

# Title of Proposal

TMA2018PF- LoI – [Add Surname]

Fellow

Full Name]

[Home Organisation]

[Country]

[Gender]

|  |  |
| --- | --- |
| **Duration (months)** |  |
| [months] |  |

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***Please note the following important points:***

*This template is an example of the Letter of Intent (LoI) for the EDCTP-AREF Preparatory Fellowship*

*The template has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that address successfully all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content and budget during grant preparation.*

***Disclaimer:***

* *This template is provided to assist applicants in preparing their EDCTP2 proposals. It serves only as an example. The actual forms and templates provided in the online proposal submission system (EDCTPgrants) might differ from this example.*
* *In the case of a discrepancy between the word form and the online form on EDCTPgrants, the online form takes precedence.*
* *This template reflects the PDF rendering of the online application form. The order of the questions may differ in the online application system EDCTPgrants.*
* *Only applications prepared and submitted online via EDCTPgrants by the deadline will be accepted by EDCTP.*
* *It is strongly advised that applicants allow ample time to prepare and submit the online form. Do not wait until the final day to submit your application, or you run the risk of missing the deadline. Also note that the online system allows for a save and return of content already filled in.*

## Participants

**Application Title**

*Please add the Fellow's surname in the title. The Fellow is required to add his/her surname, but the other parts of this field are generated automatically and should not be modified.*

|  |  |
| --- | --- |
| **Title** | TMA2018PF- LoI – [Add Surname] |

**Participants**

The proposed Fellow is the individual applying for a training placement at a Host Organisation for the duration of the fellowship.  
The Applicant is the legal entity (Home Organisation) that submits the application. In the case of a successful application, EDCTP and AREF will only sign grant agreements with legal entities, not individuals and therefore, the grant agreement for this fellowship will be signed with the Home Organisation, which employs the Fellow prior to and during the fellowship. 

**Fellow’s Details**

*Please make sure that the personal details are correct and up to date in your CV section in your EDCTPgrants profile as they are used to automatically update this section. If you wish to update this information, please save and close the application, and edit the 'Basic information' section under 'Manage my Details' on the left hand side menu.*

|  |  |
| --- | --- |
| **Organisation** |  |
| **Country** |  |
| **Full Name** |  |
| **Gender** |  |
| **Nationality** |  |
| **Date of Birth** |  |
| **Telephone No.** |  |
| **Email Address** |  |
| **Title** |  |

|  |  |
| --- | --- |
| **Do you have a permanent contract with the Home Organisation?** | Yes/No |

|  |
| --- |
| **Details of contractual arrangements**  *Please provide details of the contractual arrangements of your employment with the Home Organisation*  *i.e nature of employment [unlimited term; fixed-term] and termination date*  *What provision, e.g. termination date, in your employment contract ensures that you will remain employed by your Home Organisation until 24 months beyond the proposed termination of your AREF-EDCTP Preparatory Fellowship.* |

**Applicant [Home Organisation]**

*Please insert the correct name of the legal entity (home organisation) of the Fellow. The legal entity that will be the home organisation must be registered with EDCTPgrants. In the search box you may enter details for any or all search criteria of Name, Country and Town. It is not necessary to enter details of all criteria. For example if the legal entity is based in Berlin, searching Berlin under ‘town’ will pull out all legal entities in that town.*

*Please email EDCTPgrants@edctp.org if the legal entity is not registered and/or if the name of the legal entity is incorrect.  Please note that the Home Organisation and its classifications have to be included.*

| **Home Organisation** | **Country** | **H2020 type of organisation** | **Public or Private** | **Profit or non-Profit** |
| --- | --- | --- | --- | --- |
| [Add text here] | [Add text here] | [Add text here] | [Add text here] | [Add text here] |

*For H2020 type of organisation, please refer to the* [*H2020 grants manual: Legal entity validation and financial viability check*](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-guide-lev_en.pdf) *for more information.*

*‘Public’ means any legal entity established as public body by national law or an international organisation.*

*‘Established as public body by national law’ means: incorporated as a public body in the act of creation or recognised as a public body by national law and governed by public law. Public bodies may act under and be subject to private law for some or most of their activities. A legal entity that has a public service mission but which was established under private law is not considered to be a public body.*

*'Not-for-profit’ means a legal entity that is by its legal form non-profit-making or has a legal or statutory obligation not to distribute profits to its shareholders or individual members. Decisions on (not) distributing profits made by its managing board, associates, stakeholders, members or representatives are not sufficient proof of the non-profit nature. It can be a public or a private entity.*

**Head or Legal Representative of the Home Organisation**

*This section is for the details of the Head of the Home Organisation. Please note in some cases the Head and Legal Representative of the Home Organisation may be the same person.*

*A legal representative is a natural person who has been empowered (directly or indirectly) by a legal entity to enter into legal commitments on its behalf.*

*For ease of filling out the application, please ensure that the head or legal representative of the home organisation has registered in EDCTPgrants and has an EDCTPgrants account before starting this section of the application.*

| **Head or Legal Representative** | **Organisation** | **Status** | **Gender** |
| --- | --- | --- | --- |
| [Add text here] | [Add text here] | [Add text here] | [Add text here] |

|  |
| --- |
| **Home Organisation Description and Tasks** |
| *Please include a description of the organisation and its main tasks*  [200 words max] |

**Declaration and Statement of Support by the Home Organisation**

|  |
| --- |
| Please use this section to upload a signed recommendation letter on the institutional letterhead. The letter should be signed by an individual with legal authority to guarantee the fellow’s employment position at the home organisation OR the Head of Home organisation. The letter must address the following points and should be a maximum of two pages:   * Confirm that the Fellow is a current employee of the Home Organisation (details of contract duration should be included) * State that the Home Organisation supports this fellowship application and is willing through its financial and administrative systems to enable the fellow to direct independently the proposed action and manage its funding for the duration of the fellowship * Confirm that the Fellow is fully eligible in accordance with the criteria as set out in the Call Text * Confirm that the Fellow will be supported with a leave of absence for the duration of the placement * Confirm that the Fellow has the ability to successfully undertake the training he/she is applying for * Explain how the fellowship will enhance the career development of the Fellow * Explain how the proposed training will strengthen the Home Organisation's capacity to conduct health research upon return of the Fellow * Confirm that the Fellow will have a similar position at the Home Organisation once the fellowship has been completed.   The letter must be in pdf format. Word processor documents such as Microsoft Word files (e.g. doc or docx) will not be accepted. |

| **Education and Training** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| *Please make sure that the details below are up to date in your CV section as they are used to automatically update this section. If you wish to update this information, please save and close the application, and edit the 'Basic information' section under 'Manage my Details' on the left hand side menu*. | | | | | | |
| **From** | **To** | **Degree** | **Institution** | **Department** | **Country** | **Subject** |
|  |  |  |  |  |  |  |

| **Other training** | | | |
| --- | --- | --- | --- |
| *Please identify any other research-relevant specialist/technical training that you have undertaken [e.g. short courses and training attachments]* | | | |
| **Course name** | **Date completed** | **Institution delivering the course/attachment** | **Training outcome** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **Employment** | | | |
| --- | --- | --- | --- |
| *Please ensure the details below are correct and up to date. If you wish to update this information, please save the application and edit the information in the 'Update CV' section of 'Manage my Details'.* | | | |
| **Start Date** | **End Date** | **Job Title** | **Employer** |
|  |  |  |  |

**Previous Projects**

*Please list up to 5 projects you have been involved in that may be relevant to this application and the role/position  held in each project .*

| **Participation in other projects** |
| --- |
| *The list of projects should include the project title, start and end date, the funding agency and a brief description of your role and responsibilities in the project.* |

**Publications**

*Please list up to 5 of your publications that are most significant and/or most relevant to this application Vancouver style. If you do not have any publications, enter "none".*

| **Publications**  *For ease of filling out the application, please ensure that the head or legal representative of the home organisation has registered in EDCTPgrants and has an EDCTPgrants account before starting this section of the application.*  *Please upload two of your best publications* | | |
| --- | --- | --- |
| *Publications should be listed in Vancouver style:*  *Journal articles: Author Surname Initials. Title of article. Title of journal, abbreviated. Date of Publication: Volume Number (Issue Number): Page Numbers and the DOI reference provided, where available.*  *Example: Oscar W, Arrami N. Choosing wind energy. Renew Sust Energ Rev. 2008:456 (22): 398-400. doi:11.1106/j.rser.2008.05.003*  *Books: Author Surname Initials. Title: subtitle. Edition (if not the first). Place of publication: Publisher; Year*  *Example: Cook GC and Zumla AI. Manson’s Tropical Diseases. 22nd Edition. Oxford: Elsevier Ltd; 2009* | | |
| **Publication Reference** | **Journal impact factor** | **Your contribution or role in the work leading to the publication and in preparing the publication.** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**Presentations**

*Please list two presentations (oral or poster) given in the last five years. If you have not given any presentations, enter “none”.*

| **Presentation** |
| --- |
| *Give details of up to two presentations (oral or poster) given in the last five years, by listing:*   * *Type and Title of the presentation* * *Name of the meeting/conference where the presentation was given* * *Location* * *Dates*   *For example:*  *Poster/Talk; Title; 20th International AIDS Conference; Melbourne, Australia; 20-25 July 2014* |

|  |
| --- |
| **Career Summary and Motivation statement**  *Please provide a summary of your career, indicate your major achievements to date, details of your current and most recent posts, your role and responsibilities of these posts and the experience gained. Additionally indicate your research interests (including diseases or technical areas of expertise), reasons why you wish to undertake this fellowship and a description of how the fellowship will address your specific training needs and help you develop your career.* |
| *Provide a summary of your career to date, that includes the following information:*  *Details of your current and most recent posts,*  *For clinically qualified applicants, identify your chosen speciality for higher specialist training; title and dates of speciality training posts held*  *List and describe your roles, responsibilities and experiences gained in RESEARCH, TEACHING, ADMINISTRATION, MEDICINE or other relevant occupation*  *Your research interests (including diseases or technical areas of expertise)*  *Your major achievements to date, including academic prizes and distinctions*  *Reasons why you wish to undertake this fellowship*  *Description of how the fellowship will address your specific training needs and help you to develop your career.*  [1000 max] |

|  |  |
| --- | --- |
| **PhD or equivalent research doctorate** | |
| **Title of degree, e.g PhD, DPhil, MD** |  |
| **Awarding institution** |  |
| **Registration [month & year] [MM/YY]** |  |
| **Completion = Award [MM/YY]** |  |

|  |
| --- |
| **Title of Doctoral Thesis** |
|  |
| [100 max] |

|  |
| --- |
| **Summary of Doctoral project** |
| [120 max] |

## Host Organisation Selected

**Host Organisation**

*Details of the host organisation during the Fellowship placement*

|  |  |
| --- | --- |
| **Organisation & Location** |  |

*Rationale for selecting this Organisation*

|  |
| --- |
| *Set out here your reasons for selecting this organisation to host your placement. You will outline the plan of what you will do at the Host Organsiation in section 3, Fellowship proposal and Career Development*  (120 words) |

## Fellowship proposal and Career Development

**Keywords**

Please select a maximum of five keywords which are applicable to your area of expertise.

[Add text here]

**Other Keywords**

[add keyword not on the list]

|  |
| --- |
| **Fellowship title**  *Insert a simple title that indicates the research challenge that you aim to tackle as a result of this Fellowship.*  *(25 max)* |
| **Research question**  *Set out a research question that you would like to tackle in the future after and as a result of the Fellowship*  *(30 max)* |
| **Research design**  *Specify the research design or strategy you would use to address the research question specified above*  *(1000 max*)  *In addition you may list up to a maximum of six key references* |
| **Justification**  *Why this research question and this design?*  *(800 max, excluding references)* |
| **Your researcher development path**  *1. Set out your career goals for 3-5 years from now*  *2. Summarise the steps by which you propose to reach your goals*  *3. Describe the specific capabilities you intend to develop during this fellowship*  *(200 max)* |
| **Outline Fellowship Plan**  *List and briefly specify up to 8 activities, in chonologial order, that you propose to undertake during the placement. If shortlisted and invited to submit a Full Application, you will be asked to provide a detail plan of what you will do during the placement and the re-integration period that follows.*  *(200 max)* |
| **Impact of the Fellowship on your Career and Home organisation (institution)**  *Please describe the expected impact of the fellowship on your career as per the call objectives. Please refer to the help button for further details.*  *Include details about how you intend to develop your career at the Home Organisation after the fellowship.*  *Describe how you plan to apply and disseminate the experience gained during the training programme upon return to your Home Organisation.*  *(200 words)* |

## 4. Implementation & Administration

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| --- |
| **Proposed Start Date**  Please indicate the date when you intend to start the fellowship. |
| *Please note that the actual start date may be later than this date and will depend on when the grant agreement is signed.* |

|  |
| --- |
| **Proposed Duration of Placement**  The duration of the placement at the host organisation can range from 3 months (minimum) to 9 months (maximum) |
| [months] |

|  |
| --- |
| **Implementation**  Please give details of how you will maintain a relationship with the Home Organisation, making reference to key individuals based at the Home Organisation who will support and mentor you throughout the fellowship and facilitate your reintegration into the Home Organisation. |
| *Information should be given about the type and frequency of contact that will be sustained during the fellowship. This may include teleconferences, email contact, progress reports etc.*  [1000 words max] |

## 5.References

**Referees**

Please provide the contact details of two referees and ***recommendation letters***.

| **Name(s)** | **Surname** | **Employing Organisation** | **Title** | **Telephone** | **E-mail** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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| --- |
| **Recommendation Letter 1** |
| *Please attach a recommendation letter in pdf.* |

|  |
| --- |
| **Recommendation Letter 2** |
| *Please attach a recommendation letter in pdf.* |

## 6. Related Applications

|  |  |
| --- | --- |
| **Is this or a related application currently being submitted elsewhere?** | *Please select ‘’yes’’ or ‘’no’’.*  *If your answer is "Yes", you will be asked to provide the name of the****organisation****to which the application is submitted and the****expected decision date****in the provided text boxes.* |

|  |  |
| --- | --- |
| **To which organisation?** | [Add text] |

|  |  |
| --- | --- |
| **When is a decision expected?** | [Add text] |

|  |  |
| --- | --- |
| **Has this, or a similar, application been submitted to EDCTP or AREF in the past two years?** | *Please select ‘’yes’’ or ‘’no’’.*    *If your answer is "yes", you will be asked:*  *to indicate when this application was first considered;*  *to provide the reference number of the original application to EDCTP (e.g. IP.2009.60331.001; TRIA-2015-4861) ;*  *to indicate the outcome of your application to EDCTP or AREF (e.g 2015-AREF-RDF for the 2015 Fellowship Applicants or 2016-AREF-RDF for 2016 Fellowship applicants)*  *to justify this submission by stating how the current application differs from the original one (250 words maximum).*  *If the previous application was successful, please note that EDCTP and AREF will not fund previously funded fellows under this fellowship scheme.*  *If the previous application was unsuccessful, please provide a justification for the resubmission by stating how the current application differs from the original one.* |

|  |
| --- |
| **In which year was the original application submitted ?** |
| *[add text]* |

|  |  |
| --- | --- |
| **What was the EDCTP/AREF reference number?** | *Please provide a valid EDCTP grant reference number (e.g. IP.2009.60331.001; TRIA-2015-4861)*  *AREF (e.g 2015-AREF-RDF for the 2015 Fellowship Applicants or 2016-AREF-RDF for 2016 Fellowship applicants)* |

|  |  |
| --- | --- |
| **What was the application outcome?** | *Please indicate whether the application was funded, rejected, currently under review, etc.* |

|  |
| --- |
| **Justification** |
| *If the previous application was successful, please note that EDCTP and AREF will not support fellows who have previously held fellowships under this fellowship scheme.*  *If the previous application was unsuccessful, please provide a justification for the resubmission by stating how the current application differs from the original one.* |

## 7. Declarations

**Declaration by the Fellow**

|  |
| --- |
| **1. The Fellow has the consent of the Head of the Home Organisation on his/her participation in this proposal and on the content of this application.** |
| Yes/No |

|  |  |
| --- | --- |
| **2. The Fellow declares that the information contained in this proposal is correct and complete;** | Yes/No |

|  |
| --- |
| **3. The fellow declares to commit to follow ethical principles (including the highest standards of research integrity - as set out, for instance, in the European Code of Conduct for Research Integrity - and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).** |
| Yes/No |

|  |
| --- |
| **4. The Fellow commits to returning to his/her Home Organisation for a minimum of 2 years after completion of the fellowship** |
| Yes/No |

**Please note that the Fellow is responsible for the correctness of the information declared above.**  

**Privacy statement on grants management**

The EDCTP-Association (EDCTP) is committed to protecting and respecting the privacy of applicants and its beneficiaries.

The data you provide in “EDCTPgrants” are collected to allow EDCTP (the controller) to evaluate your proposal and/or organisation, to award funding if your proposal is successful, to manage grant agreements, and to fulfil its obligations towards its funders. The data may also be used for research purposes and/or for analysis at a programmatic level (which will, in principle, not involve the processing of personal data).

A limited subset of this information may be used by EDCTP for communication purposes, in accordance with the rules of each call for proposals or contest for prizes. EDCTP may also use the contact details of successful applicants to compile invitation lists for EDCTP conferences and other EDCTP organised events.

The contact details of administrative staff of beneficiaries may be shared with other interested parties (for example, funding agencies not involved in the action, researchers or journalists), but only after having received the unambiguous consent from the relevant data subjects.

Full details of the EDCTP policy: [Privacy Statement on Grants Management](file:///C:\Users\nderu\roth\AppData\Roaming\OpenText\DM\Temp\The%20EDCTP-Association%20(EDCTP)%20is%20committed%20to%20protecting%20and%20respecting%20the%20privacy%20of) is available on the EDCTP website.

Submission of proposals via EDCTPgrants constitutes acceptance of the Privacy Statement.