



Office of External Activities

Grants for Visiting Scholars/Consultants to Institutes in Developing Countries

APPLICATION FORM

- Please read the rules and guidelines for support carefully before completing the form.
- The application form should be clearly typewritten. Applicants should complete all parts of the application form. **Incomplete applications will not be considered.** If more space is required attach additional pages.
- The programme provides support to Institutes dealing with **physics** and **mathematics**.
- Applications should include:
 - the completed application form (to be completed by the applicant);
 - the applicant's curriculum vitae;
 - the applicant's full list of publications;
 - the completed biodata (to be completed by the visiting scientist);
 - the visiting scientist's curriculum vitae;
 - the visiting scientist's full list of publications.
- Application deadlines: **31 May** or **30 September**.
- Completed and signed applications should be sent to:

Office of External Activities
The Abdus Salam International Centre for Theoretical Physics
Via Beirut, 6 – 34014 Trieste – Italy
Fax: +39 040 2240443
E-Mail: oea@ictp.trieste.it

APPLICATIONS WILL BE ACKNOWLEDGED ONLY WHEN PROCESSED.

Application for Visiting Scholars/Consultants to Institutes in Developing Countries

RULES AND GUIDELINES TO APPLY FOR SUPPORT

The Visiting Scholar/Consultant Programme provides assistance to Institutes or research groups in developing countries requiring expert advice to enhance existing activities or to initiate a new research programme.

The objective of the programme is to establish a permanent link between an outside expert in a particular field of **physics** or **mathematics** and the applying Institute on a long-term basis.

The Visiting Scientist is an established researcher whose visits will provide a clear benefit to the research group of the applicant in particular and to the host institution in general. To ensure a long-term scientific collaboration the visiting scientist will be expected to deliver a series of topical lectures/seminars and to interact closely with the hosting scientists.

The visiting scientist should be the same throughout the project. Only exceptionally, may different scientists carry out the same project provided they are from the same scientific group as the visiting scientist.

Submission of applications

The proposal must be submitted by an institute located in a developing country eligible for support from the Office. The list of OEA supported countries is available at the website <http://oea.ictp.it/supported>.

The hosting institution should contact and negotiate the details with the visiting scientist before the application is submitted to the ICTP. The visiting scientist may come from any country around the world (industrialized or developing).

The visiting scientist should make a commitment to visit the host institution **two** or **three** times over a period of **three years**. The visit should be of a minimum duration of around **one month each time** at the host institution. Longer stays are encouraged. **Applications for short or one-time visits will NOT be considered.**

The **application form** should be completed by the applicant in the developing country and should be accompanied by the curriculum vitae and his/her full list of publications. The application form should be approved and signed by the Head of the hosting institution.

The Visiting Scholar/Consultant **biodata form** should be forwarded to the visiting scientist for completion and should be returned together with his/her curriculum vitae and full list of publications to the applicant.

The complete application form, the visiting scientist biodata and all enclosures should be submitted by the hosting institution to the OEA Secretariat by **31 May** or **30 September**.

It is useful to specify the **PACS** or **SC** (Subject Classification in mathematics) numbers that correspond to your field:

- For Physics the PACS numbers can be found at: <http://www.aip.org/pacs>. Please note that for our purposes it is enough to specify the digits; it is not necessary to include the sub-items. For example: 42.30 for Imaging and Optical Processing.

- For Mathematics the Subject Classification Numbers can be found at: <http://www.ams.org/msc>. Please note that for our purposes it is enough to specify the first two digits followed by a letter. Example: 14 Q for computational techniques.

Funding

The ICTP support is provided primarily to cover the travel costs of the visiting scientist to travel to and from the host institution. **The amount provided depends on the application, but usually does not exceed Euro 2,500 for each visit.** It is assumed that the visitor will retain a salary from his/her home institution.

The host institution is expected to cover all local expenses and make the necessary arrangements for the stay of the visiting scientist. Only in special cases, support may be provided to cover subsistence costs of participating scientists visiting a least developed country (please refer to the list of OEA supported countries).

It is very important to note that the assignment is made to the applicant and not to the visiting scientist.

Approval and procedure for ICTP sponsorship

The ICTP will review applications within this programme provided the applications have the backing of the hosting department or research institute. As with other schemes, a substantial contribution is expected from the hosting Institution.

Selection of applications for ICTP support is based on peer review, by a Committee. The decisions of the Committee are announced within four months after the deadline.

Before each visit of the visiting scientist, a detailed plan should be submitted to the ICTP. The ICTP can provide the visiting scientist with a prepaid ticket or reimburse him/her upon receipt of the original used ticket stubs. These procedures are explained in the grant notification letters.

Interim and final reports

After each visit, the grantee is required to submit a brief report on the specific activity and results. A final report must be submitted to the ICTP within one month of the end of the project, including:

- number and length of the visits;
- a financial report;
- results and evaluation of the programme, and suggestions.

Address

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The Abdus Salam International Centre for Theoretical Physics
Via Beirut, 6 – 34014 Trieste – Italy
Phone: +39-040 2240323 – Fax: +39 040 2240443 – E-Mail: oea@ictp.trieste.it
Web site: <http://oea.ictp.it>

Application Form for Visiting Scholars/Consultants
(to be filled out by the applicant)

Name and mailing address of applicant (to be used in all correspondence):		
Phone	Fax	E-Mail
Name of Head of Institute/Department:		
Describe the research areas of the institute/department:		
Specify the total number of staff for these activities:		
Name of the visiting scientist:		
List main field/fields on which the activity will concentrate (specify PACS and/or SC nos):		
Describe the reason for inviting the scientist:		

Outline of research programme/activities in which the visiting scientist will be involved and how the institute/department will benefit from the visits:

Specify the number of scientific staff involved in the programme:

Specify if the visits of the Visiting Scientist are planned within a network, in the framework of a long-term scientific project or to contribute to the programme of a centre/group:

Describe previous experience of applicant with the Visiting Scientist, if any:

Application Form for Visiting Scholars/Consultants
(to be filled out by the applicant)

Specify no. of visits:		Proposed starting date:	
Support requested from ICTP (<i>not exceeding Euro 2,500 per visit</i>):		Total amount in Euro	
Travel expenses to and from the host institution			
Accommodation (<i>only for least developed countries</i>)			
Subsistence (<i>only for least developed countries</i>)			
TOTAL			
Income (<i>other than requested from ICTP</i>):		received	pending
Local funds			
Other sources (specify):			
Specify previous support received from ICTP/IAEA/UNESCO/TWAS programmes:			
Before signing please be sure that all questions have been answered:			
..... Signature of Organizer	 Date	
APPROVAL OF THE HEAD OF HOSTING INSTITUTE			
The application is approved and, if accepted, the project will be given all necessary support.			
Name and address of Head of Hosting Institute:			
..... Signature of Head	 Date	

Biodata for Visiting Scholars/Consultants (to be filled out by the visiting scientist)

Name and address of visiting scientist:		
Phone:	Fax:	E-mail:
Position:	Date of birth:	Nationality:

Academic degree:	Mother tongue:
Institution:	Other languages:

Scientific field (specify PACS and/or SC nos):
Subfields of expertise:

Previous experience/contacts with developing countries:	
Region/country:	Institutions:

.....
date

.....
signature

PLEASE ENCLOSE YOUR CURRICULUM VITAE AND LIST OF PUBLICATIONS.