

Support manual:

Calls for research staff and/or technical support staff for research and transfer activities



**VNiVERSIDAD
D SALAMANCA**

UNIVERSITY OF SALAMANCA ELECTRONIC PLATFORM

Support manual: Calls for research staff and/or technical support staff for research and transfer activities

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TABLE OF CONTENTS

1	INTRODUCTION	3
2	REGISTRATION VIA RUS USAL	3
3	INITIATING THE APPLICATION PROCEDURE.....	4
4	APPLICATION PROCESS.....	5
	APPLICATION DETAILS.....	6
	ATTACH DOCUMENTS.....	6
	DECLARATIONS	8
	DRAFT VALIDATION.....	8
	SIGN THE APPLICATION FORM	8
	PROOF OF APPLICATION	10
5	ACCESS TO YOUR PENDING TASKS	11

1 INTRODUCTION

This document explains the steps to follow to submit an application to calls for research staff, through the electronic procedure 'Calls for research staff'.

All those interested in submitting an application and whose identity document is a DNI or NIE must have a digital certificate recognised by the CI@ve platform (you can consult the complete list of providers accepted by the CI@ve platform at <https://administracionelectronica.gob.es/PAe/aFirma-Anexo-PSC>), which is necessary for electronically signing the application. You can apply for a digital certificate at <https://www.fnmt.es>. You must also have installed the Autofirma application on your computer/device, which you can download from <https://firmaelectronica.gob.es/ciudadanos/descargas>. If the procedure is carried out on a mobile device, download the @firma Mobile Client (Android) or @firma Mobile Client (iOS) app instead of Autofirma.

In the case of international applicants who only have a passport as their identification document, they can register via the Unified Registration System for Applicants (RUS USAL) to receive the credentials that will allow them access to the electronic procedure (See [Section 2 'Registration via RUS USAL'](#)).

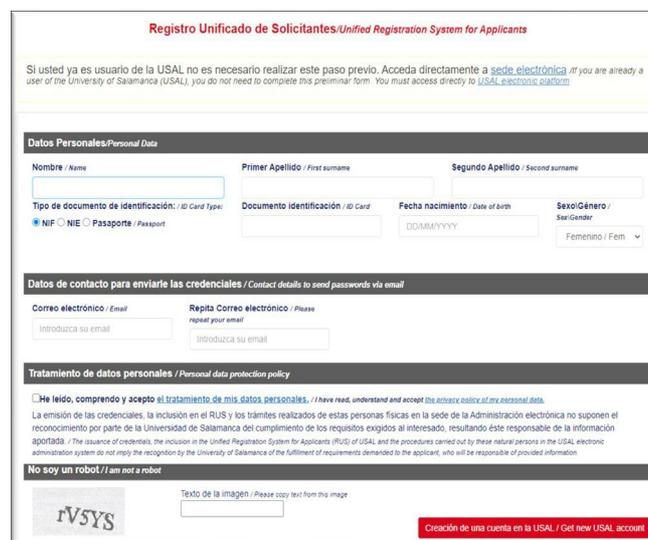
2 REGISTRATION VIA RUS USAL

International applicants who do not have an NIE and therefore cannot apply for a digital certificate recognised by the CI@ve platform can register via RUS USAL.

After registration, the necessary USAL credentials will be generated to allow for authentication during the electronic procedure. These credentials will be sent by email to the account indicated by you in the registration form and will be active for 6 months.

You can access the RUS USAL registration form at the following link:

<https://identidad.usal.es/altatemporal/index.rus.php?origen=84473d99780b63ff576f286b76b70941>



Fill in the information and indicate the e-mail address to which the credentials (username and password) to be generated should be sent.

You must access the University of Salamanca’s privacy policy (<https://www.usal.es/aviso-legal>) and accept it by ticking the box ‘I have read, understand, and accept the personal data processing policy’. This consent is required to complete the registration process.

Next, to confirm that you are not a robot, type the characters shown in the image.

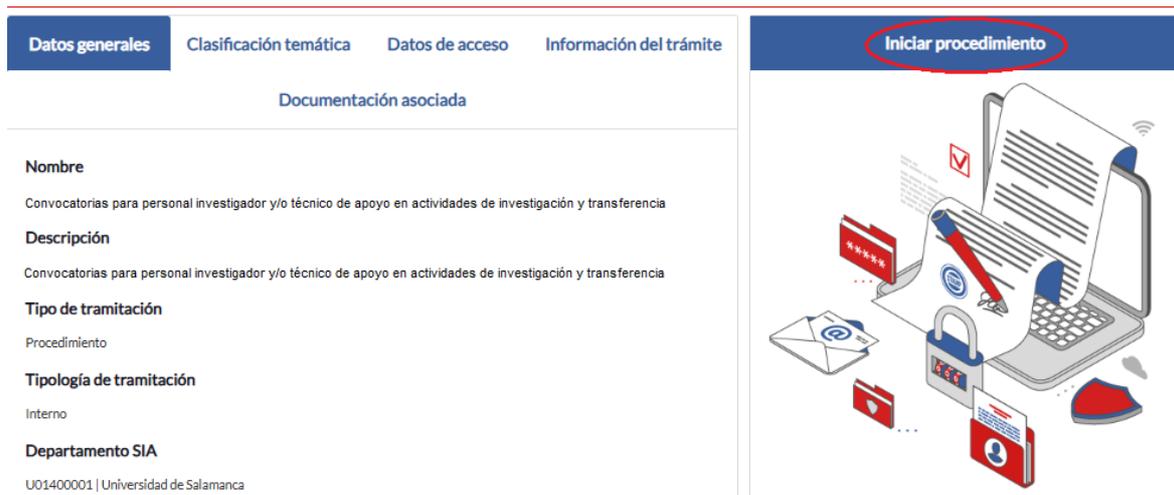
Finally, click the ‘Get new USAL account’ button to complete the RUS USAL registration process.

3 INITIATING THE APPLICATION PROCEDURE

The electronic procedure ‘Calls for research staff’ is available at the following link:

<https://sede.usal.es/procedimientos?param1=PROAGI>

Using this link, you can view a data sheet about the electronic procedure, which contains information related to the process (processing department, regulations, identification system, etc.).



Datos generales Clasificación temática Datos de acceso Información del trámite

Documentación asociada

Nombre
Convocatorias para personal investigador y/o técnico de apoyo en actividades de investigación y transferencia

Descripción
Convocatorias para personal investigador y/o técnico de apoyo en actividades de investigación y transferencia

Tipo de tramitación
Procedimiento

Tipología de tramitación
Interno

Departamento SIA
U01400001 | Universidad de Salamanca

Iniciar procedimiento

To initiate the application procedure, click the ‘Start’ (*Iniciar procedimiento*) button. Next, the user’s electronic identification will be required. If you hold a DNI or NIE, you must have a digital certificate to verify your identity. If you are an international applicant and only have a passport, you can register via RUS USAL (see Section 2 ‘[Registration via RUS USAL](#)’) and then select this method of identification.

If you have any questions about the identification systems available, consult the Frequently Asked Questions at <https://sede.usal.es/preguntas-frecuentes>.

If this is the first time completing a procedure via the Electronic Office, once you have identified yourself, you must accept the ‘Personal Data Protection Policy’ and also complete the ‘User Registration Form’, where you will be required to enter the minimum information necessary to process the electronic file.

More information: <https://sede.usal.es/soy-nuevo>



Once identified, a form will be presented from the procedure record, allowing you to confirm or update the personal data about you in the electronic platform. If you wish to modify or add any additional information, you must tick the 'Save data for future procedures' (*Guardar datos para los próximos trámites*) box at the bottom of the form once completed.

Tipo de notificación *

Electrónica ▼

Seleccione 'Notificación postal' si desea recibir las notificaciones por correo convencional. Seleccione 'Notificación electrónica' si desea acceder a sus notificaciones electrónicamente.

Correo *

Número de teléfono *

Tipo de vía * ▼

Calle

Número

Letra

Edificio

Escalera

Planta

Puerta

Código postal *

Provincia * ▼

SALAMANCA

Municipio *

País * ▼

ESPAÑA

Marque esta casilla si su dirección postal está en el extranjero

Guardar datos para los próximos trámites

It is very important to set the notification type as 'Electronic Notification', as established in Article 4 of the Regulation for the Implementation of Laws 39/2015 and 40/2015 at the University of Salamanca.

Finally, click the 'Start' (*Iniciar*) button to start the application process.

4 APPLICATION PROCESS

The application process for the electronic procedure 'Calls for Research Staff' consists of 6 steps:

- Step 1: Complete the application form with the required information
- Step 2: Attach required documentation
- Step 3: Confirm declarations
- Step 4: Validate the draft application



- Step 5: Sign the application form
- Step 6: Save the confirmation receipt of the application registration

APPLICATION DETAILS

In this form, you must complete both the details related to the call and your academic information. It is very important to type in the call identification code as it appears on the call. Fields marked with a red dot are mandatory.

DATOS DE LA CONVOCATORIA / CALL DETAILS

Código de la convocatoria / Call identification code *
2025/UC9D/01
Teclee el código tal y como aparece en la convocatoria
Órgano destinatario / Recipient body *
Agencia de Gestión de la Investigación

DATOS ACADÉMICOS / ACADEMIC INFORMATION

Titulación / Academic degree *
Universidad o Centro / University or Institution

Next, choose the appropriate recipient body (the issuer of the call) from the dropdown menu to which your application is directed.

In the 'Academic Information' section, you must specify your degree and the university or centre/faculty where it was obtained.

Once the required fields have been completed, click the 'Siguiente' button to proceed with the procedure.

ATTACH DOCUMENTS

Using the 'Attach Documents' form, you must upload all the required documentation specified in the call, taking into account the following:

- Documents must not exceed the maximum file size of 15 MB. If any one of the documents exceeds this limit, you must reduce its size before attaching it.
- The documents must be in PDF format (.PDF) and must not be compressed. File names must not exceed a maximum length of 75 characters, and the characters '.' and '/' must not be used as part of the name.
- Documents must also not be protected by any security system.

Once you have finished attaching the required documents, click the 'Continue' button to proceed with the process.



- ✓ Los documentos deben ser PDF / The documents must be in a PDF format
- ✗ Los formatos ZIP, RAR o JPEG son formatos no permitidos / ZIP, RAR or JPEG file formats are not allowed
- ⚠ El tamaño de cada fichero no debe exceder de 15 MB. Deberá reducir el tamaño si fuera necesario / Documents must not exceed the maximum file size of 15 MB. If any one of the documents exceeds this limit, you must reduce its size before attaching it
- 🚫 Los documentos no deben estar protegidos / Documents must not be protected by any security system
- ⚠ La longitud de los nombres de fichero no puede superar los 75 caracteres / File names must not exceed a maximum length of 75 characters

Documento de identidad / Identity document ▾

Examinar

Título académico - Equivalencia / Academic degree - equivalence ▾

Examinar

Méritos alegados

Examinar

The following, among others, are mandatory documents:

- Identity document
- Academic degree

At this stage, you may **optionally** submit any documentation that supports your qualifications (certificates, work experience, etc.).

To attach the required documentation, click the 'Examine' (Examinar) button and choose the file from your device's storage space. The file name will appear to the right of the button:

Documento de identidad / Identity document ▾

Examinar DNI.pdf

In the 'Other required documentation' section, you can submit the rest of the documentation indicated in the call (specific application form, etc.). For each document, you must provide a title (file name) and the file itself.

OTRA DOCUMENTACIÓN REQUERIDA / OTHER REQUIRED DOCUMENTATION

Documentación que se adjunta (opcional)

Título del documento:

Examinar

Añadir otro documento

To add additional documents, click the 'Add another document' (+Añadir otro documento) button. To complete and proceed with the application, click the 'Next' (Siguiente) button.

DECLARATIONS

You must review the declarations and confirm your acceptance by ticking the corresponding box for each one.

Click the 'Next' (Siguiente) button to proceed with the procedure.

Declaraciones

Declaro bajo mi responsabilidad que los datos que constan en esta solicitud y en la documentación que se adjunta son veraces, asumiendo, en caso contrario, las responsabilidades que pudieran derivarse de las inexactitudes de los mismos / I declare under my responsibility that the information contained in this application and in the attached documentation is true, assuming, if this is not the case, any liability that may arise from any inaccuracies therein. *

Declaro que reúno los requisitos de la convocatoria, financiada de forma finalista, con cargo a proyectos, contratos, acuerdos o convenios de investigación y los requisitos generales para poder participar en los procesos selectivos de acceso a empleo público / I declare that I meet the requirements set forth in the call for proposals, which is specifically funded through research projects, contracts, agreements or conventions, as well as the general requirements to participate in public employment selection processes. *

He leído y acepto la Política de Privacidad de la Universidad de Salamanca / I have read and accept the privacy policy of the University of Salamanca(<https://www.usal.es/aviso-legal>) *

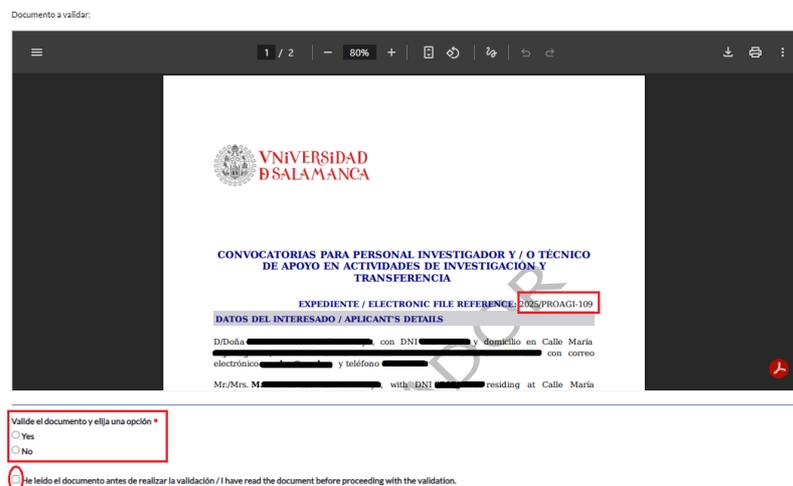
Siguiente

DRAFT VALIDATION

Once the application data has been completed and the required documentation attached, the platform will automatically generate a draft application form with the information entered in the previous steps. You must review it and validate the information if it is correct, or reject it if there is any incorrect data and you wish to make changes. In the latter case, all application data will be retained, but you will need to reattach all the documentation.

In the draft, you will be able to see the application reference number. You can use it to access the application at any time (See Section 5 'Access to your pending tasks').

Documento a validar:



Valide el documento y elija una opción *

Yes

No

He leído el documento antes de realizar la validación / I have read the document before proceeding with the validation.

Siguiente

If you wish to validate the draft, click the 'Yes' button. If you wish to reject it and modify the application information or the attached documents, click the 'No' button. Once you have clicked the appropriate button, tick the box labelled 'I have read the document before proceeding with the validation', and then click 'Next' (Siguiente).

SIGN THE APPLICATION FORM

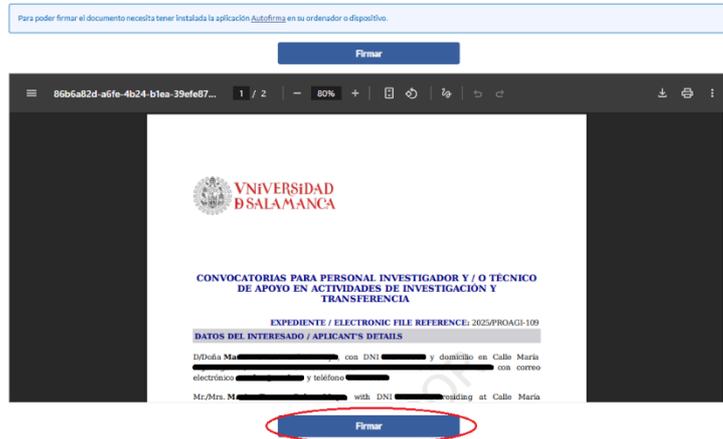
Signing the application is an essential step for it to be automatically registered with the University of Salamanca.

Depending on the identification method used, the signing process will vary accordingly: If you have a DNI or NIE, you must sign using a digital certificate. If you have a passport, the application will be automatically signed by the electronic stamp of the University of Salamanca.

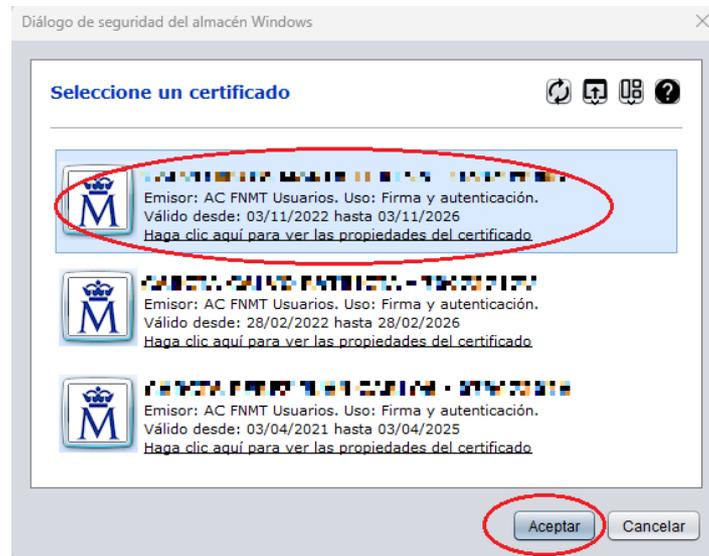
4.1.1 Signing using a digital certificate

If your identity document is a DNI or NIE, the electronic platform will require a digital certificate to complete the signing process.

To sign the application, click the 'SIGN' (*FIRMAR*) button at the bottom of the screen:



At this point, the electronic platform will launch the application to access your device's certificate storage space and display all installed digital certificates. You must select the certificate you wish to use for signing:



Select your certificate and click the 'Accept' (*Aceptar*) button. If requested, enter the password for the certificate.

If you do not have a digital certificate recognized by the @firma platform—such as the electronic DNI or a certificate issued by the Spanish Royal Mint (Fábrica Nacional de Moneda y Timbre, FNMT)—you may request a Natural Person Certificate at <https://www.fnmt.es>

In addition, to be able to perform the electronic signature, the latest version of the Autofirma application must be installed on your device. You can download it by clicking on the icon corresponding to your operating system (located at the top of the screen), or by visiting the following website: <https://firmaelectronica.gob.es/ciudadanos/descargas>.

4.1.2 Electronic signature via RUS USAL

If you do not have a DNI or NIE, the application will be automatically signed using the electronic stamp of the University of Salamanca. To do so, you must confirm your intention to sign and submit the application by ticking the appropriate box on the screen:

Acreditación de la voluntad de registro

Declaro mi intención de firmar la solicitud generada y validada. La propuesta será firmada por la Universidad de Salamanca mediante sello electrónico / I declare my intention to sign the generated and validated application. The proposal will be signed by the University of Salamanca by means of an electronic stamp.

Siguiente

Tick the box and click the 'Next' (Siguiete) button to proceed with the process.

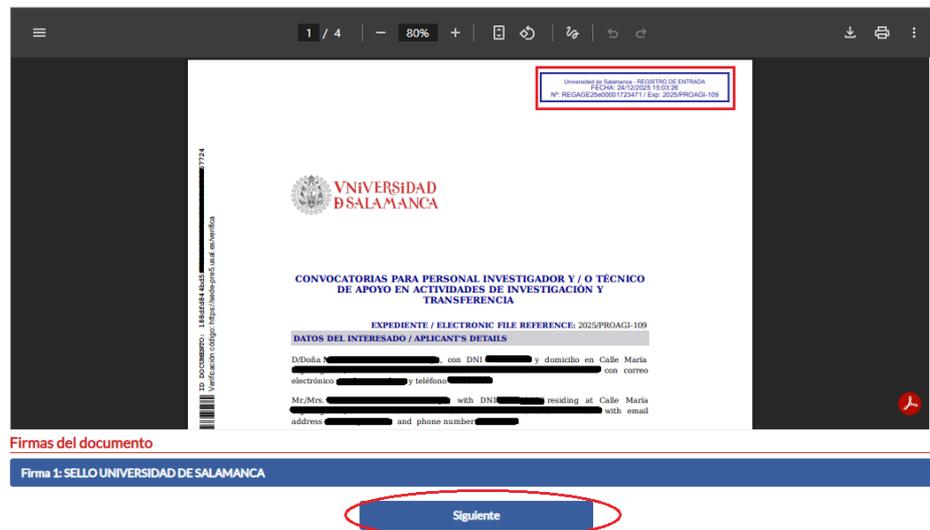
PROOF OF APPLICATION

Once the application has been signed and submitted, a CSV code will be generated, which can be used to verify the integrity of the document. You can verify the registration receipt against the original at the web address indicated on the left side of the document, using the CSV code also provided in the same location.

Finally, click the 'Next' (Siguiete) button to complete the process.

Convocatorias para personal investigador y/o técnico de apoyo en actividades de investigación y transferencia

El siguiente documento está disponible dentro del expediente del que forma parte, como uno de los documentos asociados al expediente. También puede descargarlo desde esta pantalla, mediante las opciones que aparecen en el visualizador del documento.



**UNIVERSIDAD
D SALAMANCA**

**CONVOCATORIAS PARA PERSONAL INVESTIGADOR Y O TÉCNICO
DE APOYO EN ACTIVIDADES DE INVESTIGACIÓN Y
TRANSFERENCIA**

EXPEDIENTE / ELECTRONIC FILE REFERENCE: 2025/PROAGI-109

DATOS DEL INTERESADO / APPLICANT'S DETAILS

D/Dña [REDACTED] con DNI [REDACTED] y domicilio en Calle María [REDACTED] con correo electrónico [REDACTED] y teléfono [REDACTED]

Mr./Ms. [REDACTED] with DNI [REDACTED] residing at Calle María [REDACTED] address [REDACTED] and phone number [REDACTED]

Firmas del documento

Firma 1: SELLO UNIVERSIDAD DE SALAMANCA

Siguiete

The process will be completed, and the following message will be displayed:

Aviso

Usted ha completado todas las tareas, su solicitud ha sido enviada para su tramitación. En caso de comunicaciones/notificaciones podrá acceder a ellas desde su área personal. You have completed all your tasks, your application has been sent for processing. In the case of communications/notifications you will be able to access them in your personal area.

Si desea acceder a su expediente, pulse aquí

5 ACCESS TO YOUR PENDING TASKS

If you were unable to complete the procedure in full, you can retrieve your information and progress through your 'PERSONAL AREA' (ÁREA PERSONAL).



You must authenticate your identity using one of the available identification systems. Once authenticated, you will be able to access your 'PENDING TASKS' (TAREAS PENDIENTES) and resume the electronic application from where you left off:



Click on the task and continue until the process is complete.

Tareas pendientes

Listado de las tareas pertenecientes a expedientes en los que usted figura como interesado.

Nombre	Creado	Nº expediente	Información	Código procedimiento
Datos de solicitud	11-06-2025 12:11	2025/PROAGI-73		PROAGI
Ver justificante solicitud	11-06-2025 14:02	2025/SOLAPP-156		SOLAPP