VLADIMIR POTANIN FOUNDATION

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VLADIMIR POTANIN FOUNDATION PORTAL: FAQ

I want to apply for a competition, but cannot find an application form in my User account on the *zayavka.fondpotanin.ru* **portal. How to find it?**

The Foundation has a *new zayavka.fondpotanin.ru/ru/* portal, where you can fill in the application form.

HOW TO REGISTER A USER ACCOUNT ON A NEW PORTAL

If you participate in Foundation's competitions for the first time, you have to register on the new *zayavka.fondpotanin.ru/ru/* portal (please select English in the upper right corner).
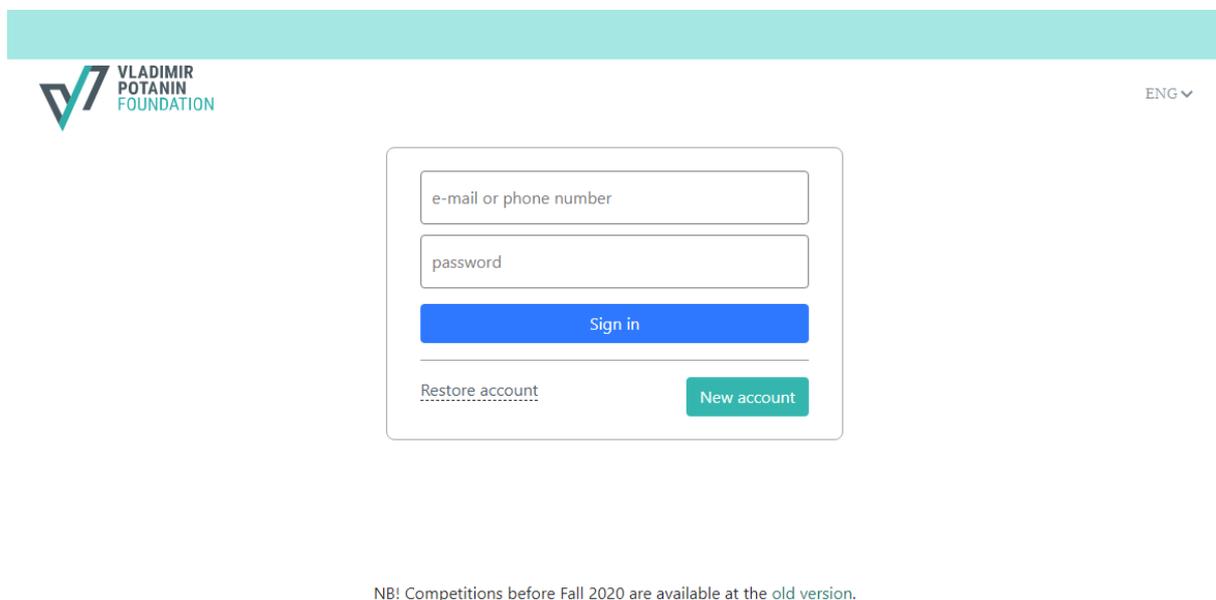
The application form is located in the *Current Competitions* section of the User account.

VLADIMIR POTANIN FOUNDATION

MY DATA   CURRENT CONTESTS   ARCHIVE   NOTIFICATIONS

ENG ⌄

Current competitions
Endowment strategy 2021

Apply

NB! Competitions before Fall 2020 are available at the old version.

HOW TO RESTORE ACCESS TO THE USER ACCOUNT ON THE NEW PORTAL FROM THE OLD PORTAL

You do not have to re-register if you already have a User account on the old portal. You need to go to your User account on the old portal and click on the link above the main menu. You will be redirected to the new portal.

What shall I do if I have not received a letter with a link while restoring access to the new portal?

The following steps may help:

- Check the *Junk* folder
- Type your e-mail address in lowcase letters if it contains uppercase letters
- If you registered on the old portal after November 14, 2020, your data might not have been transferred to the new portal yet. Please inform the competition operator about your problem or register your User account directly on the new portal
- If the above steps do not help / are irrelevant, please contact the competition operator. The contact information of the operator is available at the competition page on the fondpotanin.ru/en web-site

What shall I do if I have not received an SMS with a confirmation code while restoring access on the new portal?

The following steps may help:

- Wait – the SMS may come in 5 or more minutes; the time limit to enter the code from the SMS is 5 minutes

- Make sure that the phone number has been entered without the "+"sign and begins with 7 or 8

- Make sure that your phone number has a positive balance, is not temporarily blocked or is not out of coverage

- If you are outside Russia, make sure that the settings of your Russian phone number (roaming settings) allow to receive SMSs

- SMS delivery to foreign mobile phone numbers is possible and the arrangements are the same as for Russian numbers (there is no need to put "+" before the phone number)

- If the above steps do not help / are irrelevant, please contact the competition operator. The contact information of the operator is available at the competition page on the fondpotanin.ru/en web-site

NB. You can get SMSs from different numbers, these numbers may vary depending on the mobile network operator, but the SMS has to contain a reference to fondpotanin.ru.

USER ACCOUNT DATA ON THE NEW PORTAL

What is the Basic Electronic Signature (BES)?

The Basic Electronic Signature is an electronic signature identifying a specific individual (user) by using a signature key. The key consists of two elements – an ID code and a password. The ID code is the mobile phone number of the individual, and the password is the code from the SMS. The BES is used by the user for signing in the User account on the *zayavka.fondpotanin.ru/ru/* portal.

Is the phone number used for anything else but the BES?

The phone number is your contact number in the User account, so we may use it to contact you.

Is it possible to provide two mobile phone numbers?

The User account (UA) is registered with one phone number only. However, you may indicate an additional number of a mobile or landline phone in your UA. This additional number will not be used for sending SMSs for the BES, it is also not a characteristic of your UA.

Is it possible to change the phone number or an e-mail address provided during the registration process?

Applicants cannot do it themselves. To do so you have to contact a Foundation representative responsible for the competition. The contact information of the representative is available at the competition page on the fondpotanin.ru/en web-site.

Does the registration process require passport data?

No, passport data are not required in the process of registering your UA. However, these data may be necessary at later stages, for example, at the stage of signing an agreement with the Foundation (if you win a competition).

FILLING IN AN APPLICATION FORM

What shall I do if there is a technical problem on the portal while I am filling in an application form?

Try to restart the page – this helps most of the times when there is a problem with file loading. It might also be useful to exit the UA and re-enter it, or to change the browser or device you use. If the problem persists, please contact the competition operator.

NB. Always notify the operator or a Foundation employee responsible for the competition about the problem. The contact information of the operator or representative of the Foundation is available at the competition page on the fondpotanin.ru/en web-site. Make sure to indicate your contact number, application number (if any) and attach a screenshot of the page with the problem.

Which device is preferable while filling in the application form?

You may use any device at your convenience. However, we know from experience of other users that to display all fields correctly and attach documents seamlessly it is better to use a desktop computer or a notebook, not a mobile device (a workpad or a mobile phone).

Which browser is preferable while filling in the application form?

You may use any available browser at your convenience. However, we know from experience of other users that the Internet Explorer browser does not always properly support operations of the Foundation portal.

Is it possible to edit the application form or do I have to complete it outright?

The application form may be edited anytime from the moment of creating its draft till submission of the form (pressing the "Submit the application" button). After submission of the application form editing becomes impossible.

Is the draft application form saved?

Changes to the application form (apart from drop-down fields) are saved automatically and displayed when you re-open the form. If the changes are not displayed at once, please restart the page. Information **in the drop-down fields** of the application is not automatically saved. It has to be saved by pressing the "Save" button under the field.

Are the spaces counted as characters in the number of characters indicated for detailed answers?

Yes, the indicated number of characters includes spaces. The number of used characters is displayed above the field for your convenience.

Is there a limit for the minimum number of characters for detailed answers?

No, there is not. However, some of the fields are mandatory and have to be filled, otherwise it would be impossible to submit the application form.

Is it required to upload scans of the documents or is it possible to use photographs?

Both ways are possible, but you have to use .jpeg or .pdf format and make sure that the document is readable. For example, all dates, signature, stamps, etc. have to be clearly visible.

NB. If a document contains several pages, it has to be uploaded as a single file, not as an archive of several files.

What shall I do if I have problems with attaching a document file?

Try to restart the page or exit the UA, re-enter it and attach the file again. It is also worth trying to change the file format (for example, use .jpeg instead of .pdf).

NB. It is possible that a successfully uploaded document cannot be viewed at once. Please restart the page to view the document.

Is it possible to switch between the tabs of the application form?

Yes, it is possible. Use the "Next" button and gray arrows next to the names of the tabs.

NB. For some tabs (such as tabs requiring representations and consents) the "Next" button becomes active after the tab has been fully completed. The gray arrow indicates that you may return to a previous tab and make required changes.

If you want to see the content of the application form before completing it, you may do so not only in your UA on the portal, but also at the competition page of the Foundation web-site, where the form is published in the .pdf format.

What shall I do if two application forms are displayed in my UA instead of one?

Applications of some users may be "duplicated" in the UA. For example, you have submitted an application, have got a notification about the submission with a link for monitoring its status, but see an empty application form with different number and the "Draft" status after following this link. If this occurs, please write a responsible employee of the Foundation or a representative of the operator at the e-mail address

specified at the competition page of the Foundation web-site. They can check how the submitted application is displayed in the system.

How shall I find out that the application has been returned for revision?

A notification with comments that the application has been returned for revision and required corrections would be sent to the e-mail address indicated in the UA. This message is generated automatically by the portal and you do not have to answer to the robot@fondpotanin.ru address.

The deadline for revising the application is stated in the *Principles and Guidelines* of the competition. In the majority of cases it equals 3 business days.

Please contact the competition operator if you have any questions about revising the application. The contact information of the operator is available at the competition page on the fondpotanin.ru/en web-site.

You may also monitor the application status in the UA – it should be given the "Returned for revision" status.

NOTE! To return the revised application for consideration, you have to press the "Submit the application" button again after signing it with the BES. Otherwise the status of your application would remain "Returned for revision" and the application would not be further considered. Reminder: **in the majority of cases you will have three business days for revising the application**. After this time submission of the application is automatically blocked by the portal.

NB. It is impossible to change narrative sections of the application. If such changes are made in the course of revision, the application is withdrawn from the competition.

NB. We recommend to revise the application using the link to the UA provided in the letter about revising, not using the external entry. Thus you will avoid incorrect display of buttons to attach or change the documents.

How do I learn that my application was admitted to the competition? Will I receive notifications about changes of the application status?

An application automatically gets the "Submitted" status after submission (pressing the "Submit the application" button). Then it is checked for meeting formal criteria, completeness and plagiarism (for some competitions).
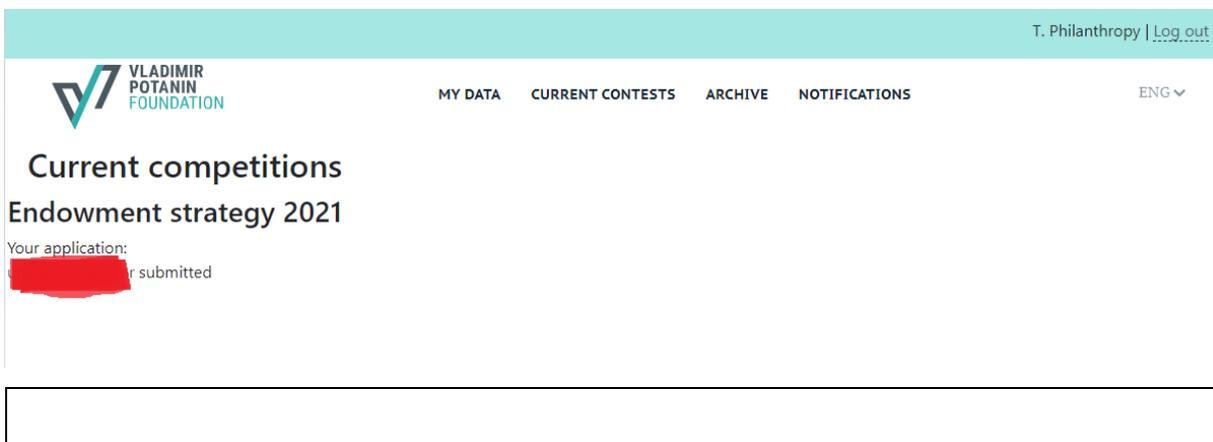
If the verification is successful, the application gets the "Accepted" status. A relevant automatic notification is sent to the e-mail address specified in the UA.

All applications meeting formal criteria of the competition and having the "Accepted" status are then submitted for expertise. (The application gets the "Under Consideration" status, but the UA owner does not get an automatic notification about this. The change of the status may be monitored in the UA only.)

If formal criteria are not met, plagiarism is detected or an application is incomplete, the application is withdrawn from the competition and gets a "Rejected" status. A relevant automatic notification is sent to the e-mail address specified in the UA with an explanation about the reasons for reject.

If an application is complete, has successfully passed checking for plagiarism and meets the formal criteria, but needs revising attributable to formatting cover letters, reference letters, etc. (quality of scans, stamps, etc.), it gets the "Returned for revision" status (see the point above for more details).