



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

The ISFG is offering 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 1,000 for visits within the same continent, and up to EUR 2,000 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 with all relevant documentation attached as PDF files providing the following documentation:

- 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
- Acceptance letter by the host institution
- Any other relevant documentation to support the application
- Cost estimate for travel and accommodation
- Bank account information (account holder, name of bank, IBAN, SWIFT/BIC)

Please note that previous recipients of an ISFG fellowship are not eligible for another fellowship. Submissions should be sent by e-mail to fellowships@isfg.org. In the case of incomplete documentation, the applicant will be contacted to complete the application within the following ten days.

3. APPLICATION DEADLINES

For the period of September 2017 to October 2018, there will be three calls. Each call is open for 10 applications to be selected:

- First submission period starting September 1st, deadline October 15th 2017.
- Second submission period starting March 1st, deadline April 15th 2018.
- Third submission period starting September 1st, deadline October 15th 2018.

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 year if the program is renewed.

5. FINAL REPORT AND REIMBURSEMENT

Applicants are kindly requested to pay their travel and accommodation expenses in advance. Only travel expenses from the applicant's place of residence to the partner/host institute's location and accommodation expenses during the visit will be reimbursed. No expenses exceeding the limits of EUR 1,000 within the continent and EUR 2,000 between continents can be reimbursed.

Within one month after the completion of the visit, the applicant should provide the following documentation to the ISFG Treasurer:

- 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 cost statement. The payment will be made to the applicant's account by bank transfer as indicated under section 2.

Contact address of the ISFG secretary:

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