

Application

- The deadline for submitting applications will be until the 3rd of June from the day after the date of publication of the call.
- The application will be available at the Website of the Universidad Autónoma de Madrid (UAM), accessing the following link: <https://sede.uam.es/sede/piproyectos>.
- The submission of the application will begin, by clicking on the button "*Iniciar trámite online*" and will consist of three phases: Identification, Complete the application and Registration.

-Identification Phase

- For those who already belong to the UAM collective and, therefore, have an email address belonging to the domain "@ uam.es", they must use the "Acceso con usuario y contraseña", of which already have.
- If the applicant does not belong to the UAM group, he will have two options to identify himself:

- o Interested parties who have an electronic certificate, or any other identification system of the Administrative Public Sector through the use of agreed passwords, must use the " Acceso con CI@ve ".
- o The rest of the interested parties who cannot use the previous identification methods may use the UAM Unified Registry of Applicants (RUS). In this registry, your personal data will be collected and you will be assigned an username and password with which you will be able to access the electronic site to submit the application, attach the required documents and check the status of its processing of files. The issuance of the credentials and the inclusion in the RUS do not imply the recognition by the UAM of the fulfillment of the requirements demanded of the interested party, the latter being responsible for the veracity of the information provided. The RUS is available on the internet by accessing the link: rus.uam.es

Those who access the RUS must follow the instructions in the document " Manual de usuario del RUS " found in the "Área de descargas" (download área) section within "Descripción" to obtain a username and password. Once the registration phase has concluded, and they have an active RUS user, they will access the link where the application is available, starting the process by entering the username and password obtained in the RUS in the "Acceso con usuario y contraseña" (access with username and password)

Application completion phase:

The applicants will have the instructions to complete the electronic procedure in the "Ayuda" section. The application form will be completed as follows:

- o The personal data requested will be included in the " Interesado " section, those highlighted in red being compulsory.



- The following documents will be attached:
 - CURRICULUM VITAE
 - Motivation Letter (maximun 2 pages)
 - Academic transcript from Bachelor and Master Studies

These documents must be submitted in PDF format

Registration phase.

- The application form will be presented in the Electronic Registry of the UAM, so those interested should follow the instructions indicated on the screen in the "Ayuda" section. During the process, they should not leave the Electronic Office, until they receive a message on the screen stating **"Enhorabuena, su solicitud ha sido registrada correctamente"**. If you receive this message, you have successfully completed all phases of the application process.

Failure to submit the application in a timely manner will entail the definitive exclusion of the applicant in the selection process.

Material, arithmetic or factual errors that may be noticed may be corrected at any time ex officio, or at the request of the interested parties.