

PROTEO international conference scholarships for graduate students and postdoctoral fellows

Rules and procedure

Article 1. Objectives

The goal of the conference scholarships is to support the active participation of PROTEO graduate students and postdoctoral fellows to international conferences. Participating in a conference is a beneficial experience on several plans (presentation of scientific results, acquisition of new knowledge, networking, culture).

Article 2. Scholarships description

Fifteen scholarships, which could reach up to \$2000 are awarded, in two competitions, for a total of \$30 000 annually. At each contest, seven or eight scholarships are offered.

Article 3. Eligibility

- 3.1 All PROTEO graduate student or postdoctoral members enrolled full time, under the supervision of a regular member, are eligible.
- 3.2 A candidate cannot apply if he obtained such a scholarship in one of the last three contests. Thus, a candidate can obtain a scholarship once per two years at maximum, with a total maximum of two scholarships for the whole cursus.
- 3.3 A candidate can only apply if his PI reads his application file, approves the request, confirms the relevance of this conference to the candidate program, and agrees to pay for remaining conference expenses if the scholarship does not cover all expenses, according to the estimated costs given in the application form.

Article 4. Requested Documents

- 4.1 The following documents are requested for the application (one pdf file):
 - 4.1.1 Motivation letter underlining the interest for the conference, one page maximum
 - 4.1.2 Filled application form
 - 4.1.3 Copy of the abstract submitted or to be submitted to the conference
 - 4.1.4 Description of the work that will be presented at the conference. Include the following parts: introduction, experimental approach, results, conclusion and future work. One page maximum. Do not simply copy or translate the submitted abstract. **Description must be sufficiently clear and accessible so that the committee can understand the project even if they do not work in the same research field.**
 - 4.1.5 Schedule of the research project, showing what is done and what will have to be done following the conference. The work schedule must also underline the relevance of the conference in the candidate's progression. One page maximum.
 - 4.1.6 Scientific curriculum vitæ. Three pages maximum.
 - 4.1.7 Letter from the director supporting the application (required for oral presentation only).
- 4.2 Any incomplete application file will be automatically rejected.
- 4.3 Applications can be written either in French or in English.
- 4.4 The form and the guidelines are available on PROTEO Website (www.proteo.ca).

Article 5. How to apply

- 5.1 The complete application file of the candidate must be sent by email to PROTEO, at the attention of Pierre-Yves Savard (Pierre-Yves.Savard@proteo.ulaval.ca) at the latest on the day of the deadline. An acknowledgement of receipt is sent to the candidates following the reception of the application file. The candidate's PI is contacted to confirm his approval.
- 5.2 Deadlines for the two contests are March 1st and September 30th. The conference must take place within one year of the deadline.

Article 6. Composition of the jury

- 6.1 The jury consists of, at least, nine PROTEO students or postdoctoral fellows and of one external observer (regular member) in order to avoid any conflict of interest. Moreover, all the jury members should be from different laboratories, if possible.
- 6.2 The members of the jury come, if possible, from different research groups, programs, faculties, and workplaces.
- 6.3 Jury members must be comfortable with both French and English.
- 6.4 At least one member of the jury is, if possible, under the direction of an associate member of PROTEO.
- 6.5 The external observer does not take part in the vote, but has the right to speak on jury's request, allowing thus an increased transparency of the selection process and the improvement of the awardees selection procedures.

Article 7. Evaluation of requests and selection criteria

- 7.1 Following the reception of the requests, the jury is charged to evaluate all the files and to give results, no later than one month following the requests deposit deadline.
- 7.2 In order to evaluate files, the jury must use the following criteria:
 - 7.2.1 Interest of the applicant shown by his motivation letter and the presentation of his document
 - 7.2.2 Relevance of the conference in the candidate's progression
 - 7.2.3 Quality of the work presented and of the submitted abstract and impact for PROTEO
 - 7.2.4 Excellence of the candidate, quality of his scientific CV
 - 7.2.5 Financial need
 - 7.2.6 Leverage effect of the scholarship for the obtention of other awards
- 7.3 Jury members must fill in the evaluation grid for each candidate prior to the meeting. (See annex 1.)
- 7.4 Decisions are taken collegially, based on the evaluation grids, but not limited to them. In cases of disagreement the student representative will make the final decision.
- 7.5 Any member of the jury who is in conflict of interest for a request will have to leave the room during the discussions on this request.
- 7.6 The decision of the evaluation committee is final.

Article 8. Scholarship awarding

- 8.1 If the evaluation committee unanimously considers an application inappropriate, it may be rejected, even if the number of applications is less than the number of scholarship available (no default assignment of scholarships). Un-awarded scholarships are deferred to the following contest.

- 8.2 At each contest, no more than two scholarships are given by research group, unless less than seven requests were deposited.
- 8.3 A candidate from each category (Master, PhD and post-doctoral fellow) should be prioritized for the awarding of the scholarship.
- 8.4 One of the graduate student scholarships will be awarded in priority to a M.Sc. student. If there is no application from a M.Sc. student, this scholarship will be awarded to a Ph.D. student.
- 8.5 The results of the contest are made public by email via a PROTEO student representative.

Article 9. Payment of the scholarship

The payment of the scholarship is done after the conference upon presentation of proof of registration to the conference and relevant documents (up to \$2000), and according to the payment terms laid down by PROTEO. However, it is possible to obtain money in advance on request.

Article 10. Access to the files

Any deposited file is confidential and only the members of the jury have access to it. The copies of the files are destroyed after each contest.

Annex 1. Evaluation grid

Guide for the evaluation	1	2	3	4	5	6	7	8	9	10	11	12
Interest of the applicant shown by his motivation letter												
Presentation and seriousness of the document												
Logical progression of the argument	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10
Quality of language (spelling, grammar)												
Relevance of the conference in the candidate's progression (is it an appropriate moment, what impact for the candidate?)												
Conference prestige	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10
Conference theme												
Quality of the work presented and of the submitted abstract and impact for PROTEO												
Clarity of the project	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10
Interest of the project												
Innovative character and originality of the work presented												
Type of presentation (oral presentations are favoured)												
Excellence of the candidate, quality of his scientific CV												
Scientific production (papers, conference)												
Distinctions (training awards, merit scholarships, presentation award)	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10
Student involvement												
Financial need (is the conference expensive, is it absolutely necessary or only a nice bonus?)	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10
Realistic budget												
Other sources of funding												
Leverage effect of the scholarship for the obtaining of other awards.												
This not an award for mediocrity but help for excellent candidates who, for reasons outside of their control, cannot get many awards: difficult major or personal situation, age or nationality limiting eligibility to other scholarships, level of studies)	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10	/10
Total												