

FONDECYT POSTDOCTORAL GRANTS 2016 INSTRUCTIONS FOR FUNDING AGREEMENT SIGNATURE

The following is a description of the procedure to follow in order to initiate your project. Please read it carefully in order to prevent unnecessary delays.

FUNDING AGREEMENT

Funding agreements (hereafter agreements) will be forwarded to your Sponsoring Institution beginning Monday 09 November 2015. The institution's representative will contact you in order to sign the following documents: funding agreement (5 copies); simple sworn statement and notarized promissory note.

All documents must bear original signatures from the Principal Investigator, the Sponsoring Researcher and the Institution Legal Representative. **Signatures by power-of-attorney or mandate are unacceptable.**

Once the above documents are received by FONDECYT, the Legal Department of CONICYT will process the resolution approving them. In addition, you must submit:

- a) Simple photocopy (front and back) of an unexpired –as of 01 November 2015- Chilean National Identity Card for Foreign Nationals.
- b) Foreign Investigators must show proof of lawful residence in Chile through a permanent residence or temporary visa or proof of a permanent residence application with employment authorization as of the grant's starting date and valid Chilean Identity Card. FONDECYT may accept a student visa with employment authorization. In the latter case send proof of such authorization and current Chilean Identity Card for Foreign Nationals. **Note that the above visas are the only ones accepted.**

Agreements Signature Deadline: 29 December 2015. Under qualified circumstances, FONDECYT may grant an extension. However, such benefit does not modify the starting date of the grant. If a visa application is in process by the above date, you must request postponement of the signature date accompanied with a copy of the visa application.

DISBURSEMENT OF FUNDS

Funds are disbursed once:

- a) CONICYT's Legal Department has signed the resolution approving the agreement and additional required documents.
- b) You have registered in the Sistema de Declaración de Gastos de FONDECYT, <https://evalcyt.conicyt.cl/declaracion/> **a grant exclusive bank account.** Due to budgetary restrictions, CONICYT will be unable use the modality which allowed the Sponsoring Institution to manage the grant's funding allocation, as stated in the Terms & Conditions of the Grants Competition.
- c) FONDECYT has verified that you have no pending academic and/or financial situations with CONICYT.

Regardless of the agreement's legal final approval, payments will be made retroactively to 01 November 2015.

INITIAL EXPENSES: If funds have been granted under this item, you may charge expenses from 20 October 2015.

TAX MATTERS: You must process an Iniciación de Actividades application with the Servicio de Impuestos Internos (SII) –Chile's Tax Revenue Service- to allow you to issue Boletas de Honorarios (Honoraria Receipts) and subsequent tax payments.

PROOF OF CERTIFICATIONS – APPROVED AUTHORIZATIONS: If applicable to your grant, send to your Projects Coordinator -**until 29 December 2015**- Ethics/Bioethics Approval Certifications, Biosafety and other certifications/authorizations. Note that non-compliance renders the grant null and void.

CHILEAN VISA PROCESSING FOREIGN RESEARCHERS

Researchers Abroad: We strongly advise to process your visa at the Chilean Consulate nearest to your current place of residence, **before** travelling to Chile.

(**Chilean Consulates:** <http://chileabroad.gov.cl/consulados/>)

To process your **Temporary Visa** abroad, you must have a **Certificado de Adjudicación del Proyecto**. To that effect, contact your Project's Coordinator or request one via e-mail to postulacion.fondecyt@conicyt.cl. Make sure to include your exact mailing address, contact telephone and city and country of the Chilean Consulate where you will submit your application.

Once you have registered your visa, you must obtain a Cédula Nacional de Identidad para Extranjeros at the office of the Registro Civil e Identificación nearest to your place of residence in Chile (<https://www.registrocivil.cl/>) and process an Iniciación de Actividades application with the Servicio de Impuestos Internos (SII) www.sii.cl

Researchers processing a visa in Chile:

Request the **Certificado de Adjudicación del Proyecto** from your Project's Coordinator or via e-mail postulacion.fondecyt@conicyt.cl

In the Región Metropolitana, the application for a Temporary or Permanent visa must be submitted to the Departamento de Extranjería y Migración, Ministerio del Interior y Seguridad Pública. In other regions, at the Oficina de Extranjería of the Gobernación Provincial corresponding to your place of residence

QUESTIONS

Contact your Project's Coordinator or Help Desk at the following telephone numbers:

+56 2-23654491 / +56 2-23654494 / +56 2-23654665

Correo electrónico: postulacion.fondecyt@conicyt.cl