



# Guide for user registration and submission of proposals

13<sup>th</sup> March 2023



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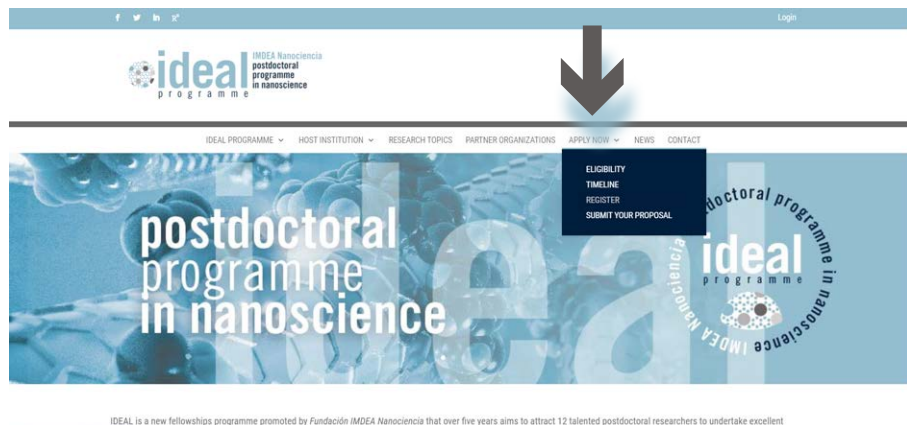
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# 1. Registration

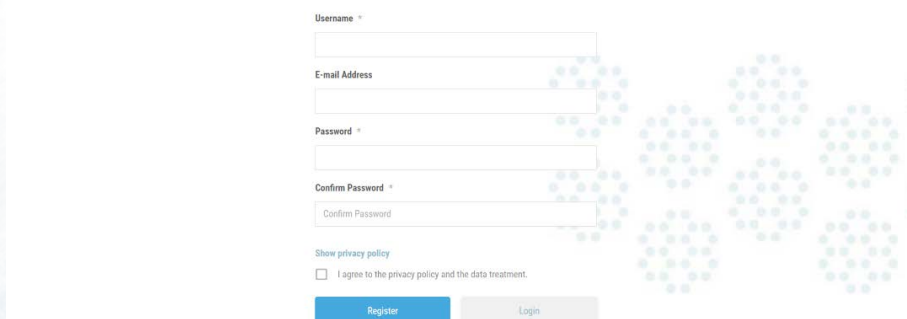
In order to submit a proposal, applicants must first register as users on the IDEAL Programme website [IDEAL Programme - IDEAL COFUND \(idealcofund-project.eu\)](http://IDEAL Programme - IDEAL COFUND (idealcofund-project.eu))

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



Username \*

E-mail Address

Password \*

Confirm Password \*

Show privacy policy

I agree to the privacy policy and the data treatment.

Register Login

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

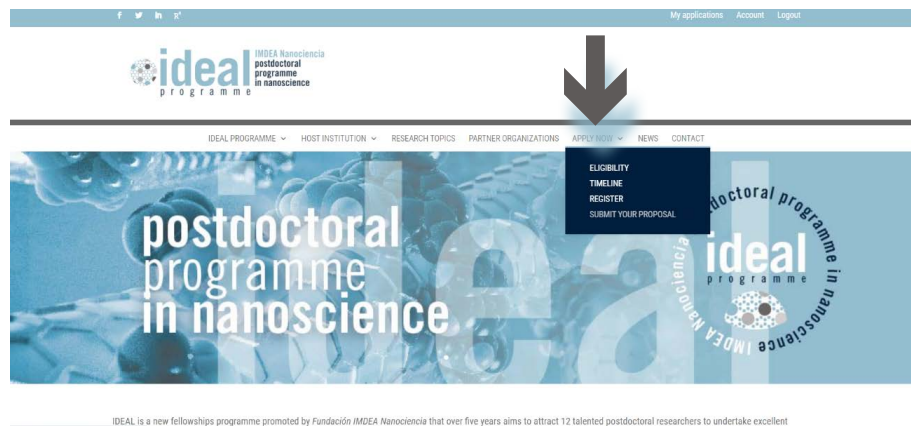


## 2. Submission of proposals

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 proposal* 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 [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 *Application form* button and start with the application process.

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

## Submit your proposal

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

- Title of your project (max. 100 characters).
- Summary of the project (max. 1000 words).
- Complete CV ([template](#)).
- Motivation letter (max. 2 pages).
- Full proposal ([template](#)).
- List of publications.

The full proposal must be submitted using the following [template](#).



## Application form

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

IDEAL proposals  
Personal information

**Name (middle name) (Required)** 

**Surname (s) (Required)**

**Gender**  
We collect this information for statistical purposes.

--Select-- 

**Nationality (Required)**

**Country of residence (Required)**  
Your country of residence at the time of proposal submission

**E-mail (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?

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

Confirmation (Required)

Please, revise the eligibility criteria (Menu APPLY NOW > 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 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.

Inicio > Apply now > Submit application

### Submit application

Link to continue editing later

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

[https://idealcofund-project.eu/apply/application/?gf\\_token=0b20ea78515b4dceb48ae5ae9db6db8b](https://idealcofund-project.eu/apply/application/?gf_token=0b20ea78515b4dceb48ae5ae9db6db8b)

Note: This link will expire after 30 days.

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

Email Address





### 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 received 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, please include "Postdoctoral Call" in the Subject line of the message.

## 3. Check your 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 7 item

<input type="checkbox"/>	ID	Date	Form	Submitter	Step	Status
<input type="checkbox"/>	10	June 29, 2021 at 5:24 pm	IDEAL proposals		Eligibility	Pending 5d, 20h

Bulk actions Apply 7 item

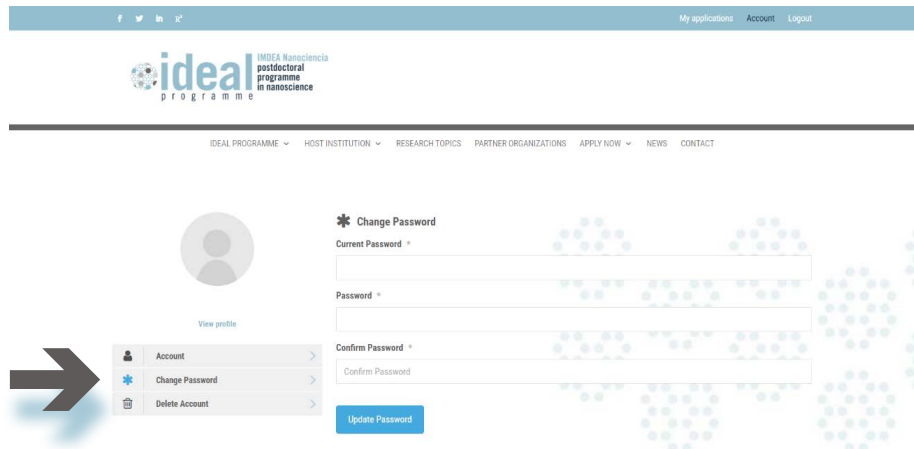


## 4. Account options

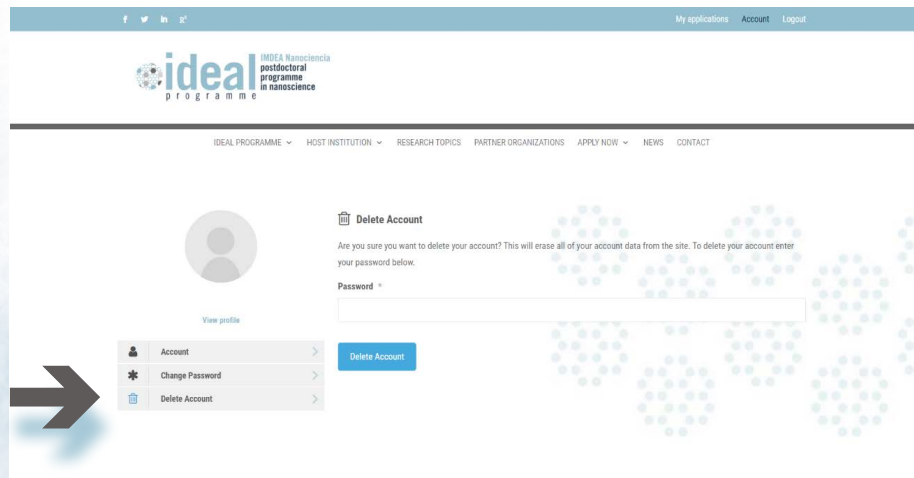
On the Account area you have the possibilities to consult your registration details, change your password and delete your account.



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.







<https://idealcofund-project.eu>

# Guide for user registration and submission of proposals

## Contact

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