## UNIVERSITÀ DEGLI STUDI DI PADOVA

Technical guidelines for the submission of the application form for research grants

within the ERC project "Republics on the Stage of Kings. Representing Republican State Power in the Europe of Absolute Monarchies (late 16th - early 18th century). <u>The case of the Dutch Republic</u>"

(The online application is open from 10 April 2018 to 09 May 2018 at 13.00 CEST)

Online form available at: https://pica.cineca.it/unipd/

1. The application form must only be submitted online. No hard copy of the application must be sent by post.

2. Before filling in the application form, please read carefully the selection announcement, in particular in order to VERIFY THE ELIGIBILITY CRITERIA AND THE DOCUMENTS TO BE SUBMITTED.

3. PLEASE NOTE: ALL DOCUMENTS MUST BE UPLOADED IN PDF FORMAT AND, IN SOME CASES, THEY MUST BE PRINTED, SIGNED AND UPLOADED. WE ADVISE APPLICANTS TO USE A PC CONNECTED WITH A PRINTER AND A SCANNER

4. It is possible to fill in the application form by logging in at different times and saving the data. In order to access a partially completed form, click on "Modify" to complete it.

5. Further information on the **administrative aspects** of the selection procedure can be requested by writing an email to: <u>giovanbattista.maccotta@unipd.it</u>;

information and clarifications on **scientific aspects** can be requested by sending an email to: <u>alessandro.metlica@unipd.it;</u>

for **technical problems** write to: <u>unipadova@cineca.it</u> Requests sent to other email addresses may not be read.

6. After the application has been correctly filled in and submitted, applicants will receive an email with the confirmation of the submission.

## **1.** REGISTRATION

Go to the website <a href="https://pica.cineca.it/unipd">https://pica.cineca.it/unipd</a>

At the first access applicants need to register by clicking on 'Register' and complete the form (Pictures 1,2).

If applicants already have LOGINMIUR credentials, they don't need to register again. They must access with their LOGINMIUR username and password in the relevant LOGINMIUR field.

If you have misplaced your password, click on "Forgot Your Credentials?"

#### Picture 1 – Registration home page.

Ita	aliano   English	
	If you already own a loginmiur account, use it by clicking "loginmiur" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page	
	Credentials	
	PICA	
	Username	
	Password	
	Remember me	
	Login	

#### Picture 2 – Registration data.

		Login
REGISTER		
	Italiano   English	
	Register on pica cineca it to submit your application.	
	Credentials	
	Username	
	please to use the format FirstnameLastname	
	Email	
	Password	
	minimum length of 8 characters with at least one digit, the following characters are not allowed: $  < > 7 + \% = 1000$	
	Confirm password	

After having filled the form, click on 'New Registration' (picture 3). You will receive an email to confirm their registration. In case you don't receive or cannot see the email please write to <u>unipadova@cineca.it</u>

#### Picture 3 – Registration fields.

Select	-
Place of birth	
nandatory if country of birth Italy	
Phone number	
Nobile	
<i>N</i> obile	

By entering my email address above, I agree to receive technical information messages concerning the portal and the services available on it.

Cineca collects only personal data voluntarily provided by its users. Personal data are processed in compliance with standards of accuracy, lawfulness, transparency, protection of individual privacy and rights, as mandated by EU regulations and Italian Legislative Decree NO. 196/2003 ("Code on personal data protection"). The institution that has published the call is in charge of processing the personal data provided to the portal. Contact it to exercise the rights provided in article 7 of the Legislative Decree NO. 196/2003 and/or to obtain an up-to-date list of the persons responsible for data protection.



#### 2. APPLICATION FORM ACCESS

Once registered, it is possible to access the website **https://pica.cineca.it/unipd.** Please enter the username and password that were supplied to you. After having logged in, you can start a new application by clicking on 'New Submission'. Before filling in the application form, you can modify your personal data by clicking on the top-right button (User Profile) (picture 4).

#### Picture 4 – New submission.

Compila una nuova domanda / New submission ) Candioad con disabilità o DSA/Applicanta with disability or Learning Disabilities Lettere di referenza / Reference letters			
		formazione.ricerca@unipd.it ha ricevuto 2 nuovi messaggi	- 63
In collaborazione con CINECA Supporto tecnico: unipadova@cineca.lt Informativa cookie	0	Re: Controllo Amministrativo Dottorato di Ricerca - Fornazione Ricerca Gentic Peri De Marchi, le algos anche I MAV dale mos macante, Perintopo (PORSE SFM-ROCOROCOCOCOCOCOCOCOCOCOCOCOCOCOCOCOCOC	
		Il portale che ti auta a tovare i miglion coni di formazione se non leggi corrett	
🚱 🥝 📜 🔍 🔍 🕙		PERCORSO_APPRENDISTATO 📇 🍑 ਓ 💿 🕅 🏗 4 🏲 12.14 20/05/20	

After having filled a section, you always have to click "SAVE AND PROCEED". If the data have been correctly filled in you will go directly to the next section. Otherwise, error messages will be displayed and you will have to correct the data.

## 3. SECTIONS OF THE APPLICATION.

#### Picture 5 – Application Sections

# BANDO PER ASSEGNO DI RICERCA - DIPARTIMENTO DI SCIENZE STORICHE, GEOGRAFICHE E DELL'ANTICHITÀ

THE DARK SIDE OF THE BELLE ÉPOQUE: POLITICAL VIOLENCE AND ARMED ASSOCIATIONS IN EUROPE BEFORE THE FIRST WORLD WAR - THE CASE OF GERMANY - RESP. PROF. MATTEO MILLAN - M-STO/04 STORIA CONTEMPORANEA

#### A Cruscotto/Dashboard

#### Indice/Index

- Trattamento dati personali e Dichiarazione di responsabilità / Information notice on personal data treatment
- Dati anagrafici e recapiti / Personal Data and Address.
- · Titoli di studio / Qualifications
- Tesi e Curriculum / Thesis and Curriculum
- Titoli, pubblicazioni e altri prodotti scientifici utili ai fini della selezione / Qualifications, and research products relevant for the selection
- Dichiarazioni e disabilità / Declarations & disability
- Allegati / Attachments

Domanda/Application Id: 14119

## 3.1. "INFORMATION NOTICE ON PERSONAL DATA TREATMENT" SECTION

In the Section "Information notice on personal data treatment" you have to read and subscribe a series of declarations.

## 3.2. "PERSONAL DATA AND ADDRESS" SECTION

You will find this section already pre-filled with the data you have added during the registration procedure. You have to fill in the missing details.

## 3.3. "QUALIFICATIONS" SECTION

In the section "Qualifications", under the entry "Tipo/Type", you have to choose from the four options given. Then you can fill in the following entries (picture 6).

#### Picture 6. "Qualifications" section, "Type" entry

TITOLO DI STUDIO / QUALIFICATION

Selezionare una tipologia / Select a type Titolo di studio italiano - Laureato / Italian degree ✓ Titolo di studio straniero - Laureato / Foreign degree

Tipo laurea / Degree level

Under the entry "Titolo di Studio/Major" you have to indicate the field in which you received you master degree. Under the entry "Date" you have to indicate when you were awarded your degree (format: DD/MM/YYYY) (picture 7)

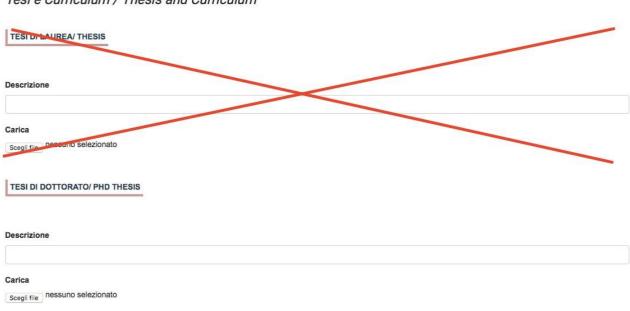
#### Picture 7 – Section "Qualification"

ро / Туре
Titolo di studio straniero - Laureato / Foreign degree
po laurea / Degree level
Master
niversità / University
University of XXYY
tolo di Studio / Major
History
urata in anni del corso di studi / Duration in years of the course
\$
ata di conseguimento titolo / Date
DD/MM/YYYY

\$

## 3.4. SECTION "THESIS AND CURRICULUM"

In this section, you have to fill in only the entry regarding your PhD thesis. The entry "Thesis" can be left blank (picture 8). To attach the .pdf version of your PhD thesis, click on "Scegli File" and then upload the file.



## Picture 8.

Tesi e Curriculum / Thesis and Curriculum

## 3.5. "QUALIFICATIONS AND RESEARCH PRODUCTS RELEVANT FOR THE SELECTION" SECTION

In this section, under the entry "Pubblicazioni e prodotti della ricerca ritenuti utili ai fini della selezione", you can upload your publications. **Please, remember that you can upload up to <u>4 publications</u>, including your PhD thesis**. To upload your publications, please click on "Insert manually", then select the type of publication. Unfortunately, the drop down menu is available only in Italian. Here you can find a translation of the most common types of publication:

Articolo in rivista	Journal article
Recensione in rivista	Review
Contributo in volume	Book chapter
Prefazione/Postfazione	Preface/Postface
Monografia	Monography/book

After having selected the type of your publication, fill in the entry "Insert reference in citation format" [e.g.: James M. Jasper, "Emotions and Social Movements: Twenty Years of Theory and Research", Annual Review of Sociology 37, no. 1 (2011)]. Then upload the publication by clicking on "Scegli file". Then click on "Add" to add another publication. (picture 9)

#### Picture 9 – Add and upload your publications.

Cerca in LoginMiur/Search into LoginMiur	
Inserisci manualmente/Insert manually	
Tipologia del prodotto/Type of the publication	
Articolo in rivista	\$
Inserire riferimento in formato citazionale/Insert reference in citation format	
James M. Jasper, "Emotions and Social Movements: Twenty Years of Theory and Research", Annual Review of Sociology 37, no. 1 (2011)	i.
Carica/Upload	
Scegli file nessuno selezionato	
	Cancella / Delete
Aggiungi / Add	

In the section "Qualifications and research products relevant for the selection", under the entry "Other Attachments", please upload the "**List of qualifications and publications**" required by the call. Moreover, you can also upload other certifications or documents that you think might be relevant for the evaluation of your application.

The reference letters should not be uploaded in this section! A specific procedure is provided after the submission of your application.

## 3.6. "DECLARATIONS & DISABILITY" SECTION

In this section you have to read and subscribe a series of declarations. Moreover, you can inform the competent offices that you need some support due to a disability.

## 3.7. "ATTACHMENTS" SECTION

In this section, please upload an identity document (i.e. an identity card, passport or driving licence).

#### 4. SUBMIT THE APPLICATION.

After having filled in the last section, you will be redirected to the dashboard, where you can find the draft of your application form. In order to submit it you have to click on 'Submit' (picture 10).

167	in bozza/draft	2015-05-28 11:35:14	Modifica/Modify Verifica/Verify Presenta/Subinit			
177	in bozza/draft	2015-05-28 12:47:44	Modifica/Modify Ventica/Venty Presenta/Submit			
195	da firmare/unsigned	2015-05-28 16:31:34	Presenta/Submit	PDF domanda/Application PDF		
Reg	gistra una nuova domanda / New submission					в
Dom	manda di prove di ammissione con modalità inc	lividualizzale per candidati con disabilità	o dislessia			
		In collaborazione co Supporto tecnio				ļ
🛞 E 📋 🛛 🧿 😂 🎇		Sector Sector Sector	A DECEMBER OF THE OWNER.	PERCORSO_APPR	endistato 🚔 🍯 🛷 ਓ 🥯 🕅 📅 🖣	P 16.48 28/05/2015



If the application has been filled in correctly, you will see the .pdf file of the application. In case of mistakes, you will receive an error message and the application must be corrected. Once the application has been corrected, you will be directed to the following section and will have to click on 'Submit' (picture 11).



Southand	
I fingin Kessin Re science alo	
Metadati di verifica del file allegato	
I well pri	
Dimensione	
(25)	
Checksom	
odie/704ebs/074170090-0351266050554516aay/176421215506-essbert/54620	
Tpo di Ahasisum	
5x4258	
Sostnuisel	
Stopia, Kessun Tersekontato.	
Presenta / Submit	

After the submission, you have three options for signing the application. You have to choose one of them and follow the instructions (picture 12).

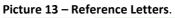
Picture 12 – Signing the application

Firma digitale	
tess a counter	
v sateria supporta la seguent evolatita	
Fina Aductmento Aductive Carllena	
Per fimility digitamente il documento è necessario avon una dolazione herdware (ad mempio smirit carà o dispublico USII) cen cente ad optime di potme/done mascallo datan	
Certificatore accreditato) compatible con il servizio Confirma. Dopo la firme saria ponsibile scancare il POF fenuto	
Partia digitatione il docatterito avi tuo possonal cumputer	
Per firmane digitalmente il documento e necessario avere una dotazione hardvare (ad esempto smart card o dispositivo USE con certificato digitare di sottoscrizone mascato dia un	
Certificatione accessibility is software of timus digitate conics generative, a parties das file PDP dat documents incancate das questo oto. Elles timuto in tomote port pTP da licancate sul alto depaid	
Fine / documents menuposes	
Per timate manuamente a documento è fecessario scienzare e POF dei documento su proprio computer, stampano, famano manuamente, attribuarne la scansone si un die POF e	
calcure quest afino su stat. ATTENDOR: la scientane dovrá contenente terburnia pagna la cosa d'un documento di dontri in conse di valicità	

If you choose to sign the application manually (no digital signature), **you have to print the application, sign it, scan it and upload the signed version**. After the submission applicants will receive an email with a confirmation of the submission. Applicants will always be able to log into their account, personal data and application form.

## 5. REFERENCE LETTERS

After having submitted the signed applications, you will find in the dashboard the *"Reference Letters" button* on the dashboard (picture 13). Click on it to add the name and **institutional** email addresses of your referees.



2759	in bozza/draft	2016-05-20 10:54:59	Modifica/Modify Venfica/Venity	
			Presenta/Submit	
Compila u	na nuova domanda / New	submission		
Orestant				
Candidati d	con disabilita o DSA/Appli	icants with disability or Learni	ing Disabilitie Lettere di referenza / Reference letters	
			CINECA	
			In collaborazione con CINECA Supporto tecnico: unipadova@cineca.it	
			Supporto tecnico: unipadova@cineca.it	

The referees will receive an email, inviting them to complete an online reference letter. References must be personally written and sent by the referees using the online procedure, before the deadline of 09 May 2018 at 13.00 (CET). After the referee has submitted the reference letter, the candidate will receive an email to inform him/her that the letter has been uploaded.

Reference letters submitted after the deadline or attached or sent in different ways will not be taken into consideration.

## 6. MODIFYING OR WITHDRAWING THE APPLICATION

If they have already submitted the application form and received a confirmation email, applicants cannot modify the application form but can withdraw it by following the relevant procedure available on the dashboard and submit a new application form.