

Annex II: Guidelines for drawing up applications for **Research Fellowships**

An application consists of four parts:

1. the application
2. the curriculum vitae
3. the statement of consent from the Director of the involved Research School
4. the statement of consent from the Department Chair

The full application is submitted as one file in PDF format and is drawn up in English.

Part 1: Application format

1. TITLE OF THE RESEARCH PROJECT

Provide a short title of the proposed research project.

2. APPLICANT

Give your name and affiliated Research School (and Research Priority Area).

3. TYPE OF GRANT

Indicate which grant type (e.g., Horizon 2020: Marie Curie RISE, Marie Curie ITN, Societal Challenges; Creative Europe; COST) and the Call Identifier/topic you intend on preparing an application for and the closing date for submission (if known).

4. CONSORTIUM MEMBERS

List all envisaged partners of the consortium, along with a short summary of their CVs (max. one paragraph per member).

5. DESCRIPTION OF THE PROPOSED RESEARCH PROJECT (max. 1000 words, excl. references)

Provide a description of the proposed collaborative research project, addressing the research questions, innovation and originality, objectives, research method(s) and the potential impact of the research.

Motivate the composition of the consortium in light of the research project.

6. ESTIMATED BUDGET OF THE EU APPLICATION

Include an estimated budget of your EU application and the maximum budget that can be applied for.

7. RELEVANCE TO THE RESEARCH SCHOOL AND/OR RESEARCH PRIORITY AREA

Describe the relevance of the proposed research project for the research programme of one of the Research Schools and/or Priority Areas of the faculty.

8. WORK PLAN

Provide a work plan for the networking activities and drawing up the consortium research application (in a timetable) and specify arrangements for management and coordination. The

work plan should be based on a release time from teaching duties of 0.2 FTE for 6 months. In doing so, take account of the closing date for submission that is applicable to the type of grant.

Part 2: Curriculum vitae

• PERSONAL INFORMATION

Family name, First name:

Date of birth:

Research School/research priority area:

URL for web site:

• EDUCATION

199? PhD
 Name of Faculty/ Department, Name of University/ Institution, Country

199? Master
 Name of Faculty/ Department, Name of University/ Institution, Country

• CURRENT POSITION(S)

200? – Current Position
 Name of Faculty/ Department, Name of University/ Institution/ Country

• PREVIOUS POSITIONS

200? – 200? Position held
 Name of Faculty/ Department, Name of University/ Institution/ Country

• FELLOWSHIPS AND AWARDS

200? – 200? Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

200? Award received from Name of Institution/ Country

198? – 199? Scholarship, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

• SUPERVISION OF GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS

200? – 200? Number of Postdocs/ PhD/ Master Students
 Name of Faculty/ Department/ Centre, Name of University/ Institution/ Country

• TEACHING ACTIVITIES (if applicable)

200? – Teaching position – Topic, Name of University/ Institution/ Country

• ORGANISATION OF SCIENTIFIC MEETINGS (if applicable)

201? Please specify your role and the name of event / Country

200? Please specify type of event / number of participants / Country

• INSTITUTIONAL RESPONSIBILITIES (if applicable)

201? – Faculty member, Name of University/ Institution/ Country

201? – 201? Graduate Student Advisor, Name of University/ Institution/ Country

- 200? – 200? Member of the Faculty Committee, Name of University/ Institution/ Country
- 200? – 200? Organiser of the Internal Seminar, Name of University/ Institution/ Country
- 200? – 200? Member of a Committee; role, Name of University/ Institution/ Country

- **COMMISSIONS OF TRUST (if applicable)**

- 201? – Scientific Advisory Board, Name of University/ Institution/ Country
- 201? – Review Board, Name of University/ Institution/ Country
- 201? – Review panel member, Name of University/ Institution/ Country
- 201? – Editorial Board, Name of University/ Institution/ Country
- 200? – Scientific Advisory Board, Name of University/ Institution/ Country
- 200? – Reviewer, Name of University/ Institution/ Country
- 200? – Scientific Evaluation, Name of University/ Institution/ Country
- 200? – Evaluator, Name of University/ Institution/ Country

- **MEMBERSHIPS OF SCIENTIFIC SOCIETIES (if applicable)**

- 201? – Member, Research Network “Name of Research Network”
- 200? – Associated Member, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country
- 200? – Funding Member, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

- **MAJOR COLLABORATIONS (if applicable)**

Name of collaborators, Topic, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

- **CAREER BREAKS (if applicable)**

Exact dates Please indicate the reason and the duration in months.

- **LIST OF PUBLICATIONS**

Only mention those publications that have been published or have been accepted for publication.

Part 3: Statement of consent Research School

Include a statement of consent from the Director of the Research School, stating that the intended proposal fits within the research profile of the school.

Part 4: Statement of consent Department

Include a statement of consent from the Department Chair, ensuring release from teaching duties should the grant be awarded.