

Application Guidelines

Junior and Senior Awards

This document provides information relevant for submitting Proposals to the **Harvard Medical School – Portugal Program for the Junior and Senior 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 FCT platform (<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 2010 document at <http://alfa.fct.mctes.pt/apoios/projectos/concursos/harvard/2010a/docs/terms.pdf> 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 that propose.

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

For the Junior Awards: Junior Applicants may not be able to provide a fully structure research project or descriptions. Still, all fields are of mandatory completion and we recommend to provide as more information as possible, even if generalist or not project-specific.

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 on behalf of the team. He/she will also act as the team’s liaison with the HMS-Portugal Program and will be required to submit annual budgets and progress reports.

Section 3. Scientific Component

These 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. The detailed presentation must delineate the specific contributions of each member of the team. If no project is yet chosen (Junior Awards) 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 should concerns only 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 and it does not involve the Harvard's team budget. Make sure the total budget don't exceed the supported funding.

Section 9. Attachments

A single pdf file with the following content should be uploaded. Structure of this pdf is the following:

For Junior Awards:

- I. Include 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. Include 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. Include the CV of the applicant.

For the Senior Awards:

- I. Include 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. Include a statement of intent that

- 1) *(Can be used to complete section 3.1 of the FCT on-line form)* Describes the general area of research in which the applicant is interested and his/her reasons for choosing this area (maximum of 300 words).
- 2) *(Can be used to complete section 3.2.2 of the FCT on-line form)* Provides a general outline of the project(s) that the applicant wishes to complete during the tenure of his/her involvement in the Scholars in Clinical Science Program. Please provide as much detail as possible including hypothesis, methods and potential pitfalls. If the applicant does not have a specific project, describe in general what the project(s) might be (maximum of 700 words).
- 3) If the applicant has already chosen a mentor, what were the reasons for doing so (maximum of 200 words).
- 4) Describes 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 (maximum of 600 words).

III. Include the CV of the applicant.

- I. *(Can be used to complete section 3.1 of the FCT on-line form)* Include an overview of proposed research emphasizing how the proposal meets the aims of the HMS-Portugal Program.
- II. *(Can be used to complete section 3.2.2 of the FCT on-line form)* Emphasize also the nature and expected outcomes of the collaborative work. State clearly the aims of the team as a whole and indicate the specific role played by each member in achieving the goals of the team.
- III. *(Can be used to complete section 3.2.2 of the FCT on-line form)* Explain the advantages of conducting the proposed studies as a collaborative effort. (do not exceed three pages, Arial regular font, 11 point)
- IV. *(Can be used to complete section 3.2.1 and 3.2.3 of the FCT on-line form)* Include a detailed outline of the proposed research, including preliminary results (do not exceed

seven pages; Arial regular font, 11 point). The detailed presentation must delineate the specific contributions of each member of the team.

- V. Include the CV and publication list of the principal applicant and each co-applicant (for each applicant, maximum of 2 pages, Arial regular font, 11 point, including a list of up to 10 of the most relevant papers)

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://alfa.fct.mctes.pt/apoios/projectos/concursos/instrucoes>

For general inquires and comments please contact the program at contact@hmsportugal.pt
For more information on the specific content related to the application filling, please contact HMS-Portugal Project Manager (André Fernandes – andre.fernandes@hmsportugal.pt).