

## OSTEOLOGY ADVANCED RESEARCH TRAINEESHIPS

### APPLICATION GUIDELINES

#### APPLICANT REQUIREMENTS:

- Academic or industrial research affiliation outside of the receiving organisation
- Full-time commitment to the traineeship
- Proficiency in English (spoken and written)

#### DOCUMENTS REQUIRED:

- Applicant's curriculum vitae – please use the template available on the submission platform (application form, step 4: "Necessary Documents")
- Supervisor's curriculum vitae – please use the template available on the submission platform (application form, step 4: "Necessary Documents")
- Recommendation letter of the sending institution (max. 1 page)
- Support letter / invitation letter of the receiving organisation (max. 1 page)
- Training agreement signed by applicant, sending institution, and receiving organisation – please use the template available on the submission platform (application form, step 4: "Necessary Documents")

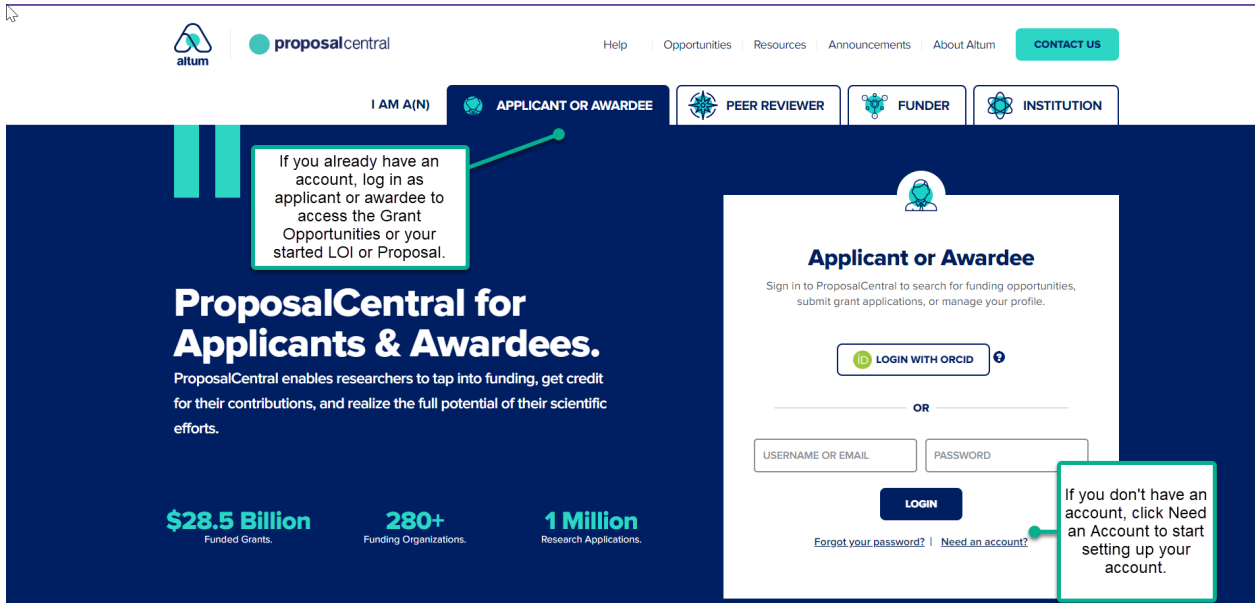
*The certificate of an internationally recognised language test e.g. TOEFL with a minimum test score of 75 (B2 level) is not required, but may support your application. It may be requested at a later time, on a case-by-case basis.*

#### APPLICATION AND GRANTING PROCESS:

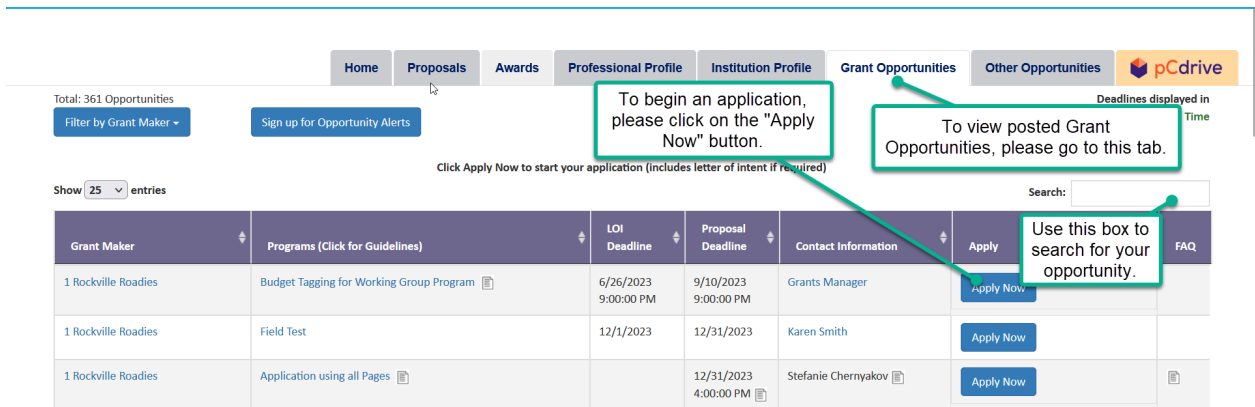
- All programme deadlines are published on the Osteology Foundation website.
- All applications must be submitted electronically through the Osteology Foundation's official submission platform.
- The submitted documents must be in English and in PDF format.
- The selection of candidates is based on complete application and adherence to the awarding criteria (see Osteology Foundation website).

#### APPLICATION FORM:

All application documents must be submitted electronically via the online application system supported by ProposalCentral: <https://proposalcentral.com/>. If it is the first time you log in onto the system, **please ensure you have enough time to create a new account** (step needed only once) by following the instructions below.



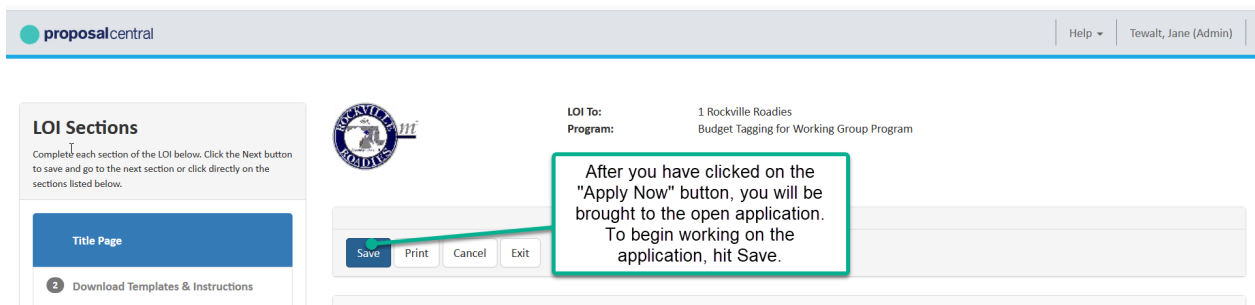
Please type in „Osteology“ in the search bar (see screenshot below), to find all grant programmes for which you can apply, and select the Advanced Research Traineeship:



Grant Maker	Programs (Click for Guidelines)	LOI Deadline	Proposal Deadline	Contact Information	Apply	FAQ
1 Rockville Roadies	Budget Tagging for Working Group Program	6/26/2023 9:00:00 PM	9/10/2023 9:00:00 PM	Grants Manager	Apply Now	
1 Rockville Roadies	Field Test	12/1/2023	12/31/2023	Karen Smith	Apply Now	
1 Rockville Roadies	Application using all Pages		12/31/2023 4:00:00 PM	Stefanie Chernyakov	Apply Now	

Or use the following direct link:

<https://proposalcentral.com/ProposalGI.asp?SectionID=12676&ProposalID=-1>



#### **START AND DURATION:**

By default, the traineeship starts on 1 September and has a **maximum duration of 3 months**. A different start date and duration may be possible, if an agreement between the sending institution, the receiving organisation, the applicant, and the Osteology Foundation Office is reached.

#### **FINANCIAL SUPPORT:**

The Osteology Advanced Research Traineeship consists of two grants. The personal grant amounts to 2'000 Swiss Francs per month for a maximum stay of 3 months. The institutional grant for the receiving organisation covers an amount of 2'000 Swiss Francs per month for a maximum stay of 3 months. All taxes, insurance (health, accident, liability), and travel costs are within the responsibility of the grantee and/or receiving organisation. Projects that exceed the maximum traineeship duration will not be further funded by the Osteology Foundation. Moreover, the Osteology Foundation reserves the right to terminate projects if the applicant and/or the receiving institution do not comply with the plan laid out in the Training Agreement.

## **FURTHER INFORMATION**

### **CV GUIDELINES**

The CV template is available as \*.docx document and can be downloaded during the submission process.

In total, your CV must not be more than two pages long. This allows for up to one page for personal details and motivation, and up to one page for relevant qualifications.

#### **PERSONAL DETAILS**

Fill all fields and describe briefly your field of expertise in this section. Please list your total years of research experience and exclude periods away from research. Record the total number of peer-reviewed publications and patents you have produced during your career.

#### **MOTIVATE WHY THE PERSON IS KEY TO THE SUCCESS OF THE PROJECT**

In this section you should outline why the training and education that you will receive at this specific receiving organisation is essential to your further research career development.

Applicant: The applicant should outline why they need this training, what benefit they anticipate taking away and how this may benefit them and their home institution afterwards.

Supervisor: In this section the supervisor at the receiving organisation should motivate why they are the right person to train and supervise the applicant.

#### **RELEVANT QUALIFICATIONS (for the planned traineeship)**

Give a track record of your education and appointments that are relevant to the traineeship stay.

The section "research work" lets you list previous research achievements. Please point out the importance and impact of your findings. A maximum of five peer-reviewed publications you have produced and that are most relevant to your application can be listed. You should **bold** your name in the list of authors.

#### **CURRENT AND PAST RESEARCH FUNDING**

List the current research funding you have obtained and the actual status of the funded project in percent (awarded, % completed) in reverse date order. Past research funding should retrospectively address up to two years from the date of submission.

#### **TRAINING AGREEMENT**

The Training Agreement defines the programme of the traineeship including all learning objectives the applicant is expected to reach during the traineeship. The agreement must be approved and signed by the applicant, the sending institution and the receiving organisation, thereby committing to follow and comply with all agreed arrangements.

#### **ACKNOWLEDGEMENTS**

Financial support provided by the Osteology Foundation should be acknowledged in the publication(s) resulting from this support in the following way:

*“The project was [partially] supported by a Traineeship grant (Osteology project number) from the Osteology Foundation, Switzerland.”*

#### **FINAL REPORT**

All funded projects will require the submission of a final report by the Trainee. The report shall give an update on the milestones reached during the Traineeship, compared to the original plan laid out in the Training Agreement.

Additionally, the Receiving Institution should provide a certificate of completion to the Trainee, as well as a copy of it to the Osteology Foundation.

For further information, please contact: [grants@osteology.org](mailto:grants@osteology.org)