

EFI SHORT TERM MOBILITY GRANTS

CALL 2020

Instructions for applicants
and
grantees

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1. Background

The European Forest Institute (EFI) offers 10 *Short Term Mobility grants (STM)* for early stage researchers and professionals¹ from or visiting [EFI Associate and Affiliate Member organisations](#) with a valid membership for 2020².

The STM provide a unique opportunity for interested candidates to get acquainted and involved in international level forest research and forest related activities.

The aims of a STM are to contribute to the strategic objectives of EFI and to strengthen the EFI network by allowing young scientists and professionals to: 1) gain experience of working in a different organisation in another country, 2) foster collaboration and 3) gain knowledge about a new topic, technique, method or tool not available in their own organisation.

Furthermore, successful post-docs and PhD students not older than 35 years in 2021 (requirements set by the Marcus Wallenberg Foundation) will be offered a possibility to participate in the 2021 Young Researchers Challenge (<http://mwp.org/yr/>), which is organised as part of the prestigious Marcus Wallenberg Prize event. Further instructions will be given after updates are available.

The STM should take place between 1 June, 2020 and 31 May, 2021, and it should last for a minimum of 10 working days at the host organisation, however, a longer stay is strongly encouraged. 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 STM should fall within one of the EFI strategic themes:

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.*
- 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

¹ Early Stage Researcher is a researcher/ professional whose career has spanned less than 5 years between the date of the MSc (or equivalent) or 2 years of PhD/Doctorate, and the submission deadline of the EFI STM call (excl. e.g. parental leaves, clarification to be provided); and who is under 35 years old by the deadline of the STM call. Professionals are e.g. journalists.

² According to the Conference Rules of Procedure, Rule 2 Associate and Affiliate Members. <http://www.efi.int/membership/ac>

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 STM should submit the application using the web-form at [Short Term Mobility website](#). Only complete applications that are submitted by the deadline will be considered for evaluation.

1. Application form. Please note:
 - The application should be submitted through the web-template (see [Short Term Mobility website](#))
 - All required annexes attached to the web-template should be named as STM_FirstnameLastnameCountry_Annex-XX.pdf (e.g. STM_JarrSmithFI_Annex1.pdf)
2. The following Annexes are required:
 - Abstract (*max one page, Times New Roman 11 or similar, single spacing, all margins 2 cm*)
 - Work plan of the STM (see Annex 1)
 - Motivation letter and possible clarification if your career span is not meeting the requirements due to e.g. parental leaves (*max 500 words, excluding the clarification of the career span*)
 - Endorsement letter by candidate's host indicating *i.a.* tentatively agreed work plan and suitable dates (see Annex 2)
 - *Note: This is to ensure that the candidate has agreed with the host organisation the conditions of the STM before submitting the application, and that the host organisation is committed to hosting the candidate.*
 - CV of the applicant
 - CV of the responsible person of the STM at the host organisation.
 - *This is to guarantee the relevant expertise of the responsible person.*
 - List of publications of the applicant, if available

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 STM
- the level of the financial grant given
- a payment request form / instructions
- a request for submitting a video for the website (not obligatory, but recommended)
- a request for submitting a photo for EFI reports (not obligatory, please note, the photo can be used also in the EFI website and/or social media, unless specifically forbidden)
- a request for signing the acceptance letter to confirm of committing to the STM rules. (*See 3 Deadlines*)

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 4.

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

2.4 Report

After completion of the STM, the grantee has to submit written and video reports on the STM to EFI (attn. Katriina Pajari) by the set deadline, see Chapter 3. Deadlines. Instructions including content requirements are available in Annex 3 for the written report and in Annex 3 and 4 for the video report.

3. Deadlines => note the postponed deadlines

- Deadline for applications is 27 March, 2020, 15:00 CET. => **New deadline: 15 April**
- Confirmation of receiving the application by EFI within 3 work days. If confirmation has not been received, please contact Katriina Pajari (katriina.pajari@efi.int)
- Candidates will be informed of the evaluation results in April 2020 => **New deadline: in May**
- Hand-signed acceptance letter submitted by the candidate by 30 April, 2020 => **New deadline: 14 May**
- Introductory video by 30 April, 2020 => **New deadline: 14 May**
- STM visit June 1, 2020 – May 31, 2021
- STM Report (written and video) within 30 days after the end date of STM visit (travel days and public holidays are not counted to the stay)

4. Evaluation criteria

The applications will be evaluated by an appointed evaluation board who will make recommendations on grantees to be funded. If not passing the technical eligibility check, the application will not proceed to the quality evaluation. 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.

EFI prioritises those who are not “mobile” at the application phase and who have not earlier received an EFI Short Scientific Visit grant.

4.1 Technical eligibility criteria

- The candidate
 - is affiliated to an EFI Associate or Affiliate Member organisation with a valid membership for 2020 according to the Conference Rules of Procedure, Rule 2 Associate and Affiliate Members. See <http://www.efi.int/membership/ac>,
 - OR**
 - is visiting an EFI Associate or Affiliate Member organisation with a valid membership for 2020 according to the Conference Rules of Procedure, Rule 2 Associate and Affiliate Members. See <http://www.efi.int/membership/ac>
- The candidate is an early stage researcher **or** early stage professional, whose career has spanned less than 5 years between the date of the MSc (or equivalent) or 2 years of the PhD /doctorate, and the

submission deadline of the EFI STM call (excl. e.g. parental leaves, clarification to be provided) and is under 35 years old by the deadline of the EFI STM call. Professionals are e.g. journalists.

- The STM host organisation is in another country and is a different legal entity than the “home” organisation of the candidate.
- The STM takes place between 1 June, 2020 and 31 May, 2021.
- The STM duration is minimum of 10 working days, however, a longer stay is strongly encouraged. 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 is complete, including all documentation required.
- The application has arrived by the deadline and the means indicated in the call.

4.2 Quality criteria

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

- relevance of the topic;
- candidate’s previous experience and work related to the proposed topic;
- overall quality of the work plan;
- feasibility of the work planned at the host organisation;
- the relevant scientific and other expertise of the host representative responsible for the STM
- willingness to participate in the 2021 Young Researcher Challenge of the Marcus Wallenberg Prize is an asset (young researcher age limit 35 years in 2021 set by the Marcus Wallenberg Foundation).

Candidates who are not “mobile” at the application phase and have not been previously awarded an EFI Short Scientific Visit grant will have preference.

5. Funding

The financial contribution for a STM will be a lump sum payment of max 2,000€ which shall be paid in two instalments, 50% max one month in advance of the STM (unless acceptably justified and agreed otherwise) and 50% after approval of the STM 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 STM should be decided between the awardee and the host organisation as appropriate to the proposed work and informed to EFI).

6. Host organisation

Any organisation in another country and a different legal entity than the “home” organisation of the candidate, is eligible to host the STM, e.g. universities, research institutes, ministries, industrial organisations, etc., and as a minimum requirement, either the home organisation of the grantee or the host organisation must be an EFI Associate or Affiliate Member (with a valid membership for 2020³).

The STM should support the academic career of the scientific candidate and the tasks should be strongly linked to research; the STM should support the professional career of the professionals.

³ According to the Conference Rules of Procedure, Rule 2 Associate and Affiliate Members. <https://www.efi.int/membership/ac>

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

7. Contact

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

Annex 1. 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 STM.

	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 2. 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 Term Mobility grant (STM)

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 STM). During your STM 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 STM, 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 3. STM Report

1. Written report

Based on the approved work plan, and following the structure familiar from the scientific publications:

1. **Cover page** (*Technical Data*)
 1. Project title
 2. Dates of the STM
 3. Place of the STM
 4. Granted person's name, title/affiliation and contact information
2. **Objectives** (Purpose of the STM)
The purpose of the STM. If objectives have been changed compared to the application, please justify.
3. **Methodology**
Methods /methodology used
4. **Results**
Description of the work carried out during the STM (include the work plan) and main results obtained reflecting to the objectives indicated in the application. If objectives have not been reached, please justify.
5. **Discussion**
6. **Conclusions**
7. **References:** bibliography, websites, etc.
8. **Future collaboration** with host organisation (if applicable)
9. Projected **publications**/articles/activities resulting or to result from the STM (if applicable)
10. **Abstract** of the STM (*max 500 words for EFI website*)

Other comments (if any)

Annexes:

1. Boarding pass / stamped travel tickets / receipt of ticket purchase (any of these as available)
2. **Letter of Confirmation** by the tutor at the host institute of the successful execution of the STM (*printed on official headed paper of the organisation*):

'Hereby I would like to inform that the above EFI Short Term Mobility grant (STM) has been completed and the report approved by the host.

Name. Signature and Seal/stamp. Date'.

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 the STM. When submitting the 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 4.

3. 2021 Young Researcher Challenge

Instructions for the 2021 Marcus Wallenberg Foundation Young Researcher Challenge (<http://mwp.org/yr/>) will be sent after updates are available.

Annex 4 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)

Have a look at the previous SSV videos at [EFI SSV website](#).

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 STM
- What is the expected benefit of the STM
- Whom are you going to visit and why?

3. Video report

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