



## **Terms of Reference for Short Term Fellowships of the International Society for Forensic Genetics (ISFG)**

The ISFG is offering up to 10 travel fellowships for scientists to support transnational exchange visits between collaborating research groups for specific projects related to forensic genetics. Each fellowship includes financial support for travel and accommodation of up to EUR 1,200 for visits within the same continent, and EUR 2,400 for visits from continent to continent. The fellowship program will be renewed annually depending on available funding.

### **1. APPLICANTS**

Applications can be submitted by ISFG members actively carrying out forensic genetic research

- either in an ongoing collaboration with a partner laboratory in another country,
- or having an invitation from a laboratory in another country to visit for acquiring a new method / technology / research approach.

### **2. APPLICATION PROCEDURE**

Submissions should be done via email providing all relevant documentation, attached as PDF files, namely:

- CV with publications of the last three years
- Description of the purpose of the travel: scope of the project or collaboration, expected travel dates, host institution ([submission form](#))
- Acceptance letter by the host/partner institution
- Any other relevant documentation to support the application
- Cost estimate for travel and accommodation

Submission should be sent to the following email address [fellowships@isfg.org](mailto:fellowships@isfg.org). In the case of incomplete documentation, the applicant will be contacted and he/she should complete the application within the following ten days.

### **3. APPLICATION DEADLINE**

Deadline is November 30<sup>th</sup> for planned fellowship visits during 2023. Decisions will be announced until December 20<sup>th</sup>.

#### 4. SELECTION PROCEDURE AND CRITERIA

The applications will be reviewed by the ISFG Fellowship Review Board (FRB) composed of the speakers/chairpersons of the ISFG Working Parties and chaired by the Representative of the Working Parties in the ISFG Executive Board. The applications will be circulated by email, and reviewing will be done online. The evaluation and selection criteria are as follows:

- Relevance of the project or justification of training
- Scientific quality of the collaborating research groups
- Geographical diversity of the participating countries

The decisions of the FRB cannot be appealed. However, rejected applications can be resubmitted again in the following call if the program is renewed.

Please note that previous recipients of an ISFG fellowship are only eligible for another fellowship after 4 years.

#### 5. FINAL REPORT AND REIMBURSEMENT

Accepted fellows are kindly requested to pay their travel and accommodation expenses in advance. Only travel expenses from the fellow's place of residence to the partner/host institute's location and accommodation expenses during the visit will be reimbursed. Only economy air travel tickets are reimbursed. Accommodation expenses must be restricted to the period of development of the activity, up to a maximum of 2 additional nights for trips within the same continent, and 3 additional nights for trips between continents. No expenses exceeding the limits of EUR 1,200 within the continent and EUR 2,400 between continents can be reimbursed.

Within one month after the completion of the visit, the fellow should provide the following documentation to the email address [fellowships@isfg.org](mailto:fellowships@isfg.org):

- A [reimbursement form](#) listing the expenses and including the original tickets/boarding passes, and invoices or receipts for all declared expenses (only costs for travel and accommodation are eligible).
- A short letter by the host institution confirming the visit.
- A short report (one A4 page) about the purpose and main outcome of the exchange visit to be placed on the ISFG website.

Expenses will be reimbursed according to the submitted [reimbursement form](#) statement. The payment will be made to the applicant's account by bank transfer as indicated under section 2.

Leonor Gusmão  
Representative of the ISFG Working Parties