

CONICYT
CONTESTS OF REGIONAL PROGRAMS STIC/MATH AMSUD – CONICYT
CALL 2019

USER MANUAL – ONLINE APPLICATION

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Below are the instructions to enter the **online application** indicating the fields to fill in each section and their meaning.

OVERALL CONSIDERATIONS

You can submit the application in Spanish and in English.

Only the International Coordinator has to submit the application.

ENTRY TO THE SYSTEM

Create Account

To create an account, you must enter the following link <https://auth.conicyt.cl> and then select the "Continue" button (Fig.1).



Figure 1.

Then you must select the "create your account" button (Fig.2). Then you must complete the fields requested in the form and once you have done this, you must press the "Following" button.

You have to create your own key: it must contain at least eight characters and include numbers, letters and be free of consecutive identical characters.

Then you will receive an email with the instructions to validate your account.

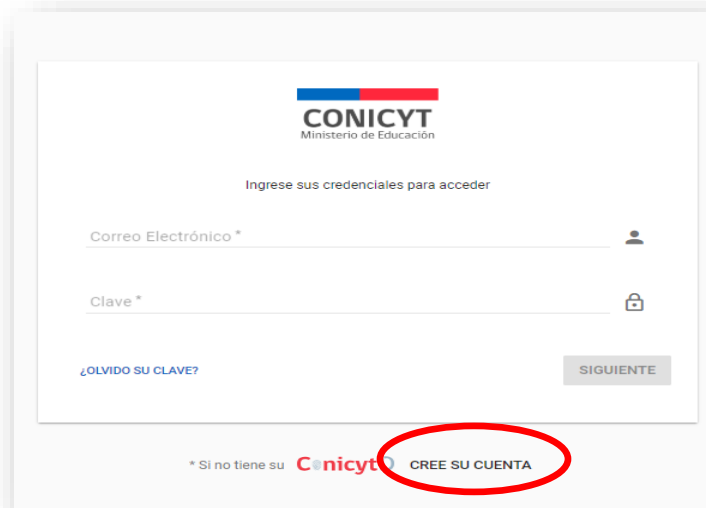


Figure 2.

Recover Key

If you do not remember your password, you can recover it by selecting the option "Forgot your password?" (Fig 3.)



The screenshot shows the CONICYT login interface. At the top, the logo for CONICYT (Ministerio de Educación) is displayed. Below the logo, the text "Ingrese sus credenciales para acceder" is centered. There are two input fields: "Correo Electrónico *" and "Clave *". To the right of the "Clave *" field is a lock icon. Below the "Clave *" field, the link "¿OLVIDO SU CLAVE?" is circled in red. To the right of this link is a "SIGUIENTE" button. At the bottom of the form, there is a note: "* Si no tiene su **C•nicytD** CREE SU CUENTA".

Figure 3.

Later a new window will be displayed, in which you must enter your mail and then press the "Continue" button (Fig. 4). The new password will be sent to the added email address.



The screenshot shows the account recovery page. At the top, the logo for CONICYT (Ministerio de Educación) is displayed. Below the logo, the text "Recuperar cuenta" is centered, with a lock icon to its left. Underneath, it says "A continuación enviaremos las instrucciones para recuperar su cuenta". There is an input field for "Correo Electrónico *" with a red underline and the text "Es obligatorio." below it. To the right of the input field is a person icon. Below the input field, there is a "← VOLVER" button and a "SOLICITAR" button.

Figure 4.

SELECTION CONTEST

When entering the System, you will find the following four sections, as shown below, to access the contests you must choose the "Applicant" section and select the option "Create a new application" (Fig 5).



Figure 5.

You can view all the contests that are published. To apply, you must select the Contest "**CONTEST OF THE REGIONAL PROGRAM STIC / AMSUD or MATH / AMSUD - CONICYT CALL 2019**" as shown in (Fig.6).

PCI			
CONCURSO DEL PROGRAMA REGIONAL STIC/AMSUD - CONICYT CONVOCATORIA 2018, ETAPA PRUEBAS	Fecha de cierre: 31 de diciembre de 2018 a las 10:12 hrs	Postular	Ver documentos concurso
CONCURSO DEL PROGRAMA REGIONAL MATH/AMSUD - CONICYT CONVOCATORIA 2018, ETAPA PRUEBAS	Fecha de cierre: 31 de diciembre de 2018 a las 10:12 hrs	Postular	Ver documentos concurso
CONCURSO DE APOYO A LA FORMACIÓN DE REDES INTERNACIONALES PARA INVESTIGADORES(AS) EN ETAPA INICIAL 2018	Fecha de cierre: 31 de diciembre de 2018 a las 10:12 hrs	Postular	Ver documentos concurso

Figure 6.

Then select the "Start Application" button.

Nueva Postulación ×

Usted tiene una o más postulaciones en preparación para este concurso, si desea continuar completando una de ellas, presione el botón "Ver mis postulaciones".
 En caso contrario, inicie una nueva postulación para el concurso "PIA Concurso Anillos de Investigación en Ciencias Sociales 2018" presionando el botón "Iniciar Postulación".

Tenga en consideración la siguiente información:

- El plazo de cierre del concurso es el día 31 de diciembre de 2018 a las 10:12 (hora chilena continental).
- Quien(es) participe(n) en su postulación debe(n) actualizar su(s) antecedentes curriculares en el módulo Currículum para Fondos de Investigación.
- Revise las bases e Instrucciones para postular al Concurso, para conocer sus requisitos antes de preparar su propuesta.

Iniciar Postulación
Ver mis postulaciones
Cancelar

Figure 7.

Please, after having entered your data in each section, when finished, press the "Save" button and go to the next tab.

START APPLICATION

I. Selection GENERAL MENU

The screenshot shows a navigation bar with tabs: Inicio, Postulaciones, Currículum, Solicitudes, Concursos abiertos, and Ayuda. Below the navigation bar, the title is "CONCURSO DEL PROGRAMA REGIONAL STIC/AMSUD - CONICYT CONVOCATORIA 2018, ETAPA PRUEBAS #267152". A red banner indicates "Faltan 27 Días, 17 Horas, 27 Minutos para el cierre del concurso (días calendario)". A horizontal menu contains tabs: Información, Antecedentes, Institución, Equipo de Trabajo, Formulación, Anexos, and Revisión / envío. The "Revisión / envío" tab is highlighted in green and circled in red. To the right, there are two boxes: "Documentos del Concurso" with a "Ver Documentos" button, and "¿Necesita Ayuda?" with a "Haga consulta online" button. The main content area shows the "Objetivo del Concurso" text.

Figure 8.

In the lower menu are available the different tabs to complete during your application, these are: Information, Background, Institution, Work Team, Formulation, Annexes and Review / Submission.

First of all, the International Coordinator must enter the information of his/her CV in the "Currículum" module at the top of the page. Without completing this mandatory step, the application cannot be completed.

The screenshot shows a navigation bar with tabs: Inicio, Postulaciones, Currículum, Solicitudes, Concursos abiertos, and Ayuda. The "Currículum" tab is circled in red. Below the navigation bar, the title is "CONCURSO DEL PROGRAMA REGIONAL STIC/AMSUD - CONICYT CONVOCATORIA INTERNACIONAL 2019 #346420". A red banner indicates "Faltan 1 Días, 20 Horas, 9 Minutos para el cierre del concurso (días calendario)". A light blue box contains instructions: "En los casos que corresponda, recuerde presionar el botón guardar cada vez que incorpore información. Para continuar con los pasos siguientes de la postulación debe presionar el nombre de la etapa a completar." A horizontal menu contains tabs: Información, Antecedentes, Institución, Equipo de Trabajo, Formulación, Anexos, and Revisión / envío. The "Revisión / envío" tab is highlighted in green. To the right, there are two boxes: "Documentos del Concurso" with a "Ver Documentos" button, and "¿Necesita Ayuda?" with a "Haga consulta online" button.

Figure 9.

II. Tab "INFORMATION"



Figure 10.

In this section are the objectives of the Contest, to whom it is addressed and the recommendations to the applicants.

You must accept the terms and conditions, as indicated below.

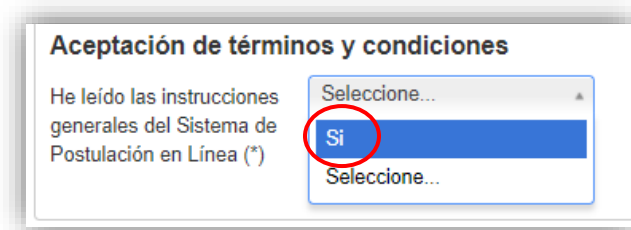
A form titled 'Aceptación de términos y condiciones'. The text reads: 'He leído las instrucciones generales del Sistema de Postulación en Línea (*)'. To the right is a dropdown menu with 'Seleccione...' at the top and 'Si' selected and circled in red. Below the dropdown is another 'Seleccione...' option.

Figure 11.

When finished, press the "Save" button and go to the "**Background**" top tab.

III. Tab "BACKGROUND"



Figure 12.

In this section you will have to fill out the general identification of the project, as well as include a summary of it.

Section : "Project Identification"

1. Title of the Proposal.

In this Contest, this field corresponds to the Title of the proposal. We suggest you to use an original name, in order to avoid coincidences with previous projects. The title of the proposal must be exactly the same in all the forms submitted to this contest and must be in English.

2. Keywords.

When you start to write a word (which must be in ENGLISH language), the System by default will offer you keywords between which you should select the closest to your subject. The list of keywords that the System offers corresponds to those already entered in the scientific articles indexed in WOS and SCOPUS. Once the keyword is found, you must select it and then press the "Add +" button.

3. Duration of the Project.

These projects have a pre-established duration of two years, that is 24 months. The International Coordinator will send the project's ongoing report to the Secretariat before October 1st, 2019. At the end of the first year of execution, and according to the ongoing report, the Steering Committee will decide on the delivery of financial resources for the second year.

4. Project type

You must select the STIC AmSud option for the STIC AmSud Regional Contest and the MATH AmSud option for the MATH AmSud Regional Contest.

5. Main disciplines

Select the main disciplines associated with the study. To incorporate Main Discipline, you must select the option corresponding to the last level and then press the '**Add +**' button.

6. OECD Disciplines

Select the OECD discipline(s) associated with the study. To incorporate OCDE Discipline, you must select the option corresponding to the last level and then press the '**Add +**' button.

7. Impact of cooperation

Select in the proposed list the impact of cooperation associated with the study.

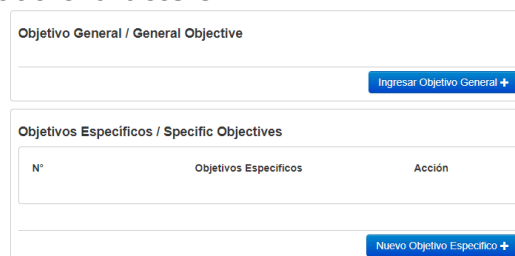
When finished, press the "**Save**" button and move to the top tab.

Section: Summary and Objectives



Figure 13.

In this section you must enter the summary of the project, for which you will have a maximum of 2000 characters.



N°	Objetivos Especificos	Acción

Figure 14.

You must also enter 1) the general objective (max 500 characters) and 2) the specific objectives (max 500 characters) in this section.

IV. Tab "Institution"



Figure 15.

Section: "Institution"

In this section you must add the Participating Institution.

By pressing the "**Add Institution +**" button (Fig. 16), a box will appear (Fig. 17) that will allow adding the name of the Institution.

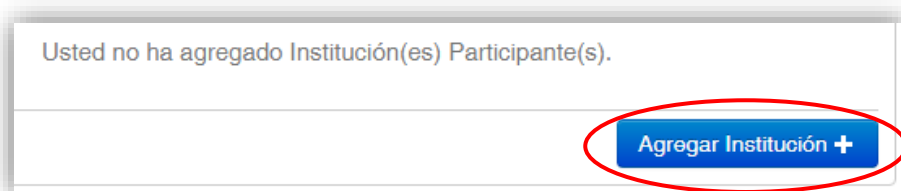


Figure 16.

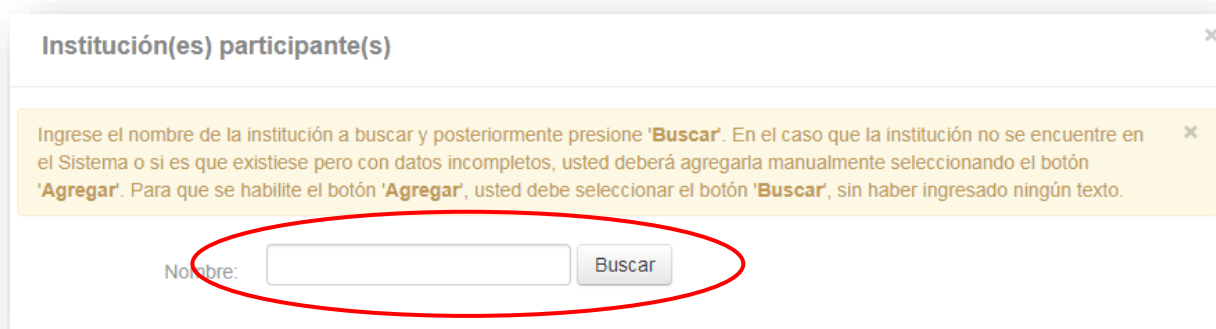


Figure 17.

When entering the name of the institution you wish to add and pressing the "Search" button, one or more matches will appear, depending on the records of

institutions available in the System database. Select the result that matches the Institution you want to add as shown in (Fig.17).

To select the category of the institution, when entering it you must select the field "Type of institution" of the form and choose the category, this can be "South American Institution" or "French Institution" (Fig.18).

In this section you must add the participating institutions of the project to which all the team members of South America and France belong.

Remember that to guarantee the regional nature of the project, you must include **at least two South American researchers and a French researcher.**

The institution to which the responsible researcher for South America and France belongs must be identified.

In the case of entering an institution that does not appear in the list displayed by the system, it can be added manually.

The RUT and the RUN are Chilean identification numbers that are valid only for the application of Chilean universities and researchers.

Nombre institución:

RUT institución:

Nombre del Representante:
Si no dispone de esta información, señalar "No Aplica".

Apellido del Representante:
Si no dispone de esta información, señalar "No Aplica".

RUN Representante:

Correo del Representante:

Unidad ejecutora:

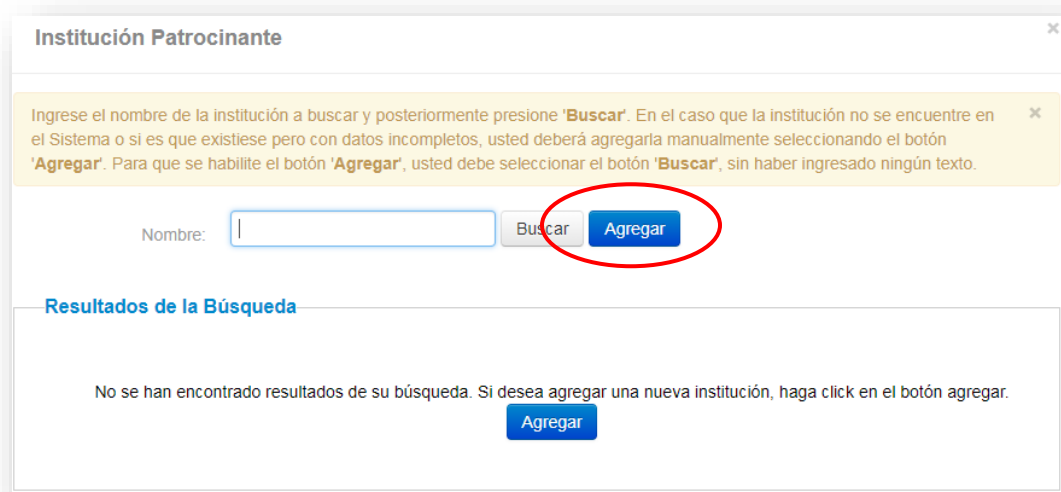
Tipo de institución:
Seleccione...
Seleccione...
Institución Suramericana
Institución de

País:

Figure 18.

WHEN YOU ENTER THE INSTITUTION, THE SYSTEM WILL SUGGEST IN THE FIELD "EXECUTING UNIT", ONE OR MORE FACULTIES AND / OR CENTERS.

If the list of institutions does not include the one you wish to add, you must add it manually by selecting the "Add" button (Fig. 19).



Institución Patrocinante

Ingrese el nombre de la institución a buscar y posteriormente presione '**Buscar**'. En el caso que la institución no se encuentre en el Sistema o si es que existiese pero con datos incompletos, usted deberá agregarla manualmente seleccionando el botón '**Agregar**'. Para que se habilite el botón '**Agregar**', usted debe seleccionar el botón '**Buscar**', sin haber ingresado ningún texto.

Nombre:

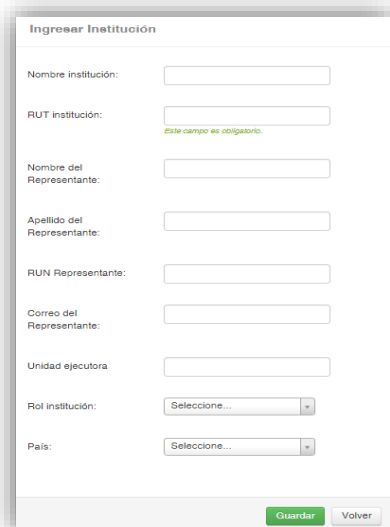
Resultados de la Búsqueda

No se han encontrado resultados de su búsqueda. Si desea agregar una nueva institución, haga click en el botón agregar.

Figure 19.

By clicking on the "Add" button, a box will appear with fields to complete such as: name of the Institution, RUT, name of the Legal Representative, type of institution, among others (Fig. 20).

You must perform this operation as many times as necessary. Remember to save the changes by pressing the "Save" button.



Ingresar Institución

Nombre institución:

RUT institución:
Este campo es obligatorio.

Nombre del Representante:

Apellido del Representante:

RUN Representante:

Correo del Representante:

Unidad ejecutora:

Rol institución:

País:

Figure 20.

V. Tab "Work Team"

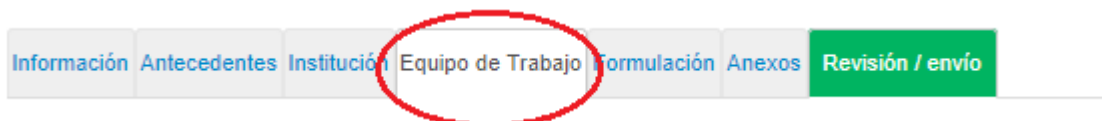


Figure 21.

In this section you must enter the following categories (Fig. 21):

International Project Coordinator: Enter the name and experience of the international project coordinator here. There should only be one international project coordinator in the team. Both the General Secretariat of the programs and the application system will automatically consider the International Coordinator as the national coordinator of its own country.

Coordinador(a) Internacional **Coordinadores Nacionales**

Equipo de Trabajo / Work Team

En los casos que corresponda, recuerde presionar el botón Guardar cada vez que incorpore información. Para continuar con los pasos siguientes de la postulación debe presionar el nombre de la etapa a completar. / In appropriate cases, remember to press the Save button each time you enter information. To continue with the next steps of the application, you must press the name of the stage to be completed.

Describe aquí la composición de su equipo de trabajo. / Describe here the composition of your work team.

Coordinador(a) Internacional del Proyecto: Ingrese aquí el nombre y la experiencia del coordinador(a) internacional del proyecto. / International Project Coordinator: Enter the name and experience of the international project coordinator here.

Agregue los datos del/de la Investigador/a Responsable: Institución. Para ello, presione el link Editar. / Add the data of the Responsible Researcher: Institution. To do this, click on the Edit link.

Patricio Espinoza

País: CHILE
 pespinoza@conicyt.cl

Coordinador(a) Internacional


 [Editar](#)

Figure 22.

National Project Coordinators (minimum 2): You must add at least two national coordinators, in addition to the international coordinator. (Fig. 22)

It is not necessary to add in the application platform the other members of the project who do not fulfill the role of coordinator, nor the institutions to which they belong, nor their CVs. Their respective names and institutions have to be added directly in the proposal.

Coordinador(a) Internacional | Coordinadores Nacionales

Equipo de Trabajo / Work Team

En los casos que corresponda, recuerde presionar el botón Guardar cada vez que incorpore información.
Para continuar con los pasos siguientes de la postulación debe presionar el nombre de la etapa a completar.
In appropriate cases, remember to press the Save button each time you enter information. To continue with the next steps of the application, you must press the name of the stage to be completed.

Describe aquí la composición de su equipo de trabajo. *Describe here the composition of your work team.*

Coordinador(a) Nacional del Proyecto: Ingrese aquí el nombre y la experiencia del coordinador(a) internacional del proyecto. *National Project Coordinators: Enter here the names and experiences of each national coordinator of the project.*

Agregar investigador +

Figure 23.

To add Coordinators to the proposal, you must click the "Add researcher +" button. (Fig. 23) Pressing it will open a new window (Fig. 24), which will allow you entering information about the Investigator.

Editar Investigador(a) X

Por favor, ingrese los datos del miembro del equipo de trabajo. El antecedente RUN debe ser ingresado para quienes sea chilenos o extranjeros con residencia definitiva en Chile. En el caso de los extranjeros sin residencia en Chile, este dato no es necesario ingresar.

Please enter the data of the member of the work team. The RUN antecedent must be entered for those Chileans or foreigners with permanent residence in Chile. In the case of foreigners without residence in Chile, this information is not necessary to enter.

Nombre(s):	<input type="text"/>
	<small>Ingrese Nombre(s).</small>
Apellido(s):	<input type="text"/>
	<small>Ingrese Apellido(s).</small>
RUN:	<input type="text"/>
	<small>No se completa en los casos de los/as investigadores/as de las instituciones extranjeras.</small>
Correo electrónico:	<input type="text"/>
	<small>Ingrese Correo electrónico.</small>
Institución:	<input type="text" value="Seleccione"/>
	<small>Seleccione Institución.</small>
Sin Institución	<input type="checkbox"/>
País de nacionalidad:	<input type="text" value="Seleccione..."/>
	<small>Seleccione País de nacionalidad.</small>
Género:	<input type="text" value="Seleccione..."/>
	<small>Seleccione Género.</small>
Rol en el equipo:	<input type="text" value="Seleccione..."/>
	<small>Seleccione Rol.</small>

Figure 24.

When completing the missing information, press the "Save" button.

VI. Tab "Formulation"

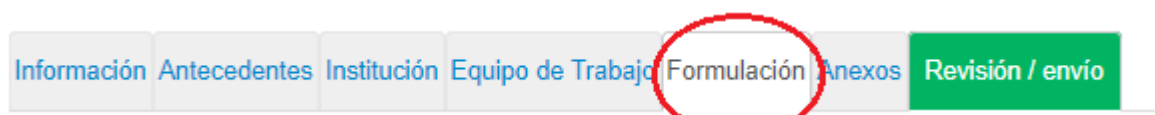


Figure 25.

In this section you must attach the following documents:

- Proposal form (PDF format; Maximum size 10 MB). REQUIRED.
- Proposed evaluators (PDF format, Maximum size 10 MB). REQUIRED.

To transform the files from .doc or .docx format to .pdf, you must use the following programs:

Foxit Reader: <http://www.foxitsoftware.com/downloads/>

PDF Creator: <http://www.pdfforge.org/download> o

<http://sourceforge.net/projects/pdfcreator/>

VII. Tab "Annexes"

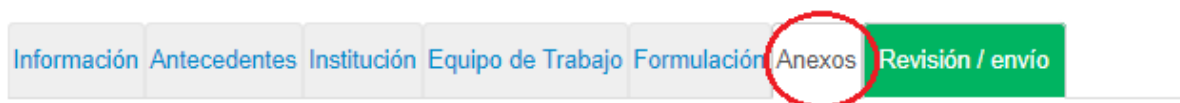


Figure 26.

- Curriculums (PDF format; Maximum size 10 MB). REQUIRED.
- Engagement Letter: (PDF format, Maximum size 10 MB). OPTIONAL.

VIII. Tab "Review/Submission"



Figure 27.

By pressing the "**Review / Submission**" button (Fig. 27), the System will verify if the mandatory information was completed and if the documents were loaded. This validation will not verify the content of the documents, but only if the loading of the mandatory files has been done.

Step 1. Verify



Figure 28.

In this step, the System will verify the completeness of the online application, indicating what is missing in order to send the application. To complete missing information, you must press the "Edit" button.

If after pressing "Revision / Submission", the System indicates that your application is with all your information and without observations, you must press the "Continue" button. When doing this, the following table will appear:



Figure 29.

You will have 2 alternatives: 1) "Close", in which case you will return to the "Verify" step, being able to modify your application without seeing a complete draft of it, and 2) "Continue", which will allow you to access the "Revise" step.



Figure 30.

Step 2. Revise

In this step, the System will allow you to review the added information. When selecting the option "See Postulation" of (Fig. 31), a new window will open in which you can review the information you added by navigating in the Menu that appears on the right side of the screen.



Figure 31.

The "Continue" button will allow you to advance to the "Send" step.

Step 3. Send

To submit the application, you must read and accept the conditions contained in the Sworn Statement set out in the System, adhere to the Declaration of Singapore about the integrity of the investigation and enter your password. Only then you can press the "Send Postulation" button (Fig. 32). Remember that once your application is submitted, it will no longer be possible to make changes.

1 Verificar > 2 Revisar > 3 Enviar > 4 Comprobante

Declaración jurada

DECLARACIÓN ANTE LA COMISIÓN NACIONAL DE INVESTIGACIÓN CIENTÍFICA Y TECNOLÓGICA (CONICYT),
 . postulante al SEGUNDO CONCURSO NACIONAL PARA CENTROS DE INVESTIGACIÓN EN EDUCACIÓN AÑO

Acepto las condiciones contenidas en la Declaración Jurada y adhiero a la Declaración de Singapur.

Ingrese su clave de acceso al sistema.

Enviar Postulación

Figure 32.

Step 4. Receipt

Once your application has been submitted, a message indicating the application number, date and hour it was made will appear on the screen (Fig. 33). You can access the Certificate of Application, the Affidavit of Truth, as well as a copy of the submitted application.

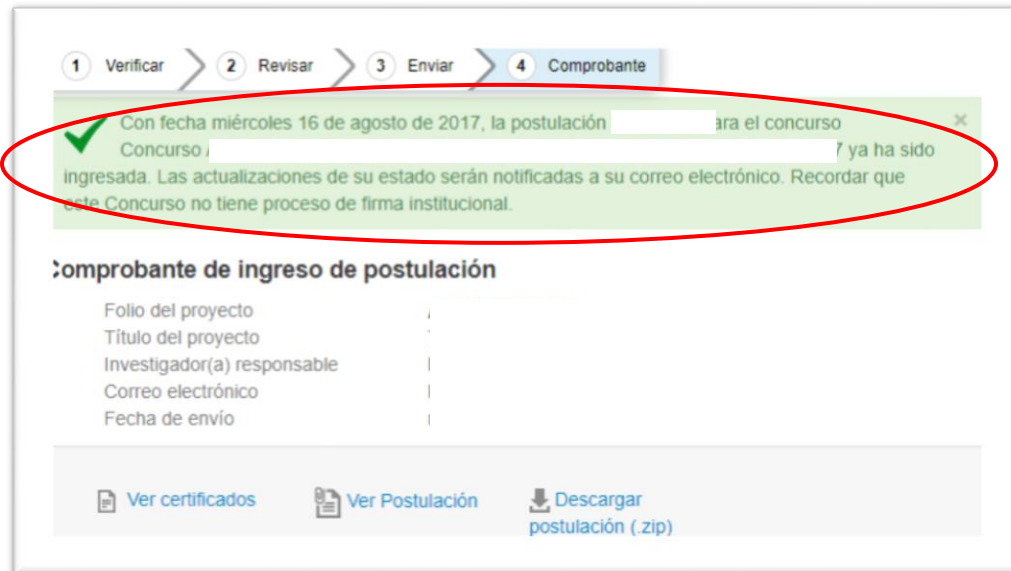


Figure 33.

After submitting your application, the System will send you a confirmation message via email, stating that your application is received by CONICYT.