

Procedure for submitting supporting documentary proof online

Requirements

In order to present supporting documentary proof online, **from 2026 onwards**, identification and processing on the Institut Ramon Llull virtual office must be done using a Digital Certificate, idCat Mòbil, or Cl@ve:

| RESIDENCE | IDENTIFICATION AND ELECTRONIC SIGNATURE MECHANISMS | APLICANT PROFILE |
|------------------------------|--|---|
| Catalonia/ Spain | Digital Certificate | Natural persons and legal entities |
| | idCAT Mobile | Natural persons and legal entities (legal representative) |
| | Cl@ve | Natural persons and legal entities (legal representative) |
| European Countries | European Digital Certificate (1) | Natural persons and legal entities (legal representative) |
| | idCAT Mobile | Natural persons and legal entities (legal representative) |
| Non european countries | idCAT Mobile | Natural persons and legal entities (legal representative) |

To submit documentation related to procedures **from 2025 or earlier**, accreditation (username-password) remains valid, as stipulated by the regulations governing those procedures.

- For procedures initiated in 2026, For more details, [click here](#).
- For possible incidents or errors: Contact through this [form](#) and select the option Digital Certificate / idCAT Mòbil / accreditation. The inquiry will be answered within a maximum of two business days.

Submission

1. Check the terms and conditions of the call for applications to see what supporting documentary proof is required in order to proceed with the submission procedure.
2. Prepare the documentary proof submission form:

- For competitive music or performing arts grants: Fill in the corresponding electronic [form](#) and save it to submit together with the supporting documents.
- For other competitive grants, fill the *Excel* form and submit in *PDF* format:
 - a. Download the *Excel* template of the supporting documentary proof form in the tab that applies to your grant on the Institut Ramon Llull's website.
 - b. Fill in all the tabs: incomes, expenses and summary, of this *Excel* template.
 - c. Create a *PDF* version that includes all the tabs (the “Entire workbook” option in create/print to *PDF*).
- 3. Invoices, as well as proofs of payment, must be in *PDF* format. If the original document is on paper, scan it and convert it to a *PDF* document.
- 4. You must submit this supporting documentary proof, together with the form you filled in in accordance with point 2 above, via the Institut Ramon Llull's virtual office by accessing the dossier using a digital certificate/idCAT Mobile or by accrediting yourself by means of your username and password (this last one only for procedures started before 2026).
- 5. Once you have completed the procedure, confirmation of your submission will be generated and sent to your email address.