

INSTRUCTIONS to fill Eutopia Partnering Tool's database

Field description

1. **Name*
Supervisor's name.
2. **Lastname*
Supervisor's family name(s).
3. **Email*
Email address where the supervisor will receive any message sent by users from the Partnering Tool.
4. **University*
Supervisor's university. It can only be written as follows:
 - **CY**: CY Cergy Paris University
 - **UGOT**: University of Gothenburg
 - **UL**: University of Ljubljana
 - **UoW**: University of Warwick
 - **UPF**: Universitat Pompeu Fabra
 - **VUB**: Vrije Universiteit Brussel
5. *Department*
Supervisor's department at her/his university. It can be left blank, if necessary.
6. **Scientific_areas*
Supervisor's area(s) of interest. There can be more than one as long as they are separated by commas and written as in the following list:
 - Chemistry (CHE)
 - Economic Sciences (ECO)
 - Environment and Geosciences (ENV)
 - Information Science and Engineering (ENG)
 - Life Sciences (LIF)
 - Mathematics (MAT)
 - Physics (PHY)
 - Social Sciences and Humanities (SOC)
7. **Calls*
Either one or two (separated by commas) of the open calls written like this:
 - EUTOPIA SIF
 - MSCA-PF
8. *About*
Brief description of the supervisor's track record or bio. The search engine will look at this field and, therefore, it is recommended to write the specialization of the Scientific area or the research interest.

9. **Roles*

It should only be “supervisor”.

10. *Files*

Indicate the name of the file associated to the supervisor’s profile (if any). The documents linked to the profiles can be in pdf, jpg or png format. Maximum 2Mb. Executable files are not accepted.

Fields that include more than one option must be written together **in the same cell separated by commas**. Fixed options must be written exactly as in the lists before.

Example in the Calls field:

name	lastname	university	calls
Tobias	Henz	UPF	MSCA-PF, EUTOPIA SIF