EUROPEAN FOREST
INSTITUTE

EFI SHORT SCIENTIFIC VISITS

CALL 2019

Instructions for applicants
and
grantees

Contents

1. Background

The European Forest Institute (EFI) offers 10 grants for *Short Scientific Visits* (SSV) for Early Stage Researchers[1] from [EFI Associate and Affiliate Member organisations](#) with a valid membership for 2019[2].

The SSVs provide a unique opportunity for interested candidates to get involved in international level forest research and research co-operation.

The aims of a SSV are to contribute to the scientific objectives of EFI and to strengthen the EFI network by allowing young scientists to: 1) gain experience of working in a different organisation in another European country, 2) foster collaboration and 3) learn a new technique, methods or tools not available in their own organisation.

Furthermore, to gain more international visibility for their work the successful grantees will be offered a possibility to participate in the 2020 Young Researchers Challenge (http://mwp.org/yr/), which is organised as part of the prestigious Marcus Wallenberg Prize event. Further instructions will be given in the acceptance letter.

The SSV should take place between 1 July, 2019 and 30 April, 2020, and it should last for a minimum of 10 working days at the host organisation, however, a longer stay is encouraged. Weekends and public holidays are not counted as working days (10 days does not include travel to and from the host organisation).

The topic of the SSV should fall within one of the EFI priority research topics:

I. Bioeconomy
Sub-topics:
- *I.a* *The future demand and supply of forest products, forest biomass and ecosystem services, and their implications for sustainable forest and land management, including afforestation and plantation forestry.*
- *I.b* *Sustainability impact assessment and monitoring of forest-based products and services value chains.*
- *I.c* *The future markets of increasingly diversified and cross-sectoral forest-based products and services as a result of socioeconomic and policy changes.*
- *I.d* *The role of innovation and digitalisation, and policies affecting sustainable bioeconomy development*

II. Resilience
Sub-topics:
- *II.a* *The impacts of global change and related risks on forest socioecological systems, and the strategies to enhance and restore their capacity to adapt and provide forest ecosystem services and products.*
- *II.b* *Policies, strategies and management practices to enhance biodiversity in a rapidly changing environment, considering different regional and socioeconomic settings.*
- *II.c* *Strategies and management practices to enhance the role of forests and trees in increasing the resilience of rural areas to climate change, including a better understanding of agroforestry.*
- *II.d* *The role of urban forestry, nature-based solutions and wood construction in developing climate smart cities, better rural-urban interfaces and enhancing health and wellbeing in urban areas.*

---

[1] Early Stage Researcher – is a researcher whose career has spanned less than 5 years between the date of the MSc or 2 years of PhD /doctorate, and the submission deadline of the EFI SSV call.

[2] According to the Conference Rules of Procedure, Rule 2 Associate and Affiliate Members. https://www.efi.int/membership/ac

III. Governance
Sub-topics:
III.a Forest and land-use conflicts and synergies, including an understanding of key societal demands and the trade-offs between forest ecosystem services, products and land uses.
III.b The design of appropriate forest and land-use governance schemes, including new and innovative approaches to involve stakeholders, align diverging interests and seek synergies.
III.c The impacts of different supply chains and international trade, including agricultural commodities, for international forest governance, land-use conflicts and sustainable development.
III.d European forest-related policies and forest governance, addressing both regional diversity within Europe as well as emerging global challenges and opportunities.

2. How to apply

2.1 Application

Candidates interested in a SSV should submit the application to katriina.pajari@efi.int. Only complete applications that are submitted by the deadline will be considered for evaluation.

1. Application text *(see Annex 1).* Please note:
- The application should be in <u>one pdf with all annexes, named as</u> SSV_FirstnameLastnameCountry.pdf (e.g. SSV_JarrSmithFI.pdf)
- The application should be typewritten and dated

2. The following appendices are required:
- Work plan of the SSV (see Annex 2)
- List of publications (if none, please state this) (see Annex 2)
- Endorsement by candidate's host indicating *i.a.* tentatively agreed work plan and suitable dates (see Annex 3)
  - *Note: This is to ensure that the candidate has agreed with the host organisation the conditions of the SSV before submitting the application, and that the host organisation is committed to hosting the candidate.*
- CV of the candidate
- CV of the responsible person of the SSV at the host organisation.
  - *This is to guarantee the relevant scientific expertise.*

2.2 Acceptance letter

After the evaluation procedure, the candidate is sent an acceptance letter in which the grantee is informed about:
- the approval of the SSV,
- the level of the financial grant given,
- a payment request form
- a request for submitting a video for the website (not obligatory)
- a request for submitting a photo for EFI reports (not obligatory, please note, the photo can be used also in the EFI website and/or social media, unless specifically forbidden)
- a request for signing the acceptance letter to confirm of committing to the SSV rules. *(See 3 Deadlines)*
- the procedure related to the Marcus Wallenberg foundation event.

2.3 Introductory video

The accepted candidates should provide a max 1-minute video introducing the candidate and outlining the main objectives and expectations of the visit. See further instructions in Annex 5.

When submitting your video, kindly note it might be featured on EFI's webpage and/or social media channels unless specifically forbidden.

2.4 Report

After completion of the SSV, the grantee has to submit written and video reports on the SSV to EFI (attn. Katriina Pajari) by the set deadline, see Chapter 3. Deadlines. Instructions including content requirements are available in Annex 4 for the written report and in Annex 4 and 5 for the video report.

3. Deadlines

- Application must be at EFI by 27 March, 2019, by 15:00 CET.
- Confirmation of receiving the application by EFI within 3 work days. If confirmation has not been received, please contact Katriina Pajari (katriina.pajari@efi.int)
- Candidates will be informed of the evaluation results in April 2019
- Hand-signed acceptance letter submitted by the candidate by 15 May, 2019
- Introductory video by 15 May, 2019
- SSV July 1, 2019 – April 30, 2020
- SSV Report (written and video) within 30 days after the end date of SSV visit (travel days and public holidays are not counted to the stay)

4. Evaluation criteria

The applications will be evaluated by an appointed evaluation board who will make recommendations on grantees to be funded. If not passing the technical eligibility check, the application will not proceed to the quality evaluation. The evaluation criteria are in chapters 4.1 and 4.2. The candidates will be informed of the outcome as soon as the selection process has been finalised.

4.1 Technical eligibility criteria

- The candidate is affiliated to an EFI Associate or Affiliate Member organisation with a valid membership for 2019 according to the Conference Rules of Procedure, Rule 2 Associate and Affiliate Members. See https://www.efi.int/membership/ac
- The candidate is an early stage researcher, whose career has spanned less than 5 years between the date of the MSc or 2 years of the PhD /doctorate, and the submission deadline of the EFI SSV call.
- The SSV host organisation is in another European country and is a different legal entity than candidate's "home" organisation.
- The SSV takes place between 1 July, 2019 and 30 April, 2020.
- The SSV duration is minimum of 10 working days, however, a longer stay is encouraged. Weekends and public holidays are not counted as working days. Also, 10 working days does not include travel to and from the host organisation.
- The application is complete, including all documentation required.
- The application has arrived by the deadline indicated in the call.

4.2 Quality criteria

The following criteria will be used in selecting successful candidates amongst those passing the technical eligibility check:

- relevance of the research topic;
- candidate's previous experience and work on the proposed research topic;
- overall quality of the work plan;
- feasibility of the work planned at the host organisation;
- the relevant scientific expertise of the host representative responsible for the SSV
- willingness to participate in the 2020 Young Researcher Challenge of the Marcus Wallenberg Prize is an asset.

Candidates who have not been previously awarded a SSV grant will have preference.

5. Funding

The financial contribution for a SSV will be a lump sum payment of max 2,000€ which shall be paid in two instalments, 50% max one month in advance of the SSV (unless acceptably justified and agreed otherwise) and 50% after approval of the SSV report (see above item 2 How to apply, report).

The grant should cover travel and subsistence for a period of at least 2 weeks in the host organisation (final duration of the SSV should be decided between the awardee and the host organisation as appropriate to the proposed work and informed to EFI).

6. Host organisation

Any European organisation in another European country and a different legal entity than the candidate's "home" organisation, is eligible to host the SSV, e.g. universities, research institutes, ministries, industrial organisations, etc. However, the SSV should support the academic career of the candidate and the tasks should be strongly linked to research.

The candidate is responsible for obtaining the agreement of the host organisation before submitting his/her application.

7. Contact

Should you have any questions, please contact Ms. Katriina Pajari (katriina.pajari(at)efi.int).

Annex 1. SSV application form

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): 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)

A. Cover page

Technical Data

    a. Project title

    b. Date of preparation

    c. Contact person's name, title/affiliation and contact information

B. Starting from page 2

1. Objective and outputs

    a. Objective
- *A clear specification of the main objectives of the project*

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

2. Methodology
- *Method(s) to be used*
- *Which data will be used and how will it be collected*

3. 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.*

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10

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

5. 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

1. 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)*
   1. Project title
   2. Dates of the SSV
   3. Place of the SSV
   4. Granted person's name, title/affiliation and contact information

2. **Objectives** (Purpose of the SSV)
   The purpose of the SSV.

3. **Methodology**
   Methods /methodology used

4. **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.

5. **Discussion**

6. **Conclusions**

7. **References**: bibliography, websites, etc.

8. **Future collaboration** with host organisation (if applicable)

9. Projected **publications**/articles resulting or to result from the SSV (if applicable)

10. **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)

2. Video report

After the visit, the grantee should provide a max 1-minute video outlining the objectives and <u>the main outcomes of the SSV</u>. 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.

3. 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

1. 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.

2. 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?

3. 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?