

Call ARAID 2025 Guide for Applicants

IF YOU ARE A RESEARCHER SEEKING TO APPLY:

These are the steps to fill out the application:

STEP 1:

- To start a new application please click on 'Create new account'.
- Type a username of your choice and enter a valid email address.
- A blank application will be created immediately, and you will receive an email with a password to the email address you indicated at the beginning of the application.

STEP 2:

Use the username you chose, and this said password to accede to the application's sections and edit them until completing the application.

Important! CHANGES MADE IN EACH PAGE WILL NOT BE SAVED UNTIL YOU CLICK ON THE SAVE OPTION, located at the end of each page. You may print a pdf version of your application, by clicking at the above bar on the Create PDF option.

STEP 3:

Please select a Host Institution to fill in the online Expression of Interest Form. You must provide an email from your Scientific Manager at the Host Center of choice. If you cannot find your entity / research center of choice in the list, please contact ARAID (convocatorias@araid.es).

STEP 4: Once the application is complete and the Research Manager has uploaded the signed Expression of Interest, choose 'Submit Application' to finalize and send the application for its evaluation. Once submitted you will be able to access your application data until the deadline for submission.

Important! During the evaluation process, the platform will remain blocked, and you will not be able to access your application. It is recommended that you save a pdf version of your completed application before submitting it for evaluation.

IF YOU ARE THE REPRESENTATIVE OF A HOST INSTITUTION:

On the platform during their application, the researcher will enter the email that corresponds to their Research Manager at the Host Institution. Once the researcher provides that email address, you will receive an email with instructions on how to fill in the Host's Expression of Interest Form (**EI**). Once you fill out the EI, make sure to change the status of the EI from 'In process' to 'Completed'. Applications that are not completed cannot be submitted and will not be evaluated.

Next, you must generate the PDF of the EI, which must be signed electronically by the Research Manager, the Administrative Manager of the Host Institution/Center and the Legal Representative of the Center. The electronically signed PDF of the EI must be uploaded through the corresponding option of the platform.

Alternatively, the EI may be uploaded with only one of the three signatures. This would allow the researcher to submit the application. However, in this case, the Host must contact ARAID and inform that the EI signed by all required parts will be sent to convocatorias@araid.es before the call's deadline for the reception of applications. Please consider the maximum number of applications per Host Institution/Centre allowed in each Research Area set in the Call. If the established maximum number is exceeded, all applications submitted by said entity and/or center will be excluded.

IN BOTH CASES:

Please, REMEMBER that completing an application requires that the Expression of

Interest, electronically signed by the Research Manager, the Administrative Manager in charge of the host Institution/Center and the Legal Representative of the Host Institution, has been received by ARAID, either through the platform or by email at convocatorias.araid.es. Given the electronic signatures contained in the Expression of Interest, it is recommended to start this process at the Host Institution well in advance to have sufficient time to upload the completed document to the platform.

The information you fulfil at the application must be presented in ENGLISH.

If you have any questions or want to report any technical problem, please contact us at: convocatorias@araid.es or by phone at +34976515065