

EFI SHORT SCIENTIFIC VISITS CALL 2018

Contents

1. Background	2
2. How to apply	3
2.1 Application	3
2.2 Acceptance letter	3
2.3 Introductory video	4
2.4 Report	4
3. Deadlines.....	4
4. Evaluation criteria	4
4.1 Technical eligibility criteria	5
4.2 Quality criteria	5
5. Funding.....	5
6. Host organisation.....	5
7. Contact.....	6
Annex 1. SSV application form.....	7
Annex 2. Work plan template	9
Annex 3. Endorsement letter.....	10
Annex 4. SSV Report.....	11
1. Written report.....	11
2. Video report.....	11
3. 2019 Young Researcher Challenge.....	11
Annex 5 Videos	12
1. General instructions.....	12
2. Introductory video	12
3. Video report.....	12

1. Background

The European Forest Institute (EFI) offers 10 grants for *Short Scientific Visits* (SSV) for Early Stage Researchers¹ from [EFI Associate and Affiliate Member organisations](#) as listed in the EFI website and with the membership fee paid by the due date indicated in the membership invoice 2018. The SSVs provide a unique opportunity for interested candidates to get involved in international level forest research and research co-operation.

The aims of a SSV are to contribute to the scientific objectives of EFI and to strengthen the EFI network by allowing young scientists to: 1) gain experience of working in a different organisation in another European country, 2) foster collaboration and 3) learn a new technique, methods or tools not available in their own organisation.

Furthermore, to gain more international visibility for their work the successful grantees will be offered a possibility to participate in the 2019 Young Researchers Challenge (<http://mwp.org/yr/>), which is organised as part of the prestigious Marcus Wallenberg Prize event. Further instructions will be given in the acceptance letter.

The SSV should take place between June 17, 2018 and May 31, 2019, and it should last for a minimum of 10 working days at the host organisation. Weekends and public holidays are not counted as working days (10 days does not include travel to and from the host organisation).

The topic of the SSV should fall within one of the EFI priority research topics:

I. Bioeconomy

Sub-topics:

- I.a The future demand and supply of forest products, forest biomass and ecosystem services, and their implications for sustainable forest and land management, including afforestation and plantation forestry.*
- I.b Sustainability impact assessment and monitoring of forest-based products and services value chains.*
- I.c The future markets of increasingly diversified and cross-sectoral forest-based products and services as a result of socioeconomic and policy changes.*
- I.d The role of innovation and digitalisation, and policies affecting sustainable bioeconomy development*

II. Resilience

Sub-topics:

- II.a The impacts of global change and related risks on forest socioecological systems, and the strategies to enhance and restore their capacity to adapt and provide forest ecosystem services and products.*
- II.b Policies, strategies and management practices to enhance biodiversity in a rapidly changing environment, considering different regional and socioeconomic settings.*
- II.c Strategies and management practices to enhance the role of forests and trees in increasing the resilience of rural areas to climate change, including a better understanding of agroforestry.*

¹ Early Stage Researcher – is a researcher whose career has spanned less than 5 years between the date of the PhD/doctorate/MSc and the date of application for the EFI SSV Grant.

II.d The role of urban forestry, nature-based solutions and wood construction in developing climate smart cities, better rural-urban interfaces and enhancing health and wellbeing in urban areas.

III. Governance

Sub-topics:

III.a Forest and land-use conflicts and synergies, including an understanding of key societal demands and the trade-offs between forest ecosystem services, products and land uses.

III.b The design of appropriate forest and land-use governance schemes, including new and innovative approaches to involve stakeholders, align diverging interests and seek synergies.

III.c The impacts of different supply chains and international trade, including agricultural commodities, for international forest governance, land-use conflicts and sustainable development.

III.d European forest-related policies and forest governance, addressing both regional diversity within Europe as well as emerging global challenges and opportunities.

2. How to apply

2.1 Application

Candidates interested in a SSV should submit the application to [katriina.pajari\(at\)efi.int](mailto:katriina.pajari@efi.int). Only those applications containing all the required annexes, following the instructions and arriving by the deadline will be considered for evaluation.

1. Application text (*see Annex 1*). Please note:
 - The application should be in one pdf with all annexes, named as SSV_FirstnameLastnameCountry.pdf (e.g. SSV_JarrSmithFI.pdf)
 - The application should be typewritten and dated
2. The following appendices are required:
 - Work plan of the SSV (*see Annex 2*)
 - List of publications (if none, please state this) (*see Annex 2*)
 - Endorsement by candidate's host indicating *i.a.* tentatively agreed work plan and suitable dates (*see Annex 3*)
 - *Note: This is to ensure that the candidate has agreed with the host organisation the conditions of the SSV before submitting the application, and that the host organisation is committed to hosting the candidate.*
 - CV of the candidate
 - CV of the responsible person of the SSV at the host organisation.
 - *This is to guarantee the relevant scientific expertise.*

2.2 Acceptance letter

After the evaluation procedure, the candidate is sent an acceptance letter in which the grantee is informed about:

- the approval of the SSV,
- the level of the financial grant given,
- a payment request form
- a request for submitting a photo for the website (not obligatory)
- a request for signing the acceptance letter to confirm of committing to the SSV rules. (*See 3 Deadlines*)

- the procedure related to the Marcus Wallenberg foundation event.

2.3 Introductory video

The accepted candidates should provide a max 1-minute video introducing the candidate and outlining the main objectives and expectations of the visit. See further instructions in Annex 5.

When submitting your video, kindly note it might be played on EFI's webpage and/or social media channels unless specifically forbidden.

2.4 Report

After completion of the SSV, the grantee has to issue a short scientific report on the SSV, which has to be submitted to EFI (attn. Katriina Pajari) within 4 weeks after his/her stay. It should contain the following information (*see Annex 4*):

- SSV Report, describing
 - The purpose of the SSV
 - The work carried out during the SSV, reflecting to the objectives indicated in the application
 - The main results obtained reflecting to the objectives indicated in the application
 - Future collaboration with host organisation (if applicable)
 - Projected publications/articles resulting or to result from the SSV (if applicable)
 - Signed confirmation by the host organisation of the successful execution of the SSV
 - Other comments (if any)
- Annexed: Boarding pass / stamped travel tickets / signed attendance letter from the host organisation (in the case of electronic boarding pass / travel tickets)
- Completed application and scientific abstract for the 2019 Young Researcher Challenge of the Marcus Wallenberg Prize (further instructions will be given in the acceptance letter).
- A max 1-minute video explaining the objectives and the main results of the SSV (see Annex 5). When submitting your video, kindly note that it might be played on EFI's website and/or social media channels, unless specifically forbidden.

3. Deadlines

- Submission of application 28 March 2018, before 16:00 CET
- Confirmation of receiving the application by EFI within 3 work days. If confirmation has not been received, please contact Katriina Pajari (katriina.pajari(at)efi.int)
- Candidates will be informed of the evaluation results in April 2018
- Hand-signed acceptance letter submitted by the candidate by 15 May 2018
- Introductory video by 15 May 2018
- SSV June 17, 2018 – May 31, 2019
- SSV Report (written and video) within 4 weeks after the SSV has ended

4. Evaluation criteria

The applications will be evaluated by an appointed evaluation board who will make recommendations on which ones should be funded. The evaluation criteria are in chapters 4.1 and 4.2. The candidates will be informed of the outcome as soon as the selection process has been finalised.

4.1 Technical eligibility criteria

- The candidate is coming from an EFI Member Organisation, as listed in the EFI website and with the membership fee paid by the due date indicated in the membership invoice 2018.
- The candidate is an early stage researcher, whose career has spanned less than 5 years between the date of the PhD/doctorate/MSc and the date of application for the EFI SSV Grant.
- The SSV is in a different organisation in another European country (vs. the home organisation).
- The SSV takes place between June 17, 2018 and May 31, 2019.
- The SSV lasts minimum of 10 working days at the host institution. Weekends and public holidays are not counted as working days. Also, 10 working days does not include travel to and from the host organisation.
- The application has the required annexes and it is following the instructions.
- The application has arrived by the deadline.

4.2 Quality criteria

The following criteria will be used in selecting successful candidates amongst those passing the technical eligibility check:

- relevance of the research topic;
- candidate's previous experience and work on the proposed research topic;
- overall quality of the work plan;
- feasibility of the work planned at the host organisation;
- the relevant scientific expertise of the host representative responsible for the SSV
- willingness to participate in the 2019 Young Researcher Challenge of the Marcus Wallenberg Prize is an asset.

Candidates who have not been previously awarded a SSV grant will have preference.

5. Funding

The financial contribution for a SSV will be a lump sum payment of 2,000€ which shall be paid in two instalments, 50% max one month in advance of the SSV (unless acceptably justified and agreed otherwise) and 50% after approval of the SSV report (see above item 2 How to apply, report).

The grant should cover travel and subsistence for a period of at least 2 weeks in the host organisation (final duration of the SSV should be decided between the awardee and the host organisation as appropriate to the proposed work and informed to EFI).

6. Host organisation

The candidate is responsible for obtaining the agreement of the host organisation before submitting his/her application.

Any European organisation is eligible to host the SSV, e.g. universities, research institutes, ministries, industrial organisations, etc. However, the SSV should support the academic career of the candidate and the tasks should be strongly linked to research.

7. Contact

Should you have any questions, please contact Ms. Katriina Pajari ([katriina.pajari\(at\)efi.int](mailto:katriina.pajari@efi.int)).

Annex 1. SSV application form

EFI SHORT SCIENTIFIC VISIT (SSV) APPLICATION FORM
DATE:
PERSONAL DATA Family name: First name: Position at home organisation: Degree(s) (PhD/doctorate/MSc) and dates they have been received: Home organisation (according to the list at EFI's website): Country of the home organisation: Host organisation: Country of the host organisation: Dates of SSV (dd/mm/yyyy): - Gender (for statistics): <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> n/a Date of birth (dd/mm/yyyy): Nationality: Address (street, no): City: Post code: Country: P.O.Box: Tel (incl. country and area codes): Email address: If you are active on Twitter, your handle (username): I have received SSV before <input type="checkbox"/> yes, year of the call _____ <input type="checkbox"/> no I am willing to participate in the 2019 Young Researcher Challenge by Marcus Wallenberg Foundation <input type="checkbox"/> yes <input type="checkbox"/> no
HOST ORGANISATION DATA Contract person's name and surname: Contract person's email: Name of the organisation: Department and / or faculty: Complete address: Country: Tel. (incl. country and area codes):
MOTIVATION FOR APPLYING FOR THE SSV (<i>max. 250 words</i>)

PROJECT PROPOSAL
Title of the project:
Relevant EFI priority research sub-topic:
Abstract of the project (objectives, methodology, data, time schedule <i>(max 500 words)</i>):

I certify the information given is correct to best of my knowledge and I agree to inform of any modifications.

Date: _____

Signature: _____

Annex 2. Work plan template

WORK PLAN TEMPLATE

(to be attached to the application)

Please use the format below as applicable. The maximum length of the work plan is 3 pages (excluding the cover page).

A. Cover page

Technical Data

- a. Project title
- b. Date of preparation
- c. Contact person's name, title/affiliation and contact information

B. Starting from page 2

1. Objective and outputs

- a. Objective
 - *A clear specification of the main objectives of the project*
- b. Output
 - *Expected technical outputs (reviewed and other publications and articles, reports, seminars, technical improvements, etc.) of the project*

2. Methodology

- *Method(s) to be used*
- *Which data will be used and how will it be collected*

3. Work plan

- *Main activities and their timetable*
- *The work plan table below should be filled in, one line per activity in chronological order, to show the planned implementation of the SSV.*

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10

4. Link to other relevant activities

- *List here other recent or ongoing projects and activities of relevance to the proposed project.*

5. List of publications

Annex 3. Endorsement letter

ENDORSEMENT LETTER

Must be on letterhead paper of the host organisation

OBJECT: Invitation for a visit to our organisation in the framework of EFI Short Scientific Visit (SSV)

Dear Sir/Madam,

We hereby invite you to the name of the organisation, name of the department/faculty, from day/month/year to day/month/year (XX working days), in order to (please give the purpose of the SSV). During your SSV at our organisation, we will help you in carrying out the following activities:

List of activities to be carried out by the candidate

Add any practical arrangements/comments you deem necessary

For all matters linked to your SSV, you can contact name of contact person, with contact details

Yours sincerely,

SIGNATURE of the person legally authorised to represent the host organisation

POSITION of the person legally authorised to represent the host organisation

OFFICIAL STAMP or SEAL of the organisation

Annex 4. SSV Report

1. Written report

SHORT SCIENTIFIC VISIT (SSV) REPORT

Based on the approved work plan, and following the structure of a scientific publication, it should contain the following information:

1. **Cover page** (*Technical Data*)
 1. Project title
 2. Dates of the SSV
 3. Granted person's name, title/affiliation and contact information
2. **Objectives** (Purpose of the SSV)
3. **Methodology**
4. Description of the work carried out during the SSV (include the work plan) and main **results** obtained
5. **Discussion**
6. **Conclusions**
7. **References:** bibliography, websites, etc.
8. **Future collaboration** with host organisation (if applicable)
9. Projected **publications**/articles resulting or to result from the SSV (if applicable)
10. **Letter of Confirmation** by the tutor at the host institute of the successful execution of the SSV (*printed on official headed paper of the organisation*):

'Hereby I would like to inform that the above EFI Short Term Scientific Visit (SSV) has been completed and the scientific report approved by the host.

Name. Signature and Seal/stamp. Date'.

11. **Abstract** of the SSV (*max 350 words for EFI website*)

Other comments (if any)

Annex: Boarding pass / stamped travel tickets / signed attendance letter from host organisation (in the case of electronic boarding pass / travel tickets)

2. Video report

After the visit, the grantee should provide a max 1-minute video outlining the objectives and the main outcomes of your SSV. When submitting your video, kindly note that it might be played on EFI's website and/or social media channels, unless specifically forbidden.

See further instructions in Annex 5.

3. 2019 Young Researcher Challenge

Completed application form and scientific abstract for the 2019 Young Researcher Challenge (<http://mwp.org/yr/>). Further instructions will be sent in the acceptance letter.

Annex 5 Videos

1. General instructions

- Max length of the video is 1 minute.
- Give a title to the video and provide into it information who is speaking and from which organisation
- If you shoot with smart phone rather than having it professional done consider using a tripod and external microphone when possible.
- Preferable format: MP4 or MOV
- See deadlines under Chapter 3 Deadlines.
- Submission: Submit your video by sending a Dropbox or Google Drive link to [katriina.pajari\(at\)efi.int](mailto:katriina.pajari@efi.int)

When submitting your video, kindly note that it might be played on EFI's website and/or social media channels, unless specifically forbidden.

2. Introductory video

The video addressing the following questions:

- Short introduction of the candidate
- What is the focus of your work/PhD
- What is the aim of the SSV
- What is the expected benefit of the SSV
- Whom are you going to visit and why?

3. Video report

- Short introduction of the candidate
- What were the objectives and the main outcomes of your SSV.
- Whom did you visit?
- Did the visit meet your expectations?