



Application Guidelines

The completed application should include:

1. Cover letter (1 page) that summarizes the rationale behind the application and the expected achievements and benefits for the research fellow as well as the host institute.
2. Two reference **letters**
 - i. A reference letter that highlights the benefits of the fellowship abroad from the home supervisor (ECR) or head of department (DCR)
 - ii. A reference letter from the host supervisor describing the benefits of the research at their institution, the duration, the planned activities to be conducted by the applicant, and the support (institutional, programmatic, financial) to be given to the fellow. Host institutes are expected to waive bench fees, if any.
3. The application form (using the template provided) with the following elements:
 - i. 3–5 keywords
 - ii. Research summary (max. 300 words)
 - iii. Description of the proposed research (max. 3 pages) including:
 - a. rationale and scientific hypothesis
 - b. objectives
 - c. the significance and impacts
 - d. methodology
 - e. research plan staged in time
 - f. detailed research/travel budget
 - iv. CV of the applicant (incl. major academic and professional achievements), max 2 pages
 - v. A list of pending and previous applications for funds to support this or related research.

The application language is English.

After completing the fellowship, fellows must email a final report (in English) to INQUA (to be published in the QP and INQUA newsletter). The awarded 2022 applicants must present (poster/oral talk) their results at the INQUA Roma Congress 2023.

Please send the application before the **15 August 2022** to info@inqua.org

Please contact the INQUA Secretariat at info@inqua.org, if there are any questions.



Evaluation

Eligible applications submitted by the deadline will be reviewed and ranked under the following criteria:

- Research potential and collaboration fostering (35 %)
 - Scientific quality of research, novelty and timeliness, cost effectiveness
 - Significance, feasibility of the proposed project in connection with INQUA scope
- Academic excellence of the applicant (35 %)
 - The scientific and publication track record of the investigator
 - Scholarships/fellowships held
- Personal and interpersonal skills (30 %)
 - Work experience
 - Project management
 - Ability to communicate and present scientific results
 - Degree of involvement in academic life and community

Deliverables

- Only 90% of the total grant will be released during the period of the fellowship. The 10% remaining will be released on receipt of the Scientific report not later than 2 months after the end of the fellowship
- A short scientific report (3–4 pages): details of the results that were obtained through the grant as well as the first version of a manuscript that is the outcome of the fellowship. A (submitted/accepted/published) publication may be submitted in lieu of a report
- INQUA should be acknowledged in all reports, presentations and publications that resulted from the awarded grant
- It is expected that any publications resulting from the sponsored research will be offered for consideration to the INQUA/ELSEVIER journal Quaternary International or another Quaternary journal



Application Form

A. Applicant information

Title	
First (given) name(s)	
Last (family) name(s)	
Nationality (if more than one, please include all)	
Email address	
Cellphone number	
Physical address	

Position	
Home institution	
Department	
Country	

Name of the supervisor at home institution	
Home supervisor contact details (email, telephone, address)	

PhD field of study	
Date received or expected	

B. Host institution information

Host institution name	
Host institution department	
Host institution country	



Name of the supervisor at host institution	
Host supervisor position	
Host supervisor contact details (email, telephone, address)	

C. Project details

Project title	
Keywords (up to 5)	
Fellowship proposed duration start and end	
Total amount requested (euro)	

D. Research proposal

1. Research summary (max. 300 words)
2. Description of the proposed research (max. 3 pages) including:
 - 2.1 Rationale and scientific hypothesis
 - 2.2 Objectives
 - 2.3 The significance and impacts
 - 2.4 Methodology
 - 2.5 Research plan staged in time
3. Detailed research/travel budget for your proposed fellowship in Euros. The budget might cover (not restricted to) travel, visa, accommodation, subsistence costs

Type	Estimated cost



International Union for Quaternary Research

An international non-profit organization

<https://inqua.org/>

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Please compile the application form, the reference letters and the CV and save them as one single PDF without password protection.