

YOUNG SCHOLARS SELECTION ANNOUNCEMENT
FOR THE AWARDING OF SENIOR RESEARCH GRANTS - 2014
FUNDING APPLICATION INSTRUCTIONS

➤ **REGISTRATION:**

Please visit the following website:

<http://unipd.cineca.it/progettogiovani>

and register by clicking the 'Registration' link at the foot of the page.

Registration is compulsory for application and applicants may register once only.

Once you have completed the registration procedure, you will receive an email containing a username and a password that will enable you to access the funding application page.

Registered applicants may use their username and password to access the page or request their details again if mislaid.

➤ **APPLICATION NOTES:**

To fill in the application form press:



The main commands are:



Display



Fill in

Each time you fill in, edit or delete part of the application form, click the **<Update>** button to save your details. Saving means that you can still edit the information you have provided.

<Submit> is carried out to complete registration and must be done only when all your details are correct. When you 'Submit', you can no longer edit your details.

➤ **THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION**

To fill in the application form correctly, you must first upload your attachments by clicking **<ATTACH>**. Attachments must be in pdf format only.

Once all of your attachments have been uploaded, you may then link them to their application field (e.g. identity document, certifications, publications etc.).

Please note that the **maximum size** of each file must not exceed **10MB**. All files must be in pdf format, including academic publications.

➤ **REFEREES AND LETTERS OF REFERENCE**

Applicants must give the names of two referees who can be contacted for a letter of reference; please provide their name, surname, employer and email address.

Click **<Update>** and then **<Send mail>**. This will send your referees a request to complete an online letter of reference. Referees are required to send their letter of reference no later than 15 days after the selection announcement has closed.

Letters of reference will only be available to the University of Padua's Research Service and to the Selection Committee. Only the letters of reference that arrive will be used for evaluation purposes.

➤ OTHER INSTRUCTIONS

- Please contact the Research Service if you have any **administrative inquiries**:

Tel. +39 049 827 - 1871 - 1924 - 1867 - 1923

e-mail: bando.giovani@unipd.it

- A telephone helpline run by the Italian Consortium of Universities (CINECA) is available for any **online procedure inquiries**:

Tel: +39 051 6171971 and email: unipadova@cineca.it.