

Gulbenkian Collaborative Centre @ IGC

Oeiras International Sabbatical Programme - Cátedras de Oeiras

Application Guidelines

The “Oeiras International Sabbatical Programme” is an initiative of the Gulbenkian Collaborative Centre at the Instituto Gulbenkian de Ciência, with support from the Oeiras City Council. This program allows the **stay of outstanding researchers that wish to further develop their scientific activities within the context of IGC’s highly collaborative environment.**

About:

The Instituto Gulbenkian de Ciência is a research institution that aims to **understand how biological systems arise, function and evolve**. It has a global view of biology, with a breadth and diversity of research and approaches that generate novel and productive interactions.

The Gulbenkian Collaborative Centre helps to further **promote collaborative research and multidisciplinary approaches** to solve scientific problems. This newly created center runs the Oeiras International Sabbatical Programme, welcoming outstanding researchers from all over the world that wish to spend time at the IGC, working closely with the local scientific community.

The Gulbenkian Collaborative Centre attracts visiting scientists using **two independent routes**. One is through a direct **invitation** managed by the IGC sabbaticals committee, the other one consisting of a **call for applications** (open all year round).

This document provides the procedures for the call for applications.

Eligibility

- The sabbaticals committee will be considering applications from outstanding **Scientists** that have made important contributions in their research areas.
- Applicants should **secure that their proposal has the support from one or more host scientists** (Group Leader or Head of a Facility) at IGC before applying. Taken into consideration the collaborative nature of this initiative, proposals that include more than one host will be given priority. The host(s) is (are) expected to send to the sabbaticals committee a short letter supporting the visit.
- Proposals should mention participation in the institutional daily life: visiting scientists are expected to **interact with diverse research groups within the IGC or in other institutes in Oeiras region** (e.g in the context of research projects, shared students, journal clubs, PhD programmes, mentorship, etc). The host will be encouraged to assist in identifying activities at the IGC in which the visiting scientist may want to participate/organise.
- The committee will consider proposals describing different scientific activities, but it will favour those that contemplate a **collaborative and multidisciplinary approach** such as (but not limited to):
 - Developing joint scientific projects;
 - Testing or improving a technique together with the host lab(s);
 - Writing collaborative papers/ projects / applying to international grants with local researchers.
- IGC also encourages the inclusion of outreach actions in the list of planned activities.

Duration

Sabbatical periods should be of a **minimum of 1 month up to a maximum of 1 year**. Applicants wishing to stay shorter periods should contact the Gulbenkian Collaborative Centre before applying (sabbaticals@igc.gulbenkian.pt).

Support

IGC will provide office space to the visiting scientist. Lab space and access to equipment, facilities and services will be provided through the host lab.

Deadlines

Applications are welcomed all year round, but should be submitted **at least 4 months** ahead of the expected starting date (**6 to 12 months is recommended**).

Application

The application process consists of:

1. Letter of Intent:

Scientists wishing to spend a sabbatical period at the IGC should **contact a potential host** (Principal Investigator) at the institute. When contacting the host, scientists should include brief information about the type of **scientific activity/activities** to be developed, their **CV** and possible **dates of the stay**, and send a copy of that email to sabbaticals@igc.gulbenkian.pt. That information will be analysed by the potential host and the IGC sabbaticals committee who will assess if IGC has the conditions to receive the potential visitor. The answer from the IGC sabbaticals committee will be communicated by email **within 15 days after receiving the letter of intent**. If the answer is positive the scientist will be asked to submit a formal proposal and will receive further instructions.

2. Proposal:

Scientists that have received a positive answer from the IGC sabbatical committee after sending the letter of intent will be asked to send the a proposal form to sabbaticals@igc.gulbenkian.pt. The following information will be requested:

- Name, affiliation and email address of the visiting scientist
- Name of the host
- Duration of the activities
- Scientific proposal
- Equipment required

- Description of other activities planned
- Type of support requested

Decision

Proposals will be analysed by the IGC sabbaticals committee. The committee is comprised of:

- One member of the ICG Direction
- Two group leaders at IGC

The committee meetings will be convened by the executive director of the Gulbenkian Collaborative Centre whenever deemed necessary.

The committee will be looking at the following criteria:

- Does the scientific proposal:
 - o Fit or complement areas of research at the IGC?
 - o Envisage collaboration with one or more groups at the IGC or at another local institution?
- Does the IGC have the necessary space, equipment and access to the facilities and services required by the applicant?
- Are there plans to integrate the scientist in the daily life of the institute(s)?
- Will the visiting scientist be involved in training activities at the IGC or neighbouring institutes?

Decisions will be communicated within 15 days after receiving the proposals.

A summary of the procedures for submitting a proposal can be found below (fig. 1).

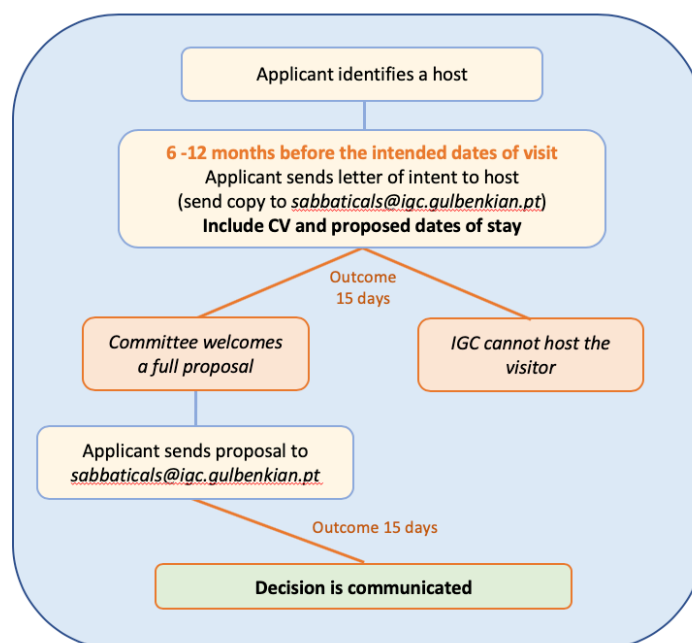


Fig 1. Summary of the procedures for submitting a proposal to spend a sabbatical at IGC.

Reporting

Please note that visiting scientists and hosts will be asked to **write a short (maximum 2 pages) joint report** about the activities that were developed during their stay at the IGC. The report should highlight the activities that the visiting scientist developed in collaboration with the scientific community at IGC or with other local research institutes, as well as with the general public.

Publishing

Visiting scientists will also be required to **include IGC affiliation** whenever any work is published that resulted from the stay at IGC. They should also **acknowledge the facilities** or services used in case they contributed to the published work.