Technical guidelines for the submission of the application form for research grants

within the ERC project "Republics on the Stage of Kings. Representing Republican State Power in the Europe of Absolute Monarchies (late 16th - early 18th century). <u>The case of the Republic of Ragusa</u>"

(The online application is open from 10 April 2018 to 09 May 2018 at 13.00 CEST)

Online form available at: ***https://pica.cineca.it/unipd/***

1.   The application form must only be submitted online. No hard copy of the application must be sent by post.

2.   Before filling in the application form, please read carefully the selection announcement, in particular in order to VERIFY THE ELIGIBILITY CRITERIA AND THE DOCUMENTS TO BE SUBMITTED.

3.   PLEASE NOTE: ALL DOCUMENTS MUST BE UPLOADED IN PDF FORMAT AND, IN SOME CASES, THEY MUST BE PRINTED, SIGNED AND UPLOADED. WE ADVISE APPLICANTS TO USE A PC CONNECTED WITH A PRINTER AND A SCANNER

4.   It is possible to fill in the application form by logging in at different times and saving the data. In order to access a partially completed form, click on "Modify" to complete it.

5.   Further information on the **administrative aspects** of the selection procedure can be requested by writing an email to: giovanbattista.maccotta@unipd.it;
information and clarifications on **scientific aspects** can be requested by sending an email to: alessandro.metlica@unipd.it;
for **technical problems** write to: unipadova@cineca.it Requests sent to other email addresses may not be read.

6.   After the application has been correctly filled in and submitted, applicants will receive an email with the confirmation of the submission.
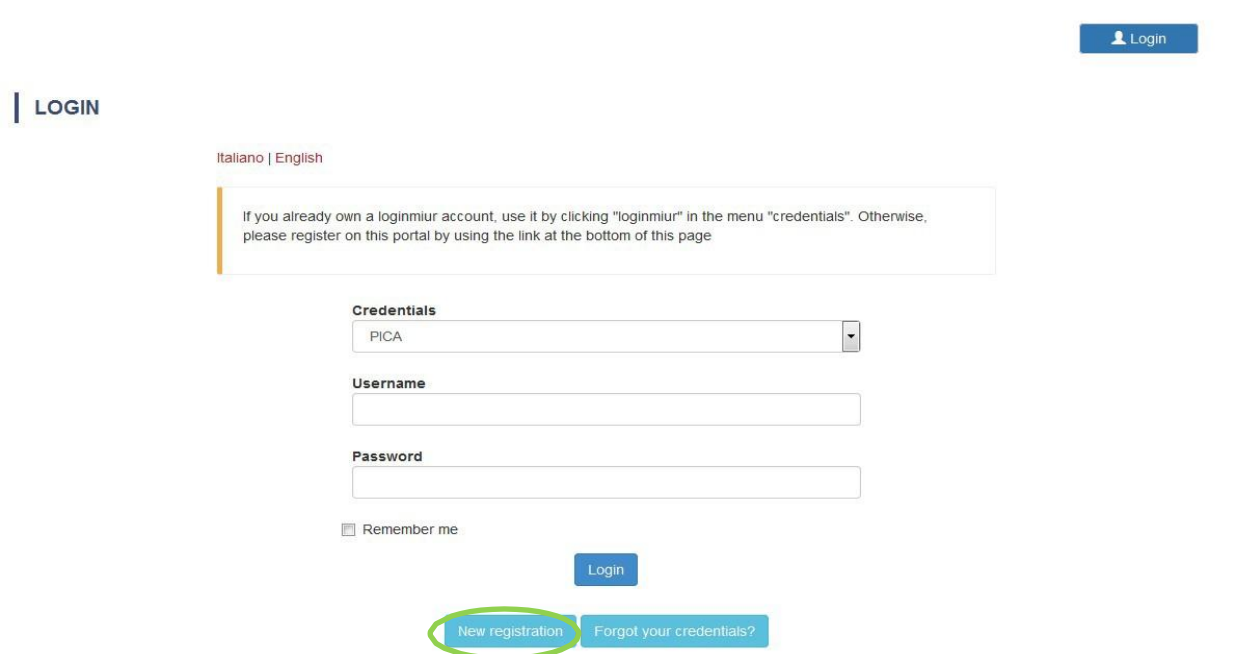
1. REGISTRATION

Go to the website **https://pica.cineca.it/unipd**
At the first access applicants need to register by clicking on 'Register' and complete the form (Pictures 1,2).

If applicants already have LOGINMIUR credentials, they don't need to register again. They must access with their LOGINMIUR username and password in the relevant LOGINMIUR field.
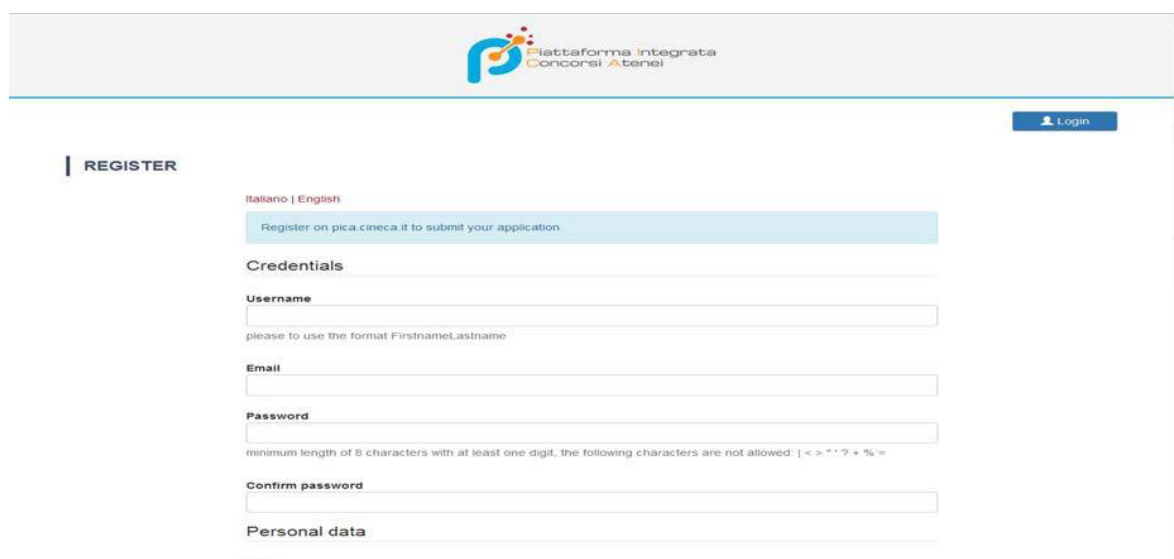
If you have misplaced your password, click on "**Forgot Your Credentials?**"

Picture 1 – Registration home page.

Picture 2 – Registration data.

After having filled the form, click on 'New Registration' (picture 3). You will receive an email to confirm their registration. In case you don't receive or cannot see the email please write to unipadova@cineca.it

Picture 3 – Registration fields.

2. APPLICATION FORM ACCESS

Once registered, it is possible to access the website **https://pica.cineca.it/unipd.** Please enter the username and password that were supplied to you. After having logged in, you can start a new application by clicking on 'New Submission'. Before filling in the application form, you can modify your personal data by clicking on the top-right button (User Profile) (picture 4).
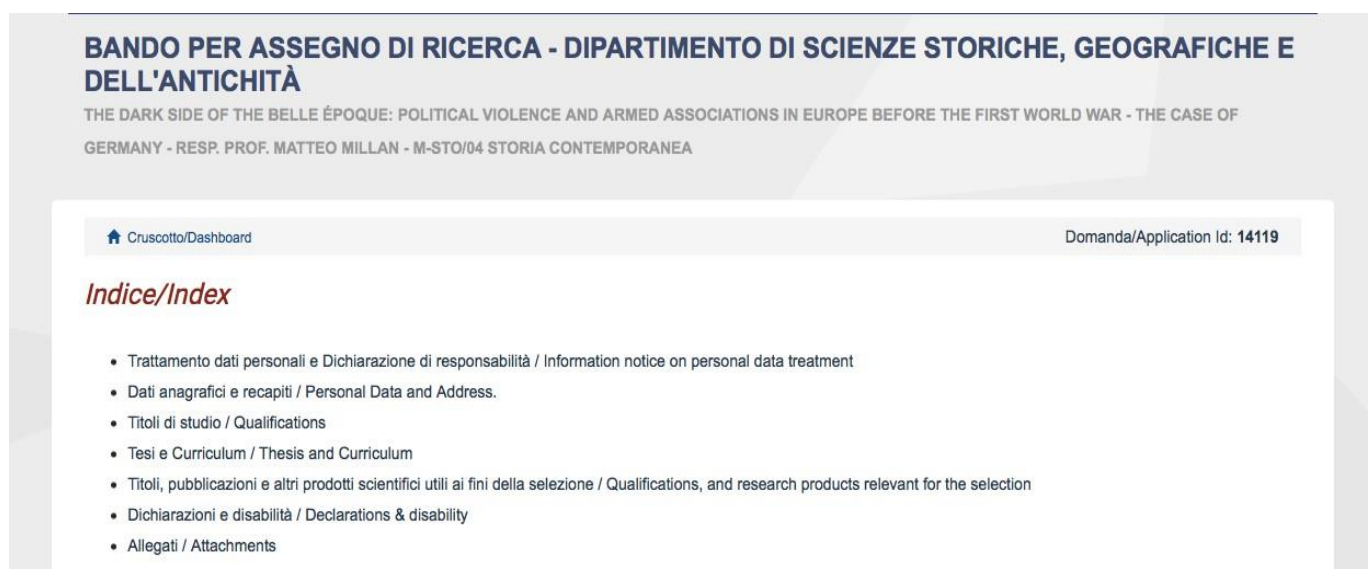
Picture 4 – New submission.

➢ After having filled a section, you always have to click "SAVE AND PROCEED". If the data have been correctly filled in you will go directly to the next section. Otherwise, error messages will be displayed and you will have to correct the data.

3. SECTIONS OF THE APPLICATION.

Picture 5 – Application Sections

3.1. "INFORMATION NOTICE ON PERSONAL DATA TREATMENT" SECTION

In the Section "Information notice on personal data treatment" you have to read and subscribe a series of declarations.

3.2. "PERSONAL DATA AND ADDRESS" SECTION

You will find this section already pre-filled with the data you have added during the registration procedure. You have to fill in the missing details.

3.3. "QUALIFICATIONS" SECTION

In the section "Qualifications", under the entry "Tipo/Type", you have to choose from the four options given. Then you can fill in the following entries (picture 6).

Picture 6. "Qualifications" section, "Type" entry

Under the entry "Titolo di Studio/Major" you have to indicate the field in which you received you master degree. Under the entry "Date" you have to indicate when you were awarded your degree (format: DD/MM/YYYY) (picture 7)

Picture 7 – Section "Qualification"

3.4. SECTION "THESIS AND CURRICULUM"

In this section, you have to fill in only the entry regarding your PhD thesis. The entry "Thesis" can be left blank (picture 8). To attach the .pdf version of your PhD thesis, click on "Scegli File" and then upload the file.

Picture 8.

Tesi e Curriculum / Thesis and Curriculum

3.5. "QUALIFICATIONS AND RESEARCH PRODUCTS RELEVANT FOR THE SELECTION" SECTION

In this section, under the entry "Pubblicazioni e prodotti della ricerca ritenuti utili ai fini della selezione", you can upload your publications. **Please, remember that you can upload up to 4 publications, including your PhD thesis**. To upload your publications, please click on "Insert manually", then select the type of publication. Unfortunately, the drop down menu is available only in Italian. Here you can find a translation of the most common types of publication:

Articolo in rivista	Journal article
Recensione in rivista	Review
Contributo in volume	Book chapter
Prefazione/Postfazione	Preface/Postface
Monografia	Monography/book

After having selected the type of your publication, fill in the entry "Insert reference in citation format" [e.g.: James M. Jasper, "Emotions and Social Movements: Twenty Years of Theory and Research", Annual Review of Sociology 37, no. 1 (2011)]. Then upload the publication by clicking on "Scegli file". Then click on "Add" to add another publication. (picture 9)

Picture 9 – Add and upload your publications.

In the section "Qualifications and research products relevant for the selection", under the entry "Other Attachments", please upload the "**List of qualifications and publications**" required by the call. Moreover, you can also upload other certifications or documents that you think might be relevant for the evaluation of your application.

➢ The reference letters should not be uploaded in this section! A specific procedure is provided after the submission of your application.

3.6. "DECLARATIONS & DISABILITY" SECTION

In this section you have to read and subscribe a series of declarations. Moreover, you can inform the competent offices that you need some support due to a disability.

3.7. "ATTACHMENTS" SECTION
In this section, please upload an identity document (i.e. an identity card, passport or driving licence).
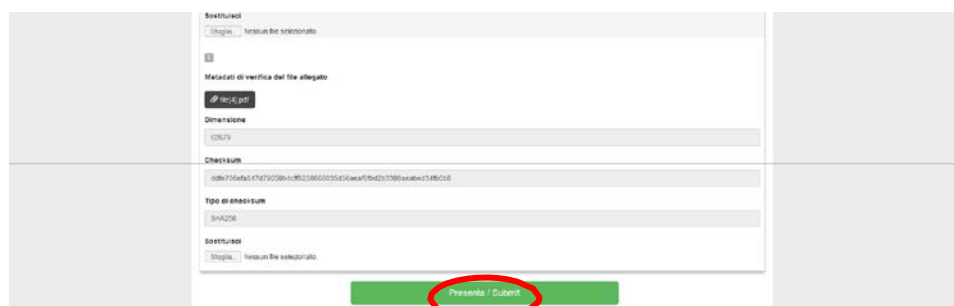
4. SUBMIT THE APPLICATION.

After having filled in the last section, you will be redirected to the dashboard, where you can find the draft of your application form. In order to submit it you have to click on 'Submit' (picture 10).
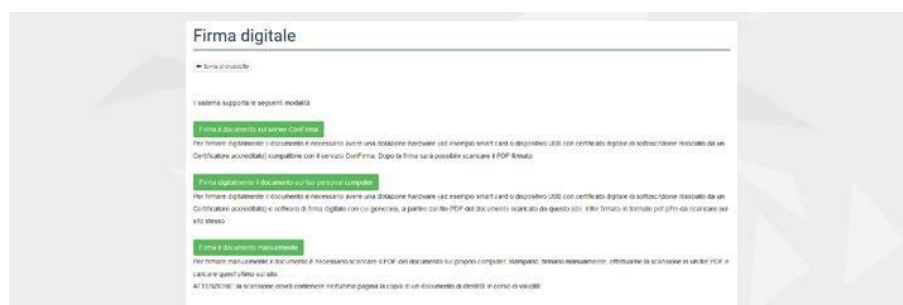
Picture. 10 – Submission of the application
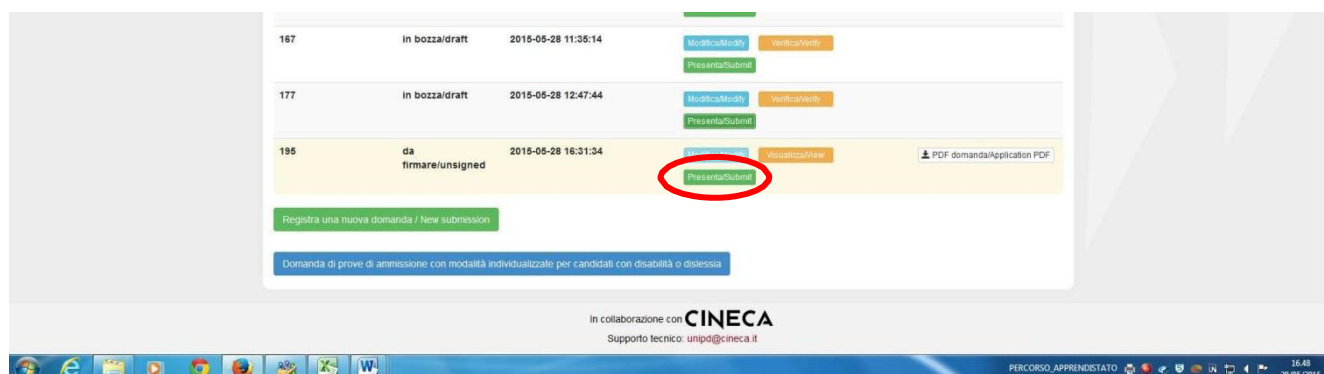
If the application has been filled in correctly, you will see the .pdf file of the application. In case of mistakes, you will receive an error message and the application must be corrected. Once the application has been corrected, you will be directed to the following section and will have to click on 'Submit' (picture 11).

Picture 11 – Submission of the application

After the submission, you have three options for signing the application. You have to choose one of them and follow the instructions (picture 12).

**Picture 12 – Signing the application**

If you choose to sign the application manually (no digital signature), **you have to print the application, sign it, scan it and upload the signed version**. After the submission applicants will receive an email with a confirmation of the submission. Applicants will always be able to log into their account, personal data and application form.

5. REFERENCE LETTERS

After having submitted the signed applications, you will find in the dashboard the *"Reference Letters"'*button on the dashboard (picture 13). Click on it to add the name and **institutional** email addresses of your referees.

Picture 13 – Reference Letters.
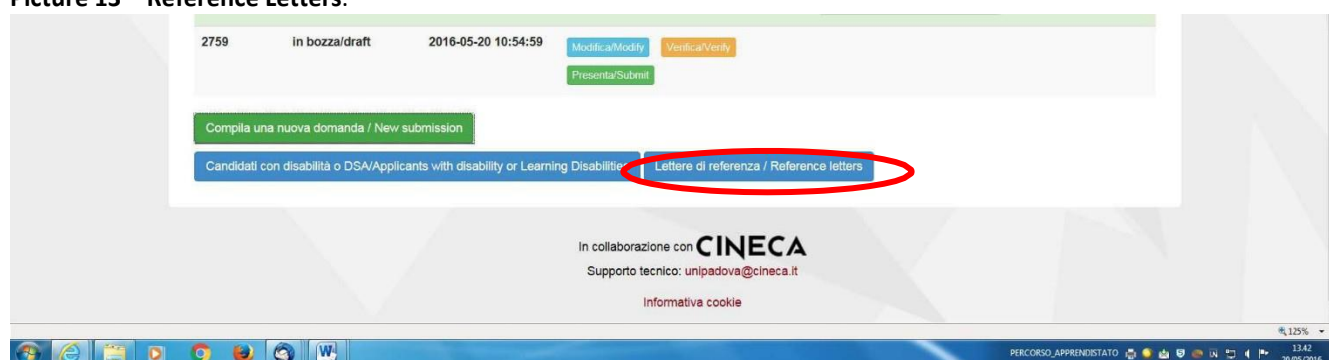
The referees will receive an email, inviting them to complete an online reference letter. References must be personally written and sent by the referees using the online procedure, before the deadline of 09 May 2018 at 13.00 (CET). After the referee has submitted the reference letter, the candidate will receive an email to inform him/her that the letter has been uploaded.

➢   Reference letters submitted after the deadline or attached or sent in different ways will not be taken into consideration.

6. MODIFYING OR WITHDRAWING THE APPLICATION

If they have already submitted the application form and received a confirmation email, applicants cannot modify the application form but can withdraw it by following the relevant procedure available on the dashboard and submit a new application form.

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