

IMPACT



**IMPAN INTERNATIONAL
FELLOWSHIP PROGRAMME**

3rd Call



GUIDE FOR APPLICANTS

1. GENERAL INFORMATION

a. What is IMPACT ?

IMPACT is an International Fellowship Programme at the Mathematical Institute of the Polish Academy of Sciences in Warsaw, Poland, offering, co-sponsored by the European Union through the Marie Curie Action “Co-funding of regional, national and international programmes (COFUND)”.

The direct principal aim of the project is to attract best qualified young researchers from all over the world and offer them top expertise in diverse fields of mathematical research so as to significantly develop their scientific potential and thus stimulate their successful careers.

b. Who is eligible to apply ?

All researchers who will have a Ph.D. in Mathematics awarded prior to the starting date of a fellowship and in the 3 full years preceding the starting date of a fellowship were residents of a country other than Poland for at least 2 full years.

Examples: A has Polish nationality and has been a resident in the USA for the last 30 months – then A is eligible. B has Spanish nationality and has been a resident in Poland for the last 13 months – then B is not eligible. C has been a resident in Ireland, however has no PhD in mathematics – then C is not eligible.

Please note that an individual researcher cannot benefit, at the same time, from more than one Marie Curie Action.

c. Which areas of research are supported ?

All areas of mathematics (both pure mathematics and applied mathematics) are eligible, however, note that the compatibility with the host is one of the evaluation criteria. Information about the research groups and research carried out at IMPAN could be found at:

<http://www.impan.pl/EN/about.html>

and <http://www.impan.pl/EN/about.html#research>

d. How many fellowships are offered ?

2 Fellowships were offered in 2013 and 2 in 2014.

This is the last call with 1 Fellowship.

2. CONDITIONS OF FELLOWSHIPS

a. What does the funding cover ?

The IMPACT funding covers living allowance of 20000€/year, mobility allowance of 2400€/year for fellows with a family, and 900€/year for fellows without a family.

Contribution to the research costs are costs for the necessary research expenses, in particular participation in workshops and conferences. The allocated amount is of 1500€/year per fellow.

In addition to the living allowance included in the budget of the IMPACT, IMPAN will offer an excellence award of 5200€/year to attract top-quality candidates.

CATEGORY	FELLOW WITHOUT FAMILY	FELLOW WITH FAMILY
Living allowance	20000 €	20000 €
Mobility allowance	900 €	2400 €
Research costs	1500 €	1500 €
Excellence award*	5200 €	5200 €

* Excellence award is offered on top of the fellowship and not part of IMPACT fellowship.

c. Will my fellowship be paid in Euros ?

No, the currency in Poland is **złoty (PLN)** and the amount of fellowship shall be converted to Polish currency with the current official exchange rate.

d. What about the social and health insurance and taxes ?

You shall have a regular work contract with IMPAN, so the fellowship includes contributions to social security and health insurance as well as income tax (the latter dependent on the mutual agreement with your country of origin). Please consult the brochure: “*FOREIGN RESEARCHERS' GUIDE TO POLAND*” available at:

http://7pr.kpk.gov.pl/pliki/11723/2011_06_16_Guide.pdf

e. How long are the fellowships ?

Fellowships are offered up to 24 months but cannot be shorter than 12 months.

f. When can I start the fellowship ?

Once approved by the Council of IMPAN the fellowship can be started at any time but not later than January 1st, 2016.

g. Can I split the fellowship ?

Each such case should be mentioned in the proposal and justified. If the fellowship is awarded it shall be decided on an individual basis.

h. What can the host offer ?

Fellows will be given suitable office space, typically in offices shared by two post-doctoral researchers, with easy and direct access to high-speed internet, computer and printing facilities, and one of the best mathematical libraries in Europe located in the same building. The office will be furnished with a desktop computer. IMPAN subscribes to MathSciNet and practically all leading mathematical journals, including their electronic versions. The system is set-up so that the researchers can access the journals also from outside of the Institute via the proxy arrangements. This facilitates the work, for instance, when traveling to or from a conference.

IMPAN also provides excellent secretarial support with administrators communicating fluently in English. It is very well prepared for the dissemination of results, as it has its own publishing house publishing seven mathematical journals, as well as books and preprints. There is a new multimedia-equipped auditorium for lectures and seminars. In addition to this, the Banach Center, a professional conference centre for the organisation of workshops, graduate schools and conferences, is a part of the infrastructure of IMPAN.

IMPAN can provide professional *help with finding an apartment* to rent and offer a room to stay during the apartment hunting period, arranging social and health insurance etc. Finally, through Warsaw University or otherwise, IMPAN can arrange a *Polish language course* for interested fellows.

k. Do I need to stay in Warsaw ?

The Institute consists of the central branch in Warsaw and 6 branches in other Polish cities: Gdańsk, Katowice, Kraków, Poznań, Toruń and Wrocław. In case you would like to collaborate with a researcher from IMPAN affiliated with a branch in one of these cities it is natural that you can stay there. Note, however, that all main events and seminars and bulk of scientific activities take place in Warsaw.

l. Are there extra funds for research available ?

As an employee of a Polish Research Institutions each fellow could apply for an additional research grant under one of the schemes of the NCN (National Science Center). Please, see <http://www.ncn.gov.pl> for details.

j. What are conditions of work contract at IMPAN ?

The fellows will be offered a standard fixed-period full-time (36-hour working week) employment contract analogous to that of many of the IMPAN research employees. Working time and duties will be specified in line with the standard IMPAN practice. A lot of focus will be put on research flexibility and independence. At the same time, a clear set of responsibilities and means of getting advice and assistance will be described. The contract will involve the usual social benefits (access to free public healthcare, social security insurance, pension scheme contributions, parental leave, annual paid leave) and the scheme of scientific leaves allowing travel to conferences and research visits. Apart from this, the fellows will be offered an access to the system of social assistance currently in place at IMPAN (e.g., subsidized train tickets discount card, social events involving families, subsidized additional health insurance). At the beginning of their employment, fellows will be provided with a source of materials to facilitate their integration into Poland and familiarise them with the national and local research environment. They will also be given practical advice regarding the accommodation, language classes, and access to health services.

3. APPLICATION PROCESS

a. How to prepare application proposal ?

The application should be prepared and submitted as one PDF file using (as a general layout) the provided template. One-page A part contains the basic information about the applicant and the proposed length and start of the fellowship.

The main B part needs to be structured into three parts: the description of the project, the information on the applicant and the justification for the choice of IMPAN (compatibility with the host). The last page of B-part should contain duly filled ethical issues table.

In addition, the applicant should join to the application a scan of a signed page of part C - "Personal data protection statement".

Please respect the indications for the size of the application.

b. Template for the application.

See the end of this guide.

c. Letters of recommendation.

Two letters of recommendations should be sent directly by e-mail (only in special circumstances by fax) to impact@impan.pl. It is the duty of the applicant to make sure that the letters reach our office before deadline.

d. Consent to process data.

Each applicant should provide a scan of a signed (with a handwritten signature) page with part C - "Personal data protection statement" - otherwise your application cannot be processed.

4. ELECTRONIC SUBMISSION

a. How to submit the application.

Please use the provided electronic form. In case of doubts or problems contact us at impact@impan.pl

b. How should I know the application has been submitted correctly ?

Within two days of your submission you should receive an email confirming your submission.

c. How should I know the recommendation letters arrived ?

In case recommendation letters have not arrived until 3 days before the deadline you shall receive a warning from us that your application is not complete.

d. Checklist.

- Have you filled in Part A of the Application form ?
- Have you written up Part B1/B2/B3 ?
- Have you filled in Ethical Issues Table ?
- Have you signed the page C (data processing consent) ?
- Have you asked for recommendation letters to be sent directly?
- Is your application in one PDF file containing all data (A,B,C) ?

e. What happens after submission.

We shall verify first your eligibility and whether your application is complete. In case your application is not complete (missing part, missing page C, missing recommendation letter) or you are ineligible – you shall be promptly informed within one week of the deadline. For eligible applications we shall commence with the evaluation.

5. EVALUATION PROCEDURES

a. Evaluation criteria.

Our criteria for the selection of fellows are designed to maximize the success of fellowships. The success of a fellowship depends mostly on the following three factors: the quality of an applicant, the scientific quality of a project and the compatibility of an applicant with the host. Therefore, the referees and the Selection Committee are to judge the merit of an application by assigning points according to the following rules.

1. Quality of an applicant: **60%** weight, **0-10** points, threshold **7** points.
2. Scientific quality of a project: **30%** weight, **0-10** points, threshold **6** points.
3. Compatibility of an applicant with the host: **10%** weight, **0-10** points, **no** threshold.

It comes out automatically that the threshold for the total score, which is between 0 and 10 points, is equal to $60\% \times 7 + 30\% \times 6 = 6$ points.

→ The quality of an applicant is to be evaluated based on:

- The excellence of research and scientific expertise measured by the MathSciNet citation index and the Hirsch number (the minimal number n of all publications cited at least n -times), judged by the best research paper of an applicant indicated by an applicant, and up to 2 letters of recommendation.
- The diversity of knowledge and qualifications judged by **letters of recommendation** and **Curriculum Vitae**.
- Practical experience and transnational mobility judged by **Curriculum Vitae** and **letters of recommendation**.

→ The scientific quality of a project is to be evaluated based on its:

- **potential impact** on the main and related research fields, the importance of research tasks, its applicability
- **originality** and courage to undertake high risk/high gain research challenges;
- **feasibility** of carrying out the project at all, within the designated time frame, and the existence of alternative research paths should the main line of attack fail.

- The compatibility of an applicant with the host is to be evaluated based on:
- the ability of an applicant to **choose one of IMPAN's research groups** that he/she would like to join
 - the ability to **indicate concrete** potential **collaborators** from the host's research environment
 - **clear motivation for the choice** of the host (including existing similarities and complementarities in research and potential synergies)
 - **potential for a lasting effect** of the fellowship (reintegration of the fellow, if relevant, future collaboration with teams from IMPAN, etc.)

b. Evaluation process.

Each eligible proposal will be evaluated by two experts assigned from the experts chosen by the Selection Committee. The experts will evaluate the proposals according to the above criteria, in case of

c. Evaluation results and feedback.

The applicants shall be informed by e-mail about the outcome of the evaluations within 6-10 weeks from the deadline, depending on the number of applications. Based on the decision of experts, only candidates who have passed all thresholds in their evaluation shall be short-listed in the ranking list. All applicants who failed to pass any of the thresholds shall be immediately informed that their application was not successful. The top candidates (2 for prospective fellows + 3 reserve list) and those whose score is within 5% of the his/her score) shall be reviewed by the selection committee. In case of identical marks the selection committee might decide to interview the candidates. Each of the applicants will receive a short feedback on the application highlighting strong/weak points.

d. Redress procedure.

After the applicants are provided with the feedback they might file (within a week) a major complaint disagreeing with the evaluation (based on the feedback). In case the Selection Committee finds the complaint valid, the application shall be reviewed by another expert, who will decide whether the evaluation marks should be changed.

Remark: Minor complaints having no bearing on the ranking of top candidates, or complaints, which will not be considered. An example of major complaint are: *an expert notes that the applicant has no international experience – even though it is evident from applicant's CV that he/she spent 4 years in two institutions outside his/her own country.*

e. Selection of fellows

The selected candidates are immediately informed by e-mail about the decision of the selection committee. The candidates on the reserve list shall be informed that they are on the reserve list and that they will be contacted about the final decision within 2-4 weeks. The remaining candidates are informed that they were not selected. The prospective fellows shall be asked to provide a definitive answer whether they accept the offer within 1-2 weeks. In case one of them declines the offer, the next candidate on the reserve list shall be immediately offered the vacated position.

6. OTHER ISSUES

In case of questions please contact us at impact@impan.pl

APPLICATION FOR IMPAN INTERNATIONAL FELLOWSHIPS
(part A)

Last Name	
First Name(s)	
Date of birth	
Nationality	
Current institution	
Email	
Address for correspondence	
Date of Ph.D (awarded/expected)	
Proposed length of Fellowship	
Fellowship starting date	

APPLICATION FOR IMPAN INTERNATIONAL FELLOWSHIPS (part B)

B1. Information about the applicant (not more than 3 pages A4)

Provide your short CV and publication list, information about the visibility of your work (Hirsch index, citations), awards, your relevant research experience, briefly describe your most significant scientific achievement. In case of a career break/gap please explain details.

Please provide names of two researchers whom you asked to send recommendation letters.

B2. Scientific project (not more than 4 pages A4)

Describe the scientific background of your project, current state-of-art and the main hypothesis of your project. Explain how you want to approach the problem and what you want to achieve during the fellowship. Describe the potential impact of your work and feasibility of the project.

B3. Compatibility with the host (not more than 1 page A4)

Please, describe concrete potential collaborators from the host's research environment, potential for further collaboration and explain the motivation for the choice of the host (including existing similarities and complementarities in research and potential synergies). If there exists a potential for a lasting effect of the fellowship (reintegration of the fellow, if relevant, future collaboration with teams from IMPAN, etc.) please explain it.

APPLICATION FOR IMPAN INTERNATIONAL FELLOWSHIPS
(part B)

Ethical Issues Table

RESEARCH ON HUMAN EMBRYO/FOETUS	YES	PAGE
Does the proposed research involve human embryos, human foetal tissues/cells, human embryonic stem cells (hESCs), human embryonic stem cells in culture, human embryonic stem cells or involve the derivation of cells from embryos ?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		
RESEARCH ON HUMANS		
Does the proposed research involve children, patients, persons not able to give consent, adult healthy volunteers, human genetic material, human biological samples, human data collection?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		
PRIVACY		
Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction) or involve tracking the location or observation of people?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		
RESEARCH ON ANIMALS		
Does the proposed research involve research on animals, transgenic small laboratory animals, transgenic farm animals, non-human primates, or cloned farm animals?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		
RESEARCH INVOLVING DEVELOPING COUNTRIES		
Does the proposed research involve the use of local resources (genetic, animal, plant, etc.) or is of benefit to local communities (capacity building, i.e. access to healthcare, education etc.)?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		
DUAL USE		
Does the proposed research have direct military use or has the potential for terrorist abuse ?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

APPLICATION FOR IMPAN INTERNATIONAL FELLOWSHIPS
(part C)

.....
(First name, last name)

.....
(place, date)

.....
(Passport number)

.....
(address)

PERSONAL DATA PROTECTION STATEMENT

I hereby agree to process my personal data included in my fellowship application for the needs of the recruitment process in accordance with the Law on the Protection of Personal Data from 29.08.1997 (Journal of Laws of the Republic of Poland 2002, 101, item 926; with later amendments).

.....
(signature)