**FELLOWSHIP APPLICATION GUIDELINES**

The completed application should include:

1. A cover letter (1 page) that summarizes the rationale behind the application and the expected achievements and benefits for the research fellow and the host institute.
2. Two reference **letters**
	* 1. A reference letter that highlights the benefits of the fellowship abroad from the home supervisor (ECR) or head of department (DCR)
		2. A reference letter from the host describing the benefits of the research at their institution, the duration, the planned activities to be conducted by the applicant, and the support (institutional, programmatic, financial) to be given to the fellow. Host institutes are expected to waive bench fees, if any.
3. The application form (using the template provided) with the following elements:
	* 1. 3–5 keywords
		2. Research summary (max. 300 words)
		3. Description of the proposed research (max. 3 pages) including:
			+ 1. rationale and scientific hypothesis
				2. objectives
				3. the significance and impacts
				4. methodology
				5. research plan staged in time
				6. detailed research/travel budget
		4. CV of the applicant (incl. major academic and professional achievements), max. 2 pages
		5. A list of pending and previous fund applications to support this or related research.

The application language is English.

After completing the fellowship, fellows must email a final report (in English) to INQUA (to be published in the QP and INQUA newsletter).

Please send the application before **September 30, 2025** to info@inqua.org

Please contact the INQUA Secretariat at info@inqua.org, if there are any questions

**Evaluation**

Eligible applications submitted by the deadline will be reviewed and ranked under the following criteria:

* Research potential and collaboration fostering
	+ - Scientific quality of research, novelty and timeliness, cost effectiveness
		- Significance, feasibility of the proposed project in connection with INQUA scope
* Academic excellence of the applicant
	+ - The scientific and publication track record of the investigator
		- Scholarships/fellowships held
		- Work experience
		- Project management
		- Ability to communicate and present scientific results
		- Degree of involvement in academic life and community
* Excellence of the host researcher/hosting institution

**Deliverables**

* Only 90% of the total grant will be released at the beginning of the fellowship. The 10% remaining will be released on receipt of the scientific report, not later than 2 months after the end of the fellowship
* A short scientific report (3–4 pages): details of the results obtained through the grant and the first version of a manuscript that is the outcome of the fellowship. A (submitted/accepted/published) publication may be submitted instead of a report
* INQUA should be acknowledged in all reports, presentations and publications that resulted from the awarded grant
* It is expected that any publications resulting from the sponsored research will be offered for consideration to the INQUA/ELSEVIER journals [Quaternary International](https://www.sciencedirect.com/journal/quaternary-international) or [Quaternary Environments and Humans](https://www.sciencedirect.com/journal/quaternary-environments-and-humans)

**Application Form**

***(to be completed by the applicant)***

1. **Applicant information**

|  |  |
| --- | --- |
| Title |  |
| First (given) name(s) |  |
| Last (family) name(s) |  |
| Nationality (if more than one, please include all) |  |
| Email address |  |
| Cellphone number |  |
| Physical address |  |
| Position |  |
| Home institution |  |
| Department |  |
| Country |  |
| Name of the supervisor/head of department at the home institution |  |
| Home supervisor/head of department contact details (email, telephone, address) |  |
| PhD field of study |  |
| Date received or expected |  |

1. **Host institution information**

|  |  |
| --- | --- |
| Host institution name |  |
| Host institution department |  |
| Host institution country |  |
| Name of the supervisor at host institution |  |
| Host supervisor position |  |
| Host supervisor contact details (email, telephone, address) |  |

1. **Project details**

|  |  |
| --- | --- |
| Project title |  |
| Keywords (up to 5) |  |
| Fellowship proposed duration start and end |  |
| Total amount requested (euro) |  |

1. **Research proposal**
2. Research summary (max. 300 words)
3. Description of the proposed research (max. 3 pages) including:

**2.1** Rationale and scientific hypothesis

**2.2** Objectives

**2.3** The significance and impacts

**2.4** Methodology

**2.5** Research plan stagged in time

1. Detailed research/travel budget for your proposed fellowship in Euros. The budget might cover (not restricted to) travel, visa, accommodation, subsidence costs

|  |  |
| --- | --- |
| **Type** | **Estimated cost** |
|  |  |
|  |  |
|  |  |

**Please compile the application form, the reference letters and the CV and save them as one single PDF without password protection.**