly saved and verify that it corresponds to the requested document.
- g. To change the attachment if required, you must first press the "**Delete Attachment**" button, which will free the field to attach a new file.

## INDICATIONS

### A. OBLIGATORY DOCUMENTS

In the section of **Obligatory Nomination Documents**, you must attach the application documents requested in the contest rules. We recommend that you carefully review the information and documentation entered in your online application and verify that they correspond in form and substance with the requirements of the contest rules.

**If the documents are not appreciated because they are protected, incomplete (missing pages or truncated) or illegible (poorly scanned), this will mean that the application will be declared outside of the bases, freeing CONICYT of all responsibility.**

### B. OPTIONAL DOCUMENTS

In the section of **Optional Application Documents**, the system does not validate the presence of these attachments, so the applicant is responsible for verifying if the document has been attached.

**If the documents are not appreciated because they are protected, incomplete or illegible (poorly scanned), this means that they will not be considered in the stages of admissibility and evaluation of the contest.**

**ATTENTION:** Consider that the optional documents are **NOT** validated in the Review and Submission section of the Online Application System, which is, if applicable, if any of these documents is submitted and you do not do so, the System will not give notice of the non-completeness of the application, being of its exclusive responsibility to attach this documentation.

#### **Recommendations before submitting the application:**

It is recommended to check the correct status of the attachment once it is loaded into the system, which is why it is suggested to download the document from the system and to open it. The application system **DOES NOT MODIFY OR ALTER** the documents that are loaded on the platform.

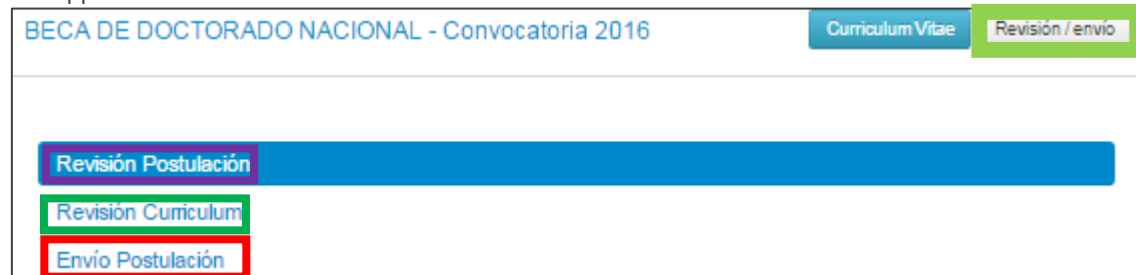
## 5. SECTION: REVISION AND SUBMISSION OF APPLICATION

In your application form, you can enter the **Review/Submission** section, you can review the completeness of the **Application and Curriculum**, as well as **Send your Application**.

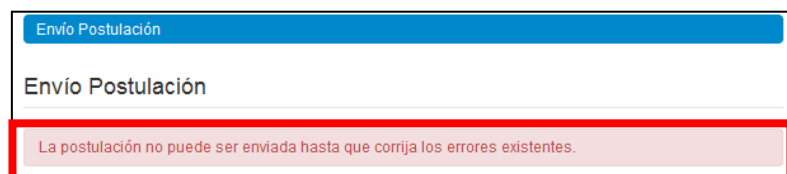
**Important:** In this section, you can review the completeness of your application.

This section can be reviewed from the moment the application is activated and at any time that you consider pertinent, **we suggest periodically reviewing the completeness of the forms**.

The obligatory nature of the fields of the forms can be reviewed here, both for the application form and for the Application Curriculum.



If, when entering the submission section, you see the message **"The application can not be sent until you correct the existing errors"**, you should examine the **Postulation and Review Curriculum** sections to see where the missing field (s) is.



Once the application is complete in the Application Submission tab, you will see the message: To complete your application process, click **Send**



By pressing the **Send** button, you will access the **Certificate of Truthfulness**. Enter your session key and accept the declaration. You must read the statement before accepting it. Finally press the **End Application** button..

Envío Postulación

Envío de Postulación

DECLARACIÓN ANTE LA COMISIÓN NACIONAL DE INVESTIGACIÓN CIENTÍFICA Y TECNOLÓGICA (CONICYT).

\$%nombre\_postulante%\$, postulante a \$%nombre\_concurso%\$, manifiesta tener pleno conocimiento de las bases que rigen su postulación. En consecuencia, certifica que toda la información contenida en el Formulario de Postulación, el Formulario de Currículum y los documentos adjuntos, es verídica/fidedigna y cumple con los requisitos de presentación señalados en las bases del presente concurso.

Asimismo, toma conocimiento que dicha información estará sujeta a verificación y se compromete a proveer toda la documentación de respaldo que sea requerida por el Programa Formación de Capital Humano Avanzado de CONICYT.

La omisión o declaración falsa de cualquier dato de la postulación, así como el incumplimiento a las condiciones anteriormente descritas, serán causales para que la postulación sea declarada fuera de bases de concurso.

Finalmente, el/la suscrito/a acepta en todos sus términos las presentes bases, así como la resolución de fallo y selección emitida por CONICYT, sin perjuicio de los derechos que le otorga la legislación vigente.

Para aceptar esta declaración y continuar con el proceso, ingrese su contraseña

☐ Aceptar declaración jurada

Cancelar

Terminar Postulación

If the application contains all the information requested (forms, attachments and letters of recommendation, as appropriate to the contest) will go to the status of **Received** and will be assigned a folio of application.

Envío Postulación

Envío Postulación

Certificados

| Certificado                                   | Fecha               |           |
|---|---------------------|-----------|
| Certificado de Veracidad N° 25058             | 2014-10-08 15:20:10 | Descargar |
| Certificado Recepción de Postulación N° 25059 | 2014-10-08 15:20:10 | Descargar |

You can review the certificates that are generated: from (i) **truthfulness** and (ii) **successful receipt of application** since your application in the section **Review and Send / Send Application**.

#### FINALLY, CONSIDER:

- You can send the application if it contains all the information and documentation, but only with one or both recommendations at least in the **Notified status**. The application will receive in this case the status of **Received without Letter**.
- Only when the application has BOTH letters of recommendation in the letter sent status (within the period authorized by the contest rules) the application will generate a folio of application (code that corroborates that the application will be considered in the following instances of the contest) and the status of the application will go to the one of **Received** and you will be able to download the certificates of (i) **veracity** and of (ii) **successful reception of application** from your application.
- Only by accepting the certificate of truthfulness and pressing "**Finish Application**" process will be complete