

ISTplus postdoctoral program: Guide for Applicants **(Version date: 11/16/17)**

Introduction:

ISTplus is a coherently integrated program with strong monitoring, evaluation and follow-up. It offers two-year fellowships for highly qualified, incoming postdocs with the following features:

- Open, bottom-up international recruiting process**
- Truly interdisciplinary research options**
- Targeted Competence Building program**
- Secondment scheme with an intersectoral network of partners**

This guide provides you with specific information regarding the application process as well as the requirements for submitting a completed application and a brief overview of the selection process.

The application process:

- Step one: Create an account at apply.app.ist.ac.at.
- Step two: Verify your account by following the instructions contained within the email sent to you.
- Step three: Complete the application by entering all required information and uploading all required documents (more information on this covered below in “the application form”).
- Step four: Submit your application.

General notes about the application process:

- Your application must be submitted and contain all required information and documents **(including the reference letters from your referees)**, and have been submitted to our online system by 23:59 CET on the date of the application deadline.
- Applications that are incomplete or ineligible will not be considered by the selection committee.

The application form:

Personal data: This section of the application requests standard personal information (e.g. your name, address, date of birth, etc.).

PhD education: In this section please complete all required fields about your PhD program. If you have not yet completed your PhD, please enter your expected graduation date in the “date degree awarded” field.

Additional Education: This section is optional; however, if you wish to enter additional information about your academic background (e.g. undergraduate studies), the selection panel is happy to review the information as part of your application.

Supervision: In this section you must identify the professor or professors with whom you would like to work at IST Austria. Additionally, the section asks for information about your co-supervisor (all selected candidates will have a co-supervisor). This does not have to be decided at the time of application; however, if you have already identified your preferred co-supervisor (either another IST Austria professor or an external person) you may already include the information here. If your planned co-supervisor is someone outside of IST

Austria, you may upload a letter from them in the “Application information” section or as an additional page in your research statement.

Application information: This is the section for uploading documents. For your application to be considered complete and eligible you must upload the following:

- career motivation letter
- CV
- Research statement/proposal (preferably 2-3 pages)
- Completed Ethical Issues Table (available on the “How to Apply” portion of the ISTplus website). The ethical issues table must be fully completed. If it is determined that you have uploaded an incomplete ethical issues table, you will be asked to re-submit a completed table, provided your application was otherwise complete and submitted by the deadline.
*All documents must be in pdf format.

The remaining documents are optional at this point although you should upload any available diplomas related to degrees listed in the PhD Education and Additional Education sections. This can be done using the “other files” fields.

If your application contains a proposed secondment, please include this in your research statement.

Referees: You must submit the name and contact information for 3 referees. These referees should be former professors or other senior scientists with whom you have worked. Your potential host at IST Austria may not be listed as one of the referees on your application. **You do not have to wait until you have fully submitted your application in order to notify your referees.** Once you have entered your referees’ information and saved the application, a “contact referees” button will appear at the bottom of the page. Clicking this button will notify your referees that you have requested a letter of reference and they will receive an email from our application system informing them how to upload their reference letter.

The referees will receive an automated email from our system with instructions on how to upload their reference letters. You may check on the status of these letters and, if needed, send reminders to your referees by logging into the system and viewing your submitted application.

All 3 reference letters must be received no later than the application deadlines (March 15th and September 15th). Applications missing reference letters at the application deadline will be rejected as incomplete. No exceptions will be made.

Eligibility Requirements

- Candidates are only eligible if they have been in Austria for a total of less than 12 months during the 3 years previous to the deadline of the respective Call.
 - Before issuing of a contract of employment by IST Austria, successful applicants may be required to provide official evidence of their eligibility (e.g. work contracts, utility bills, visa stamps, etc.)
- You must have formally completed all requirements of your PhD and provide a copy of your diploma prior to the start of your employment (which cannot be later than 5 months after the fellowship offer is issued).

- Your proposed research must match with the research carried out on campus. See [here](#) the list of applicable research groups.
- Postdocs who are already employed at IST Austria are not eligible to apply.
- All applications must include the ethics self-assessment form to be considered eligible.

Selection and Evaluation:

After an initial eligibility check, the ISTplus selection panel will review all completed applications and all candidates will be notified of the outcome of their applications no later than 2 months after the application deadline.

Complete applications are evaluated by a selection panel by examining the following weighted criteria:

Scientific Excellence	Evaluated based on the proposed project, as well as the expertise and professional career of the candidate. This is done based on the Research Statement (quality, innovative aspects, credibility of research), CV (quality and number of publications, awards and distinctions, invitations to give talks and presentations, relevant positions, projects and collaborations), and the three reference letters that have to be provided by external professors or senior scientists who know the candidate well.	40%
Scientific match and interdisciplinarity	Justification of how well the candidate's interests/expertise complements existing expertise at IST Austria, while ensuring an appropriate match with the scientific focus and research lines of at least one target research group on campus. Will the candidate be able to interact with different research groups or different disciplines? Does the candidate fit into the Institute's research culture, which emphasizes cross-disciplinary interactions?	20%
Intersectorality	Does the proposed research and training project foresee or emphasize intersectoral aspects? Is the willingness and interest in benefiting from intersectoral training or cooperation visible?	20%
Career potential	Capacity to reach or re-enforce a position of professional maturity in research: How will the fellowship impact on the career of the applicant? In what sense and to what extent will it add on existing experience and enhance on his/her career perspectives?	20%

For more detailed information about the selection process please visit the FAQs section of the ISTplus website.

Redress: If you feel that your application has been incorrectly evaluated on formal grounds, you may submit a request for redress via the application tool. To do so you, once your application is rejected, you may log back into the application system, view your submitted application, click the "redress" button and follow the instructions. Requests for redress are evaluated by a 3-member panel (separate from the selection panel). The redress panel's decisions are final and no further appeals can be made. Please be aware that not having submitted a completed application (e.g. if a referee does not upload a letter by the deadline) is not grounds for redress. Requests for redress must be submitted within one month of being notified of the outcome of the application.