**EFI SHORT SCIENTIFIC VISIT**

**TITLE**

**Name of the Grantee**

**report**

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# General instructions

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).

After completion of the SSV, the grantee has to submit written and video reports on the SSV to EFI (att. Katriina Pajari) within 30 days after the end date of the SSV (travel days and public holidays are not counted to the stay). If the visit is in e.g. two parts, the end date is counted from the second part.

The report has two parts: a written report and a video report.

## Written report

The written report should be based on the approved work plan and it should follow a structure indicated in *Annex 1* below.

## 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 2* below.

# Further information

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

# Annex 1. SSV written report

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 (esp. in the case of electronic boarding pass / travel tickets)

# Annex 2 Video

## 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
* Submission: Submit your video by sending a Dropbox or Google Drive link to katriina.pajari(at)efi.int

## What to include

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

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