EERC GRANT COMPETITION APPLICATION INSTRUCTIONS

The following are instructions for completing the EERC Grant Competition through online application platform. Read these technical guidelines carefully before completing your application online. Given past experience, we anticipate that many candidates will submit their online application materials in the final days before the deadline. **To avoid heavy server traffic and potential delays, we encourage candidates to submit their application materials as early as possible.**

If you experience difficulty using the online application system, please contact:

Irina Sobetskaya, EERC Competition Coordinator – irina@kse.org.ua

Anton Pashchenko, IT Specialist – apashchenko@kse.org.ua

Step 1 Personal profile

Follow the link www.eerc.ru. In the right upper corner you will see fields for login and password.

a) **If you applied before**, please, check availability of your profile at the EERC database and get updated password (received through automatic online system using your instant e-mail). You can also check and update information in your profile by clicking on your name. If you couldn't update your password and didn't get access to application form, please, write about it with problem description to the e-mail irina@kse.org.ua.

b) **If you didn't apply before** and you are a new user, please, register at the web-site and fill all required fields carefully. After confirming the registration and login to the web-site, you are able to fill the application form through EERC web-site in the Competition section. Registration form includes individual questionnaire (contact information, information about education and current employment) and must be filled for each project participant separately.

NOTE! All participants of the project must be registered at EERC web-site!

Step 2 Application procedure

To start application procedure you must be registered at our web-site and logged in. In the right upper corner you will see the open competitions where you can apply, choose one. Please fill application form carefully.

Application form includes:
   a) project title in English and Russian;
   b) a short description of the project in English and Russian;
   c) JEL codes (see http://www.aeaweb.org/journal.html, *JEL Classification System section*);
   d) names of project head and participants;
   e) some other supporting information;
   f) and attachments.

After finishing the application procedure you can check by entering the folder "My applications" (the right upper corner). You can update your application till the deadline.

Specific requirements to the application

   1. All fields must be filled carefully with correct information. If applicant provides deliberately wrong information, EERC staff reserves the right to reject the application without any comments.
   2. **Don't use** CAPS LOCK while filling the fields.
   3. Project leader of the proposal is the person who contributes most into the research.

4. CV for each participant should include the following information: education, personal info, work, internships.

Requirements to the attachments:

1. Files must be in PDF or Word format, PDF is preferred.
2. Name of the file with proposal should be the following: Proposal_Last name of the project leader.
3. Name of the file with CV should be the following: CV_Last name of the participant.
4. Please attach no more than 5 files.
5. Don't use dots in the name of a file or it will be uploaded incorrectly.

Step 3 Check availability of your application and correctness of the filled information