

## 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 ([template](#) available upon submission on The BOX)
- Supervisor's curriculum vitae ([template](#) available upon submission on The BOX)
- 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 ([template](#) available upon submission on The BOX)
- Upon request, the certificate of an internationally recognised language test e.g. TOEFL with a minimum test score of 75 (B2 level)

#### APPLICATION AND GRANTING PROCESS:

- Application deadline for traineeships: **15 May**
- Application must be submitted online through THE BOX  
<https://box.osteology.org/User/MyResearch>
- Documents must be in English and in PDF format
- Selection of candidates is based on complete application and adherence to the awarding criteria
- Notification date: 15 July

#### 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 on THE BOX 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)