



Comisión Nacional de Investigación
Científica y Tecnológica - CONICYT

FONDECYT POSTDOCTORAL GRANTS 2015

FUNDING AGREEMENT SIGNATURE AND DISBURSEMENT OF FUNDS TO PRINCIPAL INVESTIGATORS

Unidad Gestión de Concursos
Programa FONDECYT



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1. GRANTS BEGINNING DATE AND FUNDING AGREEMENT SIGNATURE.

Grants Beginning Date: **1 November 2014.**

1st. Execution Year: from 1 November 2014 to 31 October 2015.

Last date to sign the agreement: **29 December 2014.** After such date the award becomes null and void. Under exceptional circumstances FONDECYT may authorize an extension. If granted, please note that such decision does not modify neither the beginning nor the ending date of the grant.

2. REQUIRED DOCUMENTS TO INITIATE THE AGREEMENT SIGNATURE PROCESS.

To initiate the process, you must:

- **Certify doctoral degree award date:** The deadline is **01 November 2014.** If you didn't attach the award certificate to your proposal, send a copy of the degree or a certificate issued by the Postgraduate Studies Division of the awarding institution certifying the approval of the dissertation public defense or fulfillment of all requirements to your Projects Coordinator or to postulacion.fondecyt@conicyt.cl,

Investigators unable to provide Doctoral degree award certification on or before the above date will render the grant null and void.

- **Certify residence in Chile (Non-Chilean citizens).** This requirement is fulfilled through valid temporary or permanent residence visa status.
Temporary visa holders must send both a copy of the unexpired visa stamp and a copy (front and back) of the unexpired Cédula de Identidad para Extranjeros.
Permanent Residents must present certificate of its validity and a copy (front and back) of the unexpired cédula de identidad para extranjeros.
This requirement is also met by holders of valid, unexpired, **student visa with employment authorization.** As in the above cases, copy of the unexpired visa and a copy (front and back) of the unexpired cédula de identidad para extranjeros.

To prevent unnecessary delays, please submit the above certifications along with all copies of the agreement and annexes.

Important:

- Inform FONDECYT of any situation that may prevent the funding agreement process. If you decline acceptance of the award, please notify your Project Coordinator immediately to the e-mail above.



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3. FUNDING AGREEMENT SIGNATURE.

- FONDECYT will forward the agreement documents to the Sponsoring Institution. They will contact you in order to sign the documents.
- The agreement is to be signed by the Principal Investigator, the Sponsoring Researcher and the Legal Representative of the Sponsoring Institution.
- Signatures by Power of Attorney or Mandate are unacceptable.

FONDECYT sends the following set of documents to the Sponsoring Institution:

- Convenio/Funding Agreement (5 originals).
- Mandato Especial/Special Mandate.
- Declaración Jurada/Sworn Statement.
- Presupuesto/Assigned Budget.

4. INFORMATION TO FOREIGN RESEARCHERS NON-RESIDENTS OF CHILE.

As informed by the Ministry of Foreign Affairs (Ministerio de Relaciones Exteriores) processing of a Temporary Visa in the country may take –on average- 100 or more days. That is why we recommend to obtain such visa before traveling to Chile from the Chilean Consulate closest to your current place of residence (**For Further information of Consultates**, <http://chileabroad.gov.cl/en/consulados/>).

To process a **Temporay Visa abroad**, You must:

- Inform your Projects Coordinator the Chilean Consulate (country and city) where you will submit the Temporary Visa application. Include your current mailing address and telephone number. FONDECYT will issue and mail to such mailing address the Postdoctoral Award Certificate.
- FONDECYT will communicate to the Ministry of Foreign Affairs the certificate mailing date in an effort to expedite the process.



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5. INFORMATION TO FOREIGN RESEARCHERS RESIDING IN CHILE.

Depending on the Investigator's visa status, he/she must send the documents below to process the funding agreement. If you hold:

- **Permanent Resident Visa:** You must send a copy of an unexpired (front and back) Cédula de Identidad para Extranjeros. For information on this type of visa, <http://www.extranjeria.gob.cl/permanencia-definitiva/permiso-de-permanencia-definitiva/tipos-de-permanencia-definitiva/> .
- **Temporary Visa:** You must send both, a copy of an unexpired visa and an unexpired (front and back) Cédula de Identidad para Extranjeros. For additional information on this type of visa, <http://www.extranjeria.gob.cl/residencia-temporaria/tipos-de-residencia-temporaria/> .
- **Student Visa with employment authorization:** He/she must send copy of an unexpired Student Visa and employment authorization in addition to an unexpired (front and back) Cédula de Identidad para Extranjeros. For further information, <http://www.extranjeria.gob.cl/residencia-de-estudiante/formularios-y-requisitos/> .
- **Only the above types of visas are acceptable.** In absence of the above certifications the funding agreement cannot be processed.

6. VISA APPLICATION IN CHILE.

To apply for a Temporary or Permanent Resident in Chile, you must:

- Request FONDECYT to issue the **Certificado de Adjudicación del Proyecto**.
- Process the visa application through the **Departamento de Extranjería y Migración del Ministerio del Interior y Seguridad Pública**, or through the **Oficinas de Extranjería de la Gobernación Provincial** closest to your place of residence in Chile.

7. FUNDING AGREEMENT PROCESSING.

FONDECYT may request processing if the required documentation has been received:

- Copies of the agreement duly signed by all parties.
- Doctorate award certification.
- If non-Chilean citizen, certification of unexpired Temporary, Permanent Resident or Student visa (with employment authorization) and Cédula de Identidad para extranjeros.



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8. DISBURSEMENT OF FUNDS.

- Once the agreement has been fully processed and provided there are no outstanding debts with CONICYT, FONDECYT will request that funding be disbursed via **electronic transfer**.
- To that effect you must register a personal checking or vista account from a Bank in Chile in our Declaración de Gastos en Línea System <https://evalcyt.conicyt.cl/declaracion/> . Upon registration, if this is the first time you access the site, a password will be sent to your e-mail address.
- To register, foreign nationals must have a **Cédula de Identidad para Extranjeros**. If your RUT (National ID number) is not shown in the system, contact your Projects Coordinator.
- Neither “Cuentas RUT” nor Bipersonal bank accounts are acceptable.
- If you have an account at **Banco BBVA**, enter your Cedula de Identidad number without decimals and verification character. For example, enter 24999999 instead of 24.999.999-K

The electronic transfer includes:

- Honoraria, one or more installments.
- Health Benefit, one or more installments.
- Travel and/or Operational Expenses in one installment.
- Installation Expenses, if applicable, in one installment for the first year only.

9. ETHICAL/BIOETHICAL AND OTHER CERTIFICATIONS

As per numerals 2.3.2. y 2.3.3. of the Terms & Conditions of the Competition, Investigators are required to submit the institutional approval Ethical/Bioethical certifications needed to proceed with the project execution. In cases where funds are transferred while certifications are under review and in the event they are not approved, the FONDECYT Councils may declare early termination of the project and, if applicable, request reimbursement of the disbursed funds.



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10. PRINCIPAL INVESTIGATOR OBLIGATIONS.

- **Taxes:**

You must pay taxes on the income earned in Chile. To become a taxpayer the first step is to obtain authorization from the Servicio de Impuestos Internos(SII) –Internal Revenue Service- by submitting an Iniciación de Actividades online application at www.sii.cl. Once approved you will be able to issue “Boletas de Honorarios” and pay income tax.

- **Online systems for submission of Annual Academic and Financial Reports:**

FONDECYT has two websites for submission of Academic and Financial Reports:

-Academic Reports via Sistema de Informes Académicos en Línea:
<http://sial.fondecyt.cl/>

-Financial Reports via Sistema de Declaración de Gastos en Línea:
<https://evalcyt.conicyt.cl/declaracion/>

Please note that at the end of each execution year, in addition to registering all expenses charges to the project via SDGL, you must send all original documents in support of the expenses declared to CONICYT.

Instructions to prepare and submit the reports are available at the respective websites.

11. EXPENSES CHARGED TO THE PROJECT.

You may charge expenses beginning 01 November 2014, except for Installation Expenses which may be declared on the SDGL provided they are issued on or after October 16 2014, which is the official publication date of the competition results in FONDECYT’s website.

Questions?:

Please contact your Projects Coordinator or the Help Desk at the following telephone numbers:

+56 2-23654447 / +56 2-23654445 / +56 2-23654665

E-Mail: postulacion.fondecyt@conicyt.cl