**EFI SHORT SCIENTIFIC VISITS**

**Call 2019**

Annexes

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# Annex 1. SSV application form

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| --- |
| **EFI SHORT SCIENTIFIC VISIT (SSV) APPLICATION FORM** |
| **DATE:** |
| **PERSONAL DATA**  Family name:  First name:  Position at home organisation:  Degree(s) (PhD/doctorate/MSc) and dates they have been received:  Home organisation (according to the [list at EFI’s website](https://www.efi.int/membership/list)):  Country of the home organisation:  Host organisation:  Country of the host organisation:  Dates of SSV (dd/mm/yyyy):       -  Gender (for statistics):  Male  Female  n/a  Date of birth (dd/mm/yyyy):  Nationality:  Address (street, no):  City:  Post code:  Country:  P.O.Box:  Tel (incl. country and area codes):  Email address:  If you are active on Twitter, your handle (username):  I have received SSV before  yes, year of the call \_\_\_\_\_\_\_\_\_\_\_\_  no  I am willing to participate in the 2020 Young Researcher Challenge by Marcus Wallenberg Foundation  yes  no |
| **HOST ORGANISATION DATA**  Contract person’s name and surname:  Contract person’s email:  Name of the organisation:  Department and / or faculty:  Complete address:  Country:  Tel. (incl. country and area codes): |
| **MOTIVATION FOR APPLYING FOR THE SSV** *(max. 250 words)* |
| **PROJECT PROPOSAL**  **Title of the project**:    **Relevant EFI priority research sub-topic**: |
| **Abstract of the project** (objectives, methodology, data, time schedule *(max 500 words*): |

I certify the information given is correct to best of my knowledge and I agree to inform of any modifications.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annex 2. Work plan template

**WORK PLAN TEMPLATE**

*(to be attached to the application)*

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| --- |
| *Please use the format below as applicable. The maximum length of the work plan is 3 pages (excluding the cover page).* |

1. **Cover page**

Technical Data

1. Project title
2. Date of preparation
3. Contact person's name, title/affiliation and contact information
4. **Starting from page 2**
5. **Objective and outputs**
6. Objective

* *A clear specification of the main objectives of the project*

1. Output

* *Expected technical outputs (reviewed and other publications and articles, reports, seminars, technical improvements, etc.) of the project*

1. **Methodology**

* *Method(s) to be used*
* *Which data will be used and how will it be collected*

1. **Work plan**

* *Main activities and their timetable*
* *The work plan table below should be filled in, one line per activity in chronological order, to show the planned implementation of the SSV.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 | Day 9 | Day 10 |
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1. **Link to other relevant activities**

* *List here other recent or ongoing projects and activities of relevance to the proposed project.*

1. **List of publications**

# Annex 3. Endorsement letter

**ENDORSEMENT LETTER**

*Must be on letterhead paper of the host organisation*

OBJECT: Invitation for a visit to our organisation in the framework of EFI Short Scientific Visit (SSV)

Dear Sir/Madam,

We hereby invite you to the name of the organisation, name of the department/faculty, from day/month/year to day/month/year (XX working days), in order to (please give the purpose of the SSV). During your SSV at our organisation, we will help you in carrying out the following activities:

List of activities to be carried out by the candidate

Add any practical arrangements/comments you deem necessary

For all matters linked to your SSV, you can contact name of contact person, with contact details

Yours sincerely,

SIGNATURE of the person legally authorised to represent the host organisation

POSITION of the person legally authorised to represent the host organisation

OFFICIAL STAMP or SEAL of the organisation

# Annex 4. SSV Report

## Written report

Based on the approved work plan, and following the structure of a scientific publication, it should contain the following information:

1. **Cover page** *(Technical Data)*
2. Project title
3. Dates of the SSV
4. Place of the SSV
5. Granted person's name, title/affiliation and contact information
6. **Objectives** (Purpose of the SSV)

The purpose of the SSV.

1. **Methodology**

Methods /methodology used

1. **Results**

Description of the work carried out during the SSV (include the work plan) and main **results** obtained reflecting to the objectives indicated in the application.

1. **Discussion**
2. **Conclusions**
3. **References**: bibliography, websites, etc.
4. **Future collaboration** with host organisation (if applicable)
5. Projected **publications**/articles resulting or to result from the SSV (if applicable)
6. **Abstract** of the SSV *(max 500 words for EFI website and for the usage of Marcus Wallenberg Foundation)*

**Other comments** (if any)

**Annexes:**

1. Boarding pass / stamped travel tickets / receipt of ticket purchase (any of these as available)
2. **Letter of Confirmation** by the tutor at the host institute of the successful execution of the SSV *(printed on official headed paper of the organisation):*

*‘Hereby I would like to inform that the above EFI Short Term Scientific Visit (SSV) has been completed and the scientific report approved by the host.*

*Name. Signature and Seal/stamp. Date’.*

signed attendance letter from host organisation (in the case of electronic boarding pass / travel tickets)

## Video report

After the visit, the grantee should provide a max 1-minute video outlining the objectives and the main outcomes of the SSV. When submitting the video, kindly note that it might be played on EFI’s website and/or social media channels, unless specifically forbidden.

See further instructions in Annex 5.

## 2019 Young Researcher Challenge

Instructions for the 2020 Marcus Wallenberg Foundation Young Researcher Challenge (<http://mwp.org/yr/>) will be sent in the acceptance letter.

# Annex 5 Videos

## General instructions

* Max length of the video is 1 minute.
* Give a title to the video and provide into it information who is speaking and from which organisation
* If you shoot with smart phone rather than having it professional done consider using a tripod and external microphone when possible.
* Preferable format: MP4 or MOV
* See deadlines under Chapter 3 Deadlines.
* Submission: Submit your video by sending a Dropbox or Google Drive link to katriina.pajari(at)efi.int

When submitting your video, kindly note that it might be played on EFI’s website and/or social media channels, unless specifically forbidden.

## Introductory video

The video addressing the following questions:

* Short introduction of the candidate
* What is the focus of your work/PhD
* What is the aim of the SSV
* What is the expected benefit of the SSV
* Whom are you going to visit and why?

## Video report

* Short introduction of the candidate
* Whom did you visit and why?
* What were the objectives and especially the main outcomes of your SSV.
* Did the visit meet your expectations?