

IMF Guidelines for Applications for Exchange Scholarships

I. General information that you should consider when submitting your application:

1. All **young postdoctoral scientists** working at the University of Münster Faculty of Medicine or at the UKM as their **main occupation** are eligible to apply for funding.

If you do not yet have a doctorate at the time of application, a postdoctoral researcher - usually the supervisor of the doctoral thesis - must submit the application for an exchange scholarship on your behalf. In this case, the curriculum vitae of the applicant and her/his publication list must be added to the proposal as well. (Appointed professors are excluded from applying for their own scholarship.)

2. Applications can be submitted on **1 April** and **1 October** (deadlines).
3. In the interest of the reviewers selected by the Board of the IMF Commission, please be brief. The proposal should not exceed **10 pages** (including references/literature) plus attachments such as curriculum vitae, list of publications, etc. and should be comprehensible without reading the cited or attached literature.
4. The application may be submitted in German or English.
5. Two expert opinions obtained on each application form the basis for the subsequent funding decision of the IMF Commission. The reviewers assess on the basis of the information you provide them in the application. It is therefore in your own interest to submit a well-written and clearly structured proposal.
6. You can apply for an exchange scholarship for a period of **up to one year**.
7. The IMF Commission asks you,
 - to answer all questions relevant to the planned project in the application with the completeness appropriate to scientific practice and to correctly name your own and other preparatory work,
 - to use the order numbers from these guidelines in the proposal and repeat the full title of each section,
 - to write the application text in "Arial" font, font size 11, line spacing 1.15,
 - to submit the **signed original application** including all enclosures (punched) to us,
 - to submit additionally an **electronic version** of the complete application as PDF document on data carrier or by e-mail to beate.loesing@ukmuenster.de as well as a PDF file with the **short version of the application** with the following content:
 - the 1st application page with the general information (point 1)
 - the topic and summary of the application (point 2.1 and 2.2)
 - the curriculum vitae of the scholarship candidate (in tabular form)
 - the list of the 10 most important publications of the last 5 years (if applicable, on preliminary work on the research topic)

II. Application Format

If you would like to apply for an exchange scholarship, please indicate the following.

1. a) General information about the scholarship candidate

- First name, last name, academic degree / academic title
- Employment status (*including information on the duration of the employment contract*)
- Date of birth, and nationality
- Marital status / number of children, if applicable
- Institution and department (full name)
- Work address
- Telephone number
- E-mail address
- Home address and telephone number

1. b) General information about the applicant

Only required if the applicant is not identical with the scholarship candidate

- First name, last name, academic title
- Employment status (*including information on the duration of the employment contract*)
- Institution and department (full name)
- Work address
- Telephone number
- E-mail address

2. Information on the research project

2.1 Topic

2.2 Summary

Please summarise the main goals of the project. The summary shall not be longer than one DIN A4 page.

2.3 Description of the state of the art so far as relevant for the planned research project

2.4 Objectives and own preliminary work of the scholarship candidate on the planned project

2.5 Work programme and intended research methods

3. Statement on the importance of the research project for the further scientific and professional plans of the scholarship candidate

4. Details on the planned research stay

- Inviting person, name and address of the host institution
- Duration of the research project
- Period for which you are applying for the fellowship

5. Stating the reasons for selecting the host institution

6. Information on the grants made available to the scholarship candidate by other sources (e.g. host institution) and indication whether or not she/he have applied to other organisations apart from the IMF for a fellowship or similar funding

7. Requested starting date of the scholarship

8. Statement on further plans after completion of the research fellowship

9. List of attachments

- Curriculum vitae including scientific development (tabular form)
- Invitation/commitment by the research scientist of the host institution where you would like to carry out the project. (The invitation must clearly specify the length of the planned research stay.)
- A letter signed by the head of the institution you actually work, confirming that you can be re-employed after completing your research fellowship
- Statement of a scientist concerning your person and the planned scientific project
- Copies of diplomas and certificates (e.g. PhD certificate)
- List of 10 most important publications of the last 5 years
- When required, curriculum vitae and publication list of the applicant
(if the applicant is not identical with the scholarship candidate)

10. Signature applicant / scholarship candidate