Guide to Submitting Supporting Documents by Electronic Means

Spanish Grant Recipients or Grant Recipients with Spanish Residency

In order to submit the supporting documents by electronic means, the grant recipient must have a digital certificate and complete the following steps:

1. Consult the grant-call guidelines for details regarding supporting documents that must be provided in order to justify expenditures.
2. Fill out the form for supporting documents:
   a. Download the Excel template form regarding supporting documents available on the Institut Ramon Llull website under the tab corresponding to the grant in question.
   b. Fill in all the tabs on this Excel template.
   c. Create a PDF version of the document that includes all of the tab (go to option "All" when creating/printing the PDF).
   d. Digitally sign this PDF document using online signature service* or specialist software.
3. To ensure they are faithful copies of the originals, each invoice and proof of payment must be separately signed using a digital certificate. All of the documents must be in PDF format.
   i. If the original document is in paper format, scan it and save it as a PDF document.
   ii. Digitally sign (via a digital certificate) all documents using online signature service* or specialist software.
   iii. Save the new, signed documents on your computer so that you can subsequently upload them to the file.
4. Access the file via the Institut Ramon Llull's digital gateway, using a digital certificate or ID. Then upload the signed documents and other supporting materials specified in the guidelines governing the grant application process.
5. Once the process is complete, a submission receipt will be generated and sent to you via email.

*Example of an online signature service: Online signature tool (https://www.eacat.cat/web/guest/Einasignatura).

Foreign Grant Recipients who are not Spanish Residents

In order to submit the supporting documents by electronic means, the grant recipient must have an ID or user name and password, and follow the steps below:

1. Consult the grant application guidelines for details of the supporting documents that must be provided in order to justify expenditures.
2. Fill out the form for supporting documents:
    a. Download the Excel template form regarding supporting documents available on the Institut Ramon Llull website under the tab corresponding to the grant in question.
    b. Fill in all the tabs on this Excel template.
    c. Create a PDF version of the document that includes all of the tabs (go to option "All" when creating/printing the PDF).
3. Scan the invoices, and any other supporting documents you may have in paper format and create PDF documents of them. You must create a separate PDF for each document.
4. Access the grant file via the Institut Ramon Llull's digital gateway, using your ID or user name and password. Then upload all of the supporting documents specified in the guidelines governing the grant application process.
5. Once the process is complete, a submission receipt will be generated and sent to you via email.