Programme SASPRO
Guide of application submission

updated version - June 2015

This Guide gives you all information needed for online application submission under the Programme SASPRO.

Application can be submitted only via online system available from Programme SASPRO website. Any other way of submission is not eligible.

REGISTRATION

Registration is the first step to application submission. It allows you to create account to the online system enabling you to prepare, change and submit the application. Results of the evaluation of your application will be also visible in the system.

Registration form is available at the address: http://www.saspro.sav.sk/Registration.

Fig. 1 Registration form

During the registration you will be asked to provide your name, surname and e-mail address. You will also need to choose the password which should be strong enough (some hints how to choose secure password can be found on http://www.bu.edu/infosec/howtos/how-to-choose-a-password/). The last part of the registration is checking the box that you agree with collecting and processing of data provided during the registration. All parts of registration form must be filled in.

After successful registration the activation e-mail will be sent to e-mail address provided by you. You will need to click on the link in the e-mail which will redirect you to the Programme website.

Once your account is activated the login form is available from the Programme SASPRO website through the lock icon (Fig. 2; red arrow) or directly at the address: http://www.saspro.sav.sk/is.

Fig. 2 Access to the login form from the Programme SASPRO website

IMPORTANT NOTE **!!!**

Please remember that your login name is an e-mail address provided by you during the registration. In the case you provide different e-mail address in your application, your previous e-mail address will be overwritten. This also affects your login name (you will have to login with the new address).

Fig. 3 Login form

Welcome! Please enter your e-mail and password below.

E-mail: test@test.com
Password: ••••••••••••••

Log On   Reset Password

RESETTING OF PASSWORD

To reset your password, fill in your email address to the login form and press button „Reset Password" (Fig. 4). Subsequently, you will receive an email with the reset link. You will be navigated on the website by clicking on the link in the email. Then enter your email into the login form (without the password) and press the „Log On" button. You will be asked to provide and confirm your new password (Fig. 5).

Fig. 4 Password reset

Fig. 5 Setting a new password

APPLICATION PREPARATION

Application consists of several parts and additional documents:

- Part A1 – Proposal and Applicant Information

- Part A2 – Host Organisation Information

- Part A3 - Budget

- Part B – Curriculum Vitae

- Part C – Research project

- Part D – Letter of Commitment of the Host Organisation

- Part E – Data protection and declaration of the information correctness

- Scan version of the PhD or equivalent diploma

- Documentation for requested extension of the eligibility window

- Recommendation letter(s) (preferably one from current or last employer) (maximum 2 letters)

Parts A1, A2, A3 and E are prepared online solely; parts B, C, D have templates which can be downloaded from the Programme SASPRO website, then you should complete them and upload to the system. Additional documents (scanned versions of documents) are also uploaded.

The size of individual uploaded document should not exceed 2 MB.

These documents must be uploaded in the .pdf format (not .doc, .docx, etc.)!

Detailed information how to complete individual parts of application can be found in the **Guide for applicants, Section 3 – How to apply**.

The individual parts of the application are organized in the tabs panel on the top of the page. You can directly switch between the parts through this panel (Fig. 6).

Fig. 6 Tabs panel – organization of the individual parts of the application

IMPORTANT BUTTONS

Button "My details"

This button allows you to see basic information provided during the registration and to change your password.

Button "Edit"

Standard mode of the application is preview mode. If you want to edit your application you need to click on the "Edit" button which allows you to make changes in the individual tabs. This button is placed above the tabs panel.

Button "Save"

Provided information is saved by pressing the button "Save" on the top or on the bottom of the page. This button is placed in each tab. Data are not lost when you switch between the tabs, but we highly recommend to save your data regularly.

Data are not saved automatically which means when you log off without pressing the button "Save" your data will be lost.

Button "Save and close"

After pressing the button "Save and close" your data will be saved and you will leave the edit mode. If you want to continue in editing your application, we recommend you to save your data by "Save" button which allows you stay in the edit mode.

Button "Cancel"

When you press button "Cancel" your data will not be saved and your current tab will be closed.

Button "Spyglass/Find"

This button allows you to search in the list. It is placed next some text boxes in the application (e. g. countries, nationalities).

SEARCHING IN THE LISTS

In some parts of application you can browse lists of options. List is open by clicking on spyglass icon as mentioned above. You can directly choose from the options or you can search for some specific word through the search box. Type few characters from the word that you want to find and then press button "Search" (Fig. 7; red arrow). Options containing given characters sequence appears. Then you select your option by direct clicking on it (Fig. 7; green arrow).

Fig. 7 Searching in the list
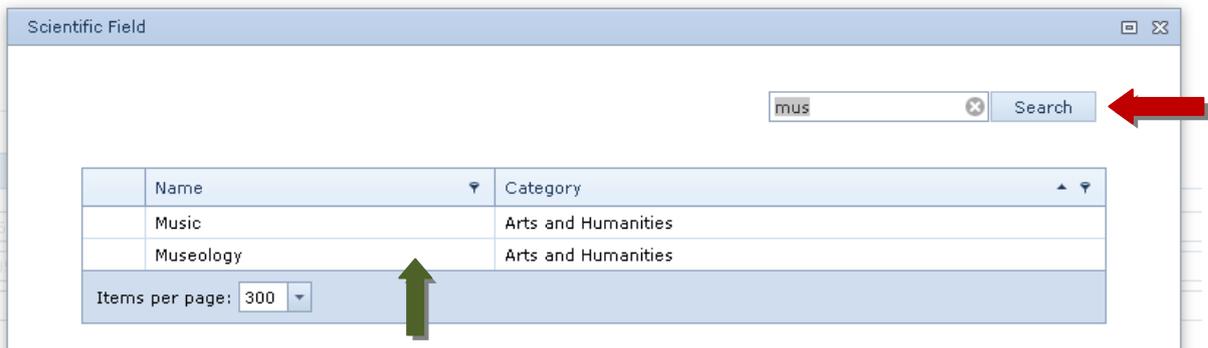
SUBMISSION OF THE APPLICATION

Only submitted applications will be assessed within the evaluation process. To submit your application press the "Submit" button on the top menu (Fig. 8; red arrow). After this, the submission date will be generated. There is no need to press the "Submit" button for the individual tabs of the application. By pressing this button you submit whole application at once.

Your application can be edited and re-submitted multiple times until the deadline. To edit your saved (or submitted) application, press the "Edit" button on the top menu (Fig. 8; green arrow).

Fig. 8 Application submission and editing
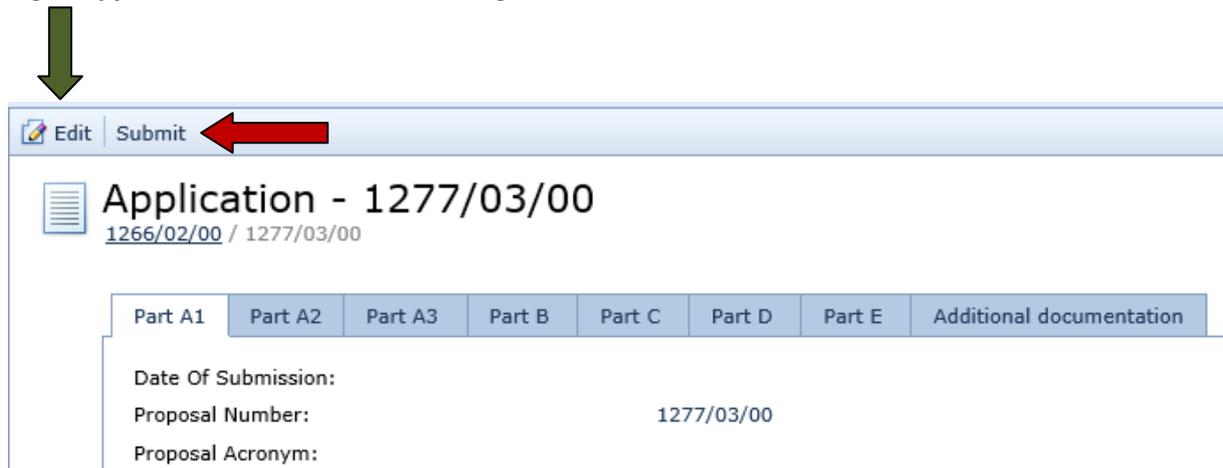
Part A1: Proposal and Applicant Information

Proposal Number	*[pre-filled by the system]*
Proposal Acronym	*The short title or acronym will be used to identify your proposal efficiently in this call. It should be no more than 20 characters (use standard alphabet and numbers only; no spaces, symbols or special characters)*

General Information on the Proposal

Call identifier	*[pre-filled by the system]*
Mobility scheme	*Incoming/Reintegration*
Proposal title (max. 180 characters; non-confidential information)	*The title should be no longer than 180 characters and should be understandable to the non-specialist in your field.*
Expected start date	*DD/MM/YYYY*
Expected end date	*DD/MM/YYYY*
Duration in months	*Duration of the fellowship in full month [automatically calculated based on the indicated Start date and End date]*
Primary Evaluation Committee	*[pre-filled by the system based on the Host institution selected by the applicant]*
Secondary Evaluation Committee	*Filled by the applicant, if the Primary Evaluation Committee is not fully relevant to the content of the research proposal.*
Keywords	*Keyword which best characterise the subject of your research proposal; limit of 200 characters.*
Scientific area(s)	*Select maximum 3 scientific areas within those the research project fits best.*
Abstract (min. 100 and max. 2000 characters; non-confidential information)	*The abstract (summary) should, at a glance, provide the reader with a clear understanding of the objectives of the research proposal and how they will be achieved. The abstract will be used as the short description of your research proposal in the evaluation process and in communications to contact in particular the potential evaluators. It must therefore be short and precise and should not contain restricted information.* *There is a limit of 2000 characters (spaces and line breaks included).*
Ethical Issues	
Does the research proposal raise any ethical issues, as specified in the Ethical Issues Table?	*[Yes/No]* ***The Ethical Issues Table*** *(Annex II of the GfA)* ***has to be completed*** *even if there are no issues (simply confirm that none of the ethical issues apply to the proposal).* *If any of the ethical issues indicated in the Ethical Issues Table apply to your proposal, you must provide a brief explanation of the ethical issues involved and how it will be dealt with appropriately. This explanation should be given in the Section 8 of the Part C of the application.*

Information on the Applicant

Title	*Titles before name(e. g. Prof., Assoc. Prof., Dr.)*
Family name	*Last name as given on Passport or Identity Card.*
Family name at birth	*Your last name at birth.*
First name(s)	*Your first name(s) as given on Passport or Identity Card.*
Title 2	*Titles after name (e. g. PhD.)*
Gender **Female (F)/Male (M)**	*This information serves for statistical and mailing purposes. Indicate Female or Male as appropriate.*
Nationality	*Please select the country.* *Choose the nationality from the list after the clicking on the spyglass icon (right side of the text box).*
Country of residence	*Please select the country in which you legally reside.* *Choose the country from the list after the clicking on the spyglass icon (right side of the text box).*
Date of the birth **(DD/MM/YYYY)**	*Please specify your date of birth using the format DD/MM/YYYY.*
Country of birth	*Please select the country in which you were born.* *Choose the country from the list after the clicking on the spyglass icon (right side of the text box).*
Contact Information	
Current organisation name (if applicable)	*Official name of your current organisation.*
Current Department/Faculty/Inst itute/Laboratory name (if applicable)	*Name of your current Department/Faculty/Institute/Laboratory.*
Street name	*Street name.*
Number	*Number.*
City	*The city, in English.*
Postal code	
Country	*Please select the country.* *Choose the country from the list after the clicking on the spyglass icon (right side of the text box).*
Phone	*Please insert the full phone number including country and city/area code.*
e-mail	*Please insert just one your e-mail address.*

	[pre-filled by the system according to the information provided during the registration, but it can be changed by the applicant]
	Please note that the e-mail is the main channel of the communication between you and the SASPRO officers, therefore please verify that the provided e-mail address is correct.

Academic Training	
Date of (first) PhD (or equivalent) award	*Please provide the date of award of your doctoral degree (or equivalent degree) using the format DD/MM/YYYY.* *This should correspond to the date on the actual original PhD. certificate. Scanned copy of the PhD. Certificate/Diploma must be provided with the application.*
Do you hold the degree "Doctor of medicine" (MD)?	*[Yes/No]* *If you hold the MD (as equivalent to the PhD.), please attach the additional documentation required as an annex to your application and enter the date of the PhD. equivalent award.*
Do you request an extension of the eligibility window?	*In case you wish to request an extension to your eligibility window. Please enter the reasons for the extension of the eligibility window reasons. Please attach all necessary supporting documents as annexes to your application.* *Maximum three documents can be attached as additional supporting documentation for the extension request. If you want to provide more documents, please merge them to one pdf file.*

Part A2: Host Organisation Information

Name of the host organisation	*Official name of the host organisation.*
Department name	*Name of the department where the applicant plans to perform his/her research.*
Family name of the authorized representative	*Last name as given in the Passport or ID card.*
First name of the authorized representative	*First name.*
Titles of the authorized representative	*Titles before name and after name (e. g. Prof., Assoc. Prof., Dr., PhD.)*
Position of the authorized representative	*e. g. Director of the Host Organisation*
Family name of the Scientist in Charge	*Last name as given in the Passport or ID card.* *Scientist in Charge is a person from the department of the host*

	organisations who provides a scientific guidance to the fellow.
First name of the Scientist in Charge	*First name.*
Titles of the Scientist in Charge	*Titles before name and after name (e. g. Prof., Assoc. Prof., Dr., PhD.)*

Form A3: Budget

Financial Information [Euro] – whole duration of the project
This financial data summarises the total requested financial resources.
Programme SASPRO covers only direct or indirect eligible costs.
Direct eligible costs for fellow:
Living allowance Travel/mobility allowance Research cost
Indirect eligible costs for host organisation:
Overheads
 In the case that your fellowship is planned to be shorter than 3 years, the amounts in the irrelevant years will be 0 (zero).

	Year 1	**Year 2**	**Year 3**
A - Living allowance	*Requested living allowance. Possible amount depends on the research experiences of the applicant.* *In whole Euros per year.*	*Requested living allowance. Possible amount depends on the research experiences of the applicant.* *In whole Euros per year.*	*Requested living allowance. Possible amount depends on the research experiences of the applicant.* *In whole Euros per year.*
B - Travel/mobility allowance	*Requested travel/mobility allowance. Possible amount depends on the family obligations of the applicant and on the age of the applicant's children.* *In whole Euros per year.*	*Requested travel/mobility allowance. Possible amount depends on the family obligations of the applicant and on the age of the applicant's children.* *In whole Euros per year.*	*Requested travel/mobility allowance. Possible amount depends on the family obligations of the applicant and on the age of the applicant's children.* *In whole Euros per year.*
C - Research costs	*Requested financial resources for the research. Possible amount depends on the*	*Requested financial resources for the research. Possible amount depends on the*	*Requested financial resources for the research. Possible amount depends on the*

	type of the research proposed by the applicant. *In whole Euros per year.*	*type of the research proposed by the applicant.* *In whole Euros per year.*	*type of the research proposed by the applicant.* *In whole Euros per year.*
D = A+B+C	*Sum of the Living allowance, Travel/mobility allowance and Research costs.* *The sum will be automatically calculated by the system after pressing the button "Save"*	*Sum of the Living allowance, Travel/mobility allowance and Research costs.* *The sum will be automatically calculated by the system after pressing the button "Save"*	*Sum of the Living allowance, Travel/mobility allowance and Research costs.* *The sum will be automatically calculated by the system after pressing the button "Save"*
E - Overheads	*Requested overheads. Maximum 8,5% of the D.* *In whole Euros per year.*	*Requested overheads. Maximum 8,5% of the D.* *In whole Euros per year.*	*Requested overheads. Maximum 8,5% of the D.* *In whole Euros per year.*
D+E	*Sum of the D+E.* *The sum will be automatically calculated by the system after pressing the button "Save"*	*Sum of the D+E.* *The sum will be automatically calculated by the system after pressing the button "Save"*	*Sum of the D+E.* *The sum will be automatically calculated by the system after pressing the button "Save"*

Part B – Curriculum Vitae - template can be found on http://www.saspro.sav.sk/Downloads - section "For applicants"

Part C – Research project - template can be found on http://www.saspro.sav.sk/Downloads - section "For applicants"

Part D - Letter of Commitment of the Host Organisation - template can be found on http://www.saspro.sav.sk/Downloads - section "For applicants". It must be signed by the Authorized representative of the Host organisation and by the Scientist in Charge.

Part E – Data protection and declaration of the information correctness

This part is completed by checking the box "Yes, I agree" below the text. Name and surname of the applicant is generated automatically according to the information provided by the applicant in the part A1. Date will be set according to the moment of pressing the button "Save".