

**NENS Stipends for Training Stays
Closing Date for Application: 15 May 2010**

Application Information Pack

Application details

To apply for a NENS Stipend please complete the application pack available for download on <http://fens.org/nens/stipends> and send this to NENS via nens-office@rub.de. The application pack includes

1. Cover sheet (information on personal details)
2. Proof that applicant is a registered student at a NENS member institution and proof of NENS membership of host institution
3. Statement on motivation for intended training stay (250 words max./ to be completed by student only)
4. Short description of Master or PhD project (250 words max./ to be completed by student only)
5. Description of proposed project during training stay (500 words max./ to be completed by student only)
6. Description of methods to be learned or course to be followed during training stay (250 words max.)
7. Declaration of expected costs
8. Letter of recommendation from Master/ PhD supervisor (500 words max.)
9. Letter of support from host laboratory (500 words max.)

An additional requirement is that applications that were rejected by the NENS committee in the past should not be resubmitted without substantial revisions and a description of which revisions were undertaken. Information why an application was rejected will be provided by the NENS-office to respective applicants (nens-office@rub.de).

Tips for Submission

1. Cover sheet (information on personal details)

- The stipends are intended for Master's and early PhD students.
- Please note down your name at the top of each single page of the application pack
- Project title for the proposed training stay

2. Proof of NENS membership of home and host institution

- You will have to be enrolled within a NENS member school or programme in order to apply.
- Your proposed training stay should take place at a host institution in a different European country which is registered as a NENS member school or programme.

- You can check NENS membership status online on the profile directory via the NENS website on <https://fens.org/nens>. This is where you will also find information on contact details of the respective programme coordinators.
- Please provide a copy of the standard confirmation letter for NENS registration for your home and host institution, which can be found in the application pack. Both letters must be signed by the respective school coordinators.

3. Statement on motivation for intended training stays (250 words max.)

- Briefly discuss the reasons for pursuing neuroscience studies and for submitting an application for a NENS Stipend.

4. Short description of Master or PhD project (250 words max.)

- Please name title and supervisor of your project. Briefly summarise your main study area, aims of the project, key results obtained so far and your contribution.

5. Description of proposed project during training stays (500 words max.)

- Give a clear outline of the project planned during your training stay and state a clear learning goal.
- Your training stay should last between 1 to 3 months. It must not exceed a maximum of 3 months duration of the training stay.
- Ideally training planned should be completed until 31 December 2010.
- The training planned should either not be available at your home institution or be available on a higher standard elsewhere.
- You should be able to actively use the newly acquired skills in your home lab (e.g. the required equipment should be available at your home lab or become available in the near future).
- Training planned should be directly linked to your Master or PhD project.
- However, the training should be comprised of an individually organised stay and should not be part of the essential structure of your Master/ PhD degree.
- Extra points will be awarded to your proposal if not only you, but also your home institution will benefit from the exchange. E.g. you might be able to transfer the newly acquired know-how to staff at your home institution or your stay at the host lab might initiate a collaboration between your home lab and the host institution.
- State the starting date and duration of your training stay in the proposal. The duration of your stay should allow enough time for the skill training planned. Clearly justify the time needed for learning the proposed method and the time of your stay.
- When deciding on the starting date for your training stay please note that the selection procedure might take up to 2 months after the closing date for application.

6. Description of methods to be learned or course to be followed during training stay (250 words max.)

- Your project should envisage a methodological training at the host lab and not be based on a common research project.
- Clearly describe the methods you will be trained in during your stay.

7. Declaration of Expected Costs

- Stipends will cover **only travel and accommodation costs** (no living costs) of up to 1000 Euros.
- Please break down the costs for your training stay. If the financial support you require exceeds the 1000 Euro awarded by NENS then give sufficient proof for the availability of additional funding needed.
- Please note that the grant will only be paid to you after the completion of your stay. You will be required to submit the invoices for all the costs you intend to claim.
- Please note that you will be required to hand in a report after the completion of your training stay to the NENS Office. Only after the submission of this report you will be reimbursed.

8. Letter of recommendation from Master/ PhD supervisor (500 words max.)

- Please forward the signed letter of recommendation to the NENS Office via email.
- The letter should cover the applicant's suitability on both academic and general grounds to undertake the proposed training. Moreover, the letter should emphasise how the applicant and the home institution will benefit from the envisaged training stay in the host lab.
- The letter must be signed by your Master/ PhD supervisor.

9. Letter of support from host laboratory (500 words max.)

- Please forward the signed letter of support from the host lab to the NENS Office via email.
- The letter should give a brief summary of the content of the training and state the commitment of the host lab to provide the training envisaged in the applicant's project proposal.
- The letter must be signed by your supervisor in the host lab.