The calls channel at a glance

Research and technical staff · forms 17.1 and 17.3

Everything runs through the same online channel: what one person writes passes to the next without anyone retyping it, and every step records who did it and when.

1

Proposes the position

Principal investigator

Fills in the form with the project, the budget reference, the profile, the qualification and the conditions. Several positions may be advertised at once.

Output: receipt with the reference

2

Reviews the proposal

Research Management Service

Checks that it is properly drafted. Either approves it or returns it with reasons, which are sent to the investigator.

Without this review the position cannot be advertised

3

Advertises

Managing unit

Sets the final salary and the dates. One button assigns the code, drafts the bilingual call, registers the position and sets up the Committee.

Output: the call and the application link

4

Apply

Applicants

No Google account and no digital certificate. The form is in Spanish and English and closes by itself when the deadline passes.

Output: file number and receipt

5

Selects

Selection Committee

Admits or excludes with reasons, settles objections and scores those who meet the requirements, against the institutional scale for their category, published in the OTM-R section. Every score carries its explanation.

Output: lists, minutes and award proposal

6

Decides and notifies

Managing unit

Notifies the proposal, issues the award decision with the appeals available and sends each applicant their score by section and their situation. Where no one meets the requirement, the position may be declared vacant with reasons.

Each email: only that person's data, in their language

Time limits are counted by the system. Ten working days to apply; five to object to the provisional list; five more to object to the award proposal. · **Documents are produced automatically** and kept in the folder of the position: lists, minutes, proposal and decision. · **In English** where the applicant filled in the form in that language.

This is an unofficial translation; the Spanish version prevails.