HR EXCELLENCE IN RESEARCH AWARD RENEWAL

What each person sees

The screens of the calls channel · forms 17.1 and 17.3

Visual manual of the channel for the open, transparent and merit-based recruitment (OTM-R) of research and technical staff

University of León
Vice-Rectorate for Research and Knowledge Transfer

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What each person sees

The screens of the calls channel · forms 17.1 and 17.3

This manual shows the channel as its users see it. The management panel is an internal tool and is available in Spanish only; the screens that applicants use — the application form and the objection form — are shown here in their English version. The images were obtained by opening the forms and filling them in with a fictitious call: this is exactly what each person will see in their browser.

INSTITUTIONAL FRAMEWORK UNIVERSITY OF LEÓN — HRS4R

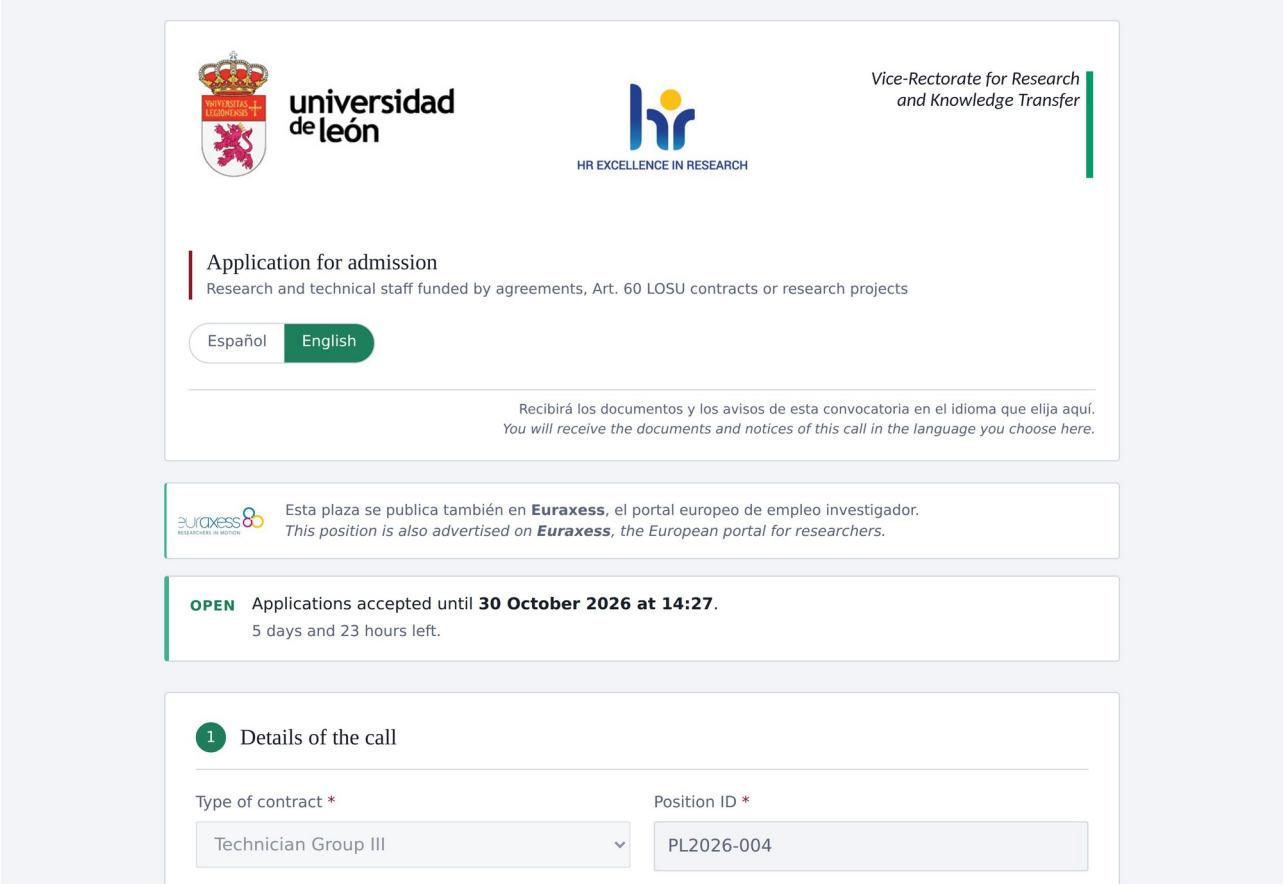
This channel supports the open, transparent and merit-based recruitment (OTM-R) of research and technical staff, in accordance with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (HR Excellence in Research Award).

Names, identity documents and call details are fictitious. This is an unofficial translation of the Spanish manual, which prevails in the event of any discrepancy.

Section 1 · The applicant

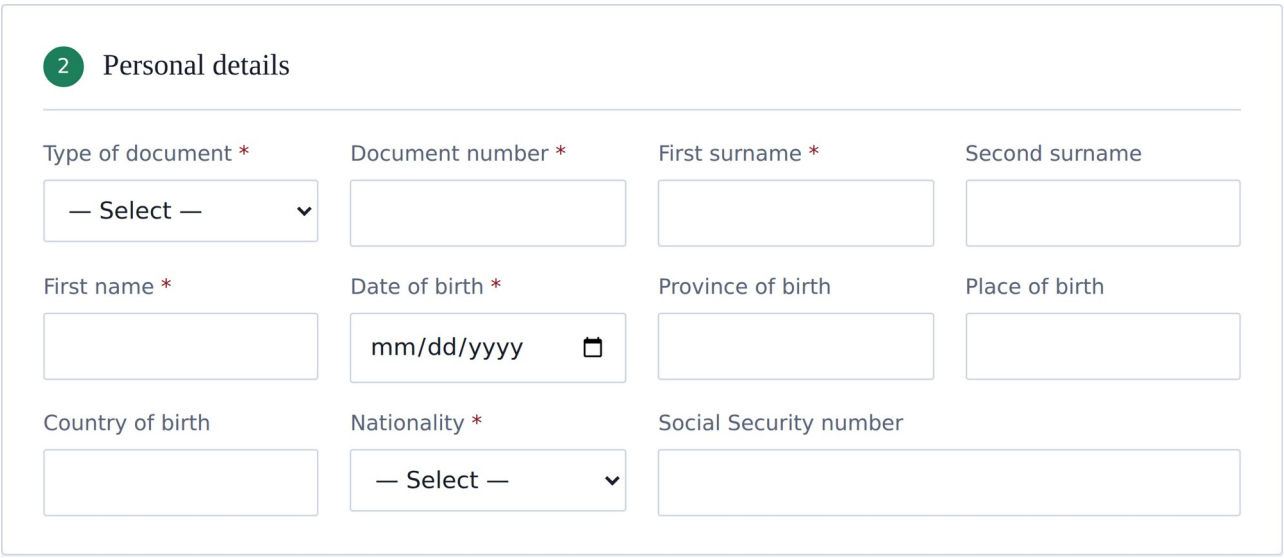
Applications are submitted from the link given in the published call. No Google account or digital certificate is needed, and the form switches between Spanish and English at any point.

1. Opening the form



The application period, with its countdown, and the details of the call, already filled in.

2. Personal details



The language used here determines the language of the documents and notices the applicant will receive.

3. Mandatory documents

3 Contact details for official communications

Street or square and number *

Postcode *

Locality *

Municipality *

Province *

Country *

Phone *

E-mail *

4. Supporting documents

4 Academic qualifications

Qualification you are applying with *

— Select the qualification you are applying with —

The call admits several qualifications. Indicate the one you are applying with.

Other official qualifications

Filed by section in the applicant's folder.

5. Declaration and submission

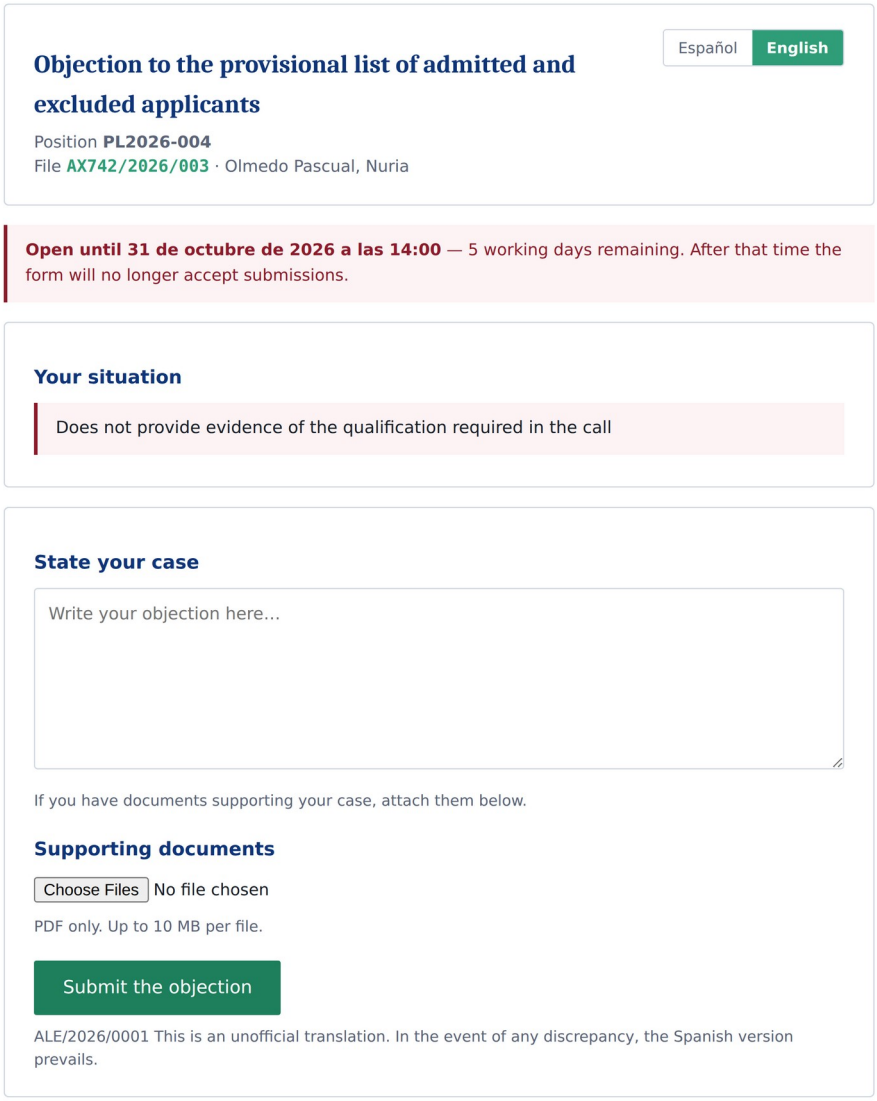
5 Specific requirements of the position profile

Information showing that you meet the specific requirements of the position profile as set out in the terms of the call

Section 2 · Objections

Applicants who are excluded receive their own signed link, which shows the reason for their exclusion and lets them object within five working days.

6. The objection form



Applicants may state their case and attach supporting documents.

Section 3 · The management panel

The panel is used by the Research Management Service, the managing unit and the Selection Committee. It is an internal tool and is available in Spanish only; its screens are shown in the Spanish version of this manual, which also explains what each role can do:

- The principal investigator proposes the position, decides on admission and exclusion, settles objections and leads the scoring.
- The Research Management Service reviews each proposal before it can be published.
- The managing unit publishes the call, sends the file to the Selection Committee, issues the minutes and the award decision, and notifies each applicant.
- The members of the Selection Committee score the admitted applicants on a shared table, and every score must be explained.

> **What applicants receive in English**
>
> Applicants who fill in the form in English receive the provisional and final lists of admitted and excluded applicants, the award proposal, the award decision and all individual notices in English, alongside the Spanish version, which prevails.