

## Instruction on Filling in an Application Form in the SPbU Pure System

1. To make an application the affiliating person receives an SPbU personal account after filling in the registration form located at: <https://support.it.spbu.ru/self> confirming the email address used. The login and password are sent automatically to a confirmed email address. Access to the SPbU Pure system is automatically activated on the next working day.
2. After logging in to the SPbU Pure system (<https://pure.spbu.ru/admin/login.xhtml>) via the Portal of St Petersburg University researchers (<https://research.spbu.ru/ru/>), select the “Applications” item in the main menu located on the left side of the screen, press the button “+” (“Add”).
3. The application form is filled in according to the following guidelines. It is necessary to fill in only the following fields:

№	Name of the field in the application form	Guidelines
1.	Application type	Choose “SPbU research sponsorship > Proposal for post-doctoral position (internal)”.
2.	Nature of activity type	Press “Add nature of activity type”. Select from the drop-down list one of the following activity types: “R&D – Fundamental”, “R&D – Applied”, “R&D – Exploratory” or “R&D – Development” depending on the main aim of the project and press “Add”.
3.	Title	Specify the title of your project
4.	Acronym	Type “POSTDOCFUBSPBU 2019” (copy-paste without quotes).
5.	Abstract	Specify the abstract of the project.
6.	Description	Justify your choice of conducting the proposed research at SPbU and FUB. Provide information on the relevance of the tasks set out in the framework of the project, on research methods and solution approaches.
7.	Expected results	Specify expected scientific and (or) technical, or other results
8.	Research output to be contributed to journals	Specify data for planned publications.
9.	Research output to be published in books, anthologies etc.	Specify data for planned publications.
10.	Technology transfer perspectives	Specify (if planned).
11.	Research Park involvement	Specify (if planned).
12.	University collections involvement	Specify (if planned).
13.	Applicants > Related funding applicants	Check the applicants name and role (role should be “PI”).

14.	Managing organizational unit	Specify the organizational unite you are going to conduct research.
15.	Collaborative partners	In the field “Collaborative application” choose “Yes”. Press the button “Add collaborator” and start typing “Freie Universität Berlin”, choose external organization “Freie Universität Berlin”.
16.	Funding	In the field “Funding” press “Add funding”. In the field “Funding organization” press “+”, start typing “Saint Petersburg State University”, choose external organization “ФГБОУ ВО “Санкт-Петербургский государственный университет” / СПбГУ / Saint Petersburg State University”. In the field “Funding project scheme (research program)” type “St. Petersburg State University and Freie Universität Berlin Joint Postdoctoral Fellowship Program” (copy-paste without quotes). In the field below - “Financial summary” choose “Less detailed”. Press “Create”.
17.	Life cycle	In the fields “Exp. start date” and “Exp. end date” type in the project dates. Expected start dates – not earlier than 01.10.2019. Expected end dates – not later than 01.10.2021.
18.	Documents	Press “Add document” and add the following files: Research proposal and time plan (max. 10 pages in total including all references/figures/tables), including information on expected number of publications with co-affiliation with SPbU und FUB in international peer-reviewed journals; Concise Curriculum Vitae with a list of principal publications (max. 4 pages in total); A clear plan how the candidate wants to structure the 24-month fellowship and where he/she wants to start (St. Petersburg or Berlin); Two recommendation letters (including one from the applicant’s doctoral supervisor) – can be sent directly to the below coordinators if the referees prefer; Two explicit endorsement letters by the potential host supervisors at Freie Universität Berlin and St. Petersburg State University, including detailed reference to the added value for the research project, the benefits stemming from their joint supervision, and a clear statement of commitment regarding the physical and intellectual research environment that the supervisors will provide to the fellow.

19.	KEYWORDS	Enter keywords relevant to the topic of the project (one keyword in each box). As soon as you start typing the first keyword in an empty box, a new box will open, etc.
20.	INTERNATIONAL CODES	Press “Add international codes” to select international codes from the drop-down list.
21.	PRIORITY AREAS OF RUSSIAN RESEARCH AND TECHNOLOGY DEVELOPMENT	Press “Add Priority Areas of Russian Research and Technology Development” to add the priority areas from the drop-down list or press “No”.
22.	PRIORITY AREAS OF SPBU DEVELOPMENT	Press “Add Priority Areas of SPbU Development” to add the priority areas from the drop-down list or press “No”.
23.	Visibility	Do not change the default “Confidential” visibility type.

4. After you fill in all the fields press “Save”. After saving the information, you can edit your application if necessary.

5. After you finish re-enter the application and press “Send to internal approval” to send the application for consideration. In the window that opens click the “Send to internal approval” button again.

**Please note:** Requests related to the functioning of the SPbU Pure system should be sent to support.pure@spbu.ru.