**EFI SHORT TERM MOBILITY GRANTS**

**Call 2020**

Annexes

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# Annex 1. Work plan template

**WORK PLAN TEMPLATE**

*(to be attached to the application)*

|  |
| --- |
| *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 STM.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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. **References**

# Annex 2. 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 Term Mobility grant (STM)

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 STM). During your STM 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 STM, 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 3. STM Report

## Written report

Based on the approved work plan, and following the structure familiar from the scientific publications:

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

The purpose of the STM. If objectives have been changed compared to the application, please justify.

1. **Methodology**

Methods /methodology used

1. **Results**

Description of the work carried out during the STM (include the work plan) and main results obtained reflecting to the objectives indicated in the application. If objectives have not been reached, please justify.

1. **Discussion**
2. **Conclusions**
3. **References**: bibliography, websites, etc.
4. **Future collaboration** with host organisation (if applicable)
5. Projected **publications**/articles/activities resulting or to result from the STM (if applicable)
6. **Abstract** of the STM *(max one page for EFI website)*

**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 STM *(printed on official headed paper of the organisation):*

*‘Hereby I would like to inform that the above EFI Short Term mobility grant (STM) has been completed and the report approved by the host.*

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

## Video report

After the visit, the grantee should provide a max 1-minute video outlining the objectives and the main outcomes of the STM. 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.

## 2021 Young Researcher Challenge

Instructions for the 2021 Marcus Wallenberg Foundation Young Researcher Challenge (<http://mwp.org/yr/>) will be sent after updates are available.

# Annex 4 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

Have a look at the previous SSV videos at [EFI SSV website](http://www.efi.int/careers/ssv).

*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 STM
* What is the expected benefit of the STM
* 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 STM.
* Did the visit meet your expectations?