**VLADIMIR POTANIN FOUNDATION**

Tverskaya, 16, bld 1,
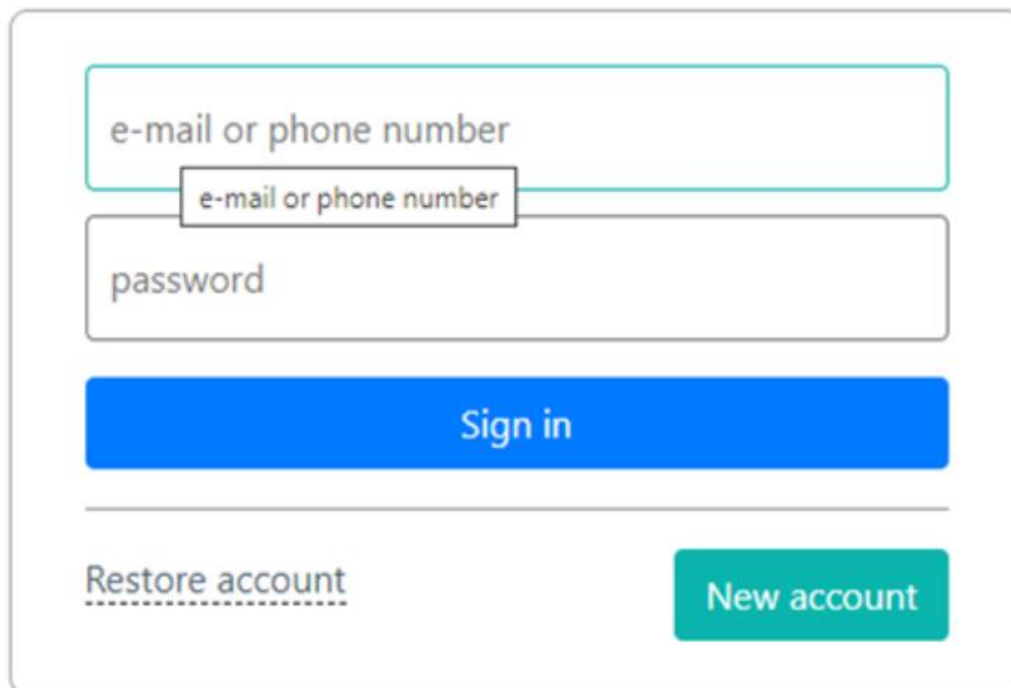Moscow, Russia 125009

+7 (495) 149 3018
info@fondpotanin.ru

# FREQUENTLY ASKED QUESTIONS ON THE FOUNDATION'S PORTAL

**I would like to apply for a competition but I cannot find an application form. Where can I find it?**

You can fill in and submit your application on the Foundation's new portal *zayavka.fondpotanin.ru/ru/*

**REGISTRATION ON THE NEW PORTAL:**

If you participate in the Foundation's competitions for the first time, you have to register on the new portal *zayavka.fondpotanin.ru/ru/*.



You can find an application form for a competition in the "Current Competitions" section:

**VLADIMIR POTANIN FOUNDATION**

## Current competitions

Your application:
ШФ21-000084 draft

### Endowment strategy 2021

Apply

**ACCESSING AN OLD PERSONAL ACCOUNT ON THE NEW PORTAL**
You do not have to register again if you have an account on the old portal.
The instructions on how to use the new portal are available here.
**I have not received an email with the link while restoring the access to the new portal, what should I do to fix this?**
You should do the following:

- Check your spam folder;
- Try using lower case (small letters) if your email address contains capital letters;
- If you registered on the old portal later than November 14th 2020, your data may have not been transferred to the new portal. Please inform the operator of the competition or register again on the new portal;
- If these steps did not help you or they are not applicable to your situation, please contact the competition operator. Contact details of the operator are available on the Competition page on the Foundation's website fondpotanin.ru.

**I have not received a text message with the code to restore my access to the new portal, what should I do to fix this?**
You should do the following:

- Please wait, it may take up to 5 minutes for you to receive the text message. The code is valid for 5 minutes;
- Make sure that you did not use "+" when typing your phone number. Your phone number should start with 7 or 8;
- Make sure that you have enough money on your mobile account, that your phone is not blocked, and that you are in the area with an adequate signal;
- If you are abroad, please check that your roaming service is enabled and that you can receive text messages;
- If you use an international mobile operator, text messages will be delivered in the same way as with phones using Russian mobile operators (do not put "+" before your phone number);

- If these steps did not help you or they are not applicable to your situation, please contact the competition operator. Contact details of the operator are available on the Competition page on the Foundation's website fondpotanin.ru.

NB: Text messages can be sent from different numbers, this depends on a specific operator. However, the text message must always contain the link to fondpotanin.ru.

## ACCOUNT DATA ON THE NEW PORTAL

### What is a Basic Electronic Signature (BES)?

Basic Electronic Signature is an electronic signature that identifies a private entity (a user) via a signature key. The key is a combination of two elements: an identifier and a key password. The identifier is a personal phone number and the key password is the code from a text message. A user employs the basic electronic signature in his account on the portal.
*zayavka.fondpotanin.ru/ru/.*

### Is my phone number required for anything else apart from BES?

Your phone number is the primary contact number on your personal account. We may use this number if we urgently need to contact you.

### Is it possible to use two phone numbers?

No, you can register using only one phone number, which will be associated with your basic electronic signature. You can add extra phone numbers (a landline or a mobile) in your account details, but they are not going to be linked with your basic electronic signature or recognized as a primary account phone number.

### Is it possible to change the phone number or email that I used for registration?

Yes, in order to change the primary phone number or email please contact the Foundation's manager who is responsible for the competition. Their contact details are available on the page of the Competition on the website fondpotanin.ru.

### Do I have to provide my passport details for the registration?

No. Passport details are not required for the registration. However, they may be required later: for example, in order to sign an agreement with the Foundation (in case you win the competition).

### SUBMITTING A COMPETITION APPLICATION

**What should I do if technical problems occur on the portal while I am filling my application?**

Try reloading the page. It usually helps to resolve the file uploading issues. You may also try to log out and log in again or switch to another device or browser. If none of these actions help resolve your issue, please contact the competition operator.
**NB:** Please inform the competition operator or the Foundation's manager who is responsible for the competition of a problem. Contact details of the Foundation's manager and the operator are available on the competition's page on the website *fondpotanin.ru.* Do not forget to include your contact details, the application reference number (if you have one), and screenshots of the page with the problem.

**Which device should I use to fill the application?**

You can use any device to fill your application. However, the experience of other applicants demonstrated that it is better to use a desktop computer or a laptop when attaching documents.

**Which browser should I use to fill the application?**

You may use any browser of your choice. However, the experience of other applicants demonstrated that Internet Explorer does not always support the Foundation's portal.

**Is it possible to edit the application?**

The application form can be edited and saved as a draft before submission (by pressing the "Submit the Application" button). It is not possible to edit the application form after its submission.

**Is it possible to save a draft of the application?**
All changes to the application draft are saved automatically and displayed when the application is opened. If changes are not displayed, please reload the webpage. Please note, that the information in the drop-down fields is not saved automatically, you can save it by pressing the "Save" button at the bottom of the window.

**Добавить публикацию** ✕

Тип публикации ▾ | Год | Язык ▾

Название

Название по-русски

Адрес в интернете

Выходные данные (для библиографической ссылки)

Соавторы
▢ ▢▢▢▢ | Автор
Добавить

☐ входит в международные системы цитирования (Scopus, WoS, и др.)
☐ входит в перечень рецензируемых научных изданий ВАК
☐ входит в систему научного цитирования РИНЦ
☐ не входит в вышеперечисленные системы/ иное

Файлы
Загрузить

⬇ Сохранить | Закрыть

## Does character limit include spaces?

Yes. The number of characters is calculated with spaces. The number of used characters is displayed under the text field.

## Is there a requirement for a minimum number of characters?

No, there is no such requirement. However, some fields are mandatory and it is not possible to submit the application form without filling these fields.

## Is it mandatory to attach document scans? Can I attach photographs?

Both options are possible as long as the document is in .jpeg or .pdf and is readable. For example, dates, signatures, and information on the corporate seals and stamps must be readable.
**NB:** If a document contains several pages, it must be attached as a single file, not as an archive.

## I cannot upload the file with the documents, what should I do to fix this?

Try reloading the page. Try to log out and log back in. You may also try uploading the documents in a different format (e.g. use .jpeg instead of .pdf).

**NB:** Your document might have uploaded  but you cannot see it. To check and open the document, please reload the page.

## Is it possible to switch between fields?

Yes, you can switch between fields by using the "Next" button and the grey arrows next to the field.

В случае отзыва мной Согласия Фонд прекращает обработку моих персональных данных и (или) обеспечивает прекращение такой обработки лицом, действующим по поручению/заданию Фонда в срок, не превышающий 30 (тридцати) дней с даты поступления моего отзыва, за исключением случаев, когда Фонд вправе осуществлять обработку персональных данных без моего согласия на основаниях, предусмотренных Федеральным законом от 27.07.2006 N 152-ФЗ «О персональных данных».

Данное мной согласие распространяется также на мои фотографии и видеозаписи, созданные в процессе проведения Фондом Конкурса и благотворительных программ в целях информирования общественности о благотворительной деятельности Фонда.

◉ Согласен    ○ Нет

**Далее**

| Общая информация о заявителе | ⌄ |
| Информация о проекте | ⌄ |
| Участники и партнёры проекта | ⌄ |
| Бюджет | ⌄ |
| Служебная информация об организации | ⌄ |
| Итоговые заверения и согласия | ⌄ |

Внимание! Для работы с предыдущими конкурсами пока следует перейти на старую версию портала.

Политика конфиденциальности                 www.fondpotanin.ru                 Благотворительный фонд Владимира Потанина © 1999—2021

**NB: For some fields** (e.g. fields with agreements) the "Next" button only becomes active once you complete the required field. A grey arrow is an indicator that you can return to the field and add information.

If you would like to get acquainted with the application form before starting the filing process, you can check out the .pdf version of the application form available on both the portal and the Foundation's webpage.

## I see two application forms instead of one in my account, what should I do to fix this?

Some applicants might experience a problem with seeing two application forms.
This may happen after you submit your application, receive the link to check its status, and follow the link, which ends up leading to an uncompleted application. If this issue occurs, please contact the Foundation's responsible manager or the competition operator, who will check how the submitted application is displayed in the system. Their contact details are available on the competition's webpage.

## How can I find out whether my application needs to be revised?

You will receive a notification via your account email address. The notification will include recommendations on revision of your application. The notification is generated automatically and you don't have to answer to *robot@fondpotanin.ru*.
The application revision deadline is stated in the "Principles and Guidelines" of the competition and amounts to 3 working days.
If you have further questions, please contact the Competition's operator. The contact details of the operator are available on the Competition's webpage on fondpotanin.ru.

"Благотворительный Фонд Владимира Потанина" <robot@fondpota
Кому ████ ████

↩ Ответить   ↩ Ответить всем   → Переслать   ···

Пт 29.01.2021 13:29

ⓘ Мы удалили лишние разрывы строк в сообщении.

Уважаемый ████████!

Ваша заявка на грант № ГК21-████ на портале Благотворительного Фонда Владимира Потанина возвращена на доработку.

В рекомендательном письме не хватает подписи

Вы можете ознакомиться с замечаниями и внести изменения в заявку по адресу https://zayavka.fondpotanin.ru/ru/grants/application?id=████.

С уважением,
Команда Благотворительного Фонда Владимира Потанина info@fondpotanin.ru
+7 (495) 149-30-18

You can also monitor the status of your application in your personal account: you will see the status "Return for Revision".

**ATTENTION! In order to** return your revised application for evaluation, you must press "Submit" and sign it using your BES. Otherwise, your application will retain the "Return for Revision" status and will not be considered in a competition. Please bear in mind, that you must complete your revision within 3 working days. After the deadline, your application will be automatically blocked.
**NB:** You cannot change the content of your application. If such changes are identified, the application will be withdrawn from the competition.
**NB:** We recommend revising the application form using the link in the notification message. If you log in and use your account, some buttons for changing documents can be displayed incorrectly.
**How can I find out that my application is accepted for the competition? Will I receive notifications?**
After submitting (pressing "Submit"), the application will automatically get the "Submitted" status. Then it is checked on its compliance with the formal criteria, completeness and plagiarism (for some competitions).

БЛАГОТВОРИТЕЛЬНЫЙ
ФОНД ВЛАДИМИРА
ПОТАНИНА

МОИ ДАННЫЕ   ТЕКУЩИЕ КОНКУРСЫ   КОНТРАКТЫ   АРХИВ   УВЕДОМЛЕНИЯ
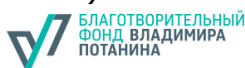
RUS ⌄   МЕНЮ ⌃

## Текущие конкурсы

Грантовый конкурс для преподавателей магистратуры 2021

Ваша заявка:
ГК21-████ подано

Upon successful completion of the compliance evaluation, the application receives the "Accepted" status. A notification is sent to the email address stated in the personal account.

All applications which comply with the formal criteria and receive the "Accepted" status are sent to be evaluated. (The application status changes to "Under Evaluation", but the applicant does not receive a notification. The change of status is displayed in the account).



In case of non-compliance with the formal criteria, plagiarism, incomplete application, the application is withdrawn from the competition and receives the "Cancelled" status. A notification with an explanation is sent to the email address indicated in the account.



If the application is complete, complies with the formal criteria and is free of plagiarism, however, requires revision related to certificates, reference letters etc. (quality of scans, seals) the application gets the status "Return for Revision" (see above).