CRIS Research Programmes 2022. Guideline for applicants

CRIS Research Programs include:
- CRIS Excellence Program
- CRIS Clinical Talent Program
- CRIS Post-Doc Talent Program

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

REGISTRATION

1.   Go to:

https://excellence2022.criscancer.org/register - for the CRIS Excellence Program

https://clinicaltalent2022.criscancer.org/register - for the CRIS Clinical Talent Program

https://postdoctalent2022.criscancer.org/register - for the CRIS Post-Doc Talent Program

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 (@$!%*#?&.;).

You will go to a new screen:

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 convocatorias@criscancer.org.

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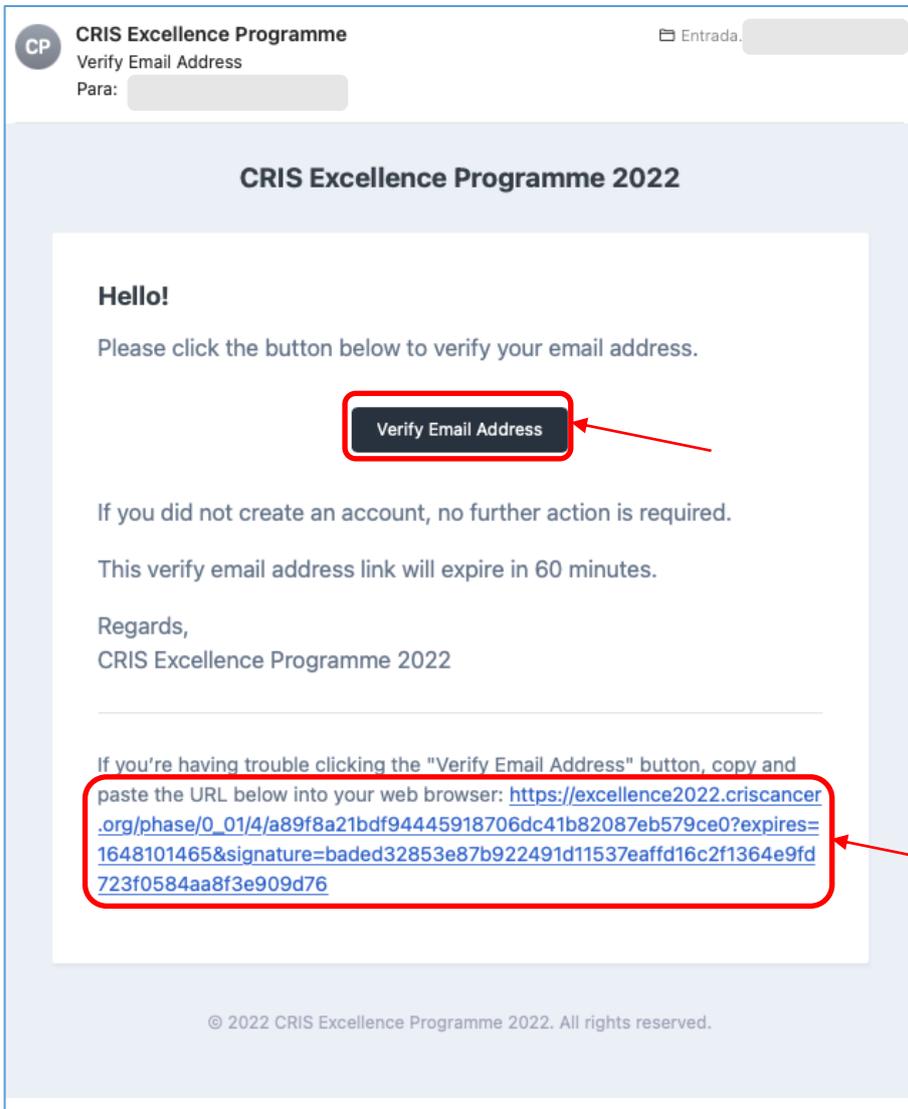
* In case you have *logout* from the platform, or you have delayed the verification of the email address for more than 60 minutes, when you press the *Verify Email Address* button or the link at the bottom of the email, you will go to a new screen. You must press *login* to be able to continue with the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

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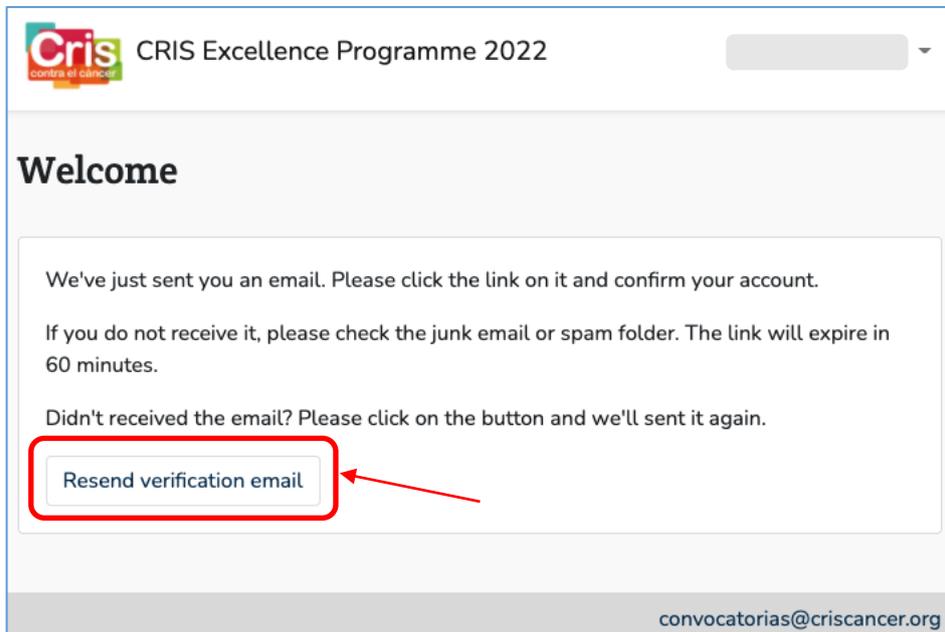
In case you have not received the email, please check the spam folder or go to the previous page and click on *Resend verification email* button.

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

LOGIN

1.   Go to:

https://excellence2022.criscancer.org/login - for the CRIS Excellence Program

https://clinicaltalent2022.criscancer.org/login - for the CRIS Clinical Talent Program

https://postdoctalent2022.criscancer.org/login- for the CRIS Post-Doc Talent Program

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

Forgot your password?

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


2.   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*.

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.

3. Press the *Reset Password* button or the link at the bottom of the email.
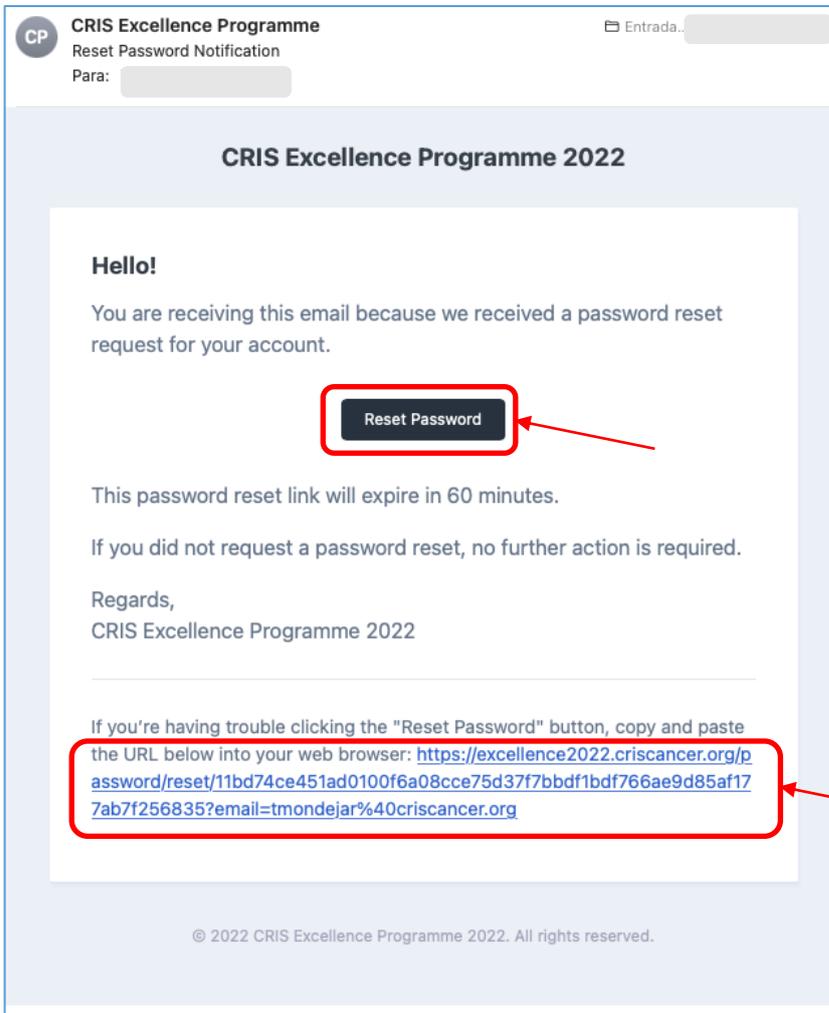
4.   Fill in the gaps and press the *Reset Password* Button.

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 RESEARCH PROGRAMMES PLATFORM

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

1. Check the status of your candidacy.
2. Check the status of your candidacy in the evaluation process.
3. Send messages to CRIS Cancer Foundation or read the messages that CRIS Cancer Foundation has sent to you.
4. Download documentation from the CRIS Research Programmes Call 2022.
5. Submit your candidacy.

1.   Check the status of your candidacy

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

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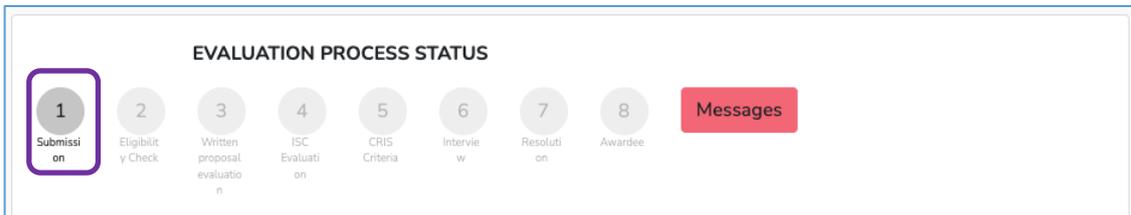
The step of the evaluation process of the call at each moment will be colored in a dark grey color, and the letters will be colored in black.

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 Cancer Foundation, press the *Messages* button
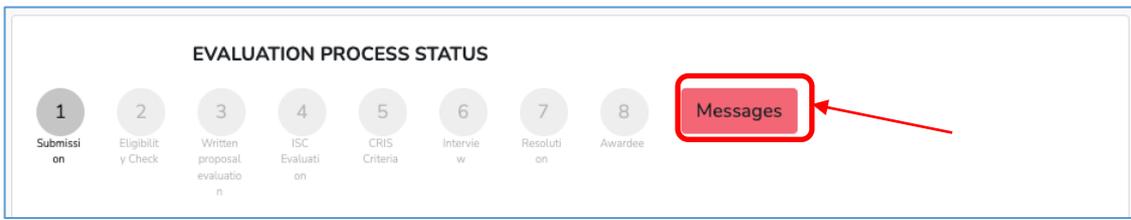
4. Download documentation from the CRIS Research Programme Call 2022

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.

1. You can download all the templates at the same time, in a ZIP, pressing the *download all documents* button
2. You can download any template individually pressing download icon of the selected document.
3. 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.

1. You can download all the templates at the same time, in a ZIP, pressing the *download all documents* button
2. You can download any template individually pressing download icon of the selected document.
3. Press the *Back* button to go to the previous homepage

## 5. Submit your candidacy

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

MESSAGES
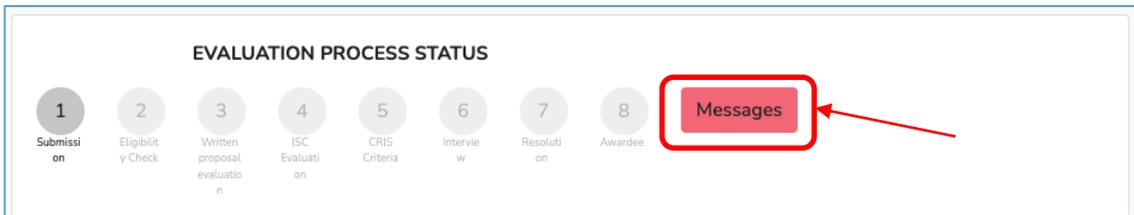
Press the *Create new message* to send a message to CRIS Foundation, related to your candidacy.
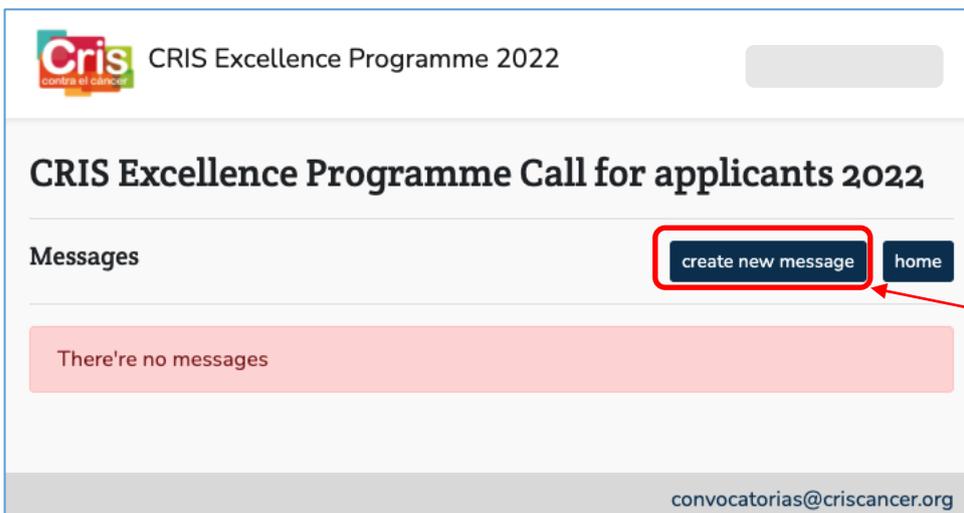
Fill in the subject and the text of the message and press the *Send* button to send the message to CRIS Foundation

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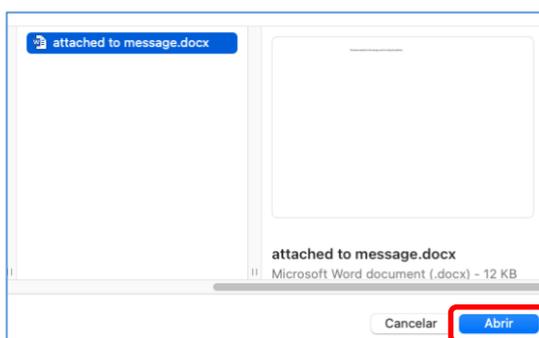
In case you want to go to the previous page, press the *Back* button.

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

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

Press the *View* button or the title of the message to read the message.

Press the *Download attachment* button to download the attached document.

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

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HOW TO SUBMIT A CANDIDACY FOR THE CALL

Fill in the fields in "Part A – Administrative Form" and attach the documents in "Part B - Documentation" to apply for the call

PART A – Administrative form

Fill in all the information required (Personal data, Hosting Institution data, Current Institution data, Mentor, Project data) and confirm your commitment to the ethical requirements and legislation.

PART A – Administrative form

Personal data

Name

Surname

Personal ID

Gender
--select--

Year of Birth
--select--

Nationality

Degree
--select--

Professional category

Business e-mail

Business phone

Other e-mail

Other phone

Hosting Institution Data

Institution Name

Institution Address

Institution City

Institution Region

Institution Country

Research Group Name

Current Institution Data

Is the same institution as the Hosting Institution?   -- please choose --   ▼

Institution Name

Institution Address

Institution City

Institution Region

Institution Country

Research Group Name

Mentor (optional)

Mentor's Name

Mentor's Surname

Mentor's Institution

Mentor's Professional category

Mentor's Business email

Project Data

Title

Project Abbreviation, code, acronym

Keywords

Research Area
--select--   ▼

Topic
--select--   ▼

Type of cancer
--select--   ▼

Research Abstract (min 200, max 4000 chars)

Commitment on ethics

☐   I confirm my commitment to the ethical requirements and legislation

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* Some fields have a drop-down to select the correct option.

* All the fields are obligatory, except "other e-mail" and "other phone". In the CRIS Excellence Programme, are also not mandatory all the fields for the "Mentor" data.

PART B – Documentation

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

All the fields are obligatory, except "If applicable, document for accreditation of the extension for the validity of your candidacy" and "Additional documents". In the CRIS Excellence Programme, are also not mandatory "Mentor's Letter of commitment (use the provided template)" and "Mentor's CV".

PART B – Documentation

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

Choose file	Browse

Doctoral certificate

Choose file	Browse

Research project (use the provided template)

Choose file	Browse

use the provided template

Budget (use the provided template)

Choose file	Browse

use the provided template

Track record and experience related to the project (use the provided template)

Choose file	Browse

use the provided template

Mentor's Letter of commitment (use the provided template)

Choose file	Browse

use the provided template

Mentor's CV

Choose file	Browse

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.

Press the *Save and finish submission* button to save the candidacy, when you have entered all the information and the documents for the candidacy, to finish the submission.