

IsDB-TWAS Postdoctoral Fellowship Programme 2021 for women

Application guidelines

Please find a detailed guide on how to complete the application, divided by sections following the online application portal platform.

1) Personal Data

Passport information and upload of scan

Should the applicant currently not own a passport, a government issued photo-identification documents can be uploaded. The document can also be expired. University badges or documents with no picture cannot be considered valid. Your name and photo should be clearly visible. Should your project be selected you will have to request a passport for international travel.

Medical certificate

At time of application, a medical certificate is not mandatory. (All mandatory fields are marked with an *).

However, if your project is shortlisted you will be requested to provide one before departure to the host institute. Please note that a medical certificate stating you are in good health is a requirement for all host institutes and companies providing insurance for international travel and visa application.

2) Application info and Referees

You need to indicate 2 referees who are familiar with your scientific work. The reference letter may also be the scan of an email sent to you. The sender's name, role and affiliation must be clearly visible. All contact information must be available in case reviewers need to inquire the referees.

3) Education

Due to restrictions caused by the pandemic, many university employees are working from home and may not have access to documents. We understand it may be currently difficult to obtain certificates and transcripts. Should this be your case, you should upload any relevant document you have. A self-declaration can also be provided. In this case, an attached email of confirmation from a supervisor is recommendable. You should keep in mind that the reviewers, when evaluating your background, will want to have updated, clear and verifiable information.

Please note: **Should your application be considered and shortlisted for the award, you will eventually need to provide a copy of requested original certificates.** The award will not be granted if the transcripts will not be provided shortly after requested, and another project will be chosen from the reserve list. Please make sure to have the documents ready.

4) Languages

As with the medical certificate, a certificate of proficiency in English is not mandatory at the time of application. However, if your project is shortlisted – and the working language of the institute is English - you will be requested to provide at least one of the following:

- The result of a standardized test (TOEFL, IELTS etc.)
- A University-issued letter certifying your knowledge of the language.
- If medium of your education was English you can upload a brief statement indicating what type of education was in English (e.g. High school, Bachelor's degree, Master's degree etc.). This statement must be dated and signed by you.

Should your main language be French and should the host institute use French as an official working language, the English fluency certificate will not be required.

5) Academic/professional experience

The supporting statement can also be an email from your supervisor, head of department or head of the institute. Make sure all contact information of sender and dates are visible.

6) Recognitions

You should provide any relevant information which can inform reviewers of your research career and accomplishments. This field is not mandatory, but it is advisable to add any relevant information.

7) Publications and H-Index

While the list of publications is a mandatory field and must be uploaded, the H-index is not but it is advisable to provide the updated number.

8) Host Institutions

You may indicate up to 3 institutes providing you have received an acceptance letter from the host supervisor.

The letter must confirm that, should your project be selected, the supervisor will oversee your work and host you at their institution/laboratory.

The acceptance letter is one of the most important documents for the application and it should be written either in English or French.

Please note: because of possible future international travel limitations due to the global pandemic, you should consider to also apply to an institute in a neighboring country, if possible. By doing so, should your project be shortlisted, when the time comes you will be able to choose where to go. Since international travel and intercontinental flights especially, may be subjected to changes and limitations in the future, it is a good idea to also have an acceptance from an institute you may be able to reach by land.

9) Research Details

The proposal must be clear and detailed. The title must match to the one stated in the acceptance letters.

Some suggestions:

- Keep in mind the reviewers' point of view in your proposal
- Be clear about expected benefits and possible results
- Explain why you chose that specific institute and supervisor
- Prepare a budget, a time-line and be as precise as possible with your expectations and methodology
- Link and explain the relevant SDGs to your proposal to the best of your knowledge.
- Explain in detail how you envisage that the research project's outcome will lead to progress in sustainable development in your home country, home town or institution

10) Previous applications

Not a mandatory field

11) Final declarations

All fields marked with an * are mandatory

Final suggestions:

- Your application can be saved and accessed any time before the deadline.
- The application can be checked by the system and missing or wrong parts will be highlighted in red
- Use the help prompt – marked with a ? – as you will find useful information and hints
- The application must be submitted to be considered for review. Incomplete or not-submitted applications will not be considered eligible. Do your best to complete the application to the best of your capability and provide accurate information.
- Applications are also a way for TWAS and Programme Partners to map new ideas, innovative research projects, search for workshop and conference attendees and create collaboration networks. Submitting your application is the only way to have your data stored in the system. Applications which are not submitted will not be imported, so make sure we receive it by the deadline.

Good luck! Looking forward to receiving your application.

For assistance and queries, please write to isdb@twas.org

TWAS Programmes Office

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For the advancement of science in developing countries

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