

SMART LOIRE VALLEY PROGRAMME* FELLOWSHIP PROGRAMME

Call for applications and guidelines: 2016/2017 campaign

Monday 9th November 2015 to Monday 8th February 2016 (17:00 – CET Paris time)

**This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 665790*



"After all, science is essentially international, and it is only through lack of the historical sense that national qualities have been attributed to it."

Marie Skłodowska-Curie,
double Nobel Prize winning Polish-French scientist famed for her work on radioactivity

PREAMBLE

This SMART LOIRE VALLEY campaign 2016/2017 launches the partnership between LE STUDIUM and the European Union through the European Union's Horizon 2020 research and innovation programme. For the period 2015-2020, LE STUDIUM operates with a co-financing from the European Union in the framework of the Marie-Skłodowska Curie Actions (MSCA) - COFUND (Co-Funding of regional, national and international programmes) for the mobility of experienced researchers. This co-funding instrument will increase the number of LE STUDIUM fellowships to be awarded each year.

Created in 1996, inspired by the Loire Valley historical, geographical and human cultures, the objective of LE STUDIUM Loire Valley Institute for Advanced Studies is **to create a dynamic outwards-looking international scientific community** in region Centre-Val de Loire (France) connecting its public and private research institutions.

One of its principal missions is **to attract and welcome experienced international researchers** to the laboratories and enterprises of region Centre-Val de Loire. To date, LE STUDIUM has attracted more than 150 experienced researchers to the region coming from 40 countries.

LE STUDIUM® Loire Valley Institute for Advanced Studies

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LE STUDIUM leads the **scientific exchange, network activities and animation** of the LE STUDIUM international faculty of fellows, in order to favour cross-disciplinary exchanges with regional and international scientific communities to **build human capacity for research, development and innovation**.

LE STUDIUM Loire Valley Institute for Advanced Studies, operating in region Centre-Val de Loire of France, has a network of partners including the University of Orleans, University François-Rabelais Tours, INSA Centre Val de Loire, ESAD Orléans, national research institutions including BRGM, CEA Le Ripault, CNRS Centre Limousin Poitou-Charente, INRA Val de Loire, Inserm, IRSTEA and Poles of competitiveness. In total, more than fifty laboratories in member structures work with LE STUDIUM.

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1 - CONTEXT AND OBJECTIVES OF THE CALL FOR APPLICATIONS & PRESENTATION OF THE PROGRAMME

1-1 Context and objectives

LE STUDIUM Smart Loire Valley (SLV) Programme offers various partnering awards (fellowships, professorships and consortia) with mutual obligations between the research fellow in residence, the host laboratory and LE STUDIUM. The aim is to strengthen the international visibility of laboratories and enterprises in the region Centre-Val de Loire and to create sustainable links between the researchers, regional laboratories, enterprises and their counterparts all over the world.

This programme targets experienced international researchers who have to embody, in their profile, the key words that capture the research values of LE STUDIUM: Curiosity, Imagination and Intuition. These values help to create a dynamic outwards-looking international scientific community that recognises the value of multi- or interdisciplinary research approaches. The awards' package creates conditions that catalyse the development of scientific and human interactions between LE STUDIUM member's research structures and enterprises in region Centre-Val de Loire in order to strengthen research and development in the wider Loire Valley community.

LE STUDIUM supports an ambitious scientific exchange, network activities and animation strategy, which benefits the researchers, regional host laboratories and, the development and innovation ecosystem in region Centre-Val de Loire. This is in parallel to funding the salary and accommodation of senior international researchers in residence.

1-2 Brief presentation of the programme

This call for applications does not target any specific research themes. It is open to experienced international researchers in all disciplines (except research directly linked to military applications) wishing to join a research laboratory in region Centre-Val de Loire (including universities, public research institutions and enterprises). A host laboratory in region Centre-Val de Loire must have been identified¹.

The call for applications offers 2 categories:

The call for fellowships applications:

The fellowship awards are co-funded under the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 665790 while the consortium awards are fully funded by LE STUDIUM.

- **LE STUDIUM RESEARCH PROFESSORSHIP** enables an experienced international Professor to participate in research, research team building and postgraduate teaching. The Professorship

¹ In order to identify a host laboratory in the region Centre-Val de Loire, experienced international researchers interested in LE STUDIUM opportunities are invited to contact LE STUDIUM (see page 2).

residence is a period of three months in region Centre-Val de Loire for 4 consecutive years (12 months in total). For this programme two laboratories in region Centre-Val de Loire or three teams from the same laboratory need to be involved.

- **LE STUDIUM RESEARCH FELLOWSHIP**, one-year full-time residency, enables an experienced international researcher to lead a research project in a LE STUDIUM member's laboratory in region Centre-Val de Loire.

The call for consortium applications:

- **LE STUDIUM RESEARCH CONSORTIUM** award enables the formation of a team of five researchers (one researcher from region Centre-Val de Loire) and supports their interactions. This team meets for a full week twice a year over 2 years (4 meetings in total). The consortium should have a well-defined objective, a research work plan to implement and to achieve outcomes through milestone goals linked to the meetings.

2- CHARACTERISTICS OF APPLICATIONS

The applicants are advised to answer all questions of the application form, in a manner that substantiates any claims made by the applicant. Particular attention, but not exclusively, is advised to the following dimensions: proposal background, research plan, data analysis and risk management, significance and innovation of the project, track record of the applicant researcher and of the host scientist.

2-1 Scientific quality of the project

Based on his/her proposal, the applicant should advance the level of scientific knowledge in their field of study, the quality and productivity of their scientific research. Interdisciplinary approaches and research on topics at the boundaries between disciplines will be well regarded. The scientific quality of the project is one of the main evaluation criteria (see evaluation criteria).

2-2 Significance and/or Innovation

This includes the demonstrated skill and ability of the researcher to impact their field of research at a number of levels and contribute to the regional Research and Technological Development² (RTD) and the European Research Area³ (ERA) strategies (see evaluation criteria).

2-3 Track records of the international experienced researcher and the host laboratory

The aim of the SMART LOIRE VALLEY Programme is to attract, into region Centre-Val de Loire, high-level senior researchers. Thus, the track record of both the applicant researcher and host scientist, including experience, awards and achievements, is evaluated during the selection process (see evaluation criteria).

² http://www.europarl.europa.eu/atyourservice/en/displayFtu.html?ftuId=FTU_5.9.6.html

³ http://ec.europa.eu/research/era/index_en.htm

2-4 Enduring relationships between fellows and their host laboratory

An objective of the SMART LOIRE VALLEY Programme is the development of an enduring scientific relationship between the research fellow and the host laboratory.

3- THE SMART LOIRE VALLEY GENERAL PROGRAMME

3-1 LE STUDIUM RESEARCH PROFESSORSHIP

LE STUDIUM RESEARCH PROFESSORSHIP is intended to attract an outstanding international researcher for a cumulative 12-month period with residence in region Centre-Val de Loire for three months each year for four consecutive years. Experienced international researchers are eligible to submit an application after having negotiated their acceptance to a host laboratory and/or host enterprise in region Centre-Val de Loire. This award is open from September 2016.

The explicit objective of the Professorship is that after 4 years the output should consist of visible outcomes for the Professor, host laboratory research teams or a number of laboratories. The outcomes should be related to research and teaching activities at a high level. Therefore, the proposal involving several laboratories, including private laboratories, and/or several teams within one laboratory (eg at least three teams belonging to the same laboratory or at least two different laboratories), should define a unique mission. The duties of the Professorship holder should be of common interest for the development of the laboratories, teams or enterprise(s) involved and should have an international dimension. Achievements at the end of the Professorship should result in significant internationalisation of research through measurable and sustainable evolution of the research activity of the laboratories, the teams or enterprise(s) involved.

OBJECTIVES

- 3 months residency every year for 4 consecutive years
- introduction of a new research activity complementary to those of the teams/laboratories involved in the project,
- contribution to consolidating an emerging domain of research and teaching,
- organisation of a set of conferences, workshops or summer schools with a unifying goal.

3-2 LE STUDIUM RESEARCH FELLOWSHIP

LE STUDIUM RESEARCH FELLOWSHIP is designed to attract internationally competitive researchers for at least one year. An average of twelve awards are available per campaign. Experienced international researchers are eligible to submit an application after having negotiated their acceptance to a host laboratory and/or host enterprise in region Centre-Val de Loire. This award is open from September 2016.

OBJECTIVES

- 12 months residency to lead a collaborative research project,
- integration into the international research faculty in region Centre-Val de Loire,
- involvement in the scientific exchange, network activities and animation led by LE STUDIUM to favour transdisciplinary exchanges,
- organisation of a set of scientific events (conferences, workshops....)
- creation of a long lasting link between the foreign researcher and the host laboratory.

4 - LE STUDIUM RESEARCH CONSORTIUM

LE STUDIUM RESEARCH CONSORTIUM is a proposal that includes one researcher or research team from the region Centre-Val de Loire and four experienced international researchers. Two consortia can be awarded each year. A consortium proposal can be submitted by a research scientist, an SME enterprise or a former RESEARCH FELLOW with active collaboration with a laboratory, in region Centre-Val de Loire.

LE STUDIUM provides the financial and logistic support to allow this team of 5 researchers to meet for one week, twice a year, for 2 consecutive years, in region Centre-Val de Loire. Additional partners are permitted if they are supported by other financial sources, which should be mentioned in the application (in the section dedicated to the collaborators of the project). In order to facilitate the scientific activities and relations of the consortium with LE STUDIUM, its Scientific Director or an appointed delegate participates in the opening and concluding sessions of each one-week meeting.

LE STUDIUM RESEARCH CONSORTIUM programme offers the opportunity to create a team of up to five internationally competitive senior researchers, public or private, sharing a common and clearly identified research objective. The consortium must provide an interim report at the end of the first year explaining the outcomes, to date, of the project in the context of the original proposal and outline the plan of the second year.

OBJECTIVES

- Form of a team of up to five internationally competitive senior researchers, public or private, sharing a clearly identified research objective,
- Opportunity to achieve a common goal such as, but not exclusively, address or workshop a multidisciplinary problem, organize an international conference, build a H2020 application, write a book chapter, build a market strategy, etc...
- Better understanding of the expertise of each partner and his/her research team in order to build future collaborative research projects.

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5- REVIEW OF THE APPLICATIONS

5-1 Eligibility criteria

This programme is intended to attract senior international researchers that are in possession of a doctoral degree and have at least five years of full time equivalent research experience.

To be eligible, applicant researchers must be national or long-term resident of a country other than France. Long-term residents are researchers who spent a period of full-time research activity of at least 5 consecutive (without breaks in research) years in a country other than France.

In addition applicant researchers must also comply with the following mobility rule: applicants must not have resided or carried out their main activity (work, etc.) in France for more than 12 months in the 3 years immediately prior to the deadline for submission of proposals. Compulsory national service and/or short stays such as holidays are not taken into account.

5-2 Ethics

All research activities should respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals.

It is strongly recommended that all applicants refer to the following documents:

Ethics issues table template:

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/ethics-eit_en.pdf

How to complete your ethics self-assessment:

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

5-2-1 Ethics procedure

Organisations that house the hosting laboratories (Universities, CNRS, INRA, INSERM, CEA, etc.) have ethics committee protocols with rules and codes of practice that are adhered to when reviewing studies involving ethics issues. Ethics committees include a cross disciplinary membership of scientists including anthropologists, philosophers ensuring the committee membership is able to consider research proposals in the appropriate context of the applicable ethics regulation. In addition, the expertise of the ethics committee members is consistent with the thematic of research under consideration.

The contractual agreements with region Centre-Val de Loire research organisations hosting LE STUDIUM fellows state that “professional activity is under the responsibility of the host laboratory/host scientist”. *Consequently, LE STUDIUM requires that laboratories obtain and provide documentary evidence, of all necessary ethics approval for research projects.*

Thus, if an application involves research on humans or animals, LE STUDIUM requires that the hosting laboratory provides a letter from the appropriate institutional ethics committee stating that ethics approval has been granted for the proposed research project before the expiry of the fellowship

probationary period or before starting an experiment not explicitly proposed in the application.

For its own activities, LE STUDIUM Loire Valley IAS operates under its own Code of conduct and Ethics to which all employees and research fellows must abide. LE STUDIUM pays particular attention to the use of personal data collection and always requires a written authorisation before publishing information about a fellow or a research project.

5-2-3 Human research and Privacy

For proposals involving human subjects, the host scientist/host laboratory submits the research proposal to the Clinical Studies Ethics Committee, which approves clinical studies. This committee reviews the ethical issues in the research proposals. A copy of the ethics application and ethics approval is then sent to LE STUDIUM and filed with the research fellows' personal documents.

LE STUDIUM applies the national French privacy regulations of "Centre National Informatique et Libertés" (www.CNIL.fr) regarding all personal data collections, utilisation and secure storage for research on humans.

5-2-4 Animal research

For proposals involving research on animals, the host scientist/host laboratory submits the research proposal to the region Centre-Val de Loire Animal Ethics Committee, which approves animal studies. This committee reviews the ethical issues in the research proposals. A copy of the ethics application and ethics approval is then sent to LE STUDIUM and filed with the fellows' personal documents.

5-2-5 Monitoring ethical issues for the individual research projects

For studies involving human subjects and animals, the researcher must report any adverse events according to the host laboratory standard operating procedures and to LE STUDIUM. Any adverse events and action taken must be reported to LE STUDIUM as soon as possible. If necessary, the researcher must provide LE STUDIUM with the amended ethics approval document if adverse events require approved remedial action for the study to continue.

An ethics report will be provided by each researcher at the end of their fellowship in Centre-Val de Loire.

5-3 Evaluation criteria

Evaluators follow three categorical criteria to review applications, the scientific quality, significance and/or innovation of the proposed research and also take into consideration the presented experience, including achievements and awards within a diversified career path, of the applicant and host scientist/partners:

- 1. Scientific Quality (50%)** – This includes the clarity of the stated research objectives, the strengths and weaknesses of the proposed research project, feasibility, risk management and compliance with the ethical principles of H2020.
- 2. Significance and/or Innovation (25%)** – This includes the demonstrated skill and ability of the researcher to increase with her/his proposal; knowledge, the application of new ideas, procedures, technologies, programmes or policy settings to important topics that will impact the proposed field of study and contribute to the regional Research and Technological Development (RTD) and European Research Area (ERA) strategies.

- 3. Track Record (25%)** – The track record evaluates whether the applicant’s previous research activities demonstrate her/his capacity to achieve the proposed scientific objectives. This includes the applicants’ ability to contribute to the research especially in terms of having the appropriate mix of research skills and experience, to work with research teams and enterprise partners. Experience of inter-sectorial and/or transnational mobility, as well as experience of working in multidisciplinary teams, management experience and team building experience, experience of transfer of technology and training will also be considered.

Private sector researchers are also eligible to submit proposals. For enterprise applications, other than academic achievement in research (number of publications, impact factor of the publications, etc.), the evaluation criteria may include:

- Industrial experience of the candidate;
- A candidates capacity for innovation;
- Scientific quality of the research proposal;
- Potential market impact of the proposal;
- Opportunity for the enterprise to achieve a technological advantage.

5-4 Evaluation process

The policies and procedures of LE STUDIUM SLV Programme complies with to the “[European Charter for Researchers](#)” and to the “[Code of Conduct for Recruitment of Researcher](#)”.

After the campaign closing date, LE STUDIUM team performs an administrative check to ensure each application conforms to the submission format guidelines and that all necessary documents are complete and signed. Only eligible applications will be considered for review and selection.

To ensure a fair transparent evaluation and selection procedure, the following occurs:

- **LE STUDIUM** ensures that the global administration and management of the evaluation process is respecting set criteria for the scientific review, including non-discrimination and conflict of interest rules.
- **External reviewers** are invited to provide an independent, expert assessment of the scientific content of each eligible application based on the selection criteria. Three reviewers, screened for conflict of interest, are invited to evaluate each submitted application.
- **Scientific Committee** is composed of at least ten eminent scientists from both public and private sectors, including researchers from the Americas and Europe. This committee, with the assistance of external expert reviewers, provides an independent, impartial and fair scientific assessment of applications. Observers, without any voting rights, from LE STUDIUM member structures are invited to attend the meeting of the Scientific Committee

6- NOTIFICATION – DISSEMINATION OF RESULTS

The date of the Scientific Committee meeting will be announced online on LE STUDIUM website.

Within 4 weeks after the meeting of the Scientific Committee, a letter from the Chairperson of the Scientific Committee will notify the awarded applicants. After notification, applicants will have one month to confirm their acceptance of the award.

If an applicant does not accept the award the award is given to the following candidate placed in the final ranking list.

After all awards have been accepted, applicants not awarded will receive an official notification and a report providing feedback on the strengths and weaknesses of their proposal.

7- GENERAL PROVISION AFTER ACCEPTANCE OF A FELLOWSHIP AWARD

7-1 Preparation for the fellows' arrival

After an award to an applicant has been accepted, the host scientist is invited for a meeting with the Scientific Director of LE STUDIUM to discuss the fellow's arrival and more particularly to precisely define the time window for the arrival. Then a letter of offer is sent to the fellow with the conditions of the future work contract.

Following acceptance of the offer by the candidate, LE STUDIUM team takes in charge all the administrative tasks for the fellow's arrival (visa, residence permit, registration to the French social security scheme, private medical coverage, school for children, diverse activities,...). Likewise accommodation is prepared to welcome the fellow and her/his family.

7-2 Welcoming the fellow

Upon her/his arrival, a member of LE STUDIUM team, welcomes the fellow and her/his family, introduces them to their apartment and answers any practical question. The next day the fellow attends a meeting with the administrative team of LE STUDIUM to review and finalise all contractual documents.

In the following days the fellow and host scientist are invited to a scientific discussion with the Scientific Director of LE STUDIUM.

7-3 Contractual obligations during residency

LE STUDIUM programme awards are partnership awards with mutual obligations between the researcher in residence, the host laboratory and LE STUDIUM. The awarded researcher, the host scientist and his research team are invited to participate in the scientific life of LE STUDIUM international research faculty, in particular by attending the monthly LE STUDIUM THURSDAY interdisciplinary meetings and by organizing a two-day LE STUDIUM CONFERENCE, with the logistic support and partial financial support of LE STUDIUM, during the time of the residency in region Centre-Val de Loire. The host laboratory commits to concretely participate to the fundraising and funding of the conference.

At the end of the project, LE STUDIUM researcher is asked to produce a final report explaining the outcomes of the project in the context of the original proposal. This report is due at the scheduled exit meeting with the Scientific Director of LE STUDIUM. The report maybe made publicly available on LE STUDIUM website, printed publications and circulated to interested parties.

Host laboratories in region Centre-Val de Loire who accept LE STUDIUM fellowships or professorships will sign a collaborative agreement “convention de mise à disposition” through which mutual rights and obligations are detailed. Hosting laboratories commit to respect EU procedures regarding ethics procedures, researchers’ rights and researchers’ involvement in research projects.

8- GENERAL PROVISIONS AFTER ACCEPTANCE OF A LE STUDIUM RESEARCH CONSORTIUM AWARD

8-1 Preparation of the first meeting

After acceptance, the coordinator of the Consortium will be invited for a scientific meeting with the Scientific Director of LE STUDIUM. The objectives are:

- To discuss the scientific mission of the consortium;
- To define the scientific programme of the first meeting and agree on timing.

8-2 Logistics for each meeting

LE STUDIUM team manages the logistics related to the meeting venue, meals, accommodation and travel arrangements for their visit in region Centre-Val de Loire (travel bookings, visas...).

The week-long meeting is fully funded by LE STUDIUM within a capped budget envelope.

The venue and materials necessary for the best outcome for the Consortium’s week of scientific activities is coordinated by LE STUDIUM.

8-3 Contractual obligations during the Consortium period

After first and third Consortium meeting, through the coordinating scientist the consortium must provide a brief report (3 pages maximum) to summarize the meeting.

After the second meeting, an interim report must be provided and at the end of the consortium the partners are asked to produce a final report explaining the outcomes of the project in the context of the original proposal. This report maybe made publicly available on LE STUDIUM website, printed publications and circulated to interested parties.

9- SCIENTIFIC ANIMATION: AN OPPORTUNITY FOR RESEARCH FELLOWS, REGIONAL RESEARCHERS AND LABORATORIES AND LE STUDIUM

All awards include scientific animation led by LE STUDIUM to provide interdisciplinary exchanges and establishment of new collaborations.

This scientific animation declines in different formats described hereafter. LE STUDIUM Fellows, their host scientists and the members of the host laboratories present in the region Centre-Val de Loire universities and research structures, public and private, are invited to attend these events.

9-1 LE STUDIUM CONFERENCE

Each research fellow has the opportunity to organise one international conference called **LE STUDIUM CONFERENCE**. These two-day international conferences are co-organised by the resident researchers, their host laboratories and LE STUDIUM, which is providing scientific and logistic support as well as partial financing.

The theme of these two or three day conferences is directly related to a fellow's research topic. Fellows are asked to demonstrate their originality in design, bringing together complementary approaches generally not covered in conventional conferences, in order to develop new skills and adopt a differentiated position on a particular topic. The conferences involve up to 16 guest speakers with at least half being international invited speakers and about 40 additional attendees, including multinational attendees. Several hundred international researchers are welcomed each year in region Centre-Val de Loire (mainly in Orleans and Tours), to enrich the complementarities and interactions within LE STUDIUM network of fellows and host laboratories, creating international links, leading to career opportunities, for research fellows and including host laboratory research areas.

9-2 LE STUDIUM THURSDAY

LE STUDIUM animates the international community of researchers through regular monthly meetings called **LE STUDIUM THURSDAYS**. Each THURSDAY addresses a scientific topic of LE STUDIUM fellow's research field. The challenge is that the speakers have to express themselves in such a way that the other fellows, whose specialties may be completely out of the field of the topic, should understand them. These meetings encourage interdisciplinary exchanges, with the goal of germinating original scientific projects among researchers. They help the fellows to deepen their communication skills within their discipline with other researchers and contribute to strengthen LE STUDIUM faculty of international research scholars. LE STUDIUM encourages its community of researchers to look to the "universal" scientific man, as spoken of during the Renaissance period, especially in the Loire Valley where attracting international "talent" prevailed and was typified by Leonardo de Vinci.

Regional political and/or scientific personalities are often invited to exchange with the LE STUDIUM RESEARCHERS to bring a better understanding of the attractiveness of the region Centre-Val de Loire.

9-3 LE STUDIUM WORKSHOPS

This format is variable and can involve one to four days of exchange and reflection with a common objective such as structuring research projects, discussing a line of research or transferring knowledge and technology.

9-4 RENCONTRE LEONARDO Meetings

These are public conferences targeting audiences with mixed interests and expertise, which highlight and discuss the work in progress and diverse challenges of research, development and innovation in region Centre-Val de Loire, including those challenges linked to the socio-economic world.

10- APPLICATION FORMAT AND ONLINE SUBMISSION

10-1 Content of the application

The application form is available online on LE STUDIUM website. It consists of four specific sections linked to the research proposal: 1) background, 2) scientific objectives, 3) research plan and 4) outcomes and significance. The combined maximum length of these four sections is 10 pages.

1. Background: describe the importance of the scientific matter and any other relevant material.
2. Scientific objectives: describe the specific aims and objectives of the project, including a clear statement of the hypotheses to be tested.
3. Research Plan: describe methods and techniques to be used and the research plan, including as appropriate:
 - Description of the experiment design
 - Techniques to be used
 - Methods including statistical analysis
 - Project risk management.
4. Outcomes and Significance: the planned outcome and potential significance of the research. This includes the potential to increase knowledge, or the application of new ideas, procedures, technologies, programmes or policy settings that will impact the proposed area of research, as well as potential impact on enterprises or government decision-making and have positive socio-economic impact.

The signature form for each application must be signed by the candidate, host scientist, host laboratory director and the host institution responsible officer and uploaded when submitting the online application.

A detailed resume of the candidate has to be uploaded.

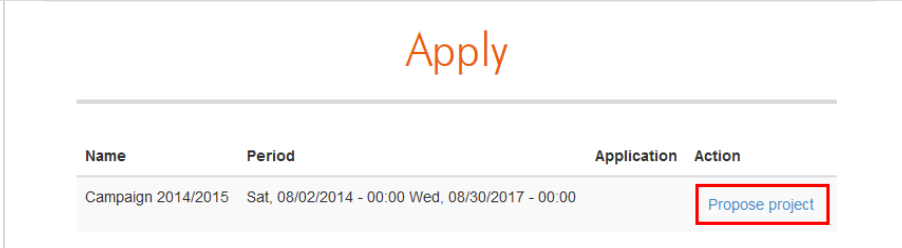
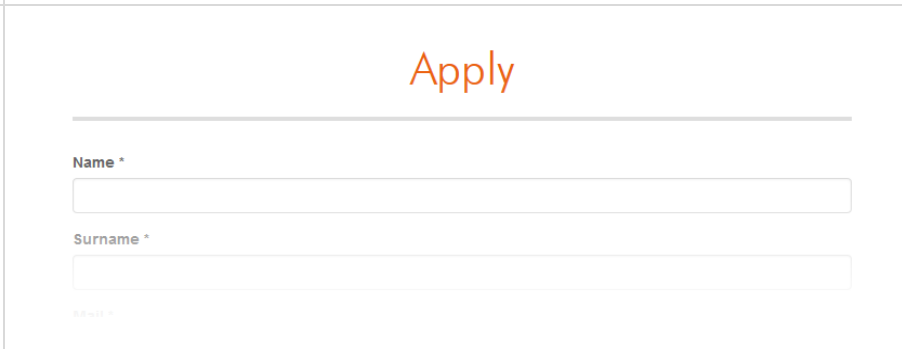
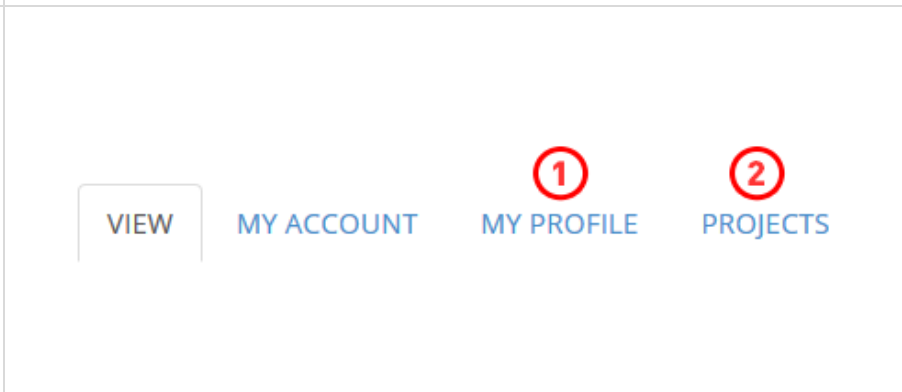
All scientific and technical documents have to be in English.

The submitted application must include all the necessary documents for the scientific and technical evaluation of the proposal. It must be submitted before the closing date and time, of the call for proposals, stated on page 1 of the application.

10-2 Submission

Proposals must be submitted online on the website of LE STUDIUM. Hereafter, are described the main steps for the online submission.

Go to the website at www.lestudium-ias.fr and in the menu **PROGRAMMES** select the application type then click on **APPLY** and follow these steps:

1) Click on the “Apply” tab and click on “Propose a project” under the current campaign www.lestudium-ias.fr/apply	 The screenshot shows the 'Apply' page with a table of campaigns. The 'Propose project' button is highlighted with a red box. <table><tr><th>Name</th><th>Period</th><th>Application</th><th>Action</th></tr><tr><td>Campaign 2014/2015</td><td>Sat, 08/02/2014 - 00:00 Wed, 08/30/2017 - 00:00</td><td></td><td>Propose project</td></tr></table>	Name	Period	Application	Action	Campaign 2014/2015	Sat, 08/02/2014 - 00:00 Wed, 08/30/2017 - 00:00		Propose project
Name	Period	Application	Action						
Campaign 2014/2015	Sat, 08/02/2014 - 00:00 Wed, 08/30/2017 - 00:00		Propose project						
2) Fill out the registration form. After you’ve submitted this form, LE STUDIUM needs to validate your account. You will receive an email with instructions on how to proceed.	 The screenshot shows the registration form with fields for Name and Surname. Name * Surname *								
3) Follow the emailed instructions then click and complete My Profile (1) and Projects (2) application form (this can be time consuming but you will be able to save your document and return later) www.lestudium-ias.fr/user	 The screenshot shows the user menu with options: VIEW, MY ACCOUNT, MY PROFILE (1), and PROJECTS (2). VIEW MY ACCOUNT MY PROFILE PROJECTS								

10-3 Advices for the submission

It is strongly recommended to:

- Register on LE STUDIUM website soon after the opening of the call for applications;
- Refer to the FAQ document posted on LE STUDIUM website;
- Not wait until the deadline for submission of your application;
- Contact, if necessary, by e-mail one of the correspondents listed on page 2 of this document.