Astronomy Application User's Manual

Applicant User Profile
Version 1.0

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1 Introduction

This document is aimed at facilitating the application process to the Astronomy Program Funds: ALMA-CONICYT and GEMINI-CONICYT, 2010 call for applications, which are currently sharing the same platform.
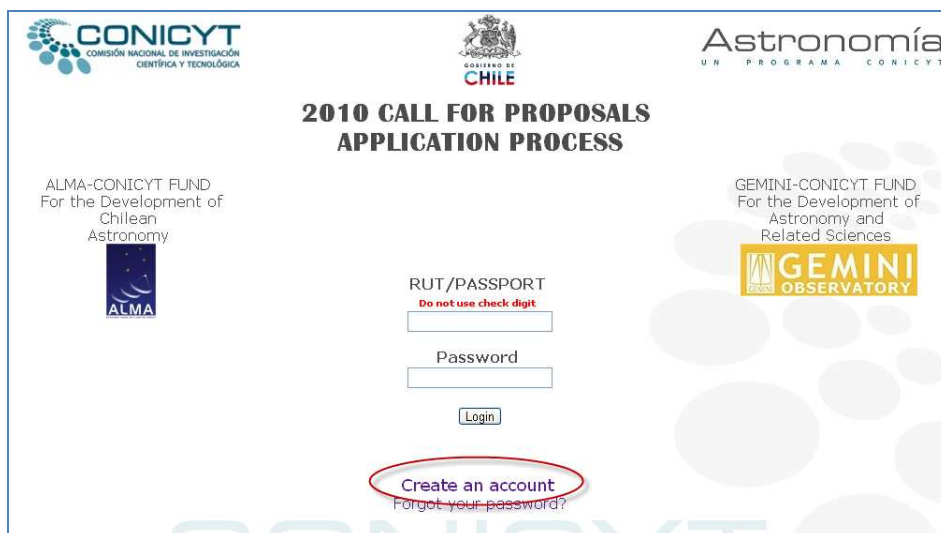
This document provides a step-by-step overview of what is required in order to submit your application successfully.

It should be noted that the application submission process requires creating an account and then completing a form, and therefore the complete process may take a few minutes. This is why we recommend completing the process well in advance of the deadline for submissions.

2 Creating an Account

2.1 Create an account

Before beginning the application process, the Applicant must create an account that will allow him or her to access the online system. To create a new account, the user must select the option "Create an account", as shown in Image 1.

Image 1 Creating a User Account

After selecting "Create an account", the user may access the form described in Image 2, which each applicant must complete with the required information. The user will not be able to edit this information once it is entered.

Image 2 User Account Fields

The Applicant information required is listed below (Table 1):

Field	Description
Document ID	Type of identification document (RUT/Passport) Rut with verification digit
Name	Applicant's first name
LastName	Applicant's last name
E-Mail	Applicant's e-mail address
Password	Password to access the system. The passwords must have between 6 and 12 alphanumeric characters.
RepeatPassword	Field that allows the password to be re-entered.

Table 1 Required Applicant Information

The information entered in this form will be automatically sent to the ALMA-CONICYT or GEMINI-CONICYT application process, as corresponds. For this reason it is very important that the information entered at this stage is correct.

2.2   Type of identification document

The two types of identification documents that are accepted are RUT and Passport.

The applicant may select the identification document that he or she will use to create his or her account. For either identification number, please do not enter dots or hyphens.

Image 3 Selection of Identification Document

Table 2 shows the identification document selection process.

Document ID	
Selection of the type of Identification Document	
Selection of Rut: if the ID Document selected is the Rut, a field will appear (circled in the image) where the verification digit of the Rut should be entered.	

| If Passport is selected as the ID Document, the field circled in the image will appear. This field has no validation. | |

<p align="center">**Table 2 Type of Identification Document**</p>

3   Identification of Users

The module to access the Application platform allows the user to complete the online application form for the ALMA-CONICYT or GEMINI-CONICYT calls for applications. For the user to identify his or herself in the system, he or she must enter the RUT or Passport number and the user Password.
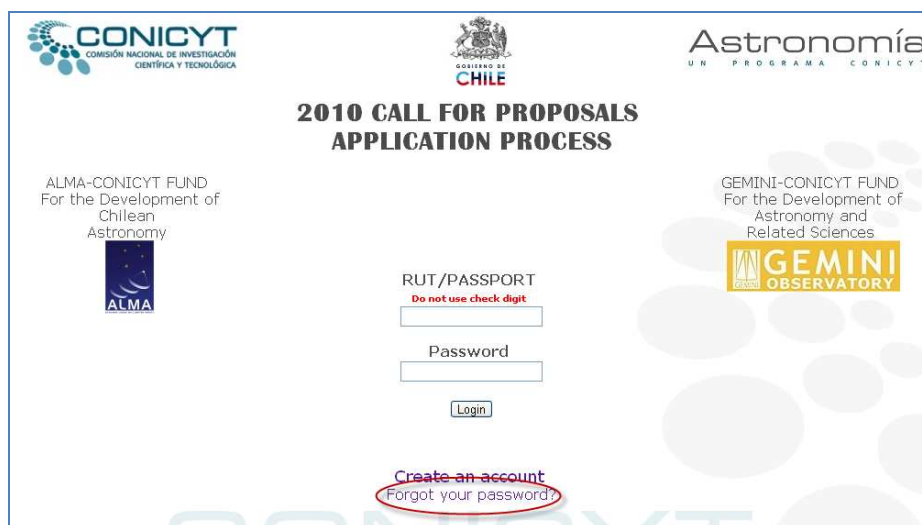
IMPORTANT: The RUT must be entered without the verification digit.

<p align="center">**Image 4 Access Module and Authentication**</p>

3.1 Forgotten passwords

3.1.1 Forgot your password

Under this option the system allows you to generate a new password that will be sent to the e-mail address provided by the applicant when creating the account. To access this option, please select the "Forgot Password" option, located as shown in Image 5, in the authentication module.

Image 5 Application Access

To generate a new password, please enter the applicant's e-mail address (Image 6). This e-mail address must be the same as the one entered in the account creation section (Create an account, Image 3). The new password will be sent to the e-mail address listed by the applicant.

Image 6 E-mail Access Field

3.1.2 Procedure for Generating a New Password

Table 3 describes the procedure for generating a new password in order to continue with the application process.
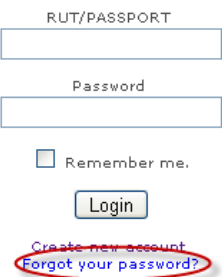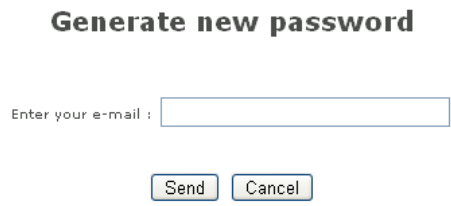
Generating a New Password	
To recover your password, please select the "Forgot your Password" option, located as shown in the image, in the authentication module.	RUT/PASSPORT Password ☐ Remember me. [Login] Create new account Forgot your password?
You must enter the same e-mail address as provided when creating the account. If the e-mail address entered does not correspond to the one listed, you will not be able to generate a new password to access the application platform.	**Generate new password** Enter your e-mail : [ ] [Send] [Cancel]
If the e-mail is sent correctly, the following message will appear.	The page at http://172.16.3.15 says: ⚠ Your user and password has been send to your e-mail account. [OK]
Example of e-mail sent to the registered applicant. The password generated will be alphanumeric and include 8 characters.	WELCOME TO THE APPLICATION PROCESS ALMA-CONICYT-CONICYT AND GEMINI-CONICYT-CONICYT MR/MRS Oscar riquelme YOUR USER ID: 15652415 YOUR NEW PASSWORD IS: BuyWcjwg Now you can begin your application process. Click here
If the e-mail entered when generating a new password, as shown in Image 6, does not correspond to the one provided by the applicant in the account creation section (Create an account, Image 4), the following message will appear: This email account does not exist in our records. Please try again.	This email account does not exist in our records. Please try again Enter your e-mail : [ ] [Send] [Cancel]

Table 3 Procedure for Generating a New Password

3.1.3 Procedure for Changing your Password

After generating a new alphanumerical password, sent by the application system to the e-mail address entered by the applicant, there is the option to change the sent password to one that is easier for the applicant to remember.
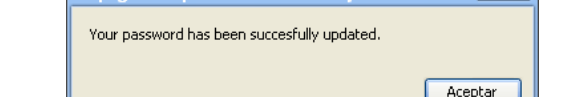

Image 7 Change Password

There are two times in which the applicant may use this function. First, if the applicant wishes to change the password at any time while the application process is still open, and second, when the user has received a new alphanumeric password generated by the procedure described in the previous section and wishes to change it to one that will be easier for him or her to remember.

The procedure for changing your password is described below:

Changing an Old Password for a New Password	
Enter the old password in the corresponding field. In the fields "New Password" and "Repeat new Password", enter a new password that is easy for you to remember (between 6 and 12 characters).	
If the password is successfully changed, the following message will appear.	
After this update has been successfully made, you may then select between one of the two funds or continue with the previously saved application.	

If the password entered in the field "Old Password", does not correspond to the old password, the system will generate the message shown in the image.	**Change Password** ERROR: The Old Password does not match Old Password: [_____] * New Password: [_____] * Repeat new Password: [_____] * Fields marked with an asterisk (*) are required [Save New Password]

Changing a Generated Password for a New Password	
User generates a new password. This new password is sent to the e-mail provided by the applicant.	WELCOME TO THE APPLICATION PROCESS ALMA-CONICYT-CONICYT AND GEMINI-CONICYT-CONICYT MR/MRS Oscar riquelme YOUR USER ID: 15652415 YOUR NEW PASSWORD IS: BuyWcjwg
Enter the password received by e-mail in the corresponding field. In the fields "New Password" and "Repeat new Password", enter a new password that is easy for you to remember (between 6 and 12 characters).	**Change Password** Old Password: [BuyWcjwg] * New Password: [••••••] * Repeat new Password: [••••••] * Fields marked with an asterisk (*) are required [Save New Password]
If the password is successfully changed, the following message will appear.	La página http://172.16.3.15/ says: Your password has been succesfully updated. [Aceptar]

4   Access to Application Form

Once you have entered your Rut without the verification digit or your Password number and password, you will access a page where you must select the Fund you want to apply to.

Table 4 describes the procedure for accessing the application forms for ALMA-CONICYT and GEMINI-CONICYT.

Editing your Application	
The applicant must enter with his or her Document ID and password	
The applicant must select the Fund that he or she wishes to apply to (GEMINI-CONICYT or ALMA-CONICYT) Accessing the GEMINI-CONICYT call for applications	
Accessing the ALMA-CONICYT call for applications	

Table 4 Access to application form

5 Applying to Astronomy Funds

5.1 ALMA-CONICYT Fund

Image 8 shows a general view of the online application form for ALMA-CONICYT.

Image 8 ALMA-CONICYT Application Form

The online application form for ALMA-CONICYT is made up of 6 sections, which are described in Table 5.

Section	General Description
Project Coordinator Information	Applicant's personal and academic information
Name of the project	Name of the project presented to the call for applications
Total Amount Requested to Conicyt	Total amount of funding requested (in USD)
Project Duration	Duration of the project (1 to 2 years)
Indicate the main area of Application of this Project	Identify the project's area of application • Scientific Project • Instrumentation Project • Teaching and Outreach • Other
Institution and responsable authority information	Information on the project's institutional sponsor

Table 5 Description of the ALMA-CONICYT application sections

5.2 GEMINI-CONICYT Fund

Image 9 shows a general view of the online application form for ALMA-CONICYT.

Image 9 GEMINI-CONICYT Application Form

The online application form for GEMINI-CONICYT is made up of 7 sections, which are described in Table 6:

Section	General Description
Check as appropriate	Identification of the type of Applicant Application of a legal Entity Application of an Individual
Project Coordinator Information	Applicant's personal and academic information
Name of the project	Name of the project presented to the Astronomy Program
Total Amount Requested to Conicyt	Total amount of funding requested (in USD)
Project Duration	Duration of the project (1 to 2 years)
Indicate the main area of Application of this Project	Identify the project's area of application • Scientific Project • Instrumentation Project • Teaching and Outreach • Other
Institution and responsible authority information	Information on the project's institutional sponsor

Table 6 Description of the GEMINI-CONICYT application sections

6   Stage2: Attaching Documents

Image 10 describes Step 2 of the corresponding application. To attach documents you must have completed the first step of the application (Stage_1). This applies to both calls for applications: ALMA-CONICYT and GEMINI-CONICYT.

You may attach as many documents as necessary, but we suggest doing so in the following order. Form, Letter, CV, Quotation, Other.

Image 10 Attaching documents

6.1   Types of documents

Image 11 indicates the types of documents that may be attached to the application.

The documents labeled "Form", "Letter" and "CV" are obligatory. The application may not be sent (Submit) if these documents have not been attached.

Image 11 Types of documents

The types of documents are described below in Table 7.

Type of Document	Description
Form	Application form
Letter	Cover letter
CV	Curriculum Vitae
Quotation	Price quotes associated with the project
Other	Other documents

Table 7 Description of types of documents

Files with the following extensions may be attached: doc, docx, ppt, pptx,xls, xlsx, jpg,png, gif,rar,zip,pdf. However, we prefer that documents be attached in PDF format.

Important: The application platform does not allow you to attach files larger than 8 megabytes.

6.2   Removing attached documents

You may remove documents that have been previously attached to the application. To remove attached documents, please follow the procedure indicated below in Table 8:
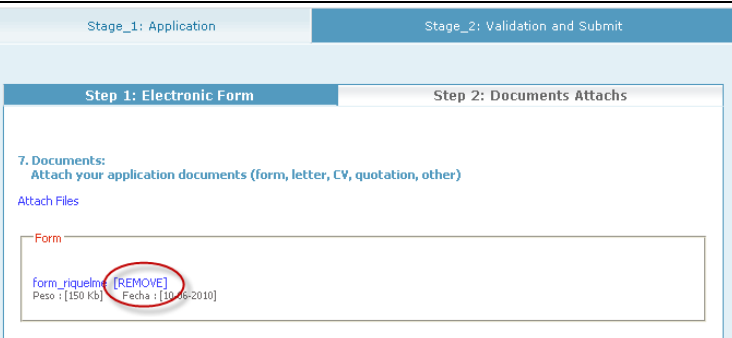
Eliminating attached documents	
To eliminate attached documents, please select the option "Remove", shown in the image.	
The message shown offers the option of Accepting or Cancelling the Remove action.	
If the document is successfully eliminated, the message shown in the image will appear.	

Table 8 Description of Application Submission

7   Submitting your Application

Application submission is subject to validation that all information has been completed in the corresponding fields on the application form, and validation of the required documents (Form, Letter, CV). Table 9 describes the application submission procedure.
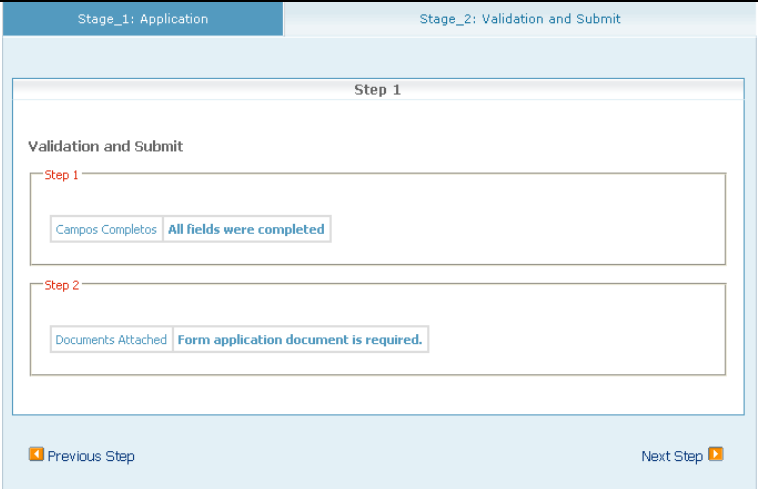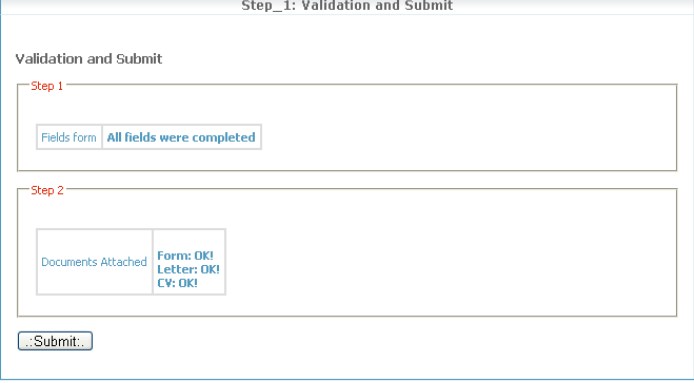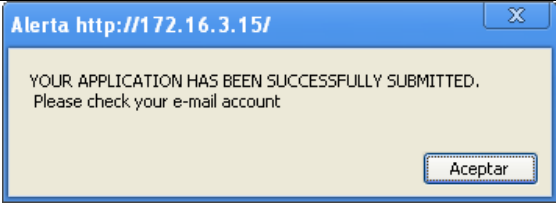
Submitting your Application	
Application submission is restricted, as shown in the image, by two types of requirements: • Completed field requirements: all fields in Stage 1 must be completed • Review of attached documents: Form, Letter and CV documents must be included.	
• If the Form, Letter and CV documents have not been attached, the application cannot be submitted.	
If there are no fields with missing information and the required documents have been attached correctly, the option "Submit" will appear in the upper-left hand corner.	
After clicking on "Submit", the following message should appear to show that the application has been successfully submitted. Once this message has appeared, the application has been sent and may not be edited.	

Table 9 Description of Application Submission

8   Saving your Application

Once the applicant has completed the information in all fields, the application may be saved by clicking on the "SAVE" button, as shown in Image 12. After saving the application, you can access Step 2, where you can attach documents to your application.

Image 12 Saving your Application

8.1   Editing your application

The information provided may be edited by the applicant, as long as the application has been saved. Table 9 describes the procedure for accessing a saved application. It is important to mention that once the Application Process is closed, it will not be possible to edit any information missing in those applications that were not submitted during the application period established by ALMA-CONICYT and GEMINI-CONICYT.

Editing your Application	
The applicant must enter with his or her Document ID (RUT or Passport Number) and password	
The applicant must select the Fund to which he or she wishes to edit information or attach missing documents.	

Since the application has not yet been submitted to Conicyt, it may be edited by selecting the option "Edit", as shown in the image to the right.	

Table 10 Editing your Application

9 Eliminating your Application

To eliminate an application that has already begun, click on the button shown in Table 10.

IMPORTANT

It is not possible to restore or recover an application once it has been eliminated. The applicant shall be exclusively responsible for selecting this option.
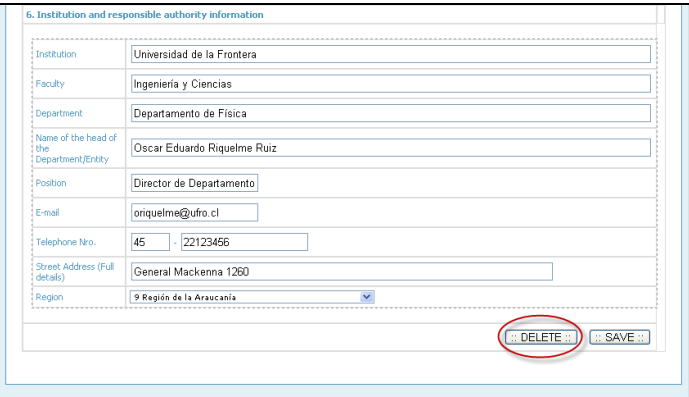
Eliminating your Application	
To eliminate your application, you must select the option "DELETE", as shown in the image.	
The message shown in the image offers the option of Accepting or Cancelling the Remove action.	
If the application has been successfully eliminated, the following message will appear.	

Table 11 Eliminating your Application

10 Logging Out

To log out of your session on the application platform, select the option "Exit" shown in Image 13.

If the application has not been saved, you will lose any changes made in Stage 1 of the form.

Image 13 Logging Out