

LE STUDIUM VISITING RESEARCHER award – Campaign 2021 Indicative application format

Important note:

Please note that this document is designed to share information between the applicant and the host scientist. **Applications must be completed online on the LE STUDIUM website.** An application submitted by email will **NOT** be valid.

To submit an online application, the applicant needs to register on LE STUDIUM website. After validation of his/her account, the applicant will receive an email inviting to complete the online application form.

The online application form is divided into 3 parts:

- Part A: General information (online form)
- Part B: Scientific proposal (document to upload on the platform)
- Part C: Engagement from the host laboratory (document to upload on the platform)

General information:

The parts B and C must respect the following minimum standards:

- ✓ A minimum font size of 11 points, except for Gantt chart and tables where the minimum font size is 8 points
- ✓ Single line spacing
- ✓ A4 page size
- ✓ Margins (top, bottom, left, right) of 25 mm
- ✓ A clearly readable font (e.g. Arial or Times New Roman) on a printed copy

Tables are only for illustrating the core text of the proposal. As such, they cannot be used to contain the core text itself. The page formatting will be systematically checked by LE STUDIUM operational team. For non-compliant proposals, applicants will be asked to reformat their proposal without the possibility of modifying the content. Excess pages will subsequently be disregarded by evaluators.

Footnotes are to be used exclusively for literature references. Their minimum font size is 8. They will count towards the page limit.

Part A:

To complete this part, applicants are invited to use the online form.

1- Applicant's contact details

Give the following details concerning the applicant: first name, surname, title, birth date, nationality, laboratory, institution, professional address, phone number, email, website and specialty.

2- Summary of the proposal

Write a summary of the proposal in English and in French; it will be used for LE STUDIUM website and in public media if the proposal is funded.

Content limited to 2000 characters for each summary.

3- Ethics

Indicate if the proposal involves collecting data on humans or animal experimentation.

If yes, refer to the Ethics section in the Guidelines and explain your strategy to manage and comply with the requirements for compliance with Ethics regulations in region Centre-Val de Loire and obligations to provide LE STUDIUM with the necessary Ethics Approval documents.

4- Host laboratory / Host scientist

Give the following details concerning the laboratory host scientist: first name, surname, title, birth date, nationality, laboratory, institution, professional address, phone number, email, website, name and email of the director of the host laboratory.

5- Dates of residency

Indicate approximate dates for the scientific residency in Centre-Val de Loire region in the framework of LE STUDIUM Visiting Researchers programme.

6- Collaborators

Collaborators provide high-level expertise on an aspect of the overall project to ensure a project specific outcome.

-> Give the following details for each collaborator: first name, surname, title, birth date, nationality, laboratory, institution, professional address, phone number, email, website.

-> Collaborator role

Content limited to 4000 characters for each collaborator.

Having collaborators is not necessary to submit an application.

7- New Application / Resubmission

Declare if this application or a similar one has been submitted by the applicant to LE STUDIUM programmes in the last 3 years.

If yes explain how the application has been improved following evaluators' feedback sent in the Evaluation Summary Report.

Content limited to 4000 characters.

8- CV of the applicant

Upload the full CV of the applicant.

9- Support letters

If relevant, upload support letters (from, for example, a home institution representative, a company, an academic partner, etc.)

Having support letters is not mandatory.

Part B:

To complete this part, applicants are invited to upload a document (Word or PDF format) on the online platform. This document must respect the standards described in the guidelines of the call and at the beginning of this Indicative Format document.

The maximum total length for this document is 10 pages. It should be composed as follows (detailed description below):

- ✓ Section 1: Scientific project
- ✓ Section 2: Impact of the proposed research
- ✓ Section 3: Career and Track record of the Applicant

Of the maximum 10 pages quota applying to the whole document, applicants are free to decide on the allocation of pages between the sections 1, 2 and 3.

If some of the proposed sub-sections are not relevant to their proposal, applicants are invited to ignore them.

After the call deadline, excess pages will automatically be made invisible, and will not be taken into consideration by the experts. It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit.

Please find below a proposed plan for the part B (10 pages maximum in total).

Section 1 : Scientific Project

1- State of the Art

Describe the State of the Art in the field related to the project

2- Aims

Describe the specific aims of the project, including a clear statement of the hypothesis to be tested

3- Significance

Describe the importance of the problem to be researched, the planned outcome of the research, and the potential significance of the research.

4- Research plan

Describe the methods and techniques to be used and research plan, including as appropriate:

- Description of the experiment design;
- Techniques to be used;
- Methods of statistical analysis;
- Strengths and challenges of the study design

Section 2: Impact of the proposed research

1- Innovation

Describe the innovative aspects in the proposal specify the contribution of the research project to the development of knowledge in the scientific field.

2- Interdisciplinarity

If relevant, show how the proposed research project connects various scientific disciplines. If relevant, describe how interdisciplinarity is a key factor of the application.

3- Collaborations between laboratories or partnerships with socio-economic sectors

If relevant, present the collaborations that are proposed for the project. These partnerships can be other academic laboratories as well as with private or public companies or socio-economic stakeholders.

4- Intellectual property / industrial applications

If relevant, describe the applications related to the research project regarding industry, economy and/or society. If intellectual property strategy with your host scientist laboratory is already defined, the applicant is invited to present it.

5- Exploitation and dissemination of results

Describe how the new knowledge generated by the proposed research will be disseminated and exploited, and what the potential impact is expected to be. Discuss the strategy for targeting peers and key stakeholders (such as the scientific community, industry, professional organisations, policy makers, etc.).

Section 3 : Career and track record

1- Track record of the applicant

Highlight the career achievements of the applicant and awards including a list of peer reviewed publications in the last five years. Identify up to five publications from this list relevant to this proposal EXCLUDING submitted papers. Book chapters and books should be listed separately.

2- Career development

Explain the relevance of the SMART LOIRE VALLEY LE STUDIUM Visiting Researcher award for the career development of the applicant.

3- Developing long lasting research links

Indicate if there is a strategy for long lasting research collaboration between the applicant and the host laboratory or host scientist.

4- Investment of the home institution

If relevant, explain how the home institution is engaged in the proposed Fellowship. If the home institution considers a reciprocity, describe the considered scheme.

5- Relevance of the host laboratory choice

Explain why the applicant has chosen the host laboratory for his/her research project.

6- Transfer of knowledge between the fellow and the host laboratory

Outline how a two-way transfer of knowledge will occur between the applicant and the host laboratory:

- ✓ Explain what new knowledge the applicant will gain during the Visiting Researcher residency at the hosting organisation and how it will be acquired
- ✓ Outline the previously acquired knowledge and skills that the researcher will transfer to the host organisation

Part C:

The part C consists in a 2-page (maximum) letter from the host scientist supporting the application. The letter must describe:

- ✓ The qualifications and experience of the host scientist
- ✓ The experiences of the host laboratory in the field of research
- ✓ The equipment, resources and environment of the host laboratory that will allow the applicant to achieve his/her research goals
- ✓ How the proposal fits into the scientific strategy of the host team and/or institution
- ✓ The benefits of the Visiting Researcher award for the host laboratory
- ✓ The hosting arrangements showing that the experienced researcher will be well-integrated within the team/institution so that all parties gain maximum knowledge and skills from the Visiting Researcher award

The part C has to be signed by the host scientist, the director of the host laboratory and a representative of one of the host institutions (“*tutelle*”).