

# **Part B**

## **INTAS Young Scientist Fellowships**

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#### **List of Keywords<sup>1</sup>**

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<sup>1</sup> Applicable to research projects, networks, innovation projects, young scientist fellowships, infrastructure actions and strategic scientific workshops

## Part B INTAS Call for Young Scientist Fellowship Applications

### 1. SCOPE

INTAS supports scientific cooperation between scientists from its Members and its NIS partner countries by setting up long-lasting scientific partnerships between them. As the number of young scientists working in NIS science has declined in recent years, INTAS seeks to provide incentives for them to remain in science by awarding fellowship grants.

This programme is open to all NIS scientists of 35 years of age or less (YS) in all fields of science to enable them to:

- Advance their careers via international collaboration;
- Stabilise their position and continue their research in the NIS;
- Establish contacts with INTAS research teams and NIS research teams and create collaborations for future research.

Two categories of young scientist fellowships are available:

- PhD fellowships;
- Postdoctoral fellowships.

### 2. PHD FELLOWSHIPS

#### 2.1 Eligibility Criteria

Applicants must:

- Be **35 years of age or less** at the submission deadline;
- Be a **citizen and permanent resident** of one of the **NIS**;
- Already be registered as working towards a PhD (equivalent to studying for a candidate degree in the NIS) at an NIS scientific institution and will be continuing for at least another two years towards their PhD degree from the beginning of their INTAS fellowship;
- Respect the identified submission procedure and use the INTAS submission programme for constructing an application;
- Submit a complete application in English that must arrive at INTAS by the deadline identified in the call announcement.

Applicants may be granted only one young scientist fellowship from INTAS; having received one they become ineligible to apply for further INTAS young scientist fellowships, irrespective of type.

#### 2.2 PhD Fellowship Conditions

Young scientists who are already registered as working towards a PhD (equivalent to studying for a candidate degree in the NIS) at an NIS scientific institution and who will work for at least another two years towards their PhD degree may apply for a PhD fellowship. Successful fellowship applicants must waive their right to any individual grant in an INTAS research project or INTAS network and must not accept any additional fellowship from foreign organisations for the duration of their INTAS fellowship.

## Duration of Fellowship and Visits

The duration of the fellowship is 2 years for continuing his/her PhD programme in the NIS including two visits to a scientific organisation from an INTAS Member to carry out project-related research.

The visits must be specified in the work programme. The visits can be to the same INTAS organisation or to two different INTAS organisations. The total duration of the 2 visits abroad must be between 4 and 8 months for the 2-year fellowship, with a minimum duration of 1 month for a single visit.

## Funding

The total fellowship support is **up to 16,400 € for the two years**, the annual amounts depending on the work programme. INTAS funding includes a monthly individual grant of **300 €** whilst in the NIS and a monthly living allowance of up to **1,200 €** whilst working in an INTAS Member state, paid as a flat rate covering all local subsistence costs such as meals, accommodation etc. The requested flat rate must be reasonably adapted to the costs of living in the respective INTAS country. INTAS also covers travel costs at the cheapest economy rates and costs for visa and travel insurance. Equipment, consumables, overheads are not allowable costs.

## 3. POSTDOCTORAL FELLOWSHIPS

### 3.1 Eligibility Criteria

Applicants must:

- Be **35 years of age or less** at the submission deadline;
- Be a **citizen** and **permanent resident** of one of the **NIS**;
- Applicants must be in a full-time research position at an NIS research organisation during the duration of the postdoctoral fellowship;
- Respect the identified submission procedure and use the INTAS submission programme for constructing an application;
- Submit a complete application in English that must arrive at INTAS by the deadline identified in the call announcement.

Applicants may be granted only one young scientist fellowship from INTAS, having received one they become ineligible to apply for further INTAS young scientist fellowships, irrespective of type.

### 3.2 Postdoctoral Fellowship Conditions

Postdoctoral fellows (i.e. those who hold a candidate degree) working at an NIS scientific organisation may apply for a fellowship to continue their research according to a work programme of high scientific quality. Successful fellowship applicants must waive their right to any individual grant in an INTAS research project or INTAS network and must not accept any additional fellowship from foreign organisations for the duration of their INTAS fellowship.

## Duration of Fellowships and Visits

The duration of the fellowship is **2 years** to carry out research in the NIS including two visits to a scientific organisation from an INTAS Member to carry out project-related research.

The visits must be specified in the work programme. The visits can be to the same INTAS organisation or to two different INTAS organisations. The total duration of the 2 visits abroad must be between 4 and 8 months for the 2-year fellowship, with a minimum duration of 1 month for a single visit.

## Funding

The total fellowship support is **up to up to 20,400 € for the two years**, the annual amounts depending on the work programme. INTAS funding includes a monthly individual grant of **400 €** whilst in the NIS, and a monthly living allowance of up to **1,500 €** whilst working in an INTAS Member state, paid as a flat rate covering all local subsistence costs such as meals, accommodation etc. The requested flat rate must be reasonably adapted to the costs of living in the respective INTAS country. INTAS also covers travel costs at the cheapest economy rates and costs for visa and travel insurance. Equipment, consumables, overheads are not allowable costs.

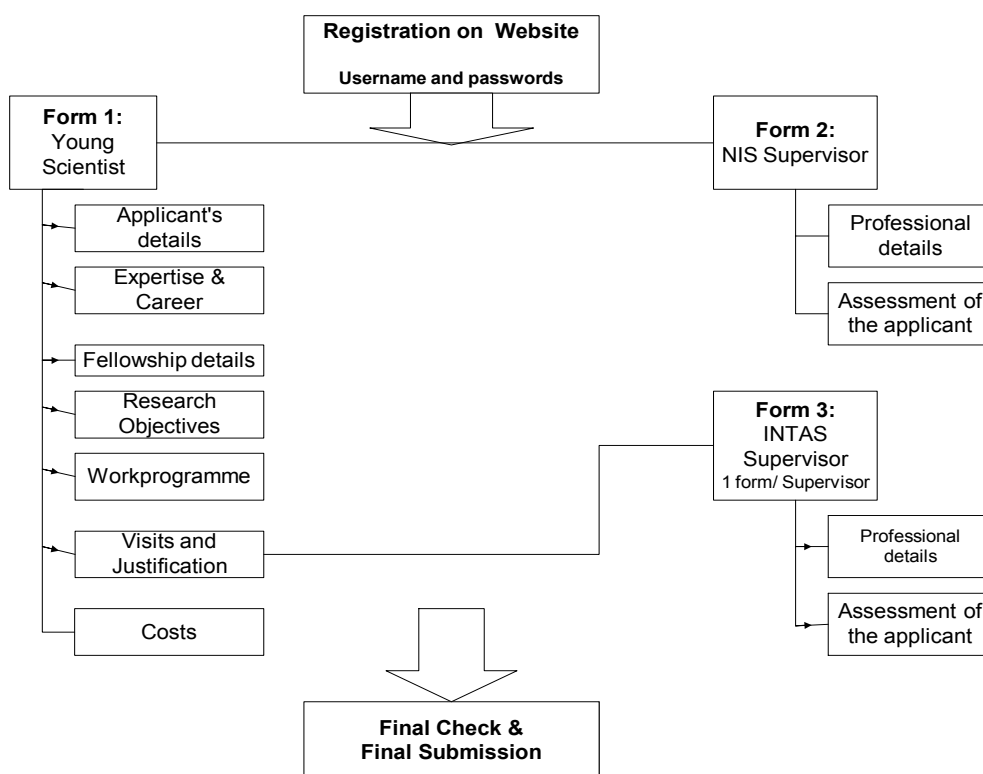
## 4. PREPARING AN APPLICATION

### 4.1 Access to the INTAS Submission System

To prepare and submit an application the young scientist should access the INTAS Internet site <http://www.intas.be> via the section "Funding Opportunities" to the section "YS Fellowships" where s/he will be asked to enter his/her e-mail address, in return s/he will receive a username "user ID" and **two** passwords, namely the "password" and the "unlock password". By using the password, s/he and the supervisors may complete their own administrative details, give their recommendations and replace the application partly or in full with an updated version. Only one partner may have access at the same time, in case of a second login the system indicates that "somebody else is working on the application" and refuses the connection. By using the unlock password, the young scientist can execute the final submission.

### 4.2 Structure of the INTAS Submission System and requested Input:

The following diagram provides you with an overview of all the sections that are needed to submit your application on the INTAS submission system.



You can also download the Technical Guide on the electronic submission to get a complete overview of the forms that need to be filled in.

In general terms, the INTAS submission system consists of sections under which you are invited to provide the following information:

## **FORM 1: FELLOWSHIP INFORMATION**

### **Young Scientist's Details**

- This includes professional contact details, qualification in the scientific field, professional career, current employer;
- Compulsory for postdoctoral fellowships: Give a list of publications including their web addresses if available. After you have finally submitted the fellowship application and received your registration number submit to INTAS immediately by e-mail the **full text of up to 3 major publications** in English or with an English translation. If publications are available in hard copy only – please send them by post. In both cases indicate clearly the call identification, your registration number and your name and address. Please note that the full texts of the publications must arrive at INTAS before the deadline. Exceptionally, copies sent by post may be accepted within 4 weeks after the deadline.

### **Fellowship Details**

- Give the title of your project;
- Specify key words and free words which identify your field;
- Describe your research objectives and your work programme.

### **Visits to INTAS Member Institutes**

- Specify your visits;
- Justify your visits in relation to the work programme;
- Identify your INTAS supervisors for each of your visits.

### **Costs**

- Specify your total travel costs and your monthly allowance separately for each year.

## **FORM 2: NIS SUPERVISOR**

(To be completed by the NIS supervisor.)

### **Supervisor's Details**

- Specify the supervisor's professional contact details and identify the fields of scientific activity and expertise using keywords (see part D) and add free words to further specify the scientific subject.
- Describe the NIS institute: specify type, research activities, facilities and infrastructure.

### **Assessment of the Applicant:**

- Give the appraisal of the applicant's scientific career and his/her present scientific activity;
- Provide a scientific assessment of the applicant's work programme and comment on its feasibility at your institute;
- Describe how the research programme is related to the scientific activities of the institute. Specify the interest and benefit of the present fellowship for both parties;
- Describe efforts of the institute to promote scientific careers of young scientists and comment on international cooperation activities, in particular with INTAS Members;
- Provide information on the applicant's position, professional status and engagement at the

- institute. If s/he holds a temporary position specify its duration;
- For PhD fellows only: is the applicant involved in a PhD programme? Specify its type and expected duration.

### **FORM 3: INTAS SUPERVISOR**

(To be completed by the INTAS supervisor. This form is linked to the specifications of travel to INTAS Members. If travel is foreseen to several institutes, each INTAS supervisor needs to complete this form.)

#### **Supervisor's Details**

- Specify the supervisor's professional contact details and identify the fields of scientific activity and expertise using keywords (see part D) and add free words to further specify the scientific subject;
- Describe the scientific activities of the INTAS institute related to the applicant's work programme.

#### **Assessment of the Applicant:**

- Provide a recommendation for the applicant;
- Justify the training visit of the applicant in your institute related to the work programme and the scientific activities of your institute;
- Provide a declaration for your institute on the readiness to host the applicant. The INTAS host organisation may facilitate the stay of the fellow by in-kind contributions (e.g. meals, accommodation, etc.) but must not charge any fees. In all fellowships involving more than one INTAS organisation, there must be an INTAS supervisor from each organisation confirming the readiness to host the young scientist fellow.

### **4.3 Documentary evidence**

Successful applicants will be requested to submit the following documents prior to the signature of the grant agreement:

- **A hard copy of the highest obtained diploma** and an English translation (this does not need to be an official translation, but should carry the signature of the NIS supervisor);
- **An hard copy of the full INTAS Application for a Young Scientist Fellowship** (INTAS PDF file) carrying the original signatures of the young scientist, the NIS supervisor and the INTAS supervisor with the official stamps of the relevant organisations;
- **PhD fellowship: confirmation of the registration at an NIS scientific institution** of working towards a PhD outlining the starting date and the expected duration of the PhD studies, duly signed and stamped by the institution (this information may be included in the hard copy of the INTAS Application above);
- **Postdoctoral fellowship: A hard copy of the PhD diploma or confirmation of successful PhD defence** and an English translation (this does not need to be an official translation, but should carry the signature of the NIS supervisor);
- **A hard copy of the identification page of the national passport** and an English translation (this does not need to be an official translation).

## **5. SUBMISSION OF FELLOWSHIP APPLICATIONS**

### **5.1 How to submit your Application**

Applications must be completed online and submitted **by the young scientist** via the internet using the INTAS submission system (Funding Opportunities, section YS Fellowship Grant) at <http://www.intas.be>. The application should be prepared jointly by the applicant and his supervisors using the password. In no case the young scientist shall submit information or recommendations on behalf of the supervisors that are not explicitly authorised by them. The final submission must be executed by the young scientist using the unlock password. When the

application is finally submitted, the INTAS submission system generates the comprehensive text of the application as it will be submitted to the evaluators. The young scientist receives this generated text of the "INTAS application for a young scientist fellowship" as a PDF file together with an acknowledgement of receipt by e-mail within 3 working days. It is recommended that the young scientist forwards this application document immediately to her/his supervisors for approval.

**Please note:**

- The application must be prepared using the INTAS submission programme;
- Applications sent by post, e-mail, telex or facsimile will not be accepted;
- Last minute submission via Internet should be avoided! Experience shows that high traffic during the last days before the deadline of the call may make access difficult, slows down the system performance and hampers the connectivity. INTAS will accept no responsibility for failure to gain access to the INTAS website or non-stable connections;
- Moreover, the site will automatically refuse to accept applications after the deadline.

**ATTENTION:**

**ATTENTION:**

- **While working on your application in the submission system, please note that the system will automatically interrupt the connection after 30 minutes if no activity is recorded on the INTAS server.**
- **Whenever you stop working on the application, always use the "log off" button in the system. Failure to do so will lead the system to block any further access to the proposal and to indicate "Someone else is working on your proposal". No one else will be able to work on it. The application can then only be accessed again with the applicant's unlock password.**
- **Before an application is finally submitted, the INTAS submission system screens certain eligibility criteria. Please note that not all eligibility criteria are checked and that the responsibility for compliance with the eligibility criteria rests with you.**
- **After the final submission, the use of the unlock password cancels the submission (!), sets the application back into the preparatory stage and renders the acknowledgement of receipt void. The application must be re-submitted after each such use of the "unlock" password. After each final submission you will receive an acknowledgement of receipt and the text of your application.**
- **Applications which remain on the internet system but have *not* been finally submitted will *not* be included in the evaluation. To look up the status of your application, you may go into the file in the internet submission system using your password: if the acknowledgement of receipt is displayed, the final submission has been executed; if the application text is displayed, it is still in the preparatory phase.**

## **5.2 Acknowledgement of Receipt**

Having completed the application and having made the **final submission via Internet, the applicant** will automatically receive via e-mail an acknowledgement of receipt with the application's registration number. **The use of the unlock password after the final submission, however, renders the acknowledgement of receipt void and a new acknowledgement with the same registration number will be provided after a re-submission.**

### **Deadline**

All applications must be finally submitted by the applicant to INTAS before the deadline as

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specified in the announcement of the call concerned.

## **6. EVALUATION OF APPLICATIONS FOR FELLOWSHIPS**

### **6.1 Evaluation Procedure**

The INTAS Secretariat will screen fellowship applications for conformity with the eligibility criteria. Eligible applications will then be evaluated by independent experts (peer review) under the scrutiny of the INTAS Council of Scientists. During evaluation, the applications will be distributed via the Internet without encryption but protected by username and passwords.

For each application received, INTAS will normally appoint 2 experts by matching the keywords and free words given by the applicant with those of the evaluators. Based on the evaluation scores of the evaluators the applications will be ranked. Based on this ranking and the available funding, those applications for funding will be identified. The final selection of fellowships to be funded will then be made by the INTAS Council of Scientists. The final outcome of these discussions is a consolidated list of all fellowships recommended for funding, with their budgets possibly reduced compared to the originally requested amounts.

Only the information contained within an application is used when assessing it against the stated criteria. It is therefore the applicant's responsibility to ensure that it is written in an explicit form, which does not require assumptions on the part of the evaluators when assessing key issues.

### **6.2 Evaluation Criteria for Fellowship Applications**

Experts will be asked to evaluate the applications against the following criteria, each of which may be awarded a maximum of 10 points according to the following scale:

0=information missing; 1=not sufficient; 2=poor; 3-4=average; 5-6=good; 7-8=very good; 9-10=excellent. For the applicant's qualification and expertise up to 20 points may be awarded.

#### **A. Merit of the proposed research** (maximum number of points: 30)

1. How clearly are the research objectives described and how novel and exciting is the proposed research? (10)
2. Is the research programme well structured and targeted in order to achieve the objectives? (10)
3. How realistic and feasible is the project? (10)

#### **B. Merit of the institutions involved** (maximum number of points: 20)

4. How suitable is the NIS institution to enable the successful completion of the research? (10)
5. How suitable is the INTAS institution to enable the successful completion of the research? (10)

#### **C. Merit of the applicant** (maximum number of points: 50)

6. Assess the scientific qualification of the applicant, in consideration of his/her scientific career, expertise and publications (publications compulsory for postdoctoral fellowships). (20)
7. How well does the applicant's scientific qualification match the work programme? (20)
8. Assess the mutual benefits for the involved parties (applicant, institutes) in carrying out the project? (10)

## 7. Evaluation Outcome & Award of Fellowship

### 7.1 Evaluation Outcome

The decision on the funding of fellowships is made by the INTAS General Assembly. The outcome of the evaluation will be communicated by INTAS to the applicants according to the indicative time table of the call as outlined in the call announcement.

### 7.2 Award of a Fellowship Grant

Successful applicants will be requested by INTAS to submit **a hard copy of the full INTAS Application for a Young Scientist Fellowship** (INTAS PDF file) carrying the original signatures of the young scientist, the NIS supervisor and the INTAS supervisor with the official stamps of the relevant organisations **as well as the other documents specified in section 4.3 above**.

To legally confirm your application for a young scientist fellowship, please proceed as follows:

1. Print a full paper copy of your PDF fellowship application.
2. Sign the paper copy underneath Section 5, Costs, and confirm in handwriting "I hereby confirm that the information and the attached documents to my fellowship application are correct and true."
3. Submit this full paper copy to your NIS supervisor who signs his NIS Supervisors section underneath Section 6.3 and approves with the handwritten words "full application read and approved".
4. Submit the full paper copy signed by you and your NIS supervisor to the authorized official of your NIS host institution who confirms the information concerning your academical/professional status underneath Section 6.3. Please ensure that the document carries the full name of the official, his/her position in the organisation and his/her signature and the stamp of the organisation. Please note that your signature, the signature by your NIS supervisor and by the NIS host organisation must be put on the same paper copy of your application.
5. Send a full copy of the PDF fellowship application to your INTAS supervisor (possibly by e-mail) who confirms his INTAS Supervisors section with the words "proposal read and approved", his original signature and the stamp of the organisation underneath Section 7.4. Your INTAS supervisor may return the signed document to you or directly to INTAS as deemed to be appropriate.
6. Send the signed application document together with the requested copies of the other documents to INTAS.

Upon verification of these documents INTAS will finally decide whether a young scientist fellowship can be awarded. In case of positive decision a fellowship agreement will be drawn up for each selected young scientist defining the subject and conditions of the fellowship grant, the work programme and the allowable costs that cover the monthly support grant during the work in the NIS and the travel costs. INTAS might request during the negotiation with the selected young scientists that the fellowships are adapted to the approved budget that may differ from the requested amount in the original application.

Payments will be made after the conclusion of the fellowship agreement signed by both INTAS and the young scientist, on an annual basis and in the second year, subject to sound performance and the approval by INTAS of the annual report of the young scientist for the first year.