

IAS POSTGRADUATE GRANT SCHEME

- APPLICATION GUIDELINES -

1. Application

The application should be concise and informative, and contains the following information (limit your application to 1250 words max; do not exceed 7 pages):

- Research proposal (including Introduction, Proposal, Motivation and Methods, Facilities) – max. 750 words
- Bibliography – max. 125 words
- Budget – max. 125 words
- Curriculum Vitae – max. 250 words

Your research proposal must be submitted via the Grants tool in your profile on the IAS website before the application deadline. Do not forget to include the recommendation letter from your supporting PhD supervisor.

2. Deadlines and notifications

- Application deadline 1st session: **31 March**
- Application deadline 2nd session: **30 September**
- Recipient notification 1st session: **before 30 June**
- Recipient notification 2nd session: **before 31 December**

NOTE: Students who got a grant in a past session need to wait 2 sessions (1 year) before submitting a grant application again. Students whose application was rejected in one session can apply again after the notification deadline of the rejected grant application.

3. Application Form

A. General

- Your name, active email address and educational institute
- Your supervisor's, active email address and educational institute
- Name and active email address of Head of guest Department/
Laboratory

If you apply for laboratory analyses and activities, please carefully check analysis prices and compare charges of various academic and private laboratories as prices per unit might differ considerably. Please first check whether analyses can be performed within your own University. If your University is not in a position to provide you with the adequate analysis tools, visiting another lab to conduct the analyses yourself strengthens your application considerably as it contributes to your formation and to capacity building of your home University. Please check with the Head of Department/ Laboratory of your guest lab to assure its assistance during your visit. You should fill in his/her name and e-mail address to solicit his/her advise about your visit.

- Feedback: a few informative questions

B. Research Proposal (max. 750 words)

- a. Title
- b. Introduction (max. 250 words): briefly introduce the subject of your PhD and provide relevant background information; summarise previous work by you or others (provide max. 5 relevant references, to be detailed in the 'Bibliography' field). Provide the context for your PhD study in terms of geography, geology, and/or scientific discipline.
- c. Outline (max. 250 words): clearly describe your research proposal and indicate in what way your proposal will contribute to the successful achievement of your PhD. Your application should have a clearly written hypothesis or a well-explained research problem of geologic significance. It should explain why it is important.

Simply collecting data without an objective is not considered wise use of resources.

- d. Methods (max. 125 words): outline the research strategy (methods) that you plan to use to solve the problem in the field and/or in the laboratory. Please include information on data collection, data analyses, and data interpretation. Justify why you need to undertake this research.

- e. Facilities (max. 125 words): briefly list research and study facilities available to you, such as field and laboratory equipment, computers, library,...

B. Bibliography (max. 125 words)

Provide a list of 5 key publications that are relevant to your proposed research, listed in your "introduction". The list should show that you have done adequate background research on your project and are assured that your methodology is solid and the project has not been done already. Limit your bibliography to the essential references. Please use standards based reference formatting (e.g. Surlyk et al., *Sedimentology* 42, 323-354, 1995).

C. Budget (max. 125 words)

Provide a brief summary of the total cost of the research. Clearly indicate the amount (in Euro) being requested. State specifically what the IAS grant funds will be used for. Please list only expenses to be covered by the IAS grant.

The IAS will support field activities (to collect data and samples, etc.) and laboratory activities/analyses. Laboratory activities/analyses that consist of training by performing the activities/analyses yourself will be considered a plus for your application as they will contribute to your formation and to the capacity building of your home institution. In this case, the agreement of the Head of your Guest Department/Laboratory will be solicited by automated e-mail.

D. Curriculum Vitae (max. 250 words)

Name, postal address, e-mail address, university education (degrees & dates), work experience, awards and scholarships (max. 5, considered to be representative), independent research projects, citations of your abstracts and publications (max. 5, considered to be representative).

Advise of Supervisor and Head of Guest Department/Laboratory. It will be considered as a plus for your application if your PhD supervisor is also a member of IAS.

E. Letter of Confirmation

The recommendation letter from the supervisor should provide an evaluation of the capability of the applicant to carry out the proposed research, the significance and necessity of the research, and reasonableness of the budget request.

4. Terms and Conditions

If any doubt about the genuineness of your application and especially the letter of recommendation should arise, the IAS retains the right to either contact your supervisor or reject the application.

Submitting your grant request automatically implies that you have read and agreed with these terms.