



**Agencia
Nacional de
Investigación
y Desarrollo**

Ministerio de Ciencia,
Tecnología, Conocimiento
e Innovación

Gobierno de Chile

TUTORIAL TO COMPLETE YOUR:

APPLICATION FORM

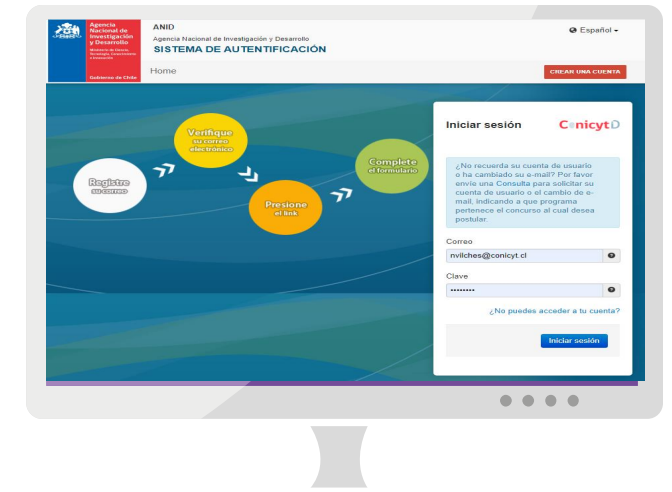
Human Capital Department
National Research and Development Agency



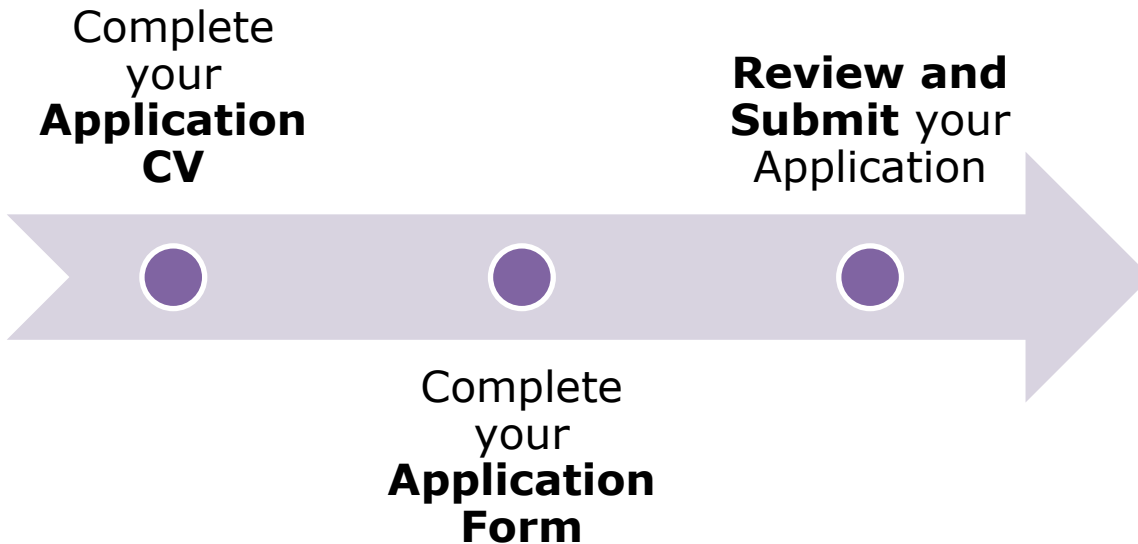
HUMAN CAPITAL DEPARTMENT

WHERE TO APPLY?

All applications are made in the **Online Application System (SPL)**: <https://spl.anid.cl>



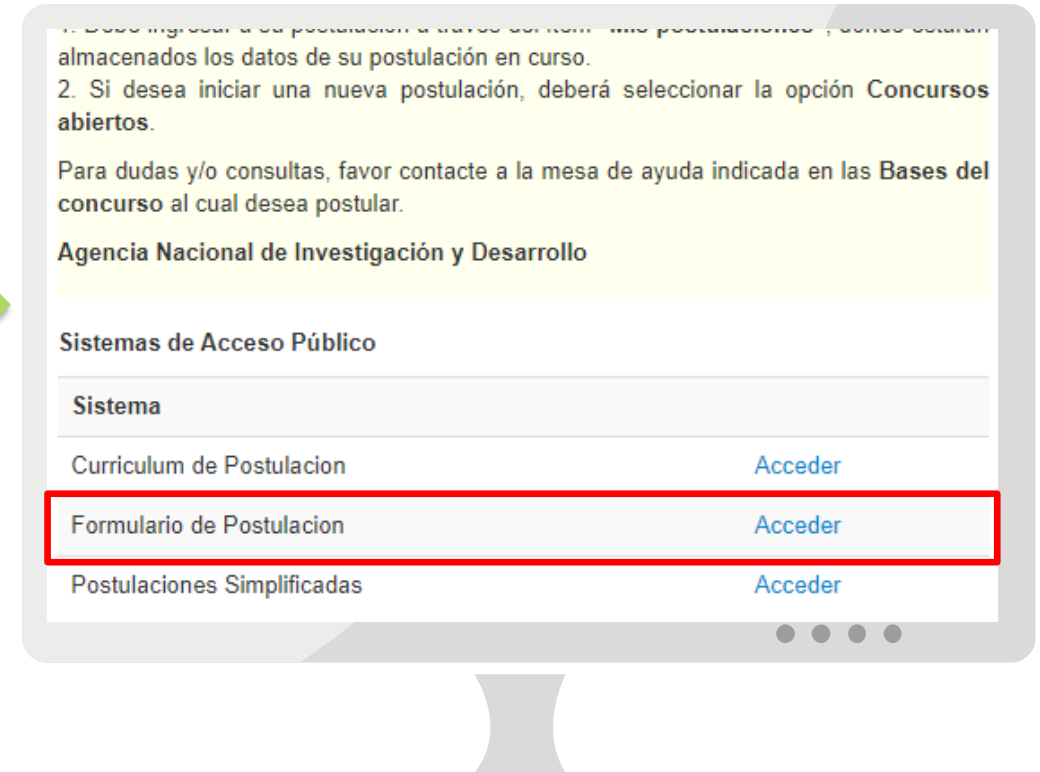
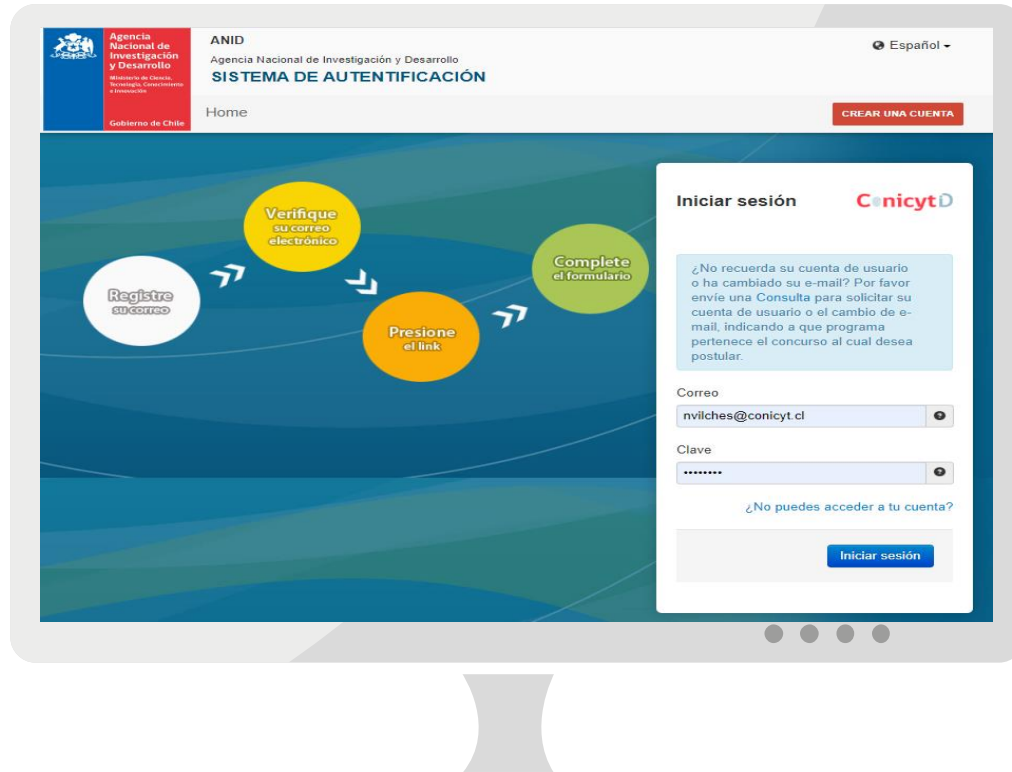
You must follow these **3 steps**:



IMPORTANT

- Only **open scholarship contests** have an **enabled Application Form**.
- The information entered in SPL is **declarative**.
- The Application CV is standard and **transversal to all contests**.
- You can **download** both the CV and the Application Form in PDF.
- The fields marked with (*) are **mandatory** to complete.

HOW TO ENTER THE APPLICATION FORM...



Enter to <https://spl.anid.cl> and log in with your **email** and **password**.
If you are **not registered yet**, [enter here](#).

In the **System** section, access to **Formulario de Postulación** (*Application Form*).

HOW TO ENTER THE APPLICATION FORM...

Agencia Nacional de Investigación y Desarrollo
ANID
Español Verónica De Costa Brava

GENESIS

Mis postulaciones Mis Recomendaciones Mi curriculum Concursos abiertos Ayuda

Listado de Postulaciones Curriculum Vitae

Id	Concurso	Fecha de creación	Estado	
516133	BECA DE DOCTORADO NACIONAL-Año Académico X	22 de mayo de 2019 → a las 17:46	Termino de Proceso	Q
516382	BECA DE MAGISTER NACIONAL-Año Académico X	23 de mayo de 2019 → a las 10:13	Termino de Proceso	Q
516433	BECA DE DOCTORADO NACIONAL-Año Académico Y	23 de mayo de 2019 → a las 11:14		Editar Q

Histórico de postulaciones creadas

Once inside, you will see a list with the **History of Applications Created**. Here you can also see the Forms that you created and are currently **Editing**.

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GENESIS

Mis postulaciones Mis Recomendaciones Mi curriculum Concursos abiertos Ayuda

Concursos abiertos Curriculum Vitae

Seleccione Concurso para iniciar Postulación

Id	Concurso	
XXXX	BECA DE DOCTORADO NACIONAL-Año Académico X	Postular

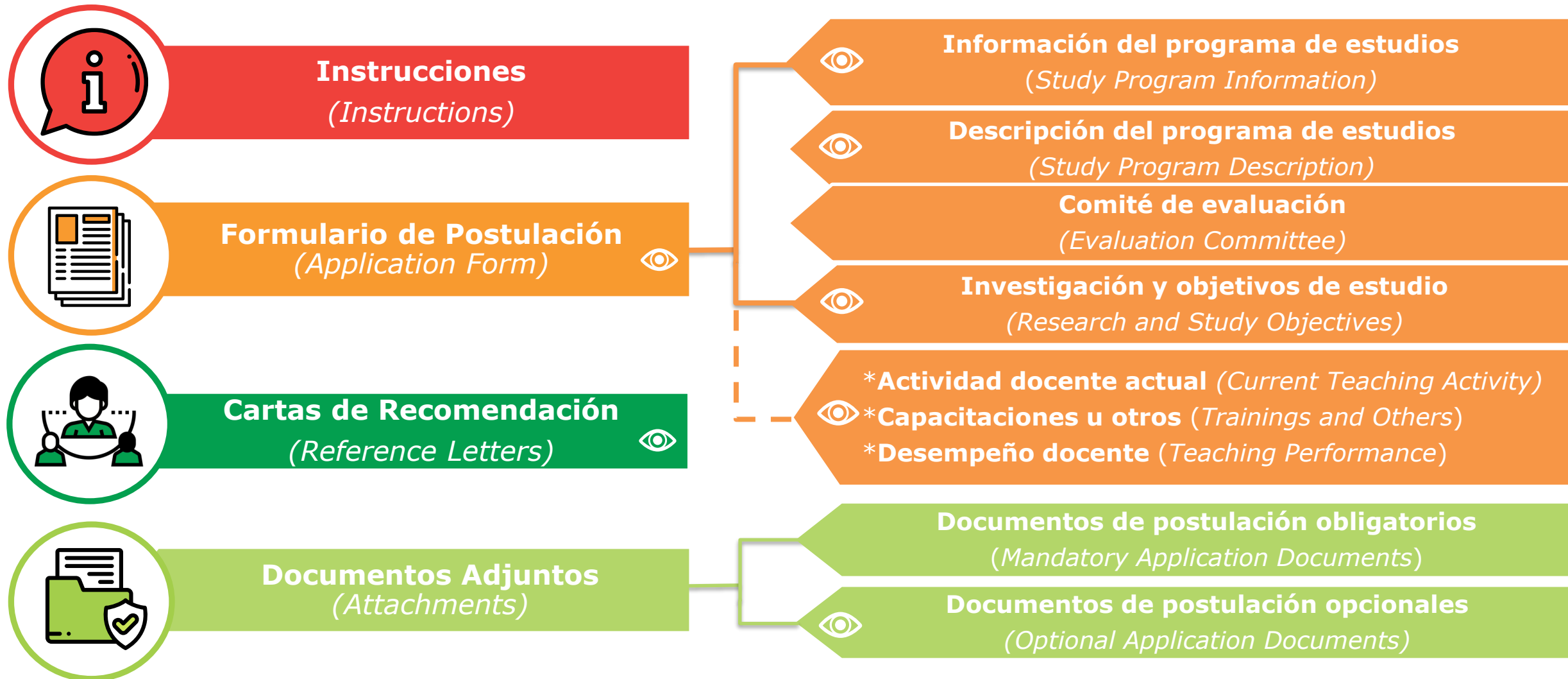
If you have **NOT** yet created an Application Form, you can activate one by entering **Open Contests**.

NOTE: You can only activate application forms for **open contests** (current application period).



COMPLETE THE APPLICATION FORM

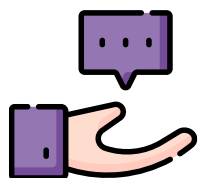
Choose the section or subsection you want to explore





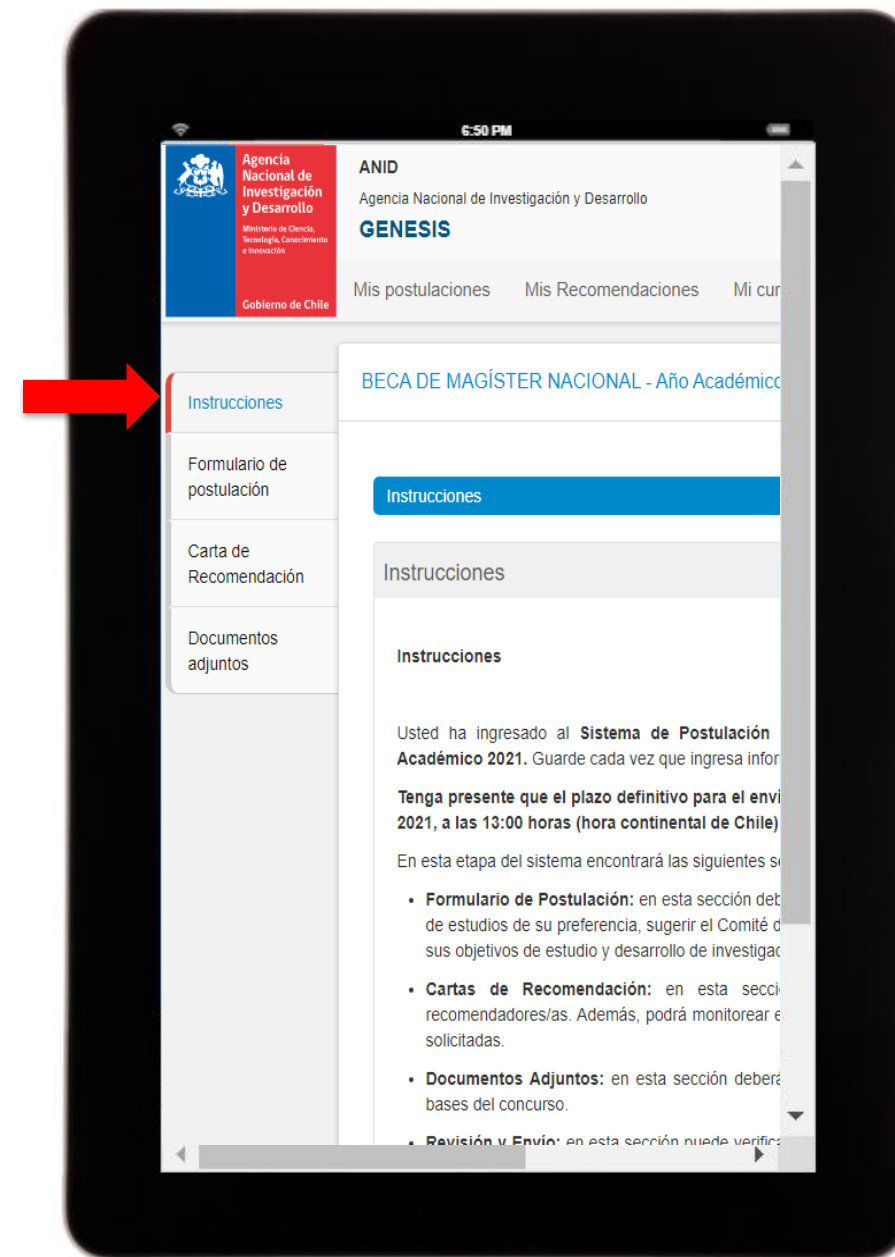
Instrucciones (Instructions)

- **Read carefully** the general **instructions** to complete your application.
- You must **confirm** you have read all **instructions** and **documentation available** for the contest you are applying (*bankruptcy rules, manuals, forms, among others*).
- You must **select** whether or not you authorize the ANID to **notify** you exclusively via **email** (the same one with which you applied).



The fields marked with (*) are **mandatory to complete**.

Remember to **Save** periodically. **The system expires every 45 min.**

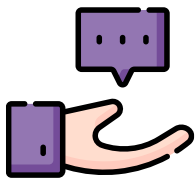




Formulario de Postulación (Application Form)

Información del programa de estudio (Study Program Information)

- You must complete this subsection with **study program information** of your interest.
- In case **your study program is NOT listed**, [enter here](#).
- Web of Science Specialty (WOS)**: Select the specialty that corresponds to the graduate program. For more information [enter here](#).
- Application Status**: You must select **the same status** that indicates the **acceptance document** you will attach (*Acceptance letter, regular student certificate or Form N°2*).



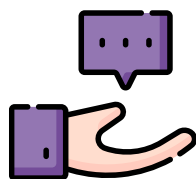
Remember to **Save** periodically. **The system expires every 45 min.**



Formulario de Postulación (Application Form)

Descripción del programa de estudio (Study Program Description)

- You must complete this subsection with the **study program description** of your interest. Typically, this information appears on the **study program website**.
- Line breaks** and **special characters** ("ñ", "?", "%", etc) will be counted as **4 characters**.
- If you are going to **copy** the information from a text editor (MS Word), try to **paste** as **plain text**.



Remember to **Save** periodically. **The system expires every 45 min.**

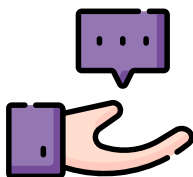


Formulario de Postulación (Application Form)

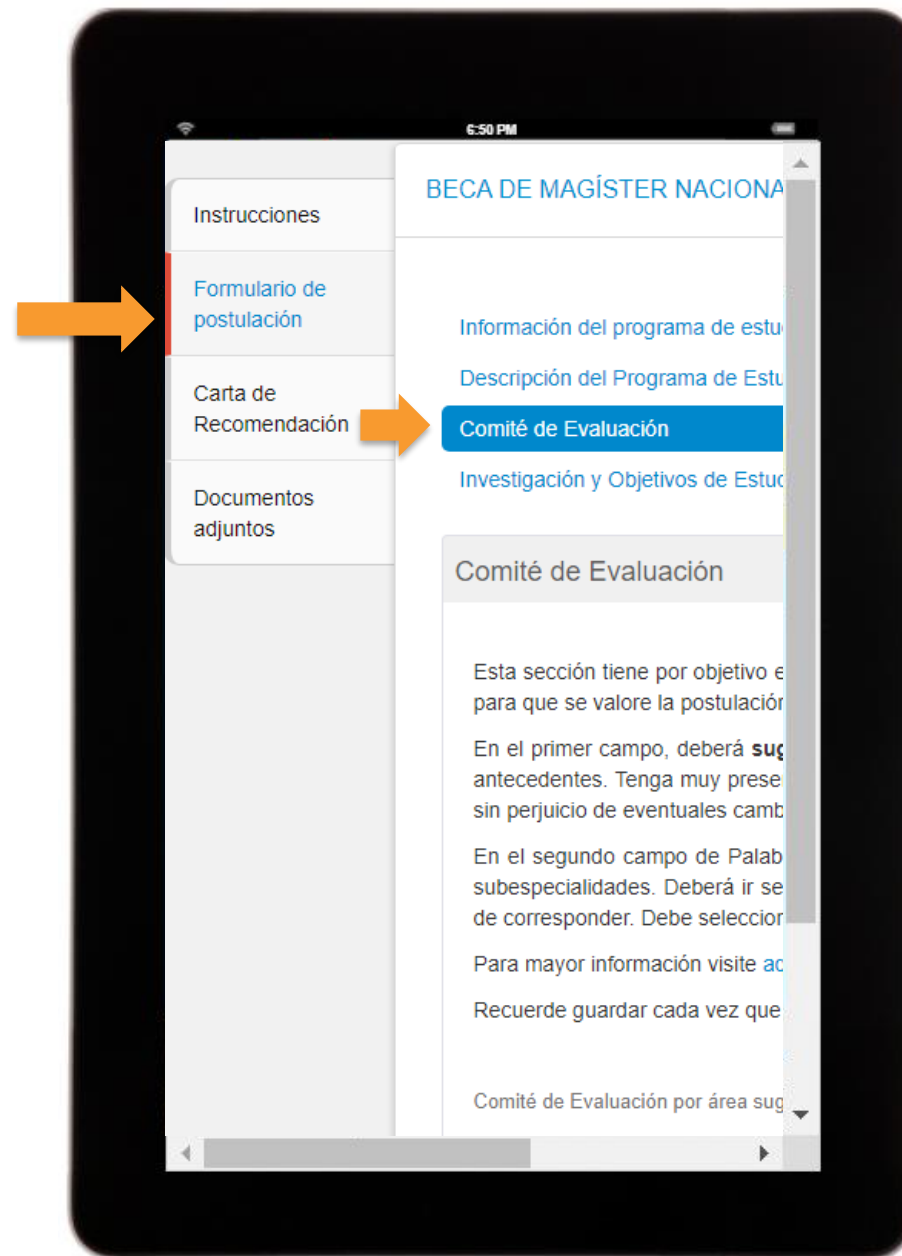
Comité de Evaluación (Evaluation Committee)

- First, you must suggest an **Evaluation Committee** for your application. For more information [enter here](#).
- Then, you must select **keywords** (From 1 a 3) according to your **objectives and research proposal**.
 - **First Level:** Discipline
 - **Second Level:** Knowledge área
 - **Third Level:** Complementary

IMPORTANT: Evaluation Committee's choice is **referential** and **could eventually be modified** during the evaluation process



Remember to **Save** periodically. **The system expires every 45 min.**

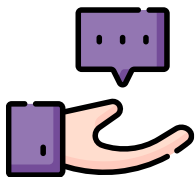




Formulario de Postulación (Application Form)

Investigación y Objetivo de Estudio (Research and Study Objectives)

- This section contains **4 questions**. Each of them will serve as input to qualify the **non-parameterized evaluation criteria**. For more information, check **Evaluation Instructions**, consigned in process rules.
- **Line breaks** and/or **special characters** ("ñ", "?", "%", etc.) will be counted as **4 characters**.
- If you are going to **copy** information from a text editor (MS Word), try to **paste** as **plain text**.



Recuerda **Guardar** periódicamente. **El sistema caduca cada 45 min.**

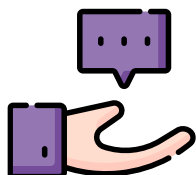
The screenshot shows a mobile application interface for a scholarship application. On the left, a sidebar menu lists: 'Instrucciones', 'Formulario de postulación' (highlighted with an orange arrow), 'Carta de Recomendación', and 'Documentos adjuntos'. The main content area is titled 'BECA DE MAGÍSTER NACIONAL'. It contains several sections: 'Información del programa', 'Descripción del Programa', 'Comité de Evaluación', and 'Investigación y Objetivos de Estudio' (highlighted with an orange arrow). Below this, there are sections for 'Actividades de docencia' and 'Objetivos de estudio en'. The text in the 'Objetivos de estudio en' section is partially visible, mentioning 'Las respuestas a las Pre' and 'que el Comité de Evaluac'.



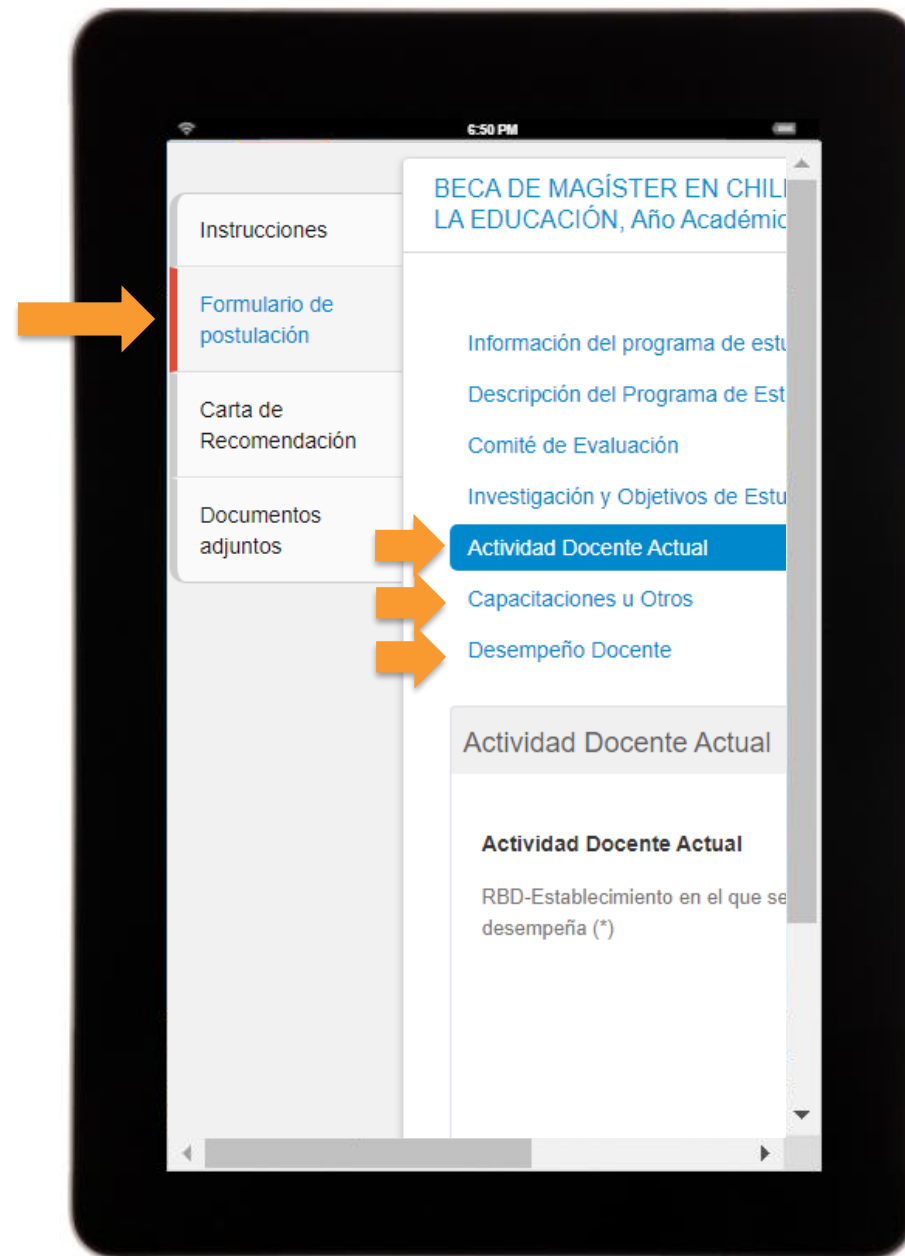
Formulario de Postulación (Application Form)

- **Actividad Docente Actual** (Current Teaching Activity)
- **Capacitaciones u Otros** (*Trainings and Others*)
- **Desempeño Docente** (Teaching Performance)

- These subsections are **exclusive** to the **Chilean Master's Scholarship for Education Professionals**.
- If the **educational establishment** where you work is **NOT loaded**, [request it here](#).
- If you do **NOT** have **Tranche in the Teacher Professional Development or Teacher Performance Evaluation System**, select the option **Without Evaluation**.
- Completing the **Current Teaching Activity** and **Teaching Performance** is **mandatory**.



Remember to **Save** periodically. **The system expires every 45 min.**





Cartas de Recomendación (Reference Letters)

- You must **Register** your **recommenders** information and **Activate the notification**. If your recommender has an account in the SPL, we suggest notifying to registered email

1

Nombre	Correo	Estado	
Recomendador/a 1			✎ Editar
Recomendador/a 2			✎ Editar

Recomendador/a

2

Nombre y Apellido/s (*)

Teléfono (*)

E-mail (*)

Cerrar [Guardar](#)

3

Nombre	Correo	Estado	
Lindsay Ríos	lrios@correoelectronico.cl	Sin Notificar	✎ Editar 🔔 Notificar





Cartas de Recomendación (Reference Letters)

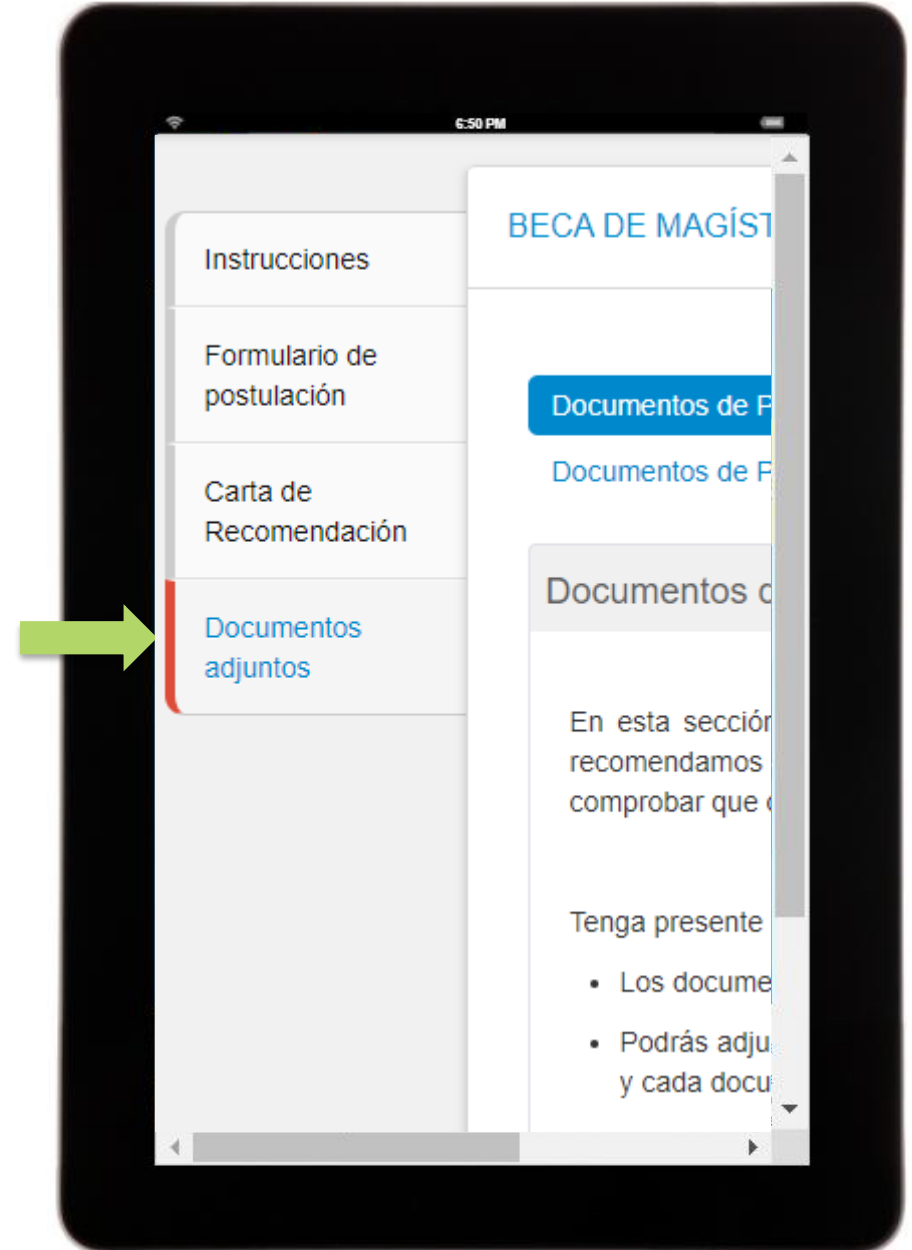
- The application requires sending **2 reference letters** (Except for **Master's Scholarship in Chile for Education Professionals**, which only requires **ONE letter**).
- Follow up on your letter(s). The states are as follows:
 - **Notified:** Your recommender was notified.
 - **Re-notified:** Your recommender was notified again. You can re-notify **max. 5 times**.
 - **Open Letter:** Your recommender entered the letter but has not yet entered any information.
 - **Saved Letter:** Your recommender saved information in the letter.
 - **Letter Sent:** Your recommender sent the letter.

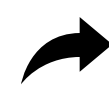




Documentos Adjuntos (Attachments)

- All documents must be uploaded **in PDF format** and **must NOT exceed 2,048 Kb (2Mb)**. If you need help with this, [go here](#).
- You can only attach **1 file per box**. But each file can have **more than one page** (Compiled file). For more information [go here](#).
- Files **should NOT be encrypted** and/or **password protected**.
- **File names** must **NOT** contain **special characters** (Eg. /, ñ, *,?, &). (Ej. /, ñ, *,?, &).
- Documents must be legible and have all their pages.
- Make sure that the documents have a **letterhead, stamp or signatura** that proves their **official status** when the bases indicate it. For more information [enter here](#).
- **NOT all documents are viewed by Evaluation Committee**. Where you attach your record **DOES matter** and determines the above.





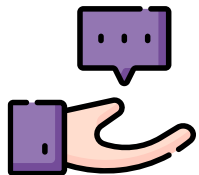
Back to sections



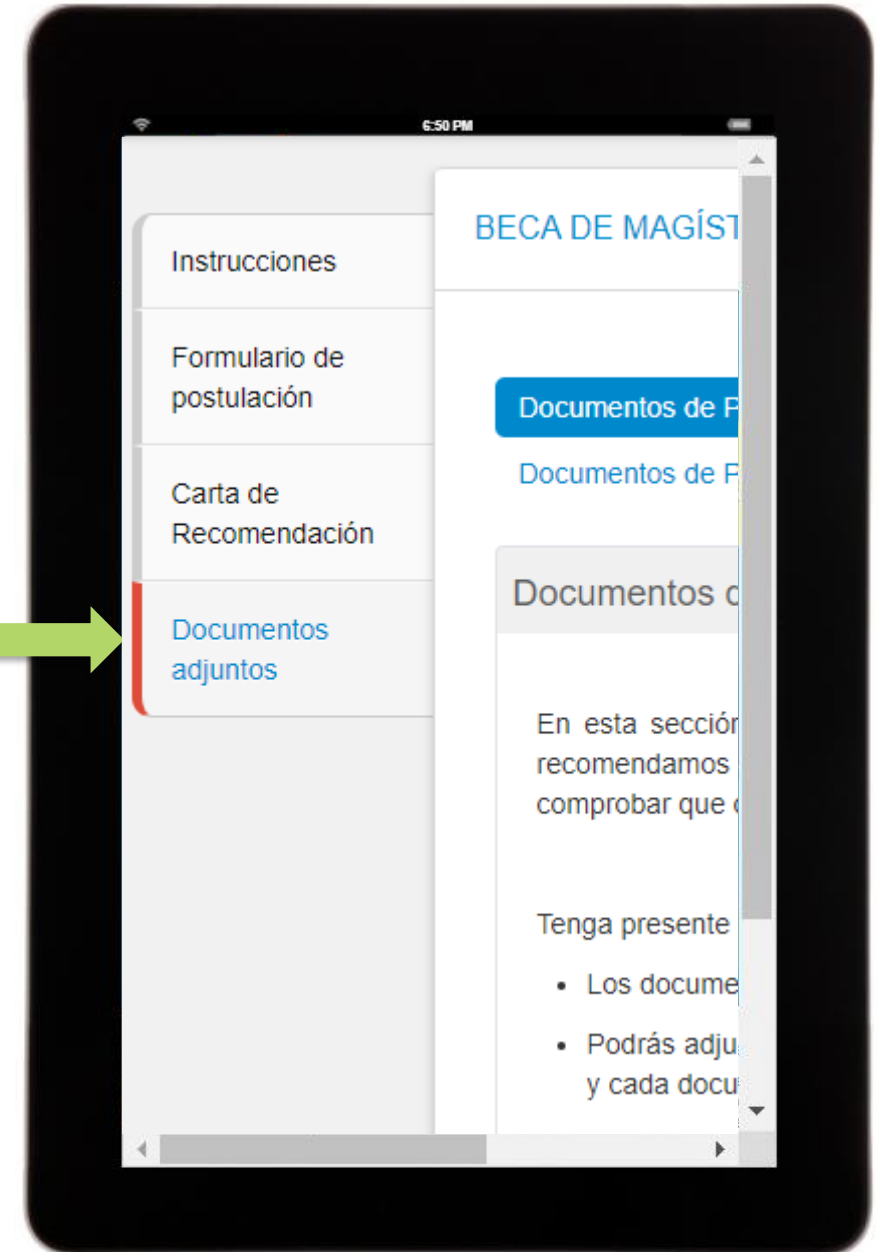
Documentos Adjuntos (Attachments)

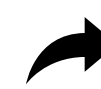
Documentos de Postulación Obligatorios (Mandatory Application Documents)

- You must upload **mandatory application documents** established by **rules process**. These certify that you accomplish **minimum application requirements**.
- Only **Admissibility Unit** will review and have access to uploaded documents in this subsection (*NOT Evaluation Committee*).
- If any of these **mandatory documents** does **NOT** comply with **contest rules's provisions**, you will be **Out of Bases** and your application will **NOT** be **Evaluated**.
- **All these documents** must be issued in **English or Spanish**. Otherwise you **must to add** an **official translation**.
- To know **mandatory application documents** for each contest, [enter here](#).



Prioritize the use of **ANID forms** and **do not modify the background content**.





Back to sections

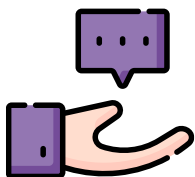


Documentos Adjuntos

(Attachments)

Documentos de Postulación Opcionales (Optional Application Documents)

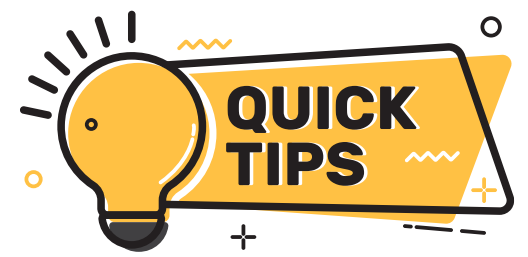
- You can upload **optional application documents** established by **contest rules**. These **will complement** your application.
- **Admissibility Unit** will only review the antecedents related to obtaining **bonuses**. The rest of **optional documents** will be viewed and reviewed by **Evaluation Committee**.
- **Only documents to qualify for bonuses** must be issued in **English or Spanish** (*Add an official translation if they are issued in a different language*).
- **Optional documents will NOT be validated** in **Review/Submit** section. They are NOT required to send the application.




Download each attached file to confirm that it has been correctly saved.




IMPORTANT TO CONSIDER...





 System expires every **45 min**. Try to **Save** periodically.


 There is no specific order to complete the Application Form and you can **gradually complete it** as many times as you want.


 Before submitting an inquiry through [ANID Help](#) **check the articles** in [Applicant Help Center](#).

 Take care of **writing, spelling** and **grammar** of your text write

 **Line breaks** and/or **special characters** are counted as **4 characters**.

 The information that you declare both in **Application Form** and **CV**, must **coincide** with indicated in your **documents**.

 **Evaluation Committee** will only have access to review and evaluate part of uploaded information in **Optional Application Documents, Curriculum** and **Application Form** subsection in PDF format.

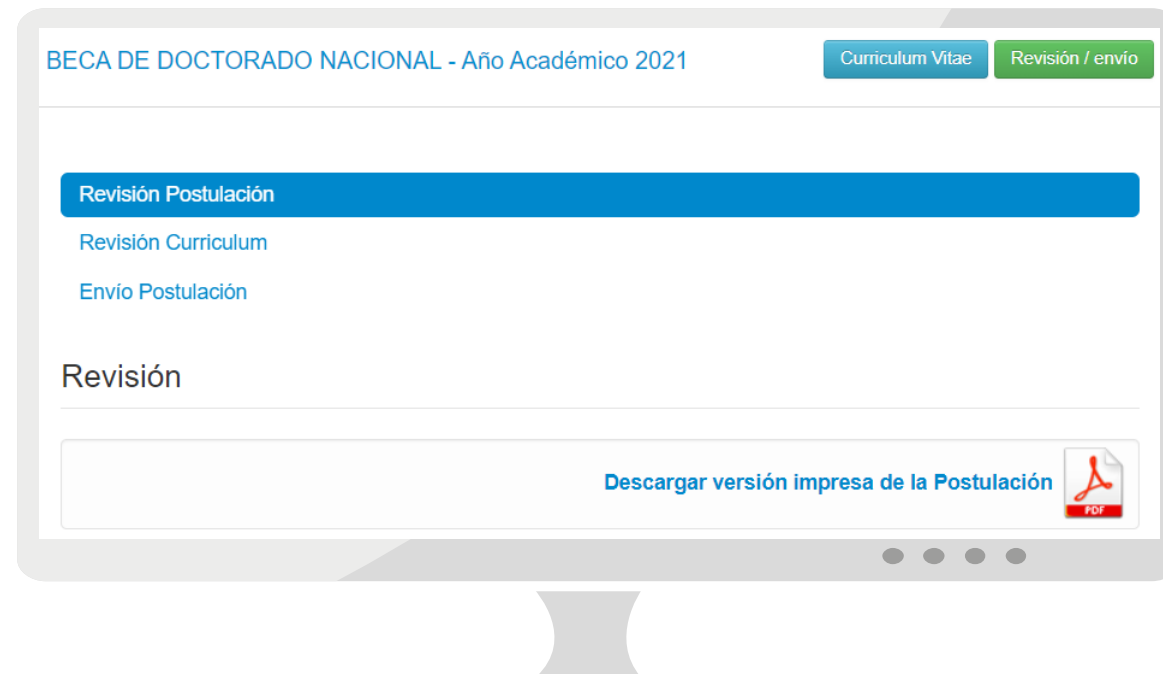
 Enter **Review/Submission** section and make sure you have completed **all the mandatory sections and subsections** of Application Form

REVIEW AND SUBMISSION OF THE APPLICATION

Revisión / envío

To **send** your application, you must access **Revisión/Envío** (*Review/Submission*) **section**.

- **You can check your application completeness** (*CV and Application Form*).
- Application **can NOT be sent** until you **complete all required fields**.
- Before submitting your application, you must complete the **Declaration of Truthfulness of Information**.
- Once you **Submit** your application, you will have access to download the following documents:
 - **Veracity Certificate**
 - **Receipt Application Certificate**
- Only once **BOTH reference letters** are **sent** (*ONE letter in the case of a Master's Degree in Chile for Education Professionals*), will you be assigned, and **ID** and your application will enter to **contest process**.





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