

# «Pro-Femmes» grants

## Application file



### 1. Motivation letter

### 2. Recommendation letter

The application file should include the following documents, in the indicated order:

1. Motivation Letter
2. Recommendation letter from the Service/Unit Head (Clinical Sciences Section) or the Department head (Basic Sciences Section) commenting on:
  - the proposed career plan
  - the feasibility of the research project
  - the assurance that the service (Clinical Sciences Section), Unisanté or Department (Basic Sciences Section) will employ the beneficiary at a rate of at least 50% for the duration of the fellowship
  - the assurance that the candidate's workload will allow them to devote oneself to the research project submitted at least at a rate of activity corresponding to the salary awarded by the fellowship
  - the assurance that office space and sufficient space for research will be available for the duration of the fellowship
  - the prospect, for candidates employed by the CHUV, of a continuation of contractual links beyond the end of the fellowship for clinical careers.



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### 3. Curriculum vitae Template



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#### NAME

1. **Undergraduate education** (*dates, University name*)
2. **Post-graduate training (For clinicians)**
  - a. Principle internships, employment prior to obtaining a PhD or specialised title (*dates, place, domain of clinical research, group leaders/employers name*)
  - b. Principle internships, employment post-doctorat or specialised title (*dates, place, subject, group leaders/employers name*)
3. **PhD and current and past nomination/employment titles:**  
(*PhD: title, year and University name*)  
(*Nominations/Employment: date, Institute for each function/title*)
4. **Awards and Distinctions**
5. **Institutional scientific or technical roles** (*expert, meeting organisation, etc.*)
6. **Membership of scientific societies**
7. **Current or recent activities**
  - a. Research
    - a1) titles of principle themes, principle or co-investigator, start date, funding: list of funds received, and the source (Example, Prima grant from the SNF), the duration of the funding and the amount
    - a2) synthesis of scientific and academic work in the last 5 years
  - b. Teaching  
(*At the institutional, national ou international level, including thesis supervision*)
    - b1) Undergraduate
    - b2) Post-graduate

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### 3. Curriculum vitae Canevas

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#### 7. Current or recent activities cont./

- c. If applicable : Clinic
- c. Management
- c. Other activities (collaborations, etc.)

#### 8. Conference invitations *(at the national or international level)*

#### 9. Conference communications *(at the national or international level)*

#### 10. Publications

- a. Number of peer reviewed articles
- b. Number of other papers
- c. Number of book chapters, monographs etc.
- d. Number of times as 1st or last author
- e. Complete list of publications  
*(Seperate articles published in peer reviewed journals, other papers, and book chapters/monographs etc)*

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## 4. Research Project Template



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5 pages maximum, font size  $\geq 9$

- Cover page:
  - Project title
  - Candidate's full name
  - 3 to 6 keywords
  - Abstract, max 500 words
- Information relative to the candidate (as of page 2)
  - Full name, date of birth
  - Current Institutional function and academic title
  - Area of research, discipline
  - Department/service function
  - Civil status
  - Children (names, date of birth)
  - Home address, email, office and personal phone number
  - Three phrases to describe the 3 most relevant publications
- Description of the project
  - Status of the project (position at national and international level)
  - Results obtained by the candidate
  - Hypothesis and aims of the project
  - Procedure
  - Methods
  - Project objectives with timeline

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### 4. Research Project Template

- Budget and information about the project
  - Duration (start and end date)
  - Detailed budget to complete the project (material, salaries, social charges)
  - Funding (list of funds obtained and/or requested)
  - Brief description of other people involved in the project
- References
  - Indicate 3 referees and their contact details (including email, phone number and professional address). The referees can be from the same institute, or from another institute in Switzerland or abroad.

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