INTAS Young Scientist Fellowship

Call 2006

Information Package

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1 BACKGROUND AND SCOPE

Proceeding from the importance of the next generation of researchers for future scientific partnerships, the focus on young scientists is a priority of mutual interest for the INTAS member states and the NIS partner countries.

INTAS seeks to provide incentives for young scientists of the NIS to remain in science and to enable them to carry out a research project at their NIS home research institute, with the condition of collaboration with an INTAS partner acting as supervisor. This collaboration includes two visits at the INTAS supervisor's institute for working and training purposes. The supervisor and his/her institute may be located in any of the INTAS member states.

The Young Scientist Fellowship programme is open to all NIS scientists of 35 years of age or less in all fields of science to enable them to:

- advance their careers via international collaboration;
- stabilise their position and continue their research in the NIS;
- establish contacts with INTAS research teams and NIS research teams and create collaborations for future research.

INTAS awards two categories of fellowship grants, namely PhD and post-doctoral fellowship grants.

INTAS 2006 Calls

In 2006 INTAS is launching several calls for applications for Young Scientist Fellowships (YSF) grants, with a total budget of approximately € 2.4 million.

Open YSF Call 2006

This call is open to all scientific areas and to all NIS, with a total budget of € 1.65 million from the INTAS budget.

INTAS welcomes *co-sponsoring partner institutions* ready to provide financial or in-kind support for young scientists' fellowships. Partner institutions from INTAS' countries, which expressed their readiness to host young scientists from the NIS for several months over the 2-year duration of a fellowship and to co-fund fellowships are given in the list of INTAS co-sponsors for the YSF Open Call, available from INTAS Web site. Institutions willing to join this YSF co-sponsorship scheme are invited to contact INTAS at Vladimir.janis@intas.be before **30 April 2006**.

Collaborative YSF Calls with NIS partners

The following partners in the NIS agreed to each fund jointly with INTAS a call for applications for YSF grants:

- ✓ Azerbaijan (National Academy of Sciences)
- ✓ Kazakhstan (Al Farabi Kazakh National University)
- ✓ Russian Federation (Council of Rectors of Tomsk Region Universities);
- ✓ Ukraine (Ministry of Education and Science);
- ✓ Uzbekistan (Science and Technologies Center).

The specific conditions applicable to each call (scope, eligibility and funding) are given in the announcement of each individual call, published at the date of launching of the call.

The provisions of this Information Package apply to both of the Open Call and collaborative calls 2006.

2 GENERAL CONDITIONS AND ELIGIBILITY CRITERIA

2.1 GENERAL CONDITIONS

To be eligible for the INTAS Young Scientist Fellowship programme, a scientist must be 35 years of age or less at the submission deadline and must be a citizen and permanent resident of a NIS.

The duration of an INTAS fellowship is **two years**, to carry out research in an NIS scientific institution and during two visits at a scientific institution in an INTAS member state. The two visits can be at the same INTAS institution or at two different INTAS institutions. They must be specified in the work programme.

INTAS fellowship grants consist of a **basic fellowship grant**, covering the full 2-year period, a **living cost allowance**, whilst in the INTAS countries, and a **travel grant**, covering the travel costs incurred.

2.2 PHD FELLOWSHIPS

Eligible for PhD fellowships are young scientists already registered as working towards a PhD degree (equivalent to a candidate degree in the NIS) at a NIS scientific organisation **for at least another two years after the start of the fellowship.**

The applicant must be recommended by his/her PhD supervisor in the NIS and by an INTAS supervisor, who holds a senior research position at his/her organisation and is prepared to host the fellow at his/her INTAS institute during training/working visits.

The total duration of the two visits at the INTAS host organisation must be **between 4 and 8 months over the 2-year period** of the fellowship, none of which being shorter than one month.

Applications for PhD fellowships will be accepted even if the PhD work (including PhD thesis defence) is completed earlier than two years after the start of the fellowship, provided the supervisor confirms that, upon PhD completion, the applicant may continue to work as a scientist in the institution. INTAS reserves the option to provide financing for the subsequent post doctoral period of the fellowship only upon proof that all the conditions set forth for post-doctoral fellowships are met (see below).

2.3 POST-DOCTORAL FELLOWSHIPS

Eligible for postdoctoral fellowships are those scientists holding a doctoral or candidate degree and wishing to continue their research at a NIS institution according to a work programme of high scientific quality.

The applicant must hold a research position at a NIS institution and must have signed at least three scientific publications in peer-reviewed scientific journals. S/he must be recommended by a supervisor in his/her NIS institution and by an INTAS supervisor, who is prepared to host him/her at an INTAS institute during working visits. Both supervisors must hold senior research positions at their organisation.

The total duration of the two visits abroad must be **between 6 and 12 months over the 2-year period** of the fellowship, none of which being shorter than two months.

2.5 ELIGIBILITY CRITERIA

Applications must:

- comply with the scope of the call as specified in section 1 and the announcement of the call;
- comply with the general conditions as specified in section 2.1;

- comply with the specific conditions for collaborative calls as given in the announcement of the call;
- comply with the specific conditions for PhD fellowships or postdoctoral fellowships as specified in sections 2.2 and 2.3;
- comply with the procedure of submission as described in this Information Package;
- be complete according to the rules described in this Information Package;
- be submitted in the English language;
- meet the submission deadlines as set forth in the announcement of the call.

Only applications meeting all above eligibility criteria will be processed by INTAS.

Attention:

The applicant has to make a choice and submit his/her application to only one call. In case applications are submitted by the same applicant to different calls, INTAS reserves the right to select one of the applications for further processing, to associate it with the most adequate call, and to declare all other applications ineligible.

Applicants may be granted only one young scientist fellowship grant from INTAS. In case they have previously received one, they become ineligible to apply for further INTAS young scientist fellowships, irrespective of its type.

3 ALLOWABLE COSTS AND REFERENCE GRANT SCALES

3.1 ALLOWABLE COSTS

The fellowship grant consists of three components, namely:

- a **basic fellowship grant**,
- a **living cost allowance**, whilst in the INTAS countries, and
- a **travel grant.**

(i) Basic Fellowship Grant

A basic fellowship grant is allocated to the fellow for the entire period of the fellowship as a lump sum for personal support.

The amount of the basic grant complies with a reference scale of basic grants, ranging from € 3,600 to € 7,200, depending on the NIS country and the category of fellowship (see Table 1 below).

(ii) Living Cost Allowance during the Grantee's Visits in INTAS Member States

The living cost allowance, covering all local subsistence costs, such as meals, accommodation, etc., comply with a reference scale of living cost allowances established by INTAS, ranging from € 800/month to € 1,200/month, depending on the INTAS member state (see Table 2 below).

(iii) Travel Grants

Travel grants cover the real cost, at the most economical fare available, of air-tickets or any other

public transportation tickets from the fellow's home town to the visited institutions' location in INTAS member states as well as costs for visa and travel insurance.

3.2 PAYMENT OF THE INTAS CONTRIBUTION

When paid by INTAS, the ***basic fellowship grant*** will be paid as an advance annual lump sum, which depends on the real duration of the fellowship, to be calculated pro-rata in case of its early termination. The ***living cost allowance*** and the ***travel grants*** are paid as annual advances, depending on the scheduled travel duration and destination as well as the estimated travel costs.

All INTAS payments will be treated as advances until the acceptance of the final report. Whenever the INTAS contribution due for the fellowship (according to the allowable grant amount and the costs borne by the fellow) is less than the payments made by INTAS, the fellow must reimburse the difference to INTAS.

INTAS fellows, upon selection, must waive their right to any individual grant in an INTAS research project or INTAS network and must not accept without INTAS prior confirmation any additional fellowship from foreign organisations for the duration of their INTAS fellowship.

3.3 REFERENCE FELLOWSHIP GRANT SCALES

Table 1: Basic fellowship grant for PhD and postdoctoral fellowships for the duration of two years

NIS Category	Cat 1	Cat 2	Cat 3
Basic Grant PhD	€ 6,000	€ 4,800	€ 3,600
Basic Grant Post Doc	€ 7,200	€ 5,760	€ 4,320

NIS Countries' categories

Category 1: Russian Federation, Ukraine

Category 2: Belarus, Kazakhstan

Category 3: Armenia, Azerbaijan, Georgia, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Uzbekistan

Table 2: Monthly living allowance for visits in INTAS member states for PhD and postdoctoral fellowships

INTAS MS Category	Cat 1	Cat 2	Cat 3
Monthly living allowance	€ 1,200	€ 1,000	€ 800

INTAS Countries categories[1]

Category 1: Denmark, Finland, Ireland, Iceland, Norway, Sweden, Switzerland, United Kingdom

Category 2: Austria, Belgium, Cyprus, France, Germany, Greece, Israel, Italy, Luxembourg, Malta, Netherlands, Portugal, Slovenia, Spain

Category 3: Bulgaria, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovak Republic, Turkey

[1] Based on EUROSTAT price index data – Feb. 2005.

4 PREPARATION AND SUBMISSION OF FELLOWSHIP APPLICATIONS

Only submissions through the INTAS Internet-based Submission System are accepted. Applications sent by post, e-mail, telex or facsimile will be rejected without notice.

4.1 HOW TO USE THE INTAS SUBMISSION SYSTEM

4.1.1 Registration in the INTAS Submission System

In order to prepare and submit an application, **the applicant** should access the INTAS on-line Submission System through the Internet site http://www.intas.be; selecting the link 'Submission System' and then '**INTAS Young Scientist Fellowship Call 2006'**.

Please note, that **each Collaborative Young Scientist Fellowship call 2006 has its own individual section**!

When accessing the Submission System for the first time, the applicant will be asked to enter his/her e-mail address. In return s/he will receive by e-mail a 'user ID' and **two** passwords, namely the '**password**' and the '**unlock password**'.

Make sure that you register in the "Young Scientist Fellowship Call 2006" and choose the correct call section, depending whether you wish to submit an application to the ***open*** Young Scientist Fellowship Call or to any of the ***collaborative*** Young Scientist Fellowship calls. **Once entered in the Submission System, an application cannot be transferred by the applicant to another call.**

4.1.2 Access to the INTAS Submission System

By using the ***password*** the applicant as well as the NIS and the INTAS supervisor are able to complete their own administrative details, give their recommendations and replace the application partly or fully with an updated version.

By using the ***unlock password***, either before or after the final submission, but **before the deadline**, the applicant is able to delete, correct or replace the application. Therefore:

It is strongly recommended that knowledge and use of the unlock password be restricted to the applicant.

Please note that **only one partner may access the application file at a given time.** In case of simultaneous login attempt, the system indicates: 'somebody else is working on the application' and denies the second connection.

4.1.3 Final Submission

Only **the applicant** can execute the final submission by using the **unlock password.**

Each time the unlock password will be used to re-open the application for control or for modification, **it is imperative to redo the final submission.** Otherwise the application would remain in the preparatory status and not be considered submitted.

Applications not finally submitted will not be further processed by INTAS.

Avoid final submission just before the deadline. Experience shows that high Internet traffic during the last days before the submission deadline of the call may make the access difficult.

4.1.4 Print-out of the Application Full Text

After **final submission** of the application, the Submission System generates the full text of the application as it will be submitted to the evaluators. This application text will be returned to the applicant by e-mail usually within three working days, together with the acknowledgement of receipt (see 4.1.5).

Recommendations:

During the preparation of the application, print out and control each of its completed sections separately using the 'print and preview' button.

Make the first final submission of the application early enough to check the generated text and keep the opportunity to resubmit the identical or corrected application before the deadline.

4.1.5 Acknowledgement of Receipt and Registration Number

After final submission of the application, the applicant will automatically receive by e-mail an acknowledgement of receipt with the application's registration number.

Re-opening the application after the final submission, by using the unlock password, **renders the acknowledgement of receipt void**. A new acknowledgement of receipt will be provided after each re-submission.

4.1.6 Deadline

It is imperative that all applications are finally submitted by the applicants before the deadline specified in the announcement of the call.

Access to the Submission System will be closed after the deadline.

ATTENTION:

- While working on your application, the Submission System will automatically interrupt the connection after 30 minutes, if no data are sent to the INTAS server. Data are sent every time you press the 'save' button.
- When you stop working with the Submission System, please **always use the 'logoff' button**. Failure to do so will result in the system blocking any further access to the application and indicating: 'Someone else is working on your application'. In such a case, the application can only be accessed again with the unlock password.
- To **check the status** of your application, access your file using the password. If the acknowledgement of receipt is displayed, the final submission has been executed; if the application text is displayed, it is still in the preparatory phase. **Do not use the unlock password for checking the status of your application.**
- Before an application is finally submitted, the INTAS Submission System automatically checks some of the eligibility criteria. Please note that **not all eligibility criteria are checked automatically** and that the responsibility for compliance with the eligibility criteria rests with you.
- Do not forget to **re-submit your application after each use of the 'unlock' password**.

4.2 How to Submit your Application using the INTAS Submission System

Applications must be written **in the English language.**

4.2.1 Building your Application with the INTAS Submission System

The Submission System guides you throughout the preparation of your application and controls the input of all mandatory information. It is self-guiding. However, to get a complete overview of the forms that need to be filled in, you can also download the Technical Guide from the INTAS web site.

The Submission System structures your application in separate sections, in each of which you are invited to provide the information as described below. You may complete the sections in any order. Only after all the mandatory information of a given section has been introduced, will the system accept to save it. If you are temporarily unable to provide mandatory information, but still want to save the preliminary input, you may introduce an asterisk in the respective field and fill it later.

Text sections are entered *either* by directly typing in text boxes *or* by uploading a text file, depending on the option proposed by the system. Uploaded text files must be in plain text format **.txt** or in **.rtf** format; other formats are not supported by the system. Please make sure all pages have ***"Portrait" orientation***. The proposal will have a specific header and footer generated by INTAS so ***please do not use headers and/or footers in the documents you upload***.

When offered, the uploading option gives also the possibility to **include graphic objects**, such as formulas, tables, charts and pictures. Graphic objects can be either included in the text of the proposal or uploaded as separate, graphic files. The system supports the following graphic formats: **.jpg, .jpeg, .gif, .tiff** and **.bmp**. Use of any other format (including **.pdf** format) may result in various sorts of problems including generation of a corrupted final text of the proposal.

When inserting images in an .rtf document, make sure you right-click on the picture, select picture properties and in the tab 'layout' select "In line with text", to avoid that the image will be in a different place when the proposal is assembled.

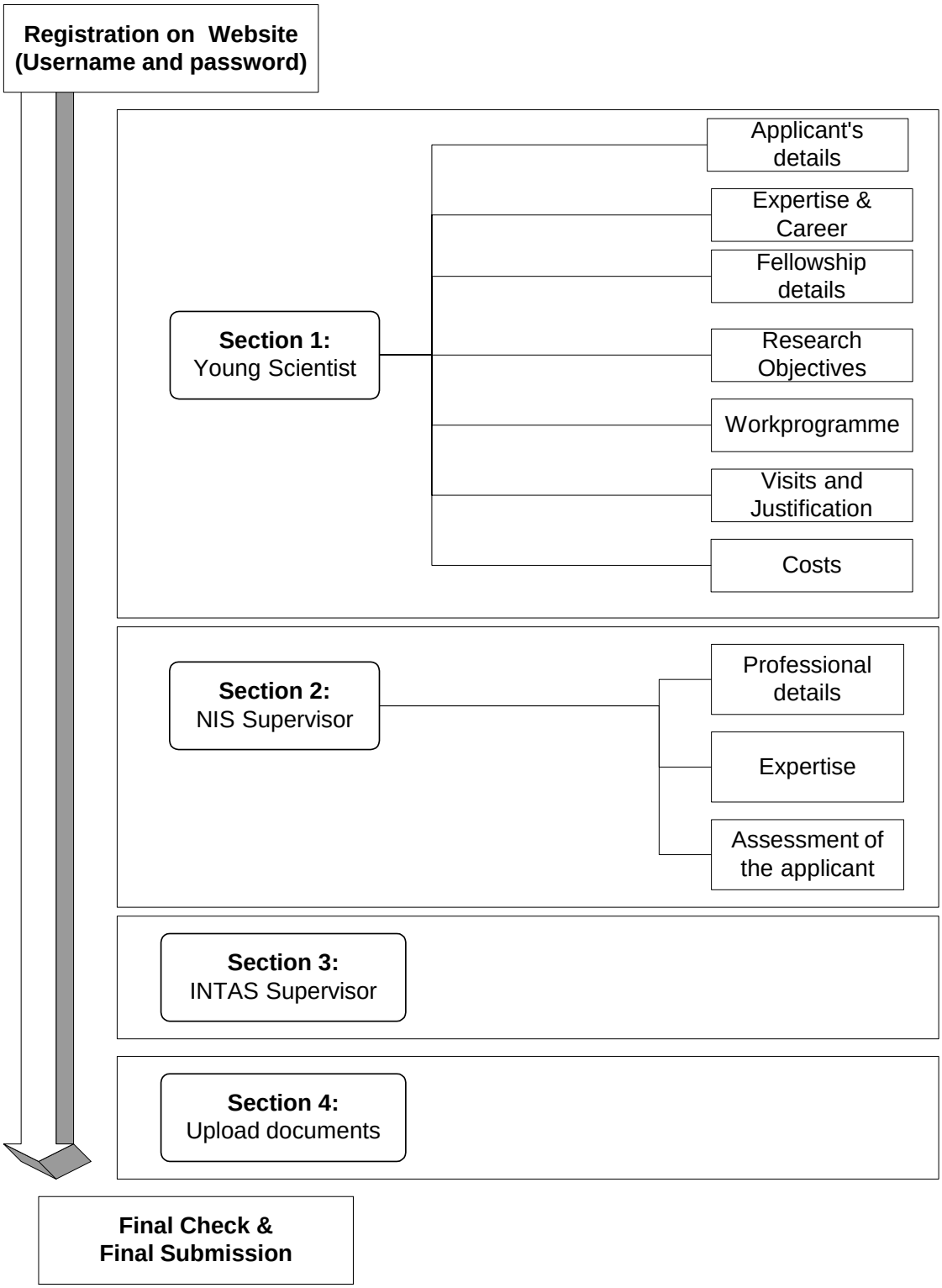
When you use diagrams, please insert them as an image, or group the entire diagram so that it can be treated as an image.

When uploading separate images make sure that their actual size does not exceed A4 in portrait orientation.

INTAS will not be responsible for problems occurring with the submission and with the final text of the application, generated by the use of formats not supported by the Submission System.

4.2.2 Submission of the Application

The application must be submitted through the submission programme for INTAS fellowship grants. Within this programme the information requested is organised in different sections, each to be filled in. The diagram overleaf provides you with an overview of all the sections of the fellowship application in the INTAS Submission System.


Registration on Website
(Username and password)
Section 1:
Young Scientist
Applicant's details
Expertise & Career
Fellowship details
Research Objectives
Workprogramme
Visits and Justification
Costs
Section 2:
NIS Supervisor
Professional details
Expertise
Assessment of the applicant
Section 3:
INTAS Supervisor
Section 4:
Upload documents
Final Check &
Final Submission

Section 1 FELLOWSHIP and APPLICANT'S INFORMATION

1.1 Applicants details (personal information)

1.2 Expertise & Career

- YS scientific field and expertise.
- YS position in his/her institution and professional career (including academic awards and prizes).
- For postdoctoral applications, list 5 major publications (title, author, reference and electronic accessibility if applicable).

1.3 Fellowship Details

- Category (pre-doc/post-doc?)
- Intended starting date: not earlier than **1 January 2007**.
- Other applications made
- Keywords: Identify the keywords selected from the INTAS keyword list (see Annex: List of Keywords).

Please note that the first keyword determines the scientific field under which your application will be processed.

- Free words: Supply additional free words to further specify your scientific subject.
- Fellowship details:
  - *For PhD fellowships:* Give a clear description of the PhD fellowship. Indicate when your PhD programme started and the indicative time table for its completion (registration in programme, submission of the thesis, defence, completion).
  - *For Postdoctoral fellowships:* Give your current employer and your position at your institution. Specify the type of working contract (and its duration if applicable). If no electronic access is available, please send the **full text of up to 3 major publications** in English or with an English summary by e-mail after you have finally submitted the fellowship application and have received your registration number. Please indicate in the e-mail clearly the call identification, your registration number and your name and address. Please note that the full texts of the publications must arrive at INTAS before the deadline.

1.4 Research Objectives

- Title:

  Give the title of your application related to the proposed research project (less than 200 characters). Please note that the first line will be used as 'short title' for identification purposes.

- Research Objectives and background:

  Give a detailed justification of the objectives of the project against the state-of-the art in the scientific area of the project (**less than 2000 characters**).

  - Describe as precisely as possible the scientific objectives of the project. Whenever possible, quantify the objectives in terms of measurable outcomes.
  - Give the scientific basis for your project and describe the present state-of-the-art concerning the specific research topics of your project. Identify important gaps to be filled

in the current knowledge.

- Explain the novel character of the research proposed. Show how the objectives of the project aim at significant advance in the established state-of-the-art through extending the current knowledge and/or filling the gaps identified.
- Explain the relevance and importance of the research programme proposed, in terms of applications (scientific and technological) and in terms of economic and societal impact.
- If the application is part of a larger collaboration and/or a project, explain its role and how it fits into this wider context. If it is linked to an INTAS project, give its title and reference number.

1.5 Work Programme:

Give an overall description of the research programme and justify the methodology chosen to reach the objectives (**less than 6000 characters**).

- Give an overall description and the general approach and methodology chosen to achieve the objectives.
- Highlight the particular advantages of the methodology chosen; quantify as much as possible the expected project result(s).
- Describe why and how you collaborate with your INTAS supervisor and for which tasks your INTAS collaboration is of particular importance.

Describe each task, indicating for each task:

- Title, objectives and content, including methodologies to be used to reach the objectives, inputs (state-of-the-art, prerequisites, particular expertise), outputs (expected results, deliverables).
- Time schedule within the project (e.g. months 6 – 10) and the interrelation between the tasks with respect to the schedule, milestones, decision points and – for PhD students – with reference to the planning of the PhD programme.
- Criteria against which success should be judged.
- Give references of relevant scientific publications.

Recommendations:

- Prepare the texts of each sub-section outside the Submission System and save them in separate files on your local computer. When using the Submission System, the text in these files must be individually copied in the appropriate sections.

1.6 Visits and Justification, and INTAS Supervisor

Specify the duration and destination of your visits at the INTAS member states' institutions and justify their purpose in relation to the work programme.

If you have more than one supervisor in INTAS countries (see section 3), identify them for each of your visits.

1.7 Costs

Depending on the NIS country in which you carry out your research activities and on the location and duration of the visits foreseen in INTAS member states, the page will display your basic fellowship grant and the living cost allowance during the visits in the INTAS member states in accordance with the reference scales given in section 3.3.

You should provide an estimate of your travel costs based on cheapest fares available.

Section 2: NIS SUPERVISOR

(To be completed by the NIS supervisor.)

2.1 NIS Supervisor's Details (Contact Details):

Attention: A NIS supervisor supporting an INTAS fellowship applicant must hold a senior research position at her/his NIS institute. In case of a PhD fellowship application s/he must be formally appointed as the fellow's scientific supervisor in the PhD programme.

- Specify your professional contact details and identify your fields of scientific activity and expertise using keywords (see part D) and add free words to further specify the scientific subject.

2.2 Expertise

- Describe your NIS institution: specify type, research activities, facilities and infrastructure of relevance for the project.
- Specify your position at the NIS institution.

2.3 Recommendation and Justification of the applicant by NIS Supervisor:

- Give your appraisal of the applicant's scientific career and his/her present scientific activity.
- Provide a scientific assessment of the applicant's work programme and comment on its feasibility.
- Describe how the research programme of the fellowship is related to the scientific activities of your institution.
- Comment on international cooperation activities of your institution in relation to the fellowship in particular with INTAS member states.
- For PhD fellowships only:

  Applicant's involvement in a PhD programme: start and expected duration. In case of acceptance of the fellowship, you will be requested to provide INTAS with a formal confirmation of your institute, duly signed and stamped.
- For postdoctoral fellowships only:

  Applicant's position, its duration, professional status and commitments (Max. 1,000 characters).

Section 3: INTAS SUPERVISOR

(To be completed by the INTAS supervisor)

This form is linked to the specifications of travel to INTAS Members. If travel is foreseen to several institutes, each INTAS supervisor needs to complete this form. The forms are found at point 1.5 – Visits and Justification).

Attention: An INTAS supervisor supporting an INTAS fellowship applicant must hold a senior research position at her/his INTAS institute. S/He must be able to enter into commitments for the organisation tin INTAS member states to host the fellow during the working/study visits.

- Specify your professional contact details and identify the fields of scientific activity and expertise using keywords (list attached) and add free words to further specify the scientific subject.
- Specify your position at your INTAS institution.
- Describe the scientific activities of your institution related to the applicant's work programme.

- Provide a recommendation for the applicant.
- Justify the training visit of the applicant in your institution related to the work programme and the scientific activities of your institution.
- Provide a declaration for your institution on the readiness to host the applicant. The INTAS host institution **is not allowed to charge any fees**. On the contrary INTAS host institutions may facilitate the stay of the fellow by in-kind contributions (e.g. meals, accommodation, etc.) and/or financial contributions.

If your institution expressed readiness to be a ***complementary funding partner institution*** within the Open YSF Call 2006, please mention it in the declaration and refer to the bilateral Agreement signed with INTAS.

In all fellowships involving more than one INTAS institution, there must be an INTAS supervisor from each institution confirming readiness to host the young scientist fellow.

Section 4: UPLOAD DOCUMENTS

- documents
- images

You can upload additional files to support your application (for instance detailed CV, abstracts of publications, etc). They will be added at the end of your application.

DOCUMENTARY EVIDENCE

Applicants short-listed for an INTAS fellowship will be requested to submit the following documents prior to the signature of the grant agreement:

- A hard copy of the highest obtained diploma with an English translation (this does not need to be an official translation, but should carry the signature of the NIS supervisor).
- A hard copy of the full INTAS Application for a Young Scientist Fellowship (PDF file) carrying the original signatures of the young scientist, the NIS supervisor and the INTAS supervisor with the official stamps of the relevant organisations.
- PhD fellowship: confirmation of the registration at an NIS scientific institution of working towards a PhD outlining the starting date, the expected duration of the PhD studies and the scientific supervisor, duly signed and stamped by the institution (this information may be included in the hard copy of the INTAS Application above).
- Postdoctoral fellowship: a hard copy of the PhD diploma or confirmation of successful PhD thesis defence with an English translation (this does not need to be an official translation, but should carry the signature of the NIS supervisor).
- A hard copy of the identification page of the national passport.

5 EVALUATION OF FELLOWSHIP APPLICATIONS

5.1 INTRODUCTION

The fundamental principles governing the evaluation of applications are:

1. **Quality.** Fellowships selected for funding must demonstrate a high scientific, technical, and managerial quality in the context of the objectives of INTAS.

2. **Transparency.** The process for reaching funding decisions will be clearly described and available to any interested party. In addition, adequate feedback will be provided to proposers on the outcome of the evaluation of their applications.

3. **Equality of treatment.** All applications shall be treated alike, irrespective of where they originate or the identity of the proposers.

4. **Impartiality.** All applications are treated impartially on their merits evaluated against published criteria.

5. **Efficiency and Speed.** The procedures will be as rapid as possible commensurate with maintaining the quality of the evaluation.

6. **Ethical considerations.** Any application that contravenes fundamental ethical principles may be excluded from being evaluated and selected at any time.

7. **Reasonable chance of success.** The evaluation and selection procedures should respect a reasonable ratio between the effort needed for preparing and submitting an application and the expected chance of getting funded.

Peer Review

The selection of the applications for funding is based on a peer-review procedure. First, independent experts[2] assess the merits of the submitted applications. Then the INTAS Council of Scientists consolidates the results of this external evaluation and decides finally on the selection of fellows.

5.2 EVALUATORS

5.2.1 Appointment of Independent Experts

INTAS appoints independent experts to assist in the evaluation of applications. Independent experts are selected on the basis of their competence irrespective of their nationality, age and affiliation. They may come from countries other than the INTAS member states or the NIS countries. INTAS Secretariat staff members cannot act as evaluators during their service at INTAS.

In general, independent experts are expected to have skills and knowledge appropriate to the areas of activities in which they are asked to assist. All independent experts must also have a proven experience in one or more of the following areas or activities: research in the relevant scientific and technological fields; management or evaluation of projects; use of the results of research and technological development projects; technology transfer and innovation; international cooperation in science and technology; development of human resources.

Competence in the scientific field an expert is asked to assist in is established by at least three years of scientific activity in this field or a closely related field after his/her PhD and by his/her titles and works (publications in refereed journals, text books, invited lectures, awards, leading academic positions, etc.). In appointing independent experts, INTAS also takes account of their abilities to appreciate the challenges and societal dimension of the proposed work. Experts must also have the appropriate language skills required for the applications to be evaluated.

Independent experts are recruited through:

- Calls for applications from individuals published in the INTAS web site and/or scientific journals.
- Calls addressed to research institutions to establish lists of suitable candidates.

Details of potential independent experts are maintained by INTAS Secretariat in a database. This database may be made available, on request, to national authorities in the INTAS member states.

5.2.2 Observing Principles

[2] An independent expert is an expert, who is working in a personal capacity, and in performing the work, does not represent any organisation.

After three years each external evaluator is requested to submit an updated list of publications or other measures appropriate to assess and to identify his present field of competence.

INTAS checks that the marks given by each individual evaluator do not deviate significantly from the average. In case significant discrepancies are observed, the applications evaluated by this evaluator will be given special attention by INTAS Council of Scientists. If, on a statistically significant basis, an individual evaluator displays a clear tendency to either too high or too low scoring, the evaluator will be informed and asked to correct this tendency. In case the tendency would be confirmed in the long run, the evaluator can be removed from the data base of evaluators at INTAS' discretion.

5.2.3 Conflict of Interest and Confidentiality

INTAS relies on the integrity of independent experts to base their opinion with strict impartiality exclusively on the basis of the information given in the application and against the established evaluation criteria.

When appointing an evaluator, INTAS takes all reasonable steps to ensure that s/he is not faced with a conflict of interest in relation to the applications on which s/he is requested to give an opinion. The evaluators commit themselves to inform INTAS whenever a conflict of interest arises in the course of their duties. When so informed, INTAS takes all necessary actions to remove the conflict of interest.

The independent experts are committed to maintain the confidentiality of the information contained within the applications they evaluate and of the evaluation process and its outcome.

5.3 EVALUATION AND SELECTION PROCEDURE

5.3.1 Eligibility Check

At each stage of the application submission, the INTAS Secretariat checks that applications meet the eligibility criteria referred to in the call. Some formal criteria are pre-checked by the electronic Submission System at the time of submission. INTAS reserves the right to rigorously apply the eligibility criteria and to exclude from any further processing any application found to be ineligible. However, if it deems appropriate, INTAS may proceed with the evaluation pending a later decision. Such continuation of the procedure does not constitute a proof of eligibility. INTAS may also request to rectify the non-compliance with eligibility criteria during the negotiation phase.

If by the deadline for submission an application remains not finally submitted, the application is declared ineligible. However, INTAS reserves the right to inquire about the status of an application found not submitted and to further process the application if it deems appropriate.

5.3.2 Appointment of Evaluators

For each application, evaluators are selected and appointed by the INTAS Secretariat from its independent experts' database, with a view to achieve maximum competence for the evaluation. Keywords and free words specified in the application help select the most suitable experts in the field of the Application.

INTAS may also at any time select, if it deems appropriate, any individual evaluator with the appropriate skills from outside its database provided his/her credentials can be established prior to his/her involvement in the evaluation.

5.3.3 Overview on the Evaluation

All applications that fulfil the eligibility criteria are evaluated to determine their quality. As a rule, **two independent evaluators** are appointed for each eligible fellowship application.

The evaluation is performed on-line, using the Internet-based evaluation system. Each independent expert receives access to the application and submits the results of his evaluation via Internet. Applications are distributed to the evaluators without encryption but protected by user names and passwords.

The evaluators are not informed on the other expert evaluating the same application. Each expert therefore assesses each application independently without exchanging views with the other experts.

Each evaluation procedure consists of a number of steps as indicated below.

⇨ Step 1: Briefing of the independent expert

Each independent expert selected by INTAS is briefed about the title, keywords, free words and the names of the applicant and the supervisors and the host organisations involved in the application. Based on this briefing, the expert decides to accept evaluating the application or not. Before being given access to the application the evaluator is reminded of the rules for evaluators. In particular, s/he must immediately inform INTAS on any conflict of interest.

⇨ Step 2: Individual evaluation of applications

Each application is evaluated against the applicable criteria independently by two experts. Each evaluator fills an individual evaluation form whereby s/he gives a score to each evaluation item, resulting in an overall score for the application. The evaluator also checks the compliance of the application with the scope of the call as well as with ethical criteria.

From the two total scores x_i given by each evaluator the **average score** $<x_i>$ of each application is calculated. From the average scores $<x_i>$ the applications are ranked in separate **thematic ranking lists** for each scientific field as defined by the first keyword of the application. For each thematic ranking list a cumulated requested budget is calculated from the top of the list.

⇨ Step 3: Panel discussion

All applications are reviewed by INTAS Council of Scientists.

For the open call, the reviews are performed in ***separate thematic review panels*** established for each scientific field. For collaborative calls, the reviews are performed by a dedicated ***interdisciplinary review panel*** consisting of selected members of INTAS Council of Scientists and including ***two experts appointed by the co-funding partner***.

The Council of Scientists establishes and makes the final decision on the list of YS fellowships to be funded.

When reviewing applications the review panels will consider their conformity with INTAS' general scientific policy, especially with a view to keeping a ***reasonable balance among scientific disciplines and among geographical areas***. The panels are entitled to critically examine the work programme and requested grants.

Each review panel prepares a consolidated list of all applications recommended for funding including possible recommendations for budget reductions from the originally requested amounts. The panels report to the Council of Scientists, which makes the final decision on the list of fellowships to be funded, together with their recommended budgets, and on a reserve list.

The final outcome of the evaluation, including the overall ranking and remarks made by evaluators will be made available anonymously to the applicants after the evaluation and selection procedure has been completed.

Immediately following the completion of the evaluation and selection procedure, the applicants selected for funding and for which funding is available will be invited to submit documentary evidence for the information contained in the Internet-based application. Upon verification of the correctness of the information the INTAS Secretariat will start negotiations towards concluding a Fellowship Grant Agreement (see chapter 6).

5.3.4 General Notes

Only the **information contained in the application** is used when assessing the application against the established criteria.

It is therefore the responsibility of the applicant to ensure that the application is written in an explicit form, which does not require assumptions on the part of the evaluators when assessing key issues.

5.4 EVALUATION CRITERIA

The evaluators are requested to assess project proposals against a set of criteria, each of which may be awarded a maximum of 5 points according to the following scale: 0=irrelevant to the call or information missing; 1 = poor; 2 = fair; 3 = good; 4 = very good; 5 = excellent.

The full set of criteria for fellowships projects includes the merit of the proposed research, the merit of the fellowship programme including collaboration, the merit of the consortium, and the merit of the management and feasibility.

(I) Merit of the research programme (maximum score: 20)

1. ***Appropriateness and Objectives****:* Are the scientific objectives well described? How clearly explained is the research programme? Is it well focussed on the research objectives?

2. ***Novelty and Relevance***: How novel and promising is the proposed research? What is the relevance and importance of the proposed research from a scientific, economic and/ or social point of view?

3. ***Methodologies***: How appropriate are the applied methodologies including interdisciplinary approach to reach the objectives?

4. ***Feasibility and Planning****:* How can the objectives realistically be achieved in the time frame proposed? How appropriate and realistic is the proposed workflow and time schedule?

(II) Merit of the fellowship programme and collaborative activities (maximum score: 20)

5. **Quality of collaboration**: How is the quality of the collaboration and the training programme including the complementary work to be done within the (one or two) host organisation(s)?

6. ***Benefit for the fellow***: What is the expected benefit for the fellow from the proposed collaborative activities?

7. ***Benefit for host institutions****:* What is the benefit for the host institutions from the proposed collaborative activities? Does the fellowship stimulate new and/or important collaborations?

8. ***Benefit on European dimension:*** Is there a European benefit from the collaboration, does it contribute to improve the competitiveness of European research? Does it match European priorities or other objectives? Does it support structuring effects etc.

(III) Merit of the institutions involved (maximum score: 20)

13. ***NIS host organisation*****:** Quality of the NIS host organisation and supervisor? Does it provide the scientific competence for a successful completion of the fellowship? What are the quality and appropriateness of the research infrastructures and facilities?

14. ***INTAS host organisation*****:** Quality of the NIS host organisation and supervisor, does it provide the scientific competence for a successful completion of the fellowship? What are the quality and appropriateness of the research infrastructures and facilities?

15. ***Relevance of Partnership*****:** Do the institutions involved jointly constitute a consortium of high quality of relevance for the objectives of the programme?

16. ***Technical Resources*****:** If relevant, does the consortium provide the technical resources including research infrastructures needed for carrying out the tasks?

(IV) Merit of the applicant (maximum score: 20)

17. ***Education***: How appropriate is the education to meet the aims of the project?

18. ***Scientific Excellence***: Quality of the applicant's scientific performance ;

19. ***Appropriateness:*** Relevance of expertise with respect to the tasks and resources mobilised for reaching the objectives;

20. ***Prospects:*** Interests in sustainable collaboration with the applicant?

Evaluators' Comments:

- General Comments: The evaluators are requested to make general comments with reference to each of the subgroups of criteria (I) - (IV).

- Comments on the budget: The evaluators are requested to comment on the appropriateness of the requested budget of the proposal.

6 AWARD OF FELLOWSHIP GRANT

Successful applicants will be requested by INTAS to submit **a hard copy of the full INTAS Application for a Young Scientist Fellowship** (INTAS PDF file) carrying the original signatures of the young scientist, the NIS supervisor and the INTAS supervisor with the official stamps of the relevant organisations **as well as the other documents specified in section 4.3 above**.

To legally confirm your application for a Young Scientist Fellowship grant, please proceed as follows:

1. Print a full paper copy of your PDF fellowship application.
2. Sign the paper copy underneath Section 5, Costs, and confirm: 'I hereby confirm that the information and the attached documents to my fellowship application are correct and true.'
3. Submit this full paper copy to your NIS supervisor; S/he must sign the NIS Supervisors section underneath Section 6.3 and confirm: 'full application read and approved'.
4. Submit the full paper copy signed by you and your NIS supervisor to the authorized official of your NIS host institution, who must confirm the information concerning your academic/professional status underneath Section 6.3. Please ensure that the document carries the full name of the official, his/her position in the organisation and his/her signature and the stamp of the organisation. Please note that your signature, the signature by your NIS supervisor and by the NIS host organisation must be put **on the same paper copy of your application**.
5. Send a full copy of the PDF fellowship application to your INTAS supervisor (possibly by e-mail), who must confirm the content of his/her INTAS Supervisors section through inserting the words 'Application read and approved', his/her original signature and the stamp of the organisation underneath Section 7.4. Your INTAS supervisor may return the signed document to you or directly to INTAS, whatever deems appropriate.
6. Send the signed application document together with the requested copies of the other documents to INTAS.

Upon verification of these documents INTAS will finally decide whether a young scientist fellowship grant can be awarded. In case of positive decision a fellowship grant agreement will be drawn up for each selected young scientist defining the subject and conditions of the fellowship grant, the work programme and the allowable costs, including the basic fellowship grant, the living cost allowance during your stay in the INTAS countries and the travel costs support. INTAS might request during the negotiation that the fellowships are adapted to the approved budget, which may differ from the requested amount in the original application.

Payments will be made after the conclusion of the fellowship grant agreement signed by both INTAS and the young scientist, on an annual basis and in the second year, subject to sound performance and the approval by INTAS of the annual report of the young scientist for the first year.

Keywords list

Statistics, Probability Theory and Mathematical Modelling

0101 Probability & Stochastic Processes
0102 Statistics & Econometrics, Quantitative Methods
0103 Game Theory, Queuing Processes and related topics
0104 Data Management
0105 Mathematical Modelling in other sciences (Physics, Linguistics, Biosciences etc.)

Algebra, Topology & Manifold Systems

0201 Algebra
0202 Geometry, Algebraic Geometry
0203 Topological Groups, Lie Groups, Harmonic Analysis
0204 Topology & Manifolds

Mathematical Analysis

0301 Complex Analysis, Numerical Analysis
0302 Real & Functional Analysis
0303 Integral Transforms & -equations
0304 Variational Analysis & Optimal Control
0305 Dynamical Systems (including Ergodic Theory, Fuzzy, Chaotic Systems etc.)
0306 Differential Equations & Boundary Problems

Algorithms & Discrete Mathematics

0401 Mathematical Programming
0402 Combinatorial Optimization
0403 Modelling and Simulation
0404 Mathematical Logic
0405 Number Theory
0406 Discrete Structures & related topics

Computer Sciences

0501 Theoretical Computer Science
0502 Multimedia, CAD-CAM (computer aided tools)
0503 Software Engineering
0504 Hardware & Computer Architecture
0505 Information Theory & Systems, Networks, Protocols
0506 Artificial Intelligence, Signal & Image Processing, Pattern Recognition

Nuclear, Hadron & Elementary Particle Physics

0601 Nuclear Structure, nuclear reactions
0602 Nuclear Instrumentation and Applications
0603 Neutron Physics
0604 Electromagnetic and Hadronic Probes, Nucleonic Structures
0605 High Energy, Particle Accelerators
0606 Physics with Heavy Ions, Compressed Nuclear Matter, Equation of State
0607 Elementary Particles

Theoretical Physics

0701 Theory of Elementary Particles & Fields, Field Theories
0702 Quantum Theories, Atomic and Molecular Theories
0703 Statistical Physics, Thermophysics & and Nonlinear Dynamical systems

0704 Fluid Dynamics
0705 Nuclear Theories

Astronomy & Astrophysics

0801 Solar System, including Extra-Solar Planets
0802 Stars: Atmospheres, Winds (including Solar Wind), Nucleosynthesis, Evolution
0803 Galaxies, Interstellar Medium & Active Galactic Nuclei
0804 Cosmology, including Background Radiation
0805 High Energy Astrophysics, including Cosmic Rays, Neutrino, Gamma & X-Ray Astrophysics
0806 Radio- and Optical Astronomy
0807 Nuclear Astrophysics
0808 Interplanetary & Astrophysical Plasma

Condensed Matter Physics

0901 Optical Phenomena/Properties
0902 Electronic Properties & Magnetism
0903 Crystalline Structure, Structural Phase Transitions, Defects, Mechanical Properties
0904 Dynamics, Dynamical Systems, Lattice Effects & Thermal Properties
0905 Inhomogeneous, Disordered, & Partially Ordered Systems
0906 Surfaces, Interfaces & Microstructures
0907 Low-Dimensional Systems
0908 Superfluidity & Superconductivity

Atomic & Molecular Physics

1001 Atomic & Molecular Spectroscopy
1002 Atomic & Molecular Interactions
1003 Quantum Optics
1004 Ultra fast Phenomena
1005 Laser, Photonics

Optics, Acoustics, Electromagnetism

1101 Optical and Magnetic Spectroscopy (including Instrumentation)
1102 Physical Optics, Nonlinear Optics
1103 Acoustics
1104 Electromagnetic Processes

Plasma Physics

1201 Atomic Phenomena & Statistical Properties of Plasma
1202 Plasma Instabilities & Non-Linear Phenomena
1203 Low-Temperature Plasmas, Plasma Chemistry & Applications
1204 High-Temperature & Relativistic Plasmas
1205 Plasma Diagnostics & Plasma Sources
1206 Plasma Technology, Confinement

Materials (Physics, Chemistry, Biomedicine)

1301 Dielectrics, Piezoelectrics, Ferroelectrics
1302 Semiconductors
1303 Metals & Alloys
1304 Ceramics, Cements & Composites
1305 Polymers
1306 Ionic Conductors & Mixed Oxide
1307 Colloids, Gels, Layered Structures
1308 Liquid Crystals, Liquids, Glasses (including Spin Glasses), & Disordered Media
1309 Surfaces

1310 Films, Coating, Wires & Fibres
1311 Granular Media, Clusters (including Fullerenes)
1312 Nanostructures, Quantum Dots, Nanotechnology
1313 Medical New Materials

Organic Chemistry

1401 Synthesis & Growth
1402 Characterization
1403 Physical Organic Chemistry
1404 Supramolecular Chemistry

Inorganic Chemistry

1501 Co-ordination & Organometallic Chemistry
1502 Bio-inorganic Chemistry
1503 Gas Phase Chemistry
1504 Solution Chemistry
1505 Solid State Chemistry
1506 Cluster Compounds
1507 Nuclear & Radiochemistry

Physical & Analytical Chemistry

1601 Spectroscopy
1602 Electrochemistry
1603 Kinetics & Reaction Mechanisms
1604 Thermodynamics
1605 Ignition/Combustion
1606 Photochemistry
1607 Surface Chemistry
1608 Analytical Chemistry

Catalysis

1701 Heterogeneous Catalysis
1702 Homogeneous Catalysis
1703 Enzyme Catalysis

Computational Chemistry

1801 Reaction Mechanisms
1802 Molecular Modelling
1803 Quantum Chemical Methods
1804 Structure Study

Environmental Chemistry

1901 Atmospheric
1902 Soil
1903 Water

Pharmaceutical Chemistry

2001 Structure-Activity Relationship
2002 Formulation & Drug Delivery
2003 Modelling in Pharmaceutical Chemistry
2004 Biologically Active Compounds

General Biology

2101 Evolutionary Biology

2102 Developmental Biology
2103 Nature Conservation & Biodiversity
2104 Theoretical Biology, Modelling of Biological Systems

Ecology

2201 Aquatic Ecology
2202 Terrestrial Ecology (Agriculture, Forestry)
2203 Ecosystem Management

Plant Biology

2301 Botany
2302 Plant Physiology
2303 Genetics of Plants, Plant Breeding
2304 Photosynthesis
2305 Phytopathology

Zoology

2401 Animal Physiology
2402 Genetics of Animals, Animal Breeding
2403 Neurophysiology & Sensory Physiology
2404 Entomology
2405 Veterinary Sciences
2406 Parasitology
2407 Behavioral Biology

Microbiology

2501 Clinical Microbiology
2502 Environmental Microbiology
2503 Genetics of Microorganisms
2504 Virology
2505 Mycology
2506 Bacteriology

Molecular Biology

2601 Cytology
2602 Biochemistry
2603 Signal Transduction
2604 Proteins, Enzyme Function
2605 Bioinformatics
2606 Biophysics
2607 Bio-Energetics
2608 Nucleic Acids
2609 Molecular Neuroscience

Biotechnology

2701 Agricultural Biotechnology
2702 Industrial Biotechnology
2703 Environmental Biotechnology
2704 New Methods in Diagnostics
2705 Biologically Engineered Drugs
2706 Vaccines
2707 Other Medical Biotechnology

Medicine

2801 Internal Diseases & Internal Medicine
2802 Experimental & Clinical Oncology
2803 Immunology
2804 Epidemiology
2805 Pediatrics
2806 Surgery, Neurosurgery
2807 Anesthesiology
2808 Nuclear Medicine
2809 Psychiatry
2810 Medical Instrumentation, Radiology & Diagnostic Techniques
2811 Public Health
2812 Pharmacology & Toxicology
2813 Human Genetics

Geology

2901 Geological Engineering & Geotechnics
2902 Metamorphism
2903 Marine Geology
2904 Paleontology
2905 Sedimentology
2906 Stratigraphy
2907 Tectonics
2908 Volcanology, Magmatism

Geochemistry

3001 Petrology/Mineralogy
3002 Geothermal Chemistry
3003 Isotope Geochemistry
3004 Metalogeny
3005 Mineral Chemistry
3006 Petroleum Geology

Geophysics

3101 Earth Observation Technologies & Remote Sensing
3102 Earthquake Prediction
3103 Electromagnetic Processes
3104 Exploration
3105 Geodynamics
3106 Mining
3107 Erosion
3108 Seismic Process, Elasticity

Atmospheric Studies

3201 Atmospheric Dynamics & Thermodynamics
3202 Atmospheric Boundary Layer
3203 Upper Atmospheric Physics
3204 Land/Atmosphere Interactions
3205 Ocean/Atmosphere Interactions
3206 Meteorology/Climatology

Hydrology & Marine Sciences

3301 Hydrology Engineering
3302 Hydrological Cycle & Processes
3303 Continental Water

3304 Underground Water
3305 Oceanography
3306 Flood & Drought Prediction
3307 Glacial & Cryospheric Systems

Environment

3401 Climate & Climate Change
3402 Land/Ocean Interactions
3403 Pollution & Remediation (including Radioactivity)
3404 Waste Management
3405 Sustainable Rural/Urban Management
3406 Environmental Monitoring & Assessment
3407 Environmental Technologies & Instrumentation

Energy

3501 Energy Systems including Efficiency & Reliability
3502 Energy Technology & Conversion
3503 Renewable Energy Sources
3504 Nuclear Engineering & Safety

General Engineering

3601 General Methodology (Quality, Reliability, Standardization)
3602 Civil Engineering
3603 Mechanics
3604 Thermal Processes

Electricity, Electronics, Robotics & Telecommunications

3701 Electricity
3702 Electronics / Instrumentation
3703 Telecommunication Systems & Networks
3704 Robotics

Aeronautics

3801 Avionics
3802 Structures
3803 Engines
3804 Aerodynamics
3805 Environment
3806 Safety
3807 Ergonomics

Space

3901 Space Platforms & Space Systems
3902 Launchers
3903 Physical and Life Sciences in Space
3904 Space Exploration & New Space Missions
3905 Experiments & Payloads

Economics

4001 Microeconomics, including Industrial Organisation
4002 Public Economics, including Health, Education, & Welfare
4003 Macroeconomics & Monetary Economics
4004 Financial Economics, including Investment Theory
4005 International Economics, including International Trade

4006 Labour Economics
4007 Economic Development, Technological Change, & Growth
4008 Economic Systems, including Transition Economics
4009 Natural Resource Economics, Agricultural Economics, Environmental Economics
4010 Urban, Rural, & Regional Economics, including Transport Economics
4011 Business Administration

Social Studies

4101 Sociology
4102 Social Institutions & Structures
4103 Demography
4104 Gender Studies
4105 Ethnology & Nationalities Studies
4106 Cultural & Social Anthropology
4107 Sociology & History of Religion
4108 Urban & Regional Planning
4109 Political Theory
4110 International Relations & Area Studies
4111 Security Studies
4112 Political Institutions & Public Policy Studies, Comparative Politics
4113 Public Opinion & Media Studies

Behavioural Sciences

4201 Social Psychology
4202 Cognitive Science
4203 Perception, Personality
4204 Educational Research and Psychology

Juridical Studies

4301 Jurisprudence & Theory Of Law
4302 History Of Law, Legal Systems, Constitutional Law
4303 International Law, EU Law
4304 Sectoral Law Studies(Public, Environmental, Private, Criminal, Commercial Law)

Historical Sciences

4401 Ancient History
4402 Medieval History
4403 Modern History, including Contemporary History
4404 Economic History
4405 Historiography
4406 History of Ideas, History of Science
4407 Art History, including Musicology
4408 Prehistoric Archaeology
4409 Classical Archaeology
4410 Medieval/Byzantine Archaeology
4411 Anthropology & Ethnography

Philosophy

4501 Ontology & Epistemology
4502 History of Philosophy
4503 Moral Philosophy, Ethics & Social Ethics
4504 Logic, Methodology & Philosophy of Science

Linguistics, Language & Literature Studies

4601 Linguistic Theories
4602 Descriptive, Comparative & Historical Linguistics
4603 Descriptive, Comparative & Historical Philology
4604 Theory & History of Literature, Comparative Literary Studies
4605 Structural & Historical Analysis of Literary Texts
4606 Library & Archival Studies