CRIS Out-Back Fellowship Programme Guideline for applicants

The CRIS Out-back Fellowship Programme call for applicants 2021 is open since 1st May to 15th August 2021.

Candidates must follow the steps indicated in this guideline for submitting their candidacy.

REGISTRATION

1. Go to https://outback2021.criscancer.org/register

2. Fill in the gaps and click on the *Register* button.
Take into consideration that the Password must contain at least one lowercase letter, one uppercase letter, one digit and one special character (@$!%*#?&).
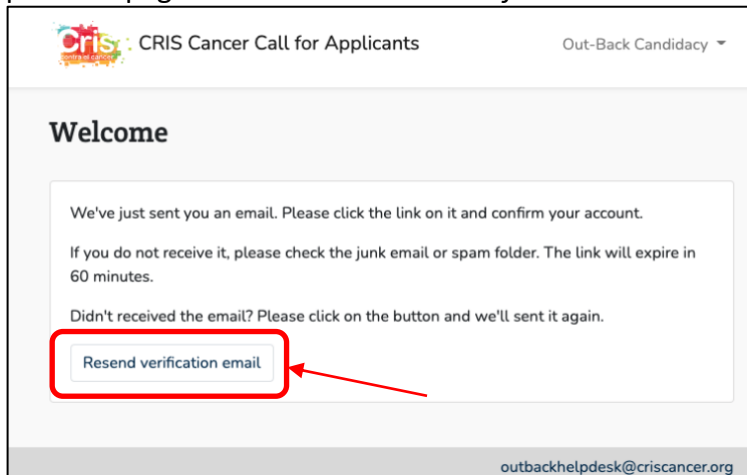
3. Check your e-mail inbox.
You should receive an email from *CRIS Cancer Call for Applicants* with the subject *Verify Email Address*.
In case you have not received the email, please check the spam folder or go to the previous page and click on *Resend verification email* button.

In case you continue not receiving the verification email, please email outbackhelpdesk@criscancer.org.

4. Press the *Verify Email Address* button or the link at the bottom of the email
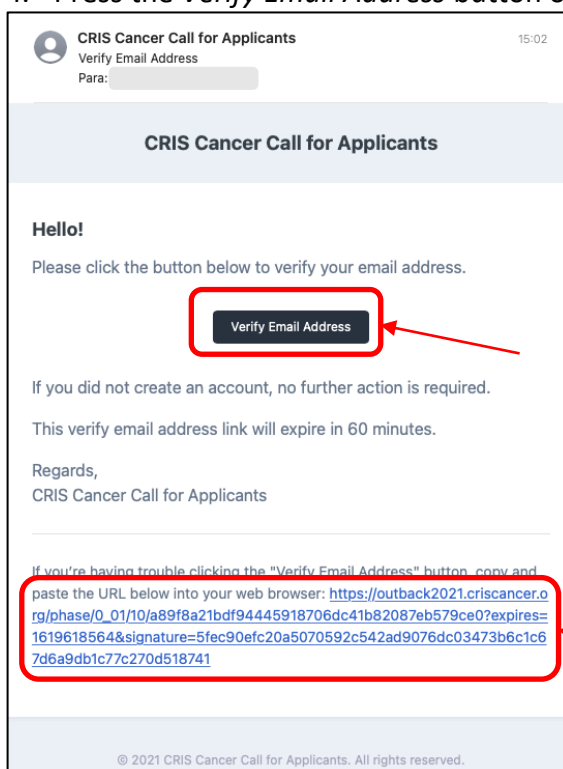
* In case you have *logout* from the platform, or you have delayed the verification of the email address for more than 60 minutes, when you press the *Verify Email Address* button or the link at the bottom of the email, you will go to a new screen. You have to press *login* to be able to continue with the registration process.

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Fill in the gaps and press the *Login* button.

Press the *Resend verification email* button to receive a new email to be able to continue with the verification process.

In case you have not received the email, please check the spam folder or go to the previous page and click on *Resend verification email* button.

5. Press the *Continue* button to finish the registration process for the call for applicants

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LOGIN

1. Go to https://outback2021.criscancer.org/login

2. Fill in the gaps and press the *Login* Button.

Forgot your password?

In case you have forgotten your password, press the *Forgot Your Password*.

Introduce your email address and press the *Send Password Reset Link* button

You should receive an email from *CRIS Cancer Call for Applicants* with the subject *Reset Password Notification*.

Press the *Reset Password* button or the link at the bottom of the email

Fill in the gaps and press the *Reset Password* Button.

Take into consideration that the Password must contain at least one lowercase letter, one uppercase letter, one digit and one special character (@$!%*#?&).

LOGOUT

1. Press the down arrow button

2. Press the Logout button

CRIS OUT-BACK FELLOWSHIP PROGRAMME PLATFORM

Once you have finished the registration process, you can login the platform to:

1. Check the status of the evaluation process
2. Check the status of your candidacy.
3. Send messages to CRIS Foundation, or read the messages that CRIS Foundation has sent to you
4. Download documentation from the CRIS Out-Back Fellowship Programme Call 2021
5. Submit your candidacy

1. Check the status of the evaluation process

The step of the evaluation process of the call at each moment will be colored in a dark grey color, and the letters will be colored in black.

2. Check the status of your candidacy.

Here you can read the status of your candidacy along the evaluation process.

3. Send messages to CRIS Foundation, or read the messages that CRIS Foundation has sent to you

In case you want to send/read a message to/from CRIS Foundation, press the *Messages* button
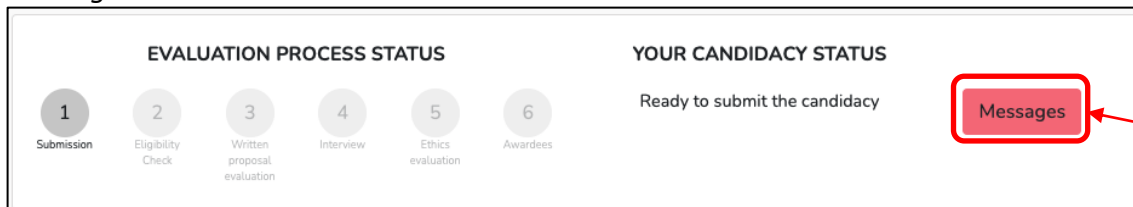
Press the *Create new message* to send a message to CRIS Foundation, related to your candidacy.
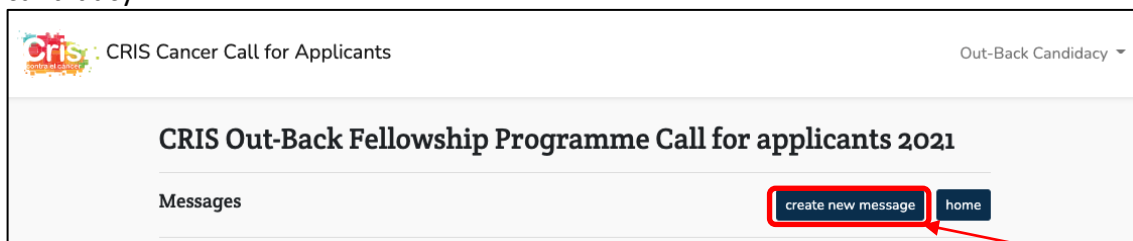
Fill in the subject and the text of the message and press the *Send* button to send the message to CRIS Foundation

You can attach a file if needed, pressing the *Browse* button and selecting the file from your computer.
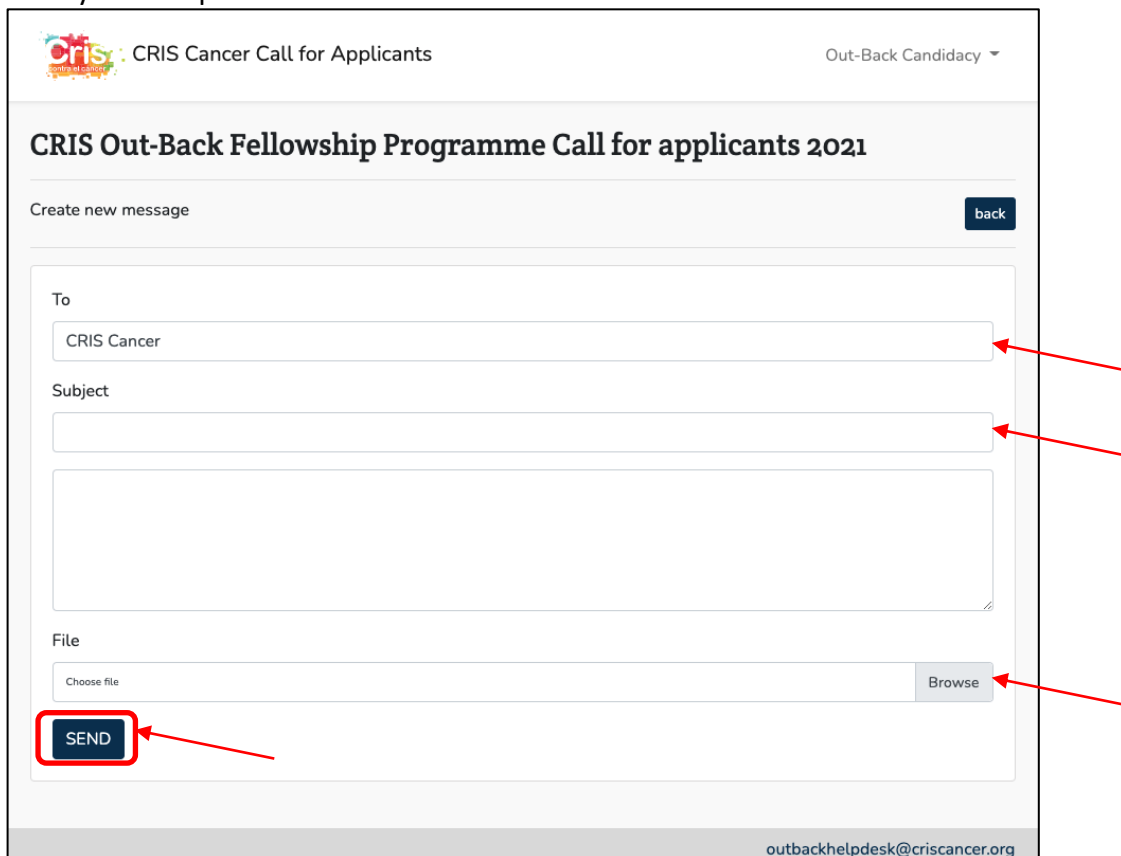
In case you want to go to the previous page, press the *Back* button.

When you have send/received a message, press the View button or the subject of the message to read message and the possible responses.

When you have send/received a message, and send/received response message(s), you can check the total number of messages in the chain looking at the red box.

Press the *Home* button to go to the platform homepage.

4. Download documentation from the CRIS Out-Back Fellowship Programme Call 2021

a. Guide for applicants.
Press the *Guide for applicants* button to download the guideline for the registration at the platform, the submission of the candidacy and all the options of the platform.

b. Terms and conditions.
Press the *Terms and conditions* button to download the information of the call.

c. Templates
Press the *Templates* button to download the templates needed for the submission of the candidacy to the call.

You can download all the templates at the same time, in a ZIP, pressing the *download all documents* button.

You can download any template individually pressing download icon of the selected document.

Press the *Back* button to go to the previous homepage.
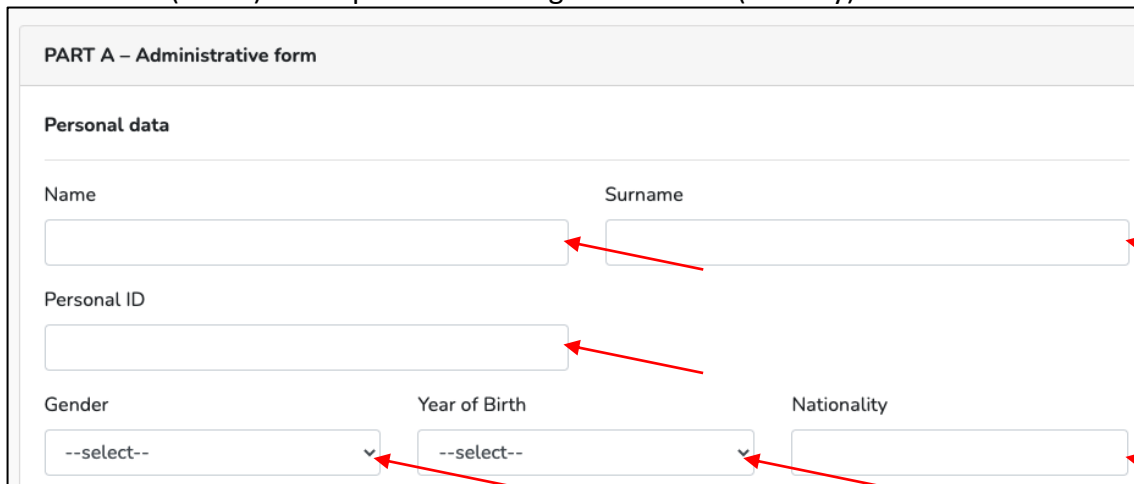
d. Other documents

Press the *Other documents* button to download the files with additional information about the call.

5. Submit your candidacy

Once you have finished the registration process, you can login the platform and start submitting the candidacy.

PART A - Fill in all the information required (Personal data, Outgoing phase data, Return phase data, Project data) and confirm your commitment to the ethical requirements and legislation.

All the fields are obligatory, except "other e-mail", "other phone" and "present working institution 2 (name)" and "present working institution 2 (country)".

PART B - Attach all the information required and confirm your acceptance and commitment of all the items.

All the fields are obligatory, except "Additional documents".

PART B – Documentation

Candidate CV In CVA format
(https://cvn.fecyt.es/editor/#HOME)
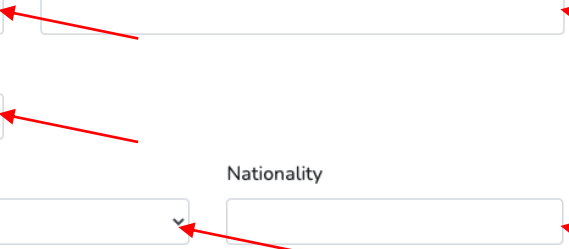
Choose file   Browse

Outgoing Supervisor's Letter of Commitment   Outgoing Supervisor's CV (2 pages máximum)

Choose file   Browse   Choose file   Browse

use the provided template

☐   Acceptance of the Terms and Conditions of the CRIS Out-Back Fellowship Programme

☐   Commitment to the veracity of the data provided

☐   Acceptence of the CRIS Foundation privacy policy

☐   Registration clauses: veracity of the information provided and transfer of images

Press the *Save as a draft* button to save the candidacy, while you have no entered all the information and the documents for the candidacy.

Save as draft   Save and finish submission >>

Press the *Save and finish submission* button to save the candidacy, when you have entered all the information and the documents for the candidacy and want to finish the submission. Once you press this button, if you need to change any information or documentation, you should email outbackhelpdesk@criscancer.org.

Save as draft   Save and finish submission >>