

Application Guidelines

Junior Research and Career Development Awards

This document provides information relevant for submitting Proposals to the **Harvard Medical School – Portugal Program for the Junior Awards**. FCT Application Forms are not HMS-Portugal Program specific, which makes the following guidelines suggestions rather than mandatory procedures. The current text explains how specific Program Application details fit in the current FCT Application Form.

Applications to the HMS-Portugal through the FCTplatform (<https://concursos.fct.mctes.pt/projectos/>) is a two-step process:

1. Completion of on-line FCT form according to the following guidelines and information available (please refer to the Terms of Reference 2013 document at <http://www.fct.pt/apoios/cooptrans/parcerias/harvard/index.phtml.en> for specific information on each of the program's initiatives).
2. Attachment of the “Annex to Application” to item 9 of the on-line FCT form with all the items requested in the document Terms of Reference. The content of this document is of extreme relevance to the evaluation panel as it was specifically created for this purpose.

Important note: All sections of the FCT form must be filled. Except where mentioned otherwise all the requested information needs to be in English. Please make sure that text entered in the on-line form is formatted and comprehensive.

Although the applicants may not be able to provide a fully structured and detailed research project proposal at the time of the on-line application, we note that it is essential to fill in all requested fields to ensure processing of the proposal.

Section 1. Project Description / Section 2. Institutions and their roles

Applicant is designated as the “Principal Applicant”. The Principal Applicant will be located in Portugal. The Principal Applicant will be responsible for coordinating the research and will be required to submit financial reports, and annual progress reports.

Although Companies are allowed to participate they are not funded through this call.

Section 3. Scientific Component

This section should include an overview of the proposed research emphasizing how it meets the aims of the HMS-Portugal Program. Emphasis should also be made on the individual motivation to pursue or continue a Research medical career.

Include a detailed outline of the proposed research, including preliminary results. If no project is yet chosen please detail you plan, method and tasks foreseen to set-up one. *use the space provided in sections 3.2.2 (Plan and Methods) and 3.2.3 (Tasks)*

Please refer to instructions to section 9, below, for possible use of same wording in both annex to application and section 3.

ⓘ *If copy/pasting from word processors to the web application, please make sure to preserve as much as possible formatting, particularly line breaks and bullet lists, as the jury will receive a printout of the online forms.*

Section 4. Research Team

Only members of Portuguese groups are to be indicated in the FCT form. To complete this, all members should obtain the Public Key at the FCT SIG website.

Section 5. Funded Projects

This section of the FCT form only applies to the Portuguese groups.

Section 6. Expected indicators

This section of the FCT form is applicable for the whole team (Portuguese and international members).

Section 7. and 8. Budget

This section is applicable only to the Portuguese institutions participating in the call. Make sure the total budget does not exceed the supported funding.

Section 9. Attachments

A single pdf file with the following content containing the information indicated below is required:

I. Three detailed letters of recommendation sent by individuals who are familiar with the applicant's clinical ability and/or research potential. One of these letters must be from the applicant's Department or Division Head who must take responsibility for protected time of the applicant from clinical effort.

II. A one-page statement of the applicant's reasons for wishing to attend this program, indicating his/her professional goals and describing why he/she feels that this program will be beneficial to him/her.

III. CV of the applicant.

General Comments:

If URLs with references or other material pertinent to your proposal is mentioned in the application, please make sure these are on-line for the duration of the review process.

PDF files cannot be larger than 5Mb. Avoid using large images or bitmaps to keep under this size.

Please use the FCT on-line tools for general information on the application filling, namely instructions guidelines:

<http://www.fct.pt/apoios/projectos/concursos/instrucoes.phtml.en>

For general inquires on the program and comments please contact the program at contact@hmsportugal.pt

For more information on the specific content related to the application filling, please contact projectosharvard@fct.pt

July 2013