



# Guide for user registration and submission of applications

May 2024



**idealPhD** programme **IMDEA Nanociencia**  
doctoral  
training programme  
in nanoscience

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doctoral  
training programme  
in nanoscience

ELIGIBILITY  
TIMELINE  
REGISTER  
DOWNLOAD AREA  
SUBMIT YOUR APPLICATION

# idealPhD

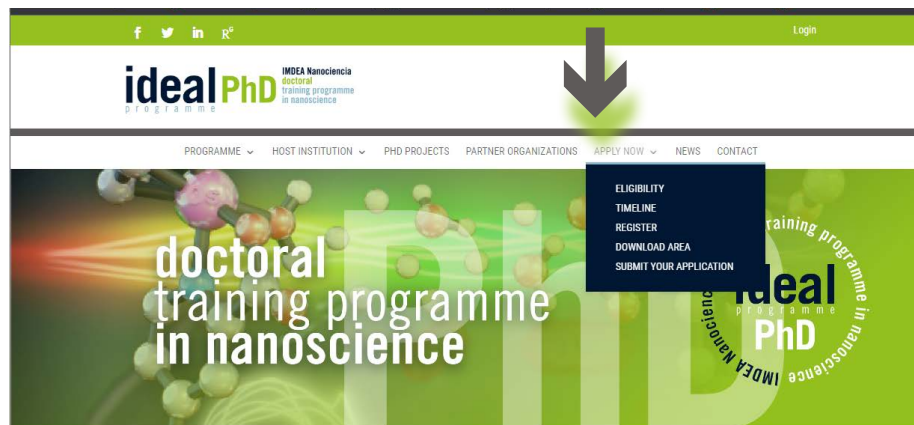
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## 1. Registration

In order to submit a proposal, applicants must first register as users on the IDEAL PhD Programme website [www.idealcofund-project.eu/phd](http://www.idealcofund-project.eu/phd).

If you are interested in applying, you must hover your mouse over the **Apply Now** tab and click on the **Register** option that appears in the drop-down menu.



You will be directed to the *Registration area*, where you will have to choose a username and password and provide an email address.

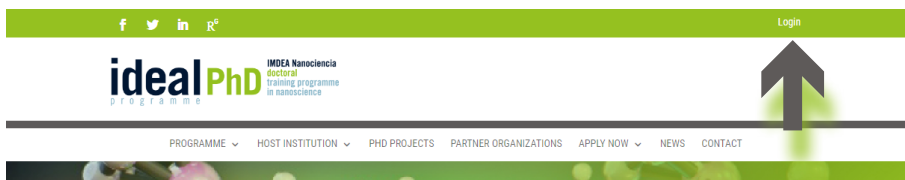
### Register

 A screenshot of the registration form. It contains the following fields: 'Username \*', 'E-mail Address', 'Password \*', and 'Confirm Password \*'. Below these fields is a 'Show privacy policy' link and a checkbox labeled 'I agree to the privacy policy and the data treatment.' At the bottom of the form are two buttons: 'Register' (highlighted in blue) and 'Login'. A large grey arrow points to the 'Register' button. The background of the form area features a molecular structure graphic.

Make sure you check the box agreeing to the privacy policy and the data treatment.

## 2. Submission of proposals

Once you have prepared all the required documents and information, you must log in by clicking on the **Login** button on the upper right side of the website.



Then you will have access to the **Submit your application** option on the drop-down menu of the **Apply now** tab.



The list of documents that you should prepare prior to submitting your application will be displayed. Please, check it thoroughly before you start the application process and [download the indicated guidelines and templates](#) to ensure that your application complies with the requirements of the call.

You can consult the downloadable Guide for applicants for more information and contact [idealcofund.project@imdea.org](mailto:idealcofund.project@imdea.org) for queries.

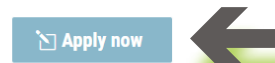
When you have your application files and information prepared, you will be ready to click on the **Apply now** button and start with the application process.

Inicio » [Apply now](#) » Submit your application

Please be ready to upload the following documents to your application.

- Application form ([download](#)).
- Ethics self-assessment form (download)
- Reference letters
- University degree giving access to PhD

Please refer to [IDEAL PhD guide for applicants](#) before submitting your application.



## IDEAL PhD application

The application has three sections: *Personal Information*, *Academic Records* and *Application*. Mandatory fields are clearly marked:

IDEAL PhD application  
Personal information

➔ **Name (middle name) (Required)**

**Surname (s) (Required)**

**E-mail (Required)**

**Telephone number (Required)**

When you get to the end of the form you must check the boxes stating that you are eligible for the position and that you agree with the privacy policy and the data treatment.

#### One last question

##### How did you find out about IDEAL PhD? *(Required)*

- Through a colleague
- Via social media
- Via announcement e-mail
- Via job posting (Nature Jobs, Research Gate, etc.)
- Other

##### Confirmation *(Required)*

Please, check the eligibility criteria (APPLY NOW tab > ELIGIBILITY).

- I declare the data submitted here complies with the eligibility criteria.

##### Consent to data treatment *(Required)*

We collect your personal data provided in this form with the unique purpose of selecting the candidates for the IDEAL PhD Fellowships. Please, see our Privacy Policy for more information on how we treat your data and your withdrawal rights.

- I agree to the privacy policy and the data treatment.

If you wish to log out you must click on the **Logout** button on the upper right side of the webpage.

## Saving your application

We strongly suggest that you have the documents and information ready in order to submit the application in one go, but if you prefer not to do so, you can click on the button **Save and continue later**. You will be directed to a webpage with a link containing your draft application that will allow you to continue editing later. The link lasts 30 days and you must copy the link or have it emailed by entering your email address in the enabled box. Please notice that the only way to have access to the application is through that link and that attached documents will not be kept, you will have to upload them again when you retrieve the application.

The screenshot shows the top navigation bar with social media icons (Facebook, Twitter, LinkedIn, ResearchGate) and links for 'My applications', 'Account', and 'Logout'. Below the navigation bar is the 'idealPhD' logo and a horizontal menu with the following items: PROGRAMME, HOST INSTITUTION, PHD PROJECTS, PARTNER ORGANIZATIONS, APPLY NOW, NEWS, and CONTACT.

### Link to continue editing later

Please use the following link to return and complete this form from any computer.

[https://desarrollo.idealcofund-project.eu/phd/formulario-phd/?gf\\_token=87c0c2ccc1e845c3b23f19a54771c6](https://desarrollo.idealcofund-project.eu/phd/formulario-phd/?gf_token=87c0c2ccc1e845c3b23f19a54771c6)

Note: This link will expire after 30 days.

Enter your email address if you would like to receive the link via email.

The form consists of a text input field labeled 'Email Address' and a 'Send Link' button. A large black arrow points to the input field.

## Sending your application

Once you have checked that the data and files are correct, you can proceed to submit the application. When you click the **Submit** button you will receive a confirmation email containing your application.

After sending the application, you will be able to consult it and you will be informed of its status on the website, but you will not be able to modify it. Please contact [idealcofund.project@imdea.org](mailto:idealcofund.project@imdea.org) with any questions.

## 3. Check my application

If you are not logged in you must access the **Login** form as described above before being able to access the **My application** area. Once you are logged in and your application has been successfully sent the access to **My application** will be displayed on the upper right side of the website



You can consult the phase of the process your application is in and the status of your application.

All (1) | Pending (1) | Complete (0) | Cancelled (0)

ID Start: yyyy-mm-dd End: yyyy-mm-dd Workflow Form Apply

Bulk actions Apply 1 item

<input type="checkbox"/>	ID	Date	Form	Submitter	Step	Status
<input type="checkbox"/>	50	December 22, 2022 at 12:31 pm	IDEAL PhD application		Eligibility	Pending 18d, 2h

Bulk actions Apply 1 item

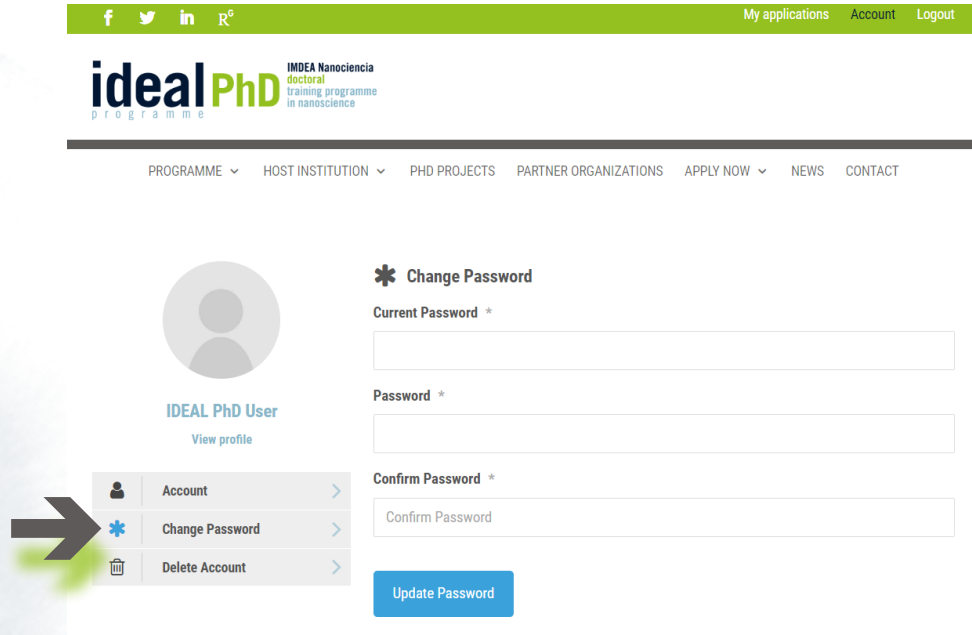


## 4. Account options

On the Account area you have the possibilities to consult your registration details, change your password and delete your account.



- You must click on the **Change password** button, where you should write your current password and provide the new one.



- You can also permanently delete your account by clicking on the **Delete account** button where you must provide your password in order to do so.

The screenshot displays the user account management interface. At the top, there are social media icons (Facebook, Twitter, LinkedIn, ResearchGate) and navigation links for 'My applications', 'Account', and 'Logout'. The main header features the 'idealPhD' logo and the text 'IMDEA Nanociencia doctoral training programme in nanoscience'. Below the header is a navigation menu with links for 'PROGRAMME', 'HOST INSTITUTION', 'PHD PROJECTS', 'PARTNER ORGANIZATIONS', 'APPLY NOW', 'NEWS', and 'CONTACT'. The user profile section shows a placeholder for a profile picture, the name 'IDEAL PhD User', and a 'View profile' link. A dropdown menu is open, showing three options: 'Account', 'Change Password', and 'Delete Account'. A large black arrow points to the 'Delete Account' option. To the right, the 'Change Password' form is visible, with fields for 'Current Password', 'Password', and 'Confirm Password', and an 'Update Password' button.



<https://idealcofund-project.eu/phd>

# Guide for user registration and submission of applications

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