

Frequently Asked Questions

Can the R&D Centres use the on-line registration option to present the application?

Yes, they can use the on-line registration option as long as the electronic signature of the R&D Centre's legal representative is included. If this method is used, they do not have to present the printed version of the application.

Do the R&D Centres that use the on-line registration option to present their application have to send any additional documentation?

Yes, but all they have to send by post is the accreditation of their legal representative.

If the R&D Centres use the on-line registration option, what is the deadline for the presentation of applications?

Even though the on-line registration option is used, this must be done within the deadline for the presentation of applications, which is sole and exclusive and is that established in the notification.

Can the researchers use the on-line registration option for presenting their applications?

No, in this year's selection process only the R&D Centres can do so.

Where do the researchers and those Centres not using the on-line registration option have to present their applications?

In these cases, once the electronic pre-application has been made, it is essential to present the application within the deadline established in the notification at one or other of the valid registration points so that it can be accepted for processing.

Candidates are recommended to present their applications to the Registrar of the Ministry for Science and Innovation at the following address: Calle Ramírez de Arellano, 29, 28071 Madrid, Spain.

Likewise, they can also be presented at one or other of the places indicated below:

- With the Registrars of the Spanish Government Sub-delegates.
- At Spanish Consulates overseas.
- At those [Ayuntamientos que han suscrito el convenio de Ventanilla Única](#) (Municipal Councils that have signed the One-stop Processing Spot Agreement) with Spain's General State Administration.
- With the Registrars of Spain's Autonomous Regional Governments.
- By registered post in the following manner:
By taking the application to a post office in an unsealed envelope so that it can be stamped and photocopied in order to provide a counterfoil. Once the original application has been signed and stamped, it is inserted into the envelope together with the additional documentation required, which is then sealed. The date on which it is stamped at the post office will be considered as being the registration date of the application.
- In addition to the ways indicated above, the applications can be presented at the remaining places listed in section 4 of article 38 of Spanish Law 30/1992, of November 26, the Public Administration and Common Administrative Procedure Regulation Act.

Can researchers or R&D Centres present their participation applications to the Registrar of a university or R&D Centre?

The valid registration points for the presentation of applications are those indicated in article 25.4 of the notification resolution, in other words, those indicated in the previous question.

The valid registration points DO NOT include either the Registrars of universities or those of the R&D Centres themselves, and therefore the presentation of an application with the Registrar of either of these two entities will NOT be effective until it reaches a valid registration point, in other words the registration date thereof will be the date on which it is received by a valid registration point and not that of the day on which it is presented to the Registrar of a university or R&D Centre.

Is the participation application of a researcher or R&D Centre that presents a record of posting considered as being valid?

NO, only those applications that are checked in by one of the valid registration points indicated in the previous points will be accepted.

Is a participation application that has been checked in by the applicant R&D Centre itself considered as being valid?

NO, registration by the applicant centre itself will not be considered as being valid. Only those applications that are checked in by one of the valid registration points indicated in the previous points will be accepted.

What application presentation methods are recommended for researchers who are overseas residents (do not live in Spain)?

Researchers who are overseas residents must use Spain's foreign diplomatic entities or consulates.

Can researchers who are overseas residents use just any postal service for presenting their applications?

Yes, but applicants must be made aware that no overseas postal services, be they public or private, are considered as being valid registration points. Therefore, in the event of an application being presented at one of these services, its registration date will be that of the day on which it is received by one of the valid registration points indicated above and not that of the day on which it is presented at one of the postal services in question.

Apart from my application request, what additional documentation do I have to present?

Researchers: academic certification with express indication of the date on which the doctorate was obtained. Additionally, those researchers who have suffered one or other of the interruptions described in article 22.1.b) of the notification or who can provide proof of a disability equal to or greater than 65%, in accordance with article 22.2, must include details thereof on their application forms and back it up with documentary accreditation.

R&D Centres: the document accrediting the appointment of the applicant R&D Centre's legal representative.

Do the researchers have to provide a photocopy of their national identity document or passport together with their application?

Only overseas citizens who do not possess Spanish residency must attach a copy of their current passport to their applications.

In all other cases the presentation of the application will involve Spanish citizens or overseas citizens in possession of Spanish residency, the granting of which can be checked by the examining body by accessing the national identity database in accordance with article 3 of Spanish Royal Decree 522/2006.

Must the bidder R&D Centres present certification to prove they are up-to-date with their Taxation and Social Security contributions during the application presentation period open to them?

No. Included on the application form will be a section in which the legal representative of the applicant organisation must state that the entity in question is up-to-date with its taxation and Social Security obligations, as well as with its recapture of earnings obligations. The presentation of the application entails the management organisation being authorised to procure, in those cases in which this is legally required, the certificates to be issued by the State Agency of the Tax Authorities and by the Treasury General of the Social Security.

Is it necessary for the signature of conformance of the legal representative of the corresponding Spanish Autonomous Regional Community to appear on the applications presented by the R&D Centres?

Only in those cases in which the co-financing of the contracts being offered and/or the future creation of permanent posts are dependent thereon.

Is access to these grants restricted to Spanish doctors?

No. The grants are available to all those doctors who meet the requirements established in the notification irrespective of their nationality.

Can applications be simultaneously presented for the Ramón y Cajal and Juan de la Cierva Sub-programmes?

No, it is not possible to present simultaneous applications for the Ramón y Cajal and Juan de la Cierva Sub-programmes. Those researchers who present applications for both sub-programmes shall not be considered for either.

If I am currently on a contract financed by a previously held edition of the Ramón y Cajal Sub-programme, can I take part in this year's selection process? And if I have still not taken up my place at the R&D Centre? And if I renounce my grant?

If you are currently on, or have previously been awarded, a contract financed by the Ramón y Cajal Sub-programme, you **CANNOT** present an application to participate in this selection process. The same applies even if you have not yet taken up your place or have renounced your previously awarded grant. In other words, any researcher who has been awarded a grant under one of the previous editions of these sub-programmes cannot present an application, irrespective of whether he/she has taken up his/her place at the R&D Centre or not

If I am currently on a contract financed by a previously held edition of the Juan de la Cierva Sub-programme, can I take part in this year's selection process? And if I have still not taken up my place at the R&D Centre? And if I renounce my grant?

If you are currently on a grant financed by the Juan de la Cierva Sub-programme, you can only present an application if you have been under contract for longer than 1 year as a result of the sub-programme in question between the date you effectively took up your place at the R&D Centre and June 1, 2010, excluding any suspensions of contract.

If, on the date this notification is published, you have already been awarded a Juan de la Cierva grant, but have not yet taken up your place or you subsequently decide to renounce it, you are not entitled to present an application for the 2010 Ramón y Cajal Sub-programme.

How many applications can be presented?

Each applicant researcher can **only** present **one application**. This application must include the selection of **one subject area**, which has to correspond to the scientific field or area in which the candidate has carried out his/her research activity.

Where can I find the list of the subject areas?

The list of subject areas can be found on the 2010 Ramón y Cajal Sub-programme selection process guide webpage of the Ministry for Science and Innovation website.

Is it possible to make more than one on-line application?

No, the on-line registration option does not allow either Centres or individual candidates to make more than one application via this channel. Applicants can make as many changes to their applications as they wish and save these as they go along, but once an application is considered as fully completed and has been sent off using the on-line registration option, no further applications can be made. The option will provide the corresponding warning messages prior to the final application being generated and sent.

It is necessary for a doctorate obtained overseas to be certified by the Ministry for Education and Science prior to the date on which the resolution notifying of the commencement of the sub-programme comes into force?

NO. The provision of an academic accreditation of the doctorate before or on the date on which the period for presenting applications closes is sufficient.

Which date is considered as being that on which the doctorate is obtained?

The date on which the doctorate is considered as being obtained is the date on which the thesis in question is read and approved. Therefore, in order for this date to be accredited, the candidate must present academic certification with express indication of the date on which the doctorate was obtained.

If I am in my eleventh post-doctorate year, can I present a participation application?

As a general rule, **NO**. To be able to present an application it is necessary that, on the date on which the application presentation period closes, no more than 10 years have elapsed since the date on which you obtained your doctorate. However, and in order to take the social aspects related with your research career into account, article 22.1.b) of the notification specifies the reasons or causes of interruption that are not reckoned with in the 10-year post-doctorate experience period.

Do all of the causes of interruption mean the same extension with respect to the way in which the 10-year post-doctorate experience period is calculated?

No, in this selection process the periods to be applied vary in accordance with the cause accredited as long as it is one of those listed in the article mentioned in the answer to the previous question.

I have taken more than one period of maternity or paternity leave during the 10 years prior to the closure date of the presentation of applications period. In light of this, how much of my post-doctorate experience period is not taken into account?

An extension of 1 year will be applied for each child if and when documental accreditation thereof is included in your application.

I have taken medical leave of 3 months or longer due to illness or accident during the 10 years prior to the closure date of the presentation of applications period. In light of this, how much of my post-doctorate experience period is not taken into account?

An extension equal to the justified period of leave will be applied and then rounded up to full months if and when documental accreditation thereof is included in your application.

I have provided proof of having to care for persons who are dependent upon me in accordance with that stated in Spanish Law 39/2006, of December 14, for a minimum period of 3 months during the 10 years prior to the closure date of the presentation of applications period. In light of this, how much of my post-doctorate experience period is not taken into account?

An extension equal to the justified period of leave will be applied and then rounded up to full months if and when documental accreditation thereof is included in your application.

I did Military Service or the obligatory alternative social work during the 10 years prior to the closure date of the presentation of applications period. In light of this, how much of my post-doctorate experience period is not taken into account?

An extension of one year will be applied if and when documental accreditation thereof is included in your application.

Can I cite more than one reason for my post-doctoral experience having been interrupted?

No.

In the event of having obtained more than one doctorate, which of these must I use for calculating the number of years that have passed since obtaining my doctorate?

The doctorate used for calculating the time that has elapsed since a researcher became a doctor is the first doctorate obtained, irrespective of the relationship between the subject matter of any of the doctorates obtained and the application/s presented.

With respect to the mobility requirement indicated in article 22.3 of having to have occupied post-doctorate posts of at least 24 months at different R&D Centres to that I am going to join via this selection process, up to when is this calculated?

The periods spent at R&D Centres that can be calculated in order to meet this requirement must be understood as falling between the date on which you obtained your doctorate and the last day of the period during which the researchers included in the first proposal of eligible candidates must present their incorporation agreements. This applies to all eligible candidates **including, where appropriate, those who were previously reserves.**

In order to accredit “a tenure of at least 24 months held at a Centre other than that which I intend to join”, can I provide proof of a post held at a one Centre or Public Research Organisation (OPI) Institute and apply to be taken on by another centre that also belongs to the same OPI?

Yes. In this case the OPI will, via its legal representative, have to justify by way of a considered report that the post in question represents indisputable mobility. This justification must be presented by the OPI together with the incorporation agreement. In this context, OPIs are considered as being those public research organisations recognised by Spanish Law 13/1986, of April 14, the Scientific and Technical Research Development and Coordination Act.

Since obtaining my doctorate, I spent time working for a mixed University-Spanish National Research Council (CSIC) Centre. How is this period calculated with respect to the posts held requirement established in the notification?

This post would be considered as having been held both with the CSIC and with the University, meaning that it would not be valid for accrediting posts held at a centre other than the CSIC or the University in question.

Given the fact that I studied for and obtained my doctorate exclusively at an overseas university, must I meet any mobility requirement?

At least 24 months must have elapsed between your obtaining your doctorate and signing the incorporation agreement.

I can accredit a degree of disability equal to or greater than 65%. In light of this, must I meet any of the mobility requirements established by the notification?

No, but at least 24 months must have elapsed between your obtaining your doctorate and signing the incorporation agreement.

Does the 24-month period referred to in the two previous cases have to be accredited before it can be calculated?

Yes, just as the occupation of post-doctoral tenures have to be accredited. It is then calculated as of the date on which you obtained your doctorate and the last day of the period during which the researchers included in the first proposal of eligible candidates must present their incorporation agreements. This applies to all eligible candidates **including, where appropriate, those who were previously reserves.**

Must the applicant researchers present proof of prior acceptance provided by the R&D Centres in their applications?

No. The presentation of prior incorporation agreements is not required in the application.

When must the researchers and R&D Centres first enter into contact in order to agree upon the researcher joining the Centre?

Once the evaluation and selection of the researchers has taken place and the list of eligible researchers and R&D Centres has been published on the Ministry for Science and Innovation website (along with the offer of contracts made), a period of 30 calendar days will commence for the signing of incorporation agreements between researchers and R&D Centres. It is at this time that the information provided in article 32.3 of the notification resolution is published on the website in order to make it easier for both parties to contact each other.

Whatever the case, the researchers and R&D Centres can initiate these contacts whenever they wish in order to sound out the interest of the other party with respect to joining a certain R&D Centre. In this way, in the event of the researcher being considered as eligible, the incorporation agreement can be signed more quickly and easily.

Do the applicant researchers have to attach letters of presentation and details of past research projects to their applications as they did for previous selection processes?

No, neither letters of presentation nor details of past research projects have to be attached to the application. All that has to be done is to complete the all of the sections of the application form. In the event of these documents being attached to an application, they will not be taken into account during the evaluation process.

Which CV model must I user? Do I have to attach my CV in Spanish and English to the application two separate files?

It is important **to use the model**, be it in Spanish or in English, **which can be found on the webpage of the Ramón y Cajal Sub-programme, as it contains specific sections for the evaluation of this sub-programme.**

On the other hand, the application format only allows for one file for the CV, which can be completed either in Spanish or in English. However, the notification states that the preferred language for completing your CV is English.

Must I include details with respect to the impact of the publications in my CV in accordance with the international quality metering system?

Not necessarily. In the optional "Publications" section you could indicate what you consider to be the most outstanding features of each of those included so that their quality can be evaluated (for example: the magazine's degree of impact, the position of the magazine in the list of the corresponding fields, appointments received, or other relevant indicators).

Do I have to attach my research experience dossier in Spanish and English to my application in two separate files?

No, the application format only accepts a single file for your research experience dossier. This is preferably provided in English using the model available on the website.

Do the researchers have to present a summarised report of a research project?

No, the report must contain a description of the proposed lines of research (following the model to be found on the website using a single file in Spanish and English) in which the researcher shows that he/she is qualified to carry out what is expected of him/her at the R&D Centre he/she wishes to join.

Where can I find the UNESCO codes I need to fill in the specialisation field of my CV?

The international UNESCO nomenclature for the science and technology fields can be found on the notification guide for the 2010 Ramón y Cajal Sub-programme page of the Ministry of Science and Innovation website.

On my application, do I have to complete the field reserved for the NABS codes?

Yes, all applications must include the corresponding code. The inclusion in the applications of the Eurostat NABS codes -Nomenclature for the Analysis of Scientific Programmes and Budgets- helps identify socio-economic objectives and enables our Programmes to be included in the international statistical studies into public budgetary loans with respect to R&D.

During the period for signing the incorporation agreements, can an R&D Centre modify the per subject area distribution of its initial contracts?

Yes, the per subject area distribution of contracts that the Centre presented in its application can be modified **by up to 20%** of the total number of posts on offer to include a number of undefined posts. This number can then be rounded up to the nearest higher whole number whenever the resulting number of posts is not a whole number and **without taking the initial per subject area distribution into account**. Whatever the case, the final distribution **must not exceed the maximum number of contracts indicated in the application**. Some examples of possible modifications are shown below:

If the offer of contracts to be co-financed is between 1 and 5, a maximum of one agreement without a detailed description can be included.

If the offer is of 6 to 10 contracts, maximum 2. If the offer is of 11 to 15 contracts, maximum 3, etc.

What type of contract of employment must be signed between researchers and R&D Centres?

All that article 34 of the notification resolution demands is that the contracts must be full-time and cover a minimum period of 5 years as of the date on which the researcher takes up his/her

post. Therefore, any model of contract that is legal in accordance with current occupational legislation can be used if and when the duration of said contract is at least 3 years, which is why these contracts can be valid for 5 or more years, with this decision corresponding to the agreement between the researchers and the R&D Centres.

They can also be indefinite from the onset, or be replaced by other indefinite contracts throughout the duration of the grant period, without this in any way altering any of the provisions established in the sub-programme.

On the other hand, the aforementioned article also establishes that the contracts must be entered into within 20 working days as of the date on which the notification resolution is published on the Ministry of Science and Innovation, therefore meaning that the date of these contracts cannot be prior to the date on which the notification resolution is published. The contracts must also be presented to the General Sub-directorate for the Training and Recruitment of Researchers within this period of 20 working days.

Do I have to apply for an additional endowment?

No, this is not necessary. In this selection process each financed contract is granted additional financing to the tune of €15,000.

Within what time period must the additional financing of €15,000 granted to each contracted researcher be spent?

The additional financing of €15,000, the purpose of which is to cover those expenses directly related with the start-up and initial development of the research activities of the contracted researcher, once he/she has taken up his/her post at the R&D Centre, must be spent during the **FIRST TWO CONTRACTED ANNUITIES**, with the calculation thereof commencing as of the day on which the researcher effectively joins the R&D Centre. During this period the researcher is totally free to spend this amount in order to cover the types of expense indicated in article 36 of the notification.

How long do I have before I have to take up my post at the R&D Centre?

A maximum period of 6 months as of the date on which the concession resolution is published on the website and always in accordance with the R&D Centre. In those cases in which more time is needed, the examining body can grant an extension to the incorporation period, mainly in those cases brought about by the needs of the research activity being carried out.

How long do the researchers contracted under the Juan de la Cierva Programme have to join the Centres offering contracts under the Ramón y Cajal Sub-programme?

The maximum period is 6 months as of the date on which the concession resolution is published on the website, as is the case for the rest of the researchers.

If I request an extension of the incorporation period and have not received a reply within the period of 20 working days as of the publication date of the concession resolution, must the contract be presented?

Yes. According to article 34, the R&D Centres have a period of 20 working days as of the publication of the concession resolution in which to draw up the contracts with the researchers and forward these to the Sub-directorate for the Training and Recruitment of Researchers. The incorporation date that must be shown on the contract must, in this case, fall within the period established in articles 34.2 and 34.3, as appropriate.