TUTORIAL HOW TO FILL:

APPLICATION FORM FOR BECAS NACIONALES 2025

Subdirección de Capital Humano
Agencia Nacional de Investigación y Desarrollo

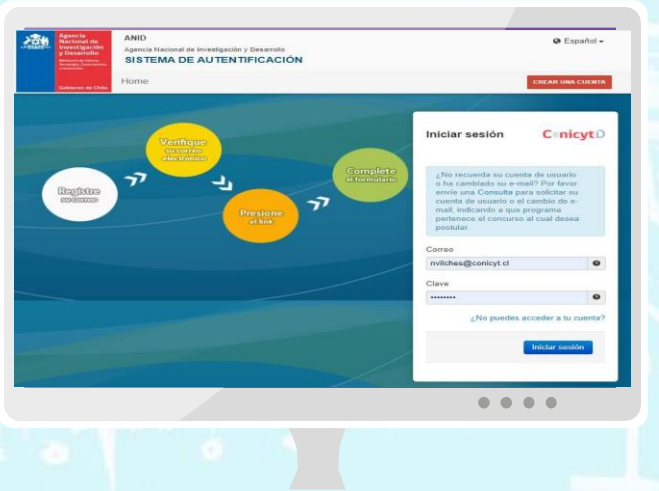
SUBDIRECCIÓN DE CAPITAL HUMANO

ANIDCAPITAL HUMANO

Última actualización: 03-03-2025

WHERE TO APPLY?

All applications are made in the Online Application System **(SPL)**: **https://spl.anid.cl**



You must follow these 4 steps:

Fill your **Aplication CV**

Attach required documents

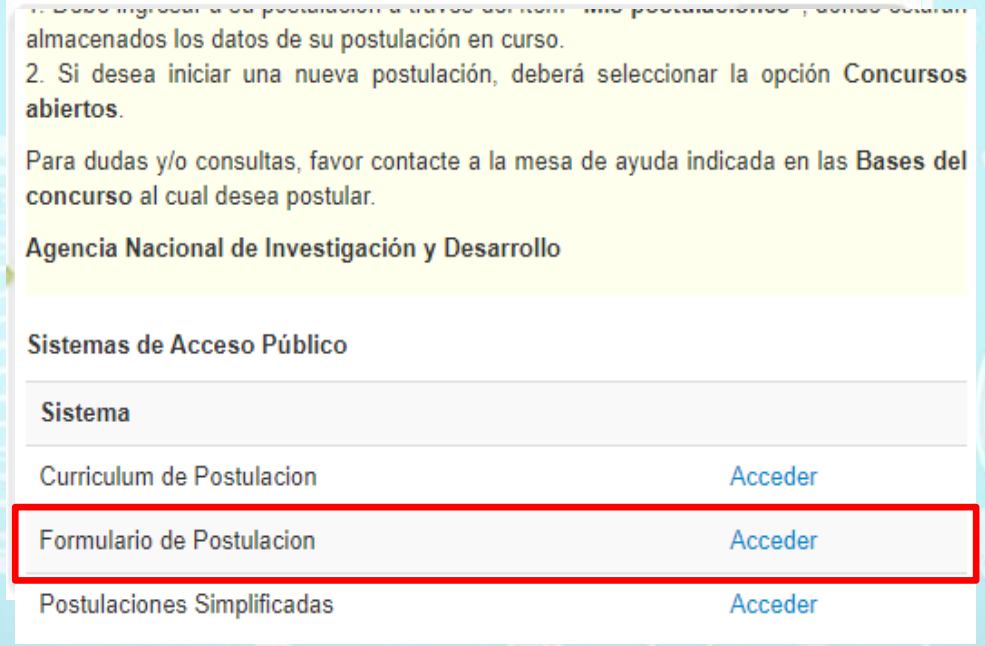
Fill your **Application Form**

Review and Submit your Application

IMPORTANT

- Only **open scholarship contests** have an **enabled Application Form**.
- The information entered in SPL is **declarative**.
- The Application CV is standard and **transversal to all contests**.
- You can **download** both the CV and the Application Form in PDF.
- The fields marked with **(*)** are **mandatory** to complete.

HOW TO ENTER THE APPLICATION FORM

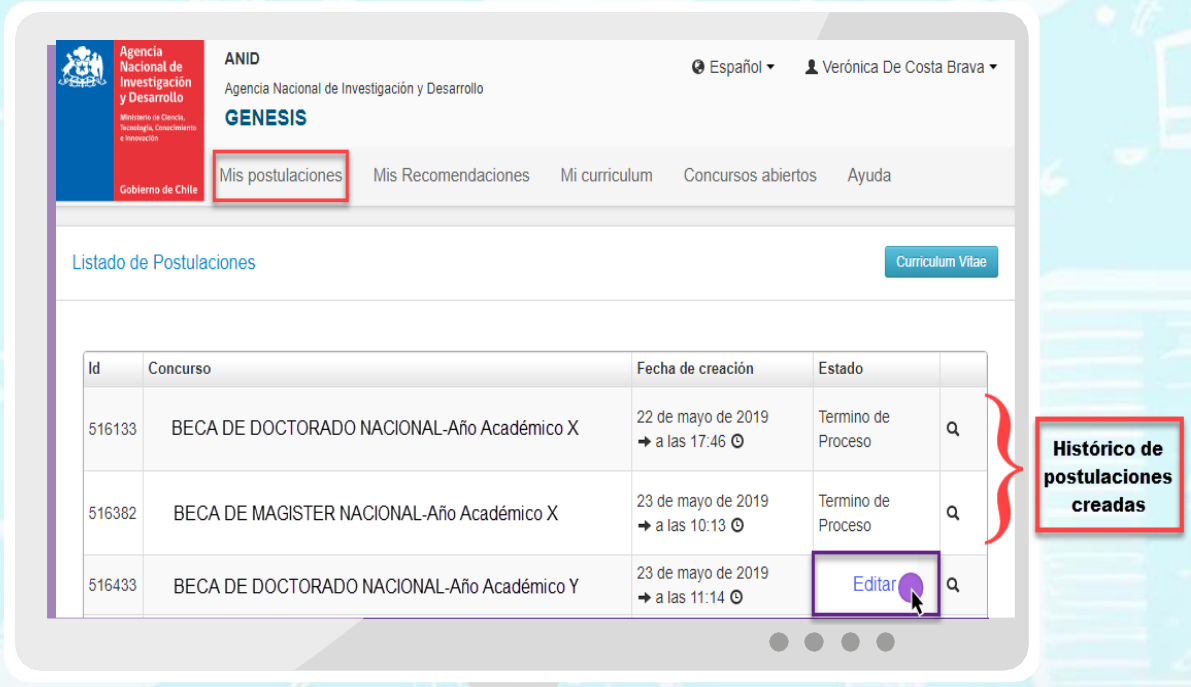


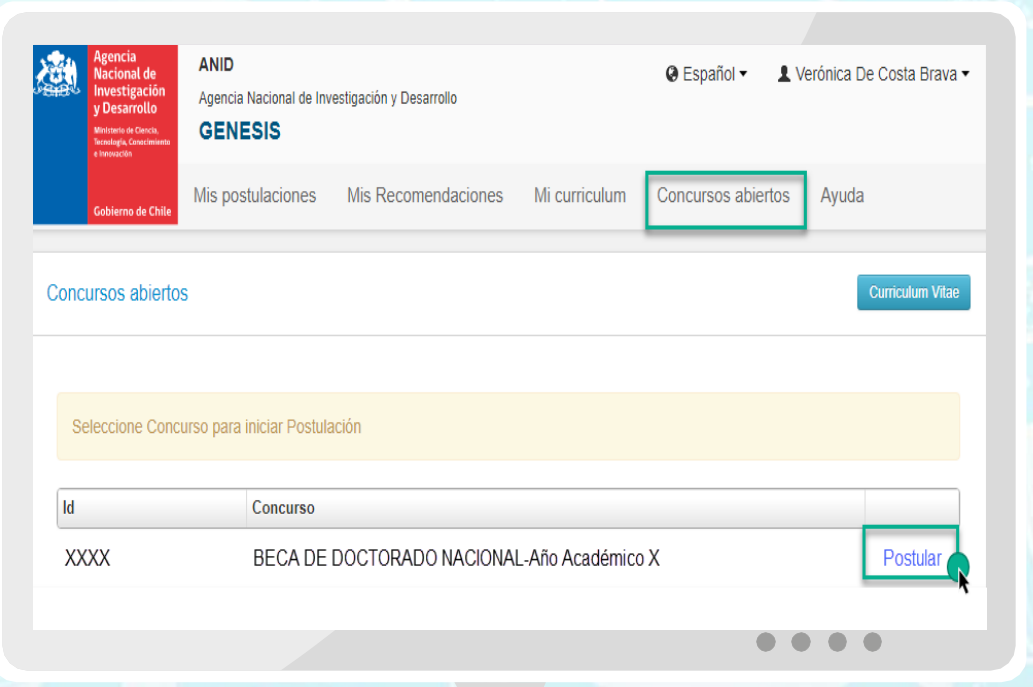
Enter to https://spl.anid.cl and log in with your **email** and **password**.

If you are **not registered yet**, enter here

In the **System** section, access to Formulario de Postulación *(Application form)*.

HOW TO ENTER THE APPLICATION FORM





Once inside, you Will see a list with **the History of Applications created**. Here you can also see the Forms that you created before and are currently **Editing.**

If you have **NOT** yet created an Application Form, you can activate one by entering to **Concursos Abiertos / Open Contests.**

NOTE: You can only activate application forms for **open contests** (current application period).

FILL OUT THE APPLICATION FORM

Choose the section or subsection you want to explore

Instructions

Application Form

- Study Program Information
- Study Program Description
- Evaluation Committee
- Research and Study Objectives

Reference Letters

Attachments

- Mandatory Application Documents
- Optional Application Documents

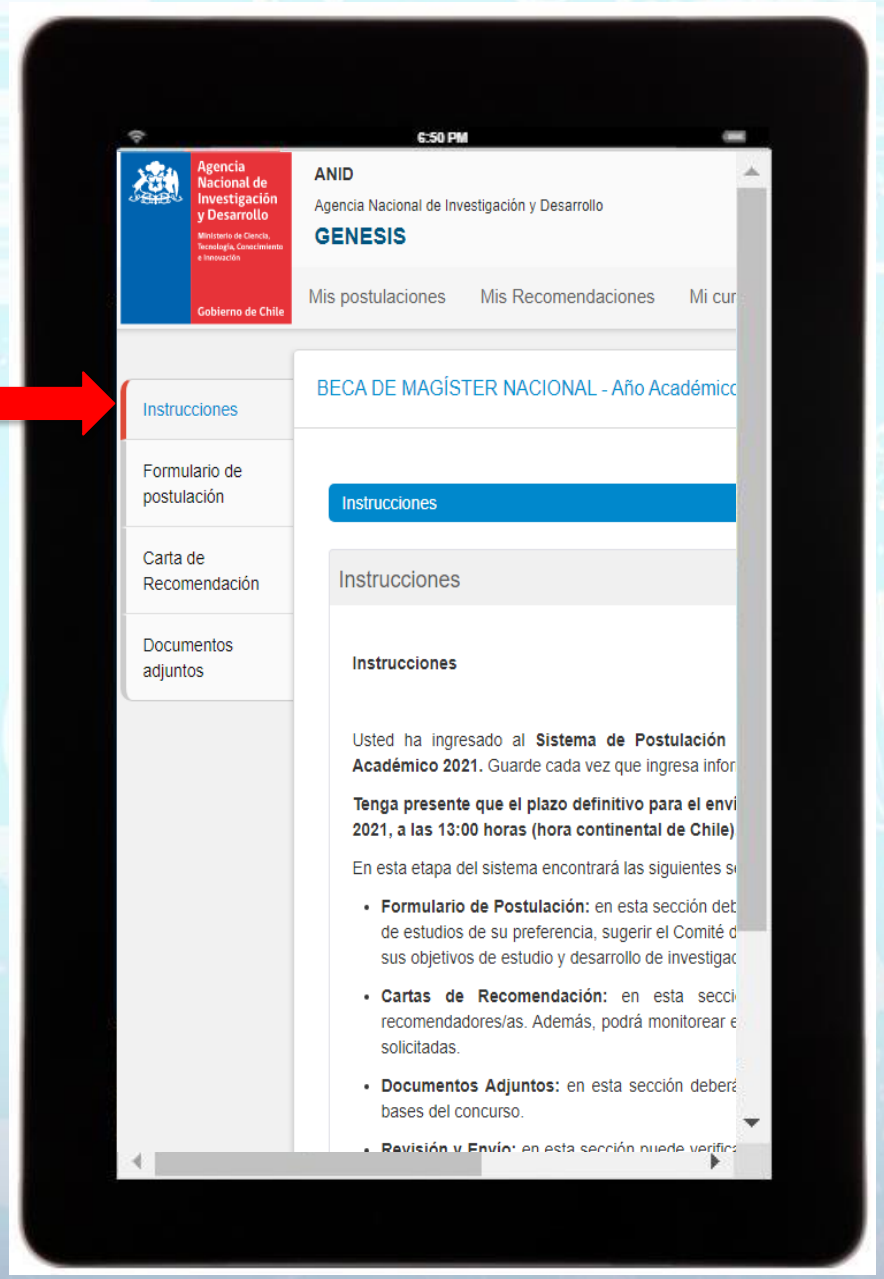
Back to sections

Instrucciones *(Instructions)*

- **Read carefully** the general **instructions** to complete your application.
- You must **confirm** you have read all **instructions** and **documentation available** for the contest you are applying (*bankruptcy rules, manuals, forms, among others*).
- You must **select** whether or not you authorize the ANID to **notify** you exclusively via **email** (the same one with which you applied).

The fields marked with **(*)** are **mandatory to complete.**

Remember to **Save** periodically**. The system expires every 45 min.**



Back to sections

Formulario de Postulación *(Applicaction Form)*

Study Program Information

- You must complete this subsection with **study program information** of your interest.
- In case **your study program** **is NOT listed**, enter here.
- **Web of Science Specialty (WOS)**: Select the specialty that corresponds to the graduate program. For more information enter here.
- **Application Status:** You must select **the same status** that indicates the **acceptance document** you will attach (*Acceptance letter, regular student certificate or Form N°2*).

Remember to **Save** periodically. **The system expires every 45 min.**

Back to sections

Formulario de Postulación *(Applicaction Form)*

Study Program Description

- You must complete this subsection with the **study program description** of your interest. Typically, this information appears on the **study program website**.
- **Line breaks** and **special characters** (“ñ”, “?”,“%”,etc) will be counted as **4 characters**.
- If you are going to **copy** the information from a text editor (MS Word), try to **paste** as **plain text**.

Remember to **Save** periodically. **The system expires every 45 min.**

Back to sections

Formulario de Postulación *(Applicaction Form)*

Evaluation Committee

- First, you must suggest an **Evaluation Committee** for your application. For more information enter here.
- Then, you must select **keywords** (*From 1 a 3*) according to your **objectives and research proposal**.
  - **First Level:** Discipline
  - **Second Level:** Knowledge area
  - **Third Level:** Complementary

IMPORTANT: Evaluation Committee's choice is **referential** and
could eventually be modified during the evaluation process

Remember to **Save** periodically. **The system expires every 45 min.**

Back to sections

Formulario de Postulación
(Applicaction Form)

Research and Study Objectives

- This section contains **4 questions.** Each of them will serve as input to qualify the **non-parameterized evaluation criteria**. For more information, check **Evaluation Instructions**, consigned in process rules.
- **Line breaks** and/or **special characters** (*"ñ", "?","%",etc.*) will be counted as **4 characters**.
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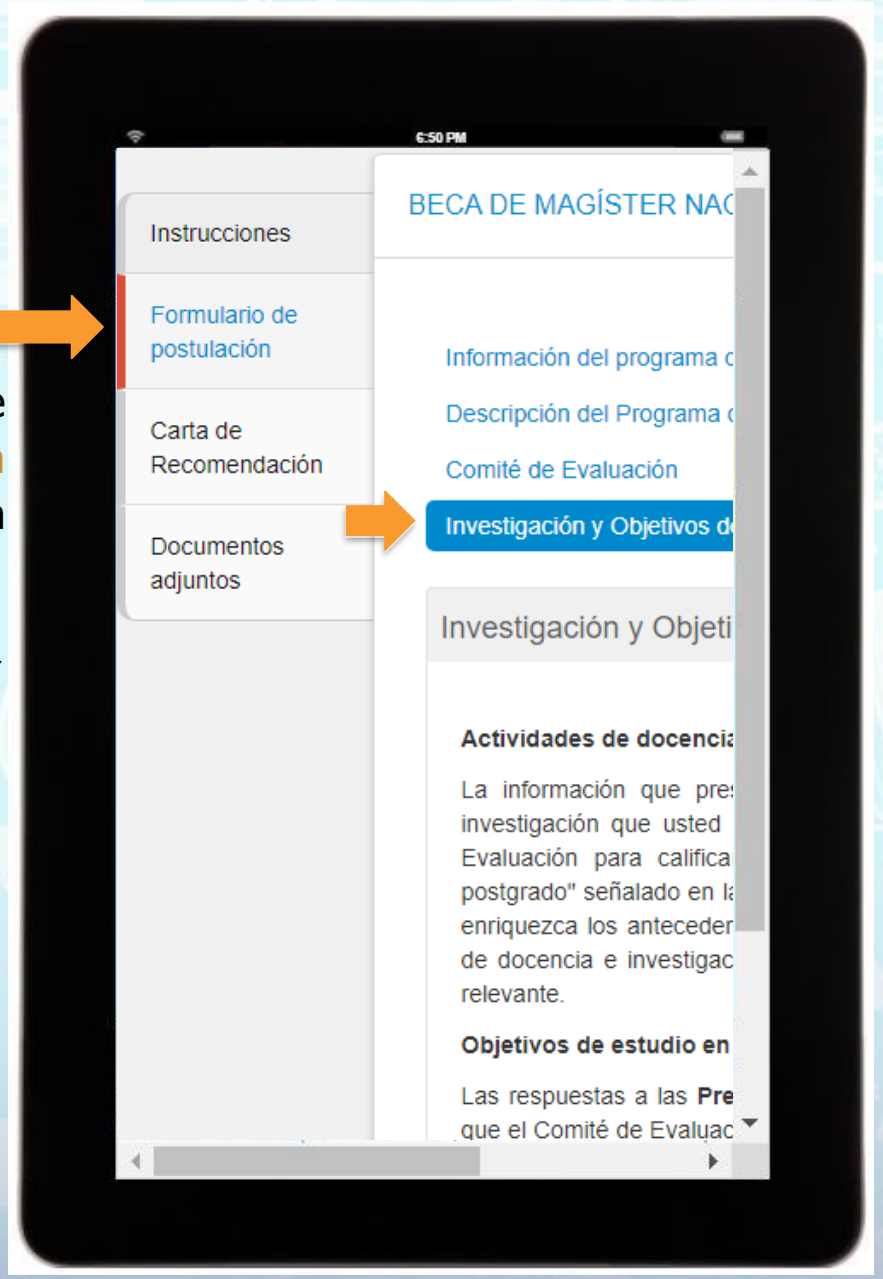
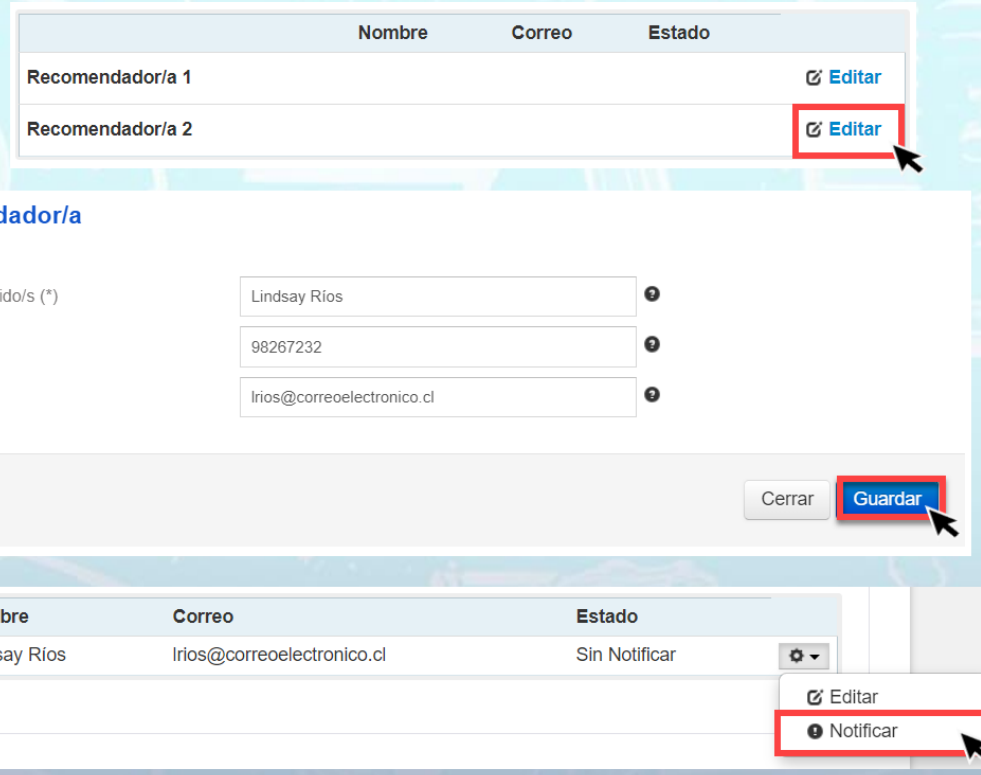


Back to sections

Cartas de Recomendación
(Reference Letters)

- You must **Register** your **recommender's** information and **Activate the notification**. If your recommender has an account in the SPL, we sugest notifying to registered email

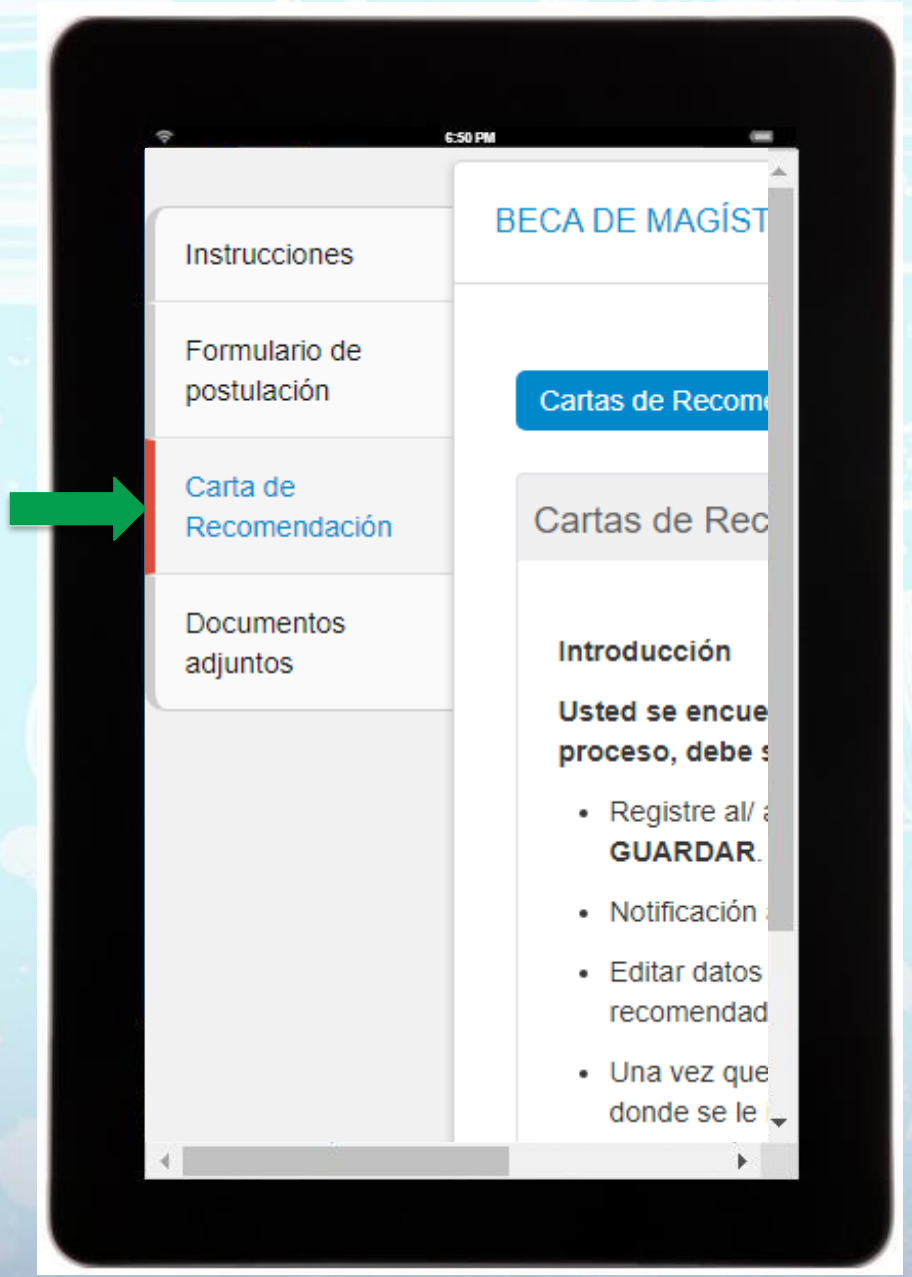


Back to sections

Cartas de Recomendación
(Reference Letters)

- The application requires sending **2 reference letters**

- Follow up on your letter(s). The states are as follows:
  - **Notified:** Your recommender was notified.
  - **Re-notified:** Your recommender was notified again. You can re-notify **max. 5 times**.
  - **Open Letter:** Your recommender entered the letter but has not yet entered any information.
  - **Saved Letter:** Your recommender saved information in the letter.
  - **Letter Sent:** Your recommender sent the letter.



Back to sections

Documentos Adjuntos *(Attachments)*

- All documents must be uploaded **in PDF format** and **must NOT exceed 2,048 Kb (2Mb)**. If you need help with this, go here.
- You can only attach **1 file per box**. But each file can have **more than one page** (Compiled file). For more information go here.
- Files **should NOT be encrypted** and/or **password protected.**
- **File names** must **NOT** contain **special characters (Eg. /, ñ, *,?, &).** (*Ej. /,ñ,*,?,&*).
- Documents must be legible and have all their pages.
- Make sure that the documents have a **letterhead, stamp or signature** that proves their **official status** when the bases indicate it. For more information enter here.
- **NOT all documents are viewed by Evaluation Committee**. Where you attach your record **DOES matter** and determines the above.

Back to sections

Documentos Adjuntos *(Attachments)*

Mandatory Application Documents

- You must upload **mandatory application documents** established by **rules process**. These certify that you accomplish **minimum application requirements.**
- Only **Admissibility Unit** will review and have access to uploaded documents in this subsection (*NOT Evaluation Committee*).
- If any of these **mandatory documents** **does NOT comply** with **contest rules's provisions,** you will be **Out of Bases** and your application will **NOT be Evaluated.**
- **All these documents** must be issued in **English or Spanish.** Otherwise you **must to add** an **official translation.**
- To know **mandatory application documents** for each contest, enter here.

Prioritize the use of **ANID forms** and **do not modify the background content.**

Back to sections

Documentos Adjuntos *(Attachments)*

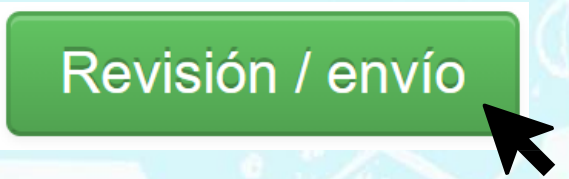
Optional Application Documents

- You can upload **optional application documents** established by **contest rules**. These **will complement** your application.
- **Admissibility Unit** will only review the antecedents related to obtaining **bonuses**. The rest of **optional documents** will be viewed and reviewed by **Evaluation Committee**.
- **Only documents to qualify for bonuses** must be issued in **English or Spanish** (*Add an official translation if they are issued in a different language*).

- **Optional documents** **will NOT be validated** in **Review/Submit** section. They are NOT required to send the application.

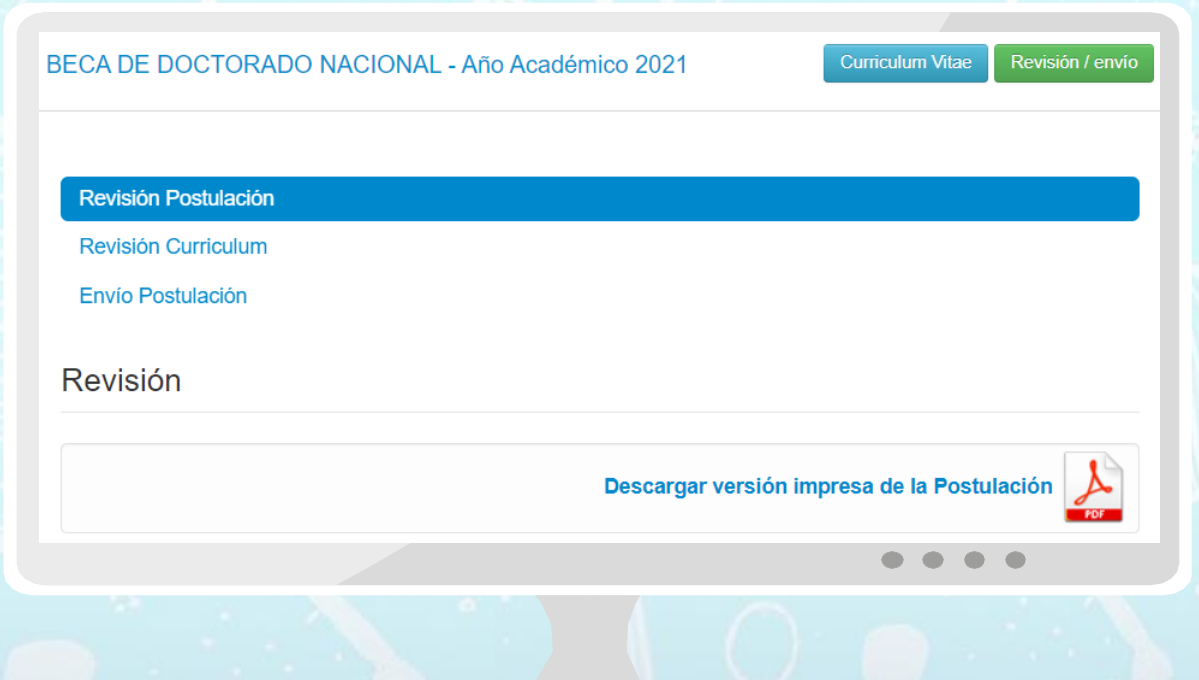
Download each attached file to **confirm** that it has been correctly saved.

FORM REVIEW AND SUBMISSION



To submit your application, you must access the Review/Submission section.

- **You can check** the completeness of your application (CV and Application Form).
- The application **CANNOT** be **submitted** until you **Complete all required fields.**
- Before submitting your application, you must complete the Declaration of **Truthfulness of the Information**
- Once you submit your application, you Will have Access to download the following documents:
  - **Certificate of Truthfulness**
  - **Certificate of Application Receipt**



- Only once **BOTH** reference letters have been **submitted** will you be assigned and ID, and your application will enter the **contest process.**

YOU MUST CONSIDER

- System expires every **45 min**. Try to **Save** periodically.
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- There is no specific order to complete the Application Form and you can **gradually complete it** as many times as you want.
- Before submitting an inquiry through Ayuda ANID, **check the articles in the** Centro de Ayuda a Postulantes.
- Take care of **writing**, **spelling** and **grammar** of your text write
- **Line breaks** and/or **special characters** are counted as **4 characters.**
- The information that you declare both in **Application Form** and **CV**, must **coincide** with indicated in your **documents.**
- **Evaluation Committee** will only have Access to review and evaluate part of the uploaded information in **Optional Application Documents, Curriculum and Application Form** subsections in PDF Format.
- Enter **Review/Submission** section and make sure you have completed **all the mandatory sections and subsections** of Application Form

Agencia Nacional de Investigación y Desarrollo

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