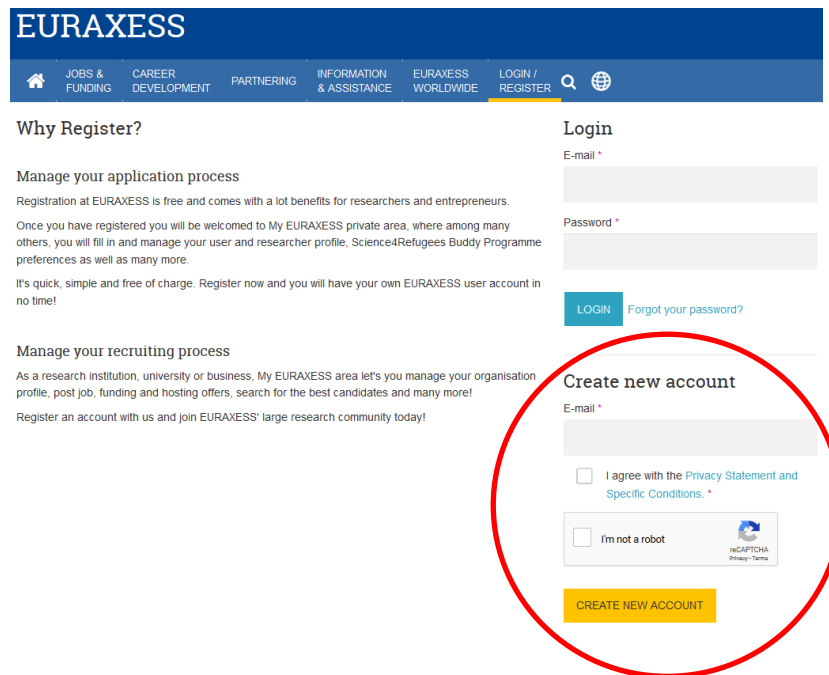


PASOS A SEGUIR PARA PUBLICAR UNA “HOSTING OFFER” EN EURAXESS

1. Dar de alta un perfil personal en EURAXESS

Ir a <https://euraxess.ec.europa.eu/user> y seleccionar “Create new account”



EURAXESS

HOME JOBS & FUNDING CAREER DEVELOPMENT PARTNERING INFORMATION & ASSISTANCE EURAXESS WORLDWIDE LOGIN / REGISTER

Why Register?

Manage your application process

Registration at EURAXESS is free and comes with a lot of benefits for researchers and entrepreneurs. Once you have registered you will be welcomed to My EURAXESS private area, where among many others, you will fill in and manage your user and researcher profile, Science4Refugees Buddy Programme preferences as well as many more.

It's quick, simple and free of charge. Register now and you will have your own EURAXESS user account in no time!

Manage your recruiting process

As a research institution, university or business, My EURAXESS area lets you manage your organisation profile, post job, funding and hosting offers, search for the best candidates and many more!

Register an account with us and join EURAXESS' large research community today!

Login

E-mail *


Password *

LOGIN [Forgot your password?](#)

Create new account

E-mail *

I agree with the [Privacy Statement and Specific Conditions.](#) *

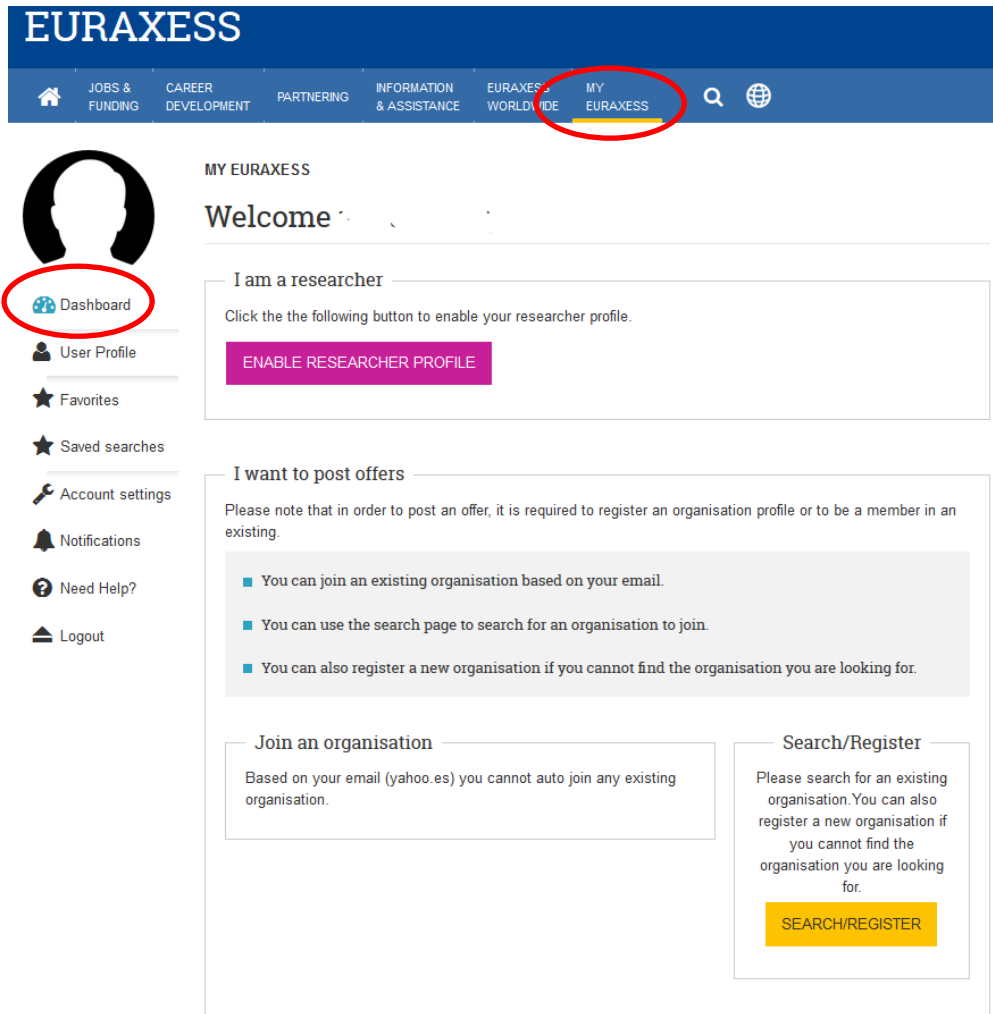
I'm not a robot 

CREATE NEW ACCOUNT

2. Dar de alta una organización

Estando registrados, ir a “MY EURAXESS” -> “Dashboard”

- “Join an organisation”: En función del dominio del correo electrónico utilizado, el sistema reconoce perfiles de organizaciones dadas ya de alta, permitiendo vincularse a dicha organización.
- “Search / Register”: Permite buscar y/o dar de alta una nueva organización



EURAXESS

HOME JOBS & FUNDING CAREER DEVELOPMENT PARTNERING INFORMATION & ASSISTANCE EURAXESS WORLDWIDE **MY EURAXESS** SEARCH GLOBE

MY EURAXESS

Welcome

Dashboard

- User Profile
- Favorites
- Saved searches
- Account settings
- Notifications
- Need Help?
- Logout

I am a researcher

Click the the following button to enable your researcher profile.

ENABLE RESEARCHER PROFILE

I want to post offers

Please note that in order to post an offer, it is required to register an organisation profile or to be a member in an existing.

- You can join an existing organisation based on your email.
- You can use the search page to search for an organisation to join.
- You can also register a new organisation if you cannot find the organisation you are looking for.

Join an organisation

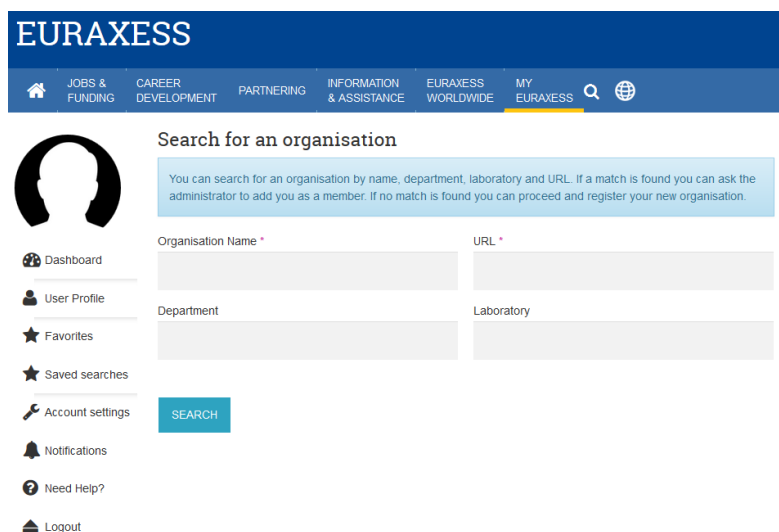
Based on your email (yahoo.es) you cannot auto join any existing organisation.

Search/Register

Please search for an existing organisation. You can also register a new organisation if you cannot find the organisation you are looking for.

SEARCH/REGISTER

En el caso de registrar una nueva organización, el perfil personal creado en el paso 1, sería quien administrara dicho perfil de organización, pero posteriormente nuevos perfiles personales podrían agregarse a esta organización.



EURAXESS

HOME JOBS & FUNDING CAREER DEVELOPMENT PARTNERING INFORMATION & ASSISTANCE EURAXESS WORLDWIDE **MY EURAXESS** SEARCH GLOBE

Search for an organisation

You can search for an organisation by name, department, laboratory and URL. If a match is found you can ask the administrator to add you as a member. If no match is found you can proceed and register your new organisation.

Organisation Name * URL *

Department Laboratory

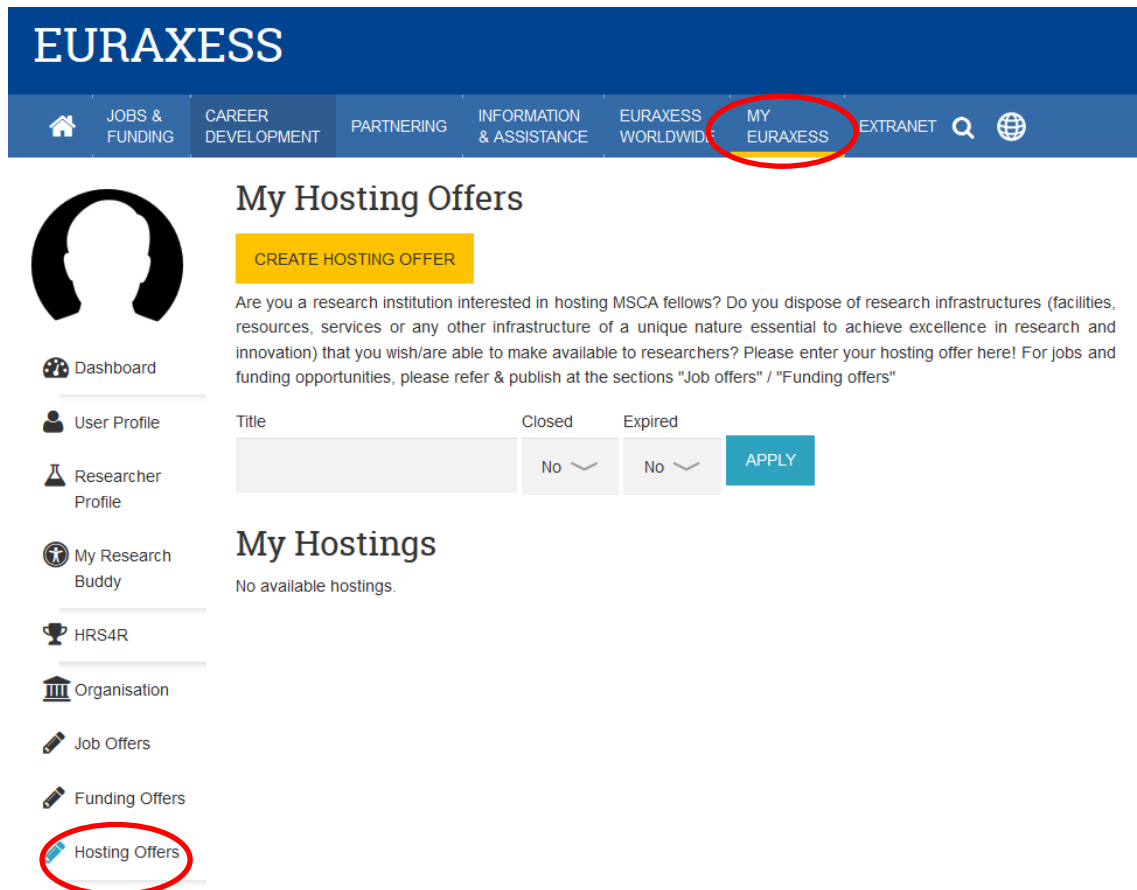
SEARCH

Dashboard

- User Profile
- Favorites
- Saved searches
- Account settings
- Notifications
- Need Help?
- Logout

3. Publicar “Hosting Offer”

Una vez el perfil personal está vinculado al perfil de la organización, es posible publicar ofertas en nombre de dicha organización entrando en “MY EURAXESS” y buscando la opción “Hosting Offer”



EURAXESS

HOME JOBS & FUNDING CAREER DEVELOPMENT PARTNERING INFORMATION & ASSISTANCE EURAXESS WORLDWIDE **MY EURAXESS** EXTRANET

My Hosting Offers

CREATE HOSTING OFFER

Are you a research institution interested in hosting MSCA fellows? Do you dispose of research infrastructures (facilities, resources, services or any other infrastructure of a unique nature essential to achieve excellence in research and innovation) that you wish/are able to make available to researchers? Please enter your hosting offer here! For jobs and funding opportunities, please refer & publish at the sections "Job offers" / "Funding offers"

Title	Closed	Expired	
	No	No	APPLY

My Hostings

No available hostings.

- Dashboard
- User Profile
- Researcher Profile
- My Research Buddy
- HRS4R
- Organisation
- Job Offers
- Funding Offers
- Hosting Offers**

Los campos a rellenar incluyen:

- “Title” : Título de la expresión de interés
- “EU Research Framework Programme”: Seleccionar “H2020/Marie Skłodowska Curie”
- “Hosting”: Descripción de la oferta
- “Offer deadline”: Fecha límite para presentar solicitud. Una vez se alcance la fecha establecida, la oferta dejará de estar visible en la base de datos

Create Hosting

Hosting description

Title *

ex. Marie Skłodowska - Curie Actions Individual Fellowships (IF)

EU Research Framework Programme *

- Select a value -

Hosting Description *

Rich text editor toolbar with options: Source, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Undo, Redo, Print, Fullscreen, Help.

Offer Deadline *

Date	Time	Timezone
10/07/2019	17:30	Europe/Athens

Is the Hosting related to a project within a [Research Infrastructure](#)?

Por defecto aparecerá la información de contacto establecida en el perfil de la organización creado en el paso 2, pero es posible editar o añadir más información.

Organisation/Institute

Organisation/Company *

Fundación Española para la Ciencia y la Tecnología

Department ex. Faculty of Biology

Laboratory ex. Leverhulme Centre for Human Evolutionary St

Organisation/Institution Type * Private with public mission

Country * Spain

Street

Pintor Murillo 15

City * Alcobendas

State/Province Madrid

Postal Code 28100

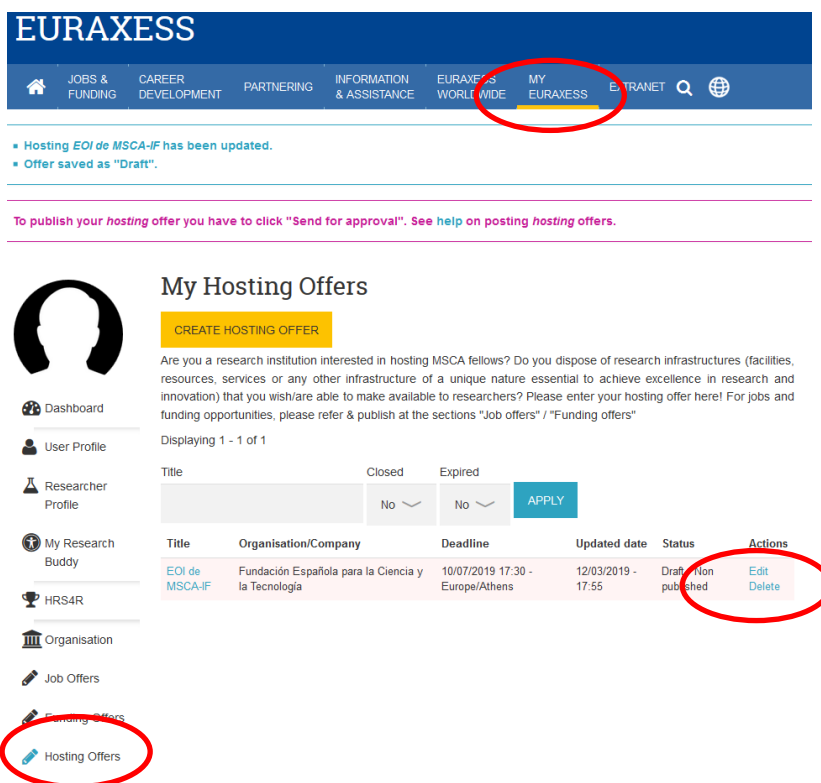
Website

+ http://fecyt.es

NEW WEBSITE

4. Consideraciones finales:

- Al guardar (“SAVE”) la oferta, permanece en forma de borrador no publicado (“Draft-Non published”).
- Para obtener una visualización de la oferta, se puede usar “PREVIEW”
- Para publicarla seleccionar “SEND FOR APPROVAL” (se habilitará al guardar y sólo cuando se hayan rellenado todos los campos obligatorios marcados con un asterisco).
- En caso de que en el paso 2 se opte por unirse a un perfil de organización existente, la oferta deberá ser validada por la persona que actúa de administradora de dicho perfil de organización.
- En caso de necesitar editar cualquier aspecto de la oferta (P. Ej., porque ya se tiene candidato y quiere cerrarse), se puede hacer desde “MY EURAXESS” -> “Hosting offers”



EURAXESS

[HOME](#)
[JOBS & FUNDING](#)
[CAREER DEVELOPMENT](#)
[PARTNERING](#)
[INFORMATION & ASSISTANCE](#)
[EURAXESS WORLD WIDE](#)
[MY EURAXESS](#)
[E-TRANET](#)

• Hosting EOI de MSCA-IF has been updated.
 • Offer saved as "Draft".

To publish your hosting offer you have to click "Send for approval". See [help](#) on posting hosting offers.

My Hosting Offers

[CREATE HOSTING OFFER](#)

Are you a research institution interested in hosting MSCA fellows? Do you dispose of research infrastructures (facilities, resources, services or any other infrastructure of a unique nature essential to achieve excellence in research and innovation) that you wish/are able to make available to researchers? Please enter your hosting offer here! For jobs and funding opportunities, please refer & publish at the sections "Job offers" / "Funding offers"

Displaying 1 - 1 of 1

Title	Closed	Expired			
	No	No	APPLY		
Title	Organisation/Company	Deadline	Updated date	Status	Actions
EOI de MSCA-IF	Fundación Española para la Ciencia y la Tecnología	10/07/2019 17:30 - Europe/Athens	12/03/2019 - 17:55	Draft - Non published	Edit Delete

[Dashboard](#)
[User Profile](#)
[Researcher Profile](#)
[My Research Buddy](#)
[HRS4R](#)
[Organisation](#)
[Job Offers](#)
[Funding Offers](#)
[Hosting Offers](#)

Para más información sobre el uso del portal y la publicación de ofertas de trabajo, financiación o de acogida, por favor visita:

<https://euraxess.ec.europa.eu/useful-information/faq>