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## CTLS SHADOWING AND STAFF EXCHANGE PROGRAMME

### Introduction

CTLS welcomes its members to spend time at a different core facility learning new management skills, developing professional networks and learn/teach cutting-edge methods and technologies. Through this framework CTLS wishes to foster scientific exchange, collaboration, and networking among the core facility international community.

The Programme provides successful Applicants with a **CTLS Award** to fund a visit to a different core facility with priority given to mobility between countries. Applicants must be **CTLS Members**, but Hosts do not need to.

This programme has 2 options:

1. **Shadowing** involves an individual visiting a core facility and spending time with another individual or team.
2. **Staff Exchange** entails a two-way process with two individuals visiting each other's core facilities.

The application process is the same for both Shadowing and Staff Exchange except that Staff Exchange requires two applications to be made (one for each potential Visitor).

We anticipate offering support to individuals (Visitors) for visits lasting 2 to 5 working days within 2024 (prior to December 1), with funding typically covering **up to 1,000 EUR** for all permitted expenses. We also welcome co-funding from other sources.

### Contact

Please contact Ilaria Guerini (CTLS Training Working Group Lead for the Shadowing and Staff Exchange Focus Group) at [shadowing@ctls-org.eu](mailto:shadowing@ctls-org.eu) if you have any questions or wish to discuss your plans.

### The application process

There is a **two-step application process for a CTLS Award**.

#### **STEP 1) Expression of Interest by a potential Visitor for a CTLS Award**

Please complete the Google Form at <https://forms.gle/3ggDJDDbwx1ToghH9>.

Expressions of Interest can be submitted at any time with a response within 2 weeks of submission.

Feedback on each Expression of Interest will be provided either by the Focus Group Chair (Iliara Guerini) or another member of the Focus Group, through email correspondence and online meetings. This feedback will primarily focus on identifying and confirming the Host, fine-tuning the Applicant's personal development plans, and facilitating broader knowledge exchange.

#### **STEP 2) Application by a potential Visitor for a CTLS Award**

Following the Expression of Interest step a potential Visitor may be invited to complete a full application that includes:



- a CV
- a motivational statement (highlighting the benefits of the proposed visit) and a detailed work plan (we will provide you with a template).
- Letter of support from the Applicant's Line Manager
- Letter of support from the potential Host

Full applications with a PDF copy of all documents above should be submitted to [shadowing@ctls-org.eu](mailto:shadowing@ctls-org.eu).

Full applications can be submitted at any time until **31<sup>st</sup> August 2024** and will be reviewed on a rolling basis. Incomplete applications will not be assessed and will be returned to the Applicant for amendment and resubmission. Full applications will be reviewed by a Panel that comprises two members of the Shadowing and Staff Exchange Focus Group. CTLS ensures a transparent and impartial review process that is gender balanced and excludes any conflicts of interest (such as personally knowing an Applicant).

Unsuccessful Applicants may receive feedback and scope for resubmission of a modified application if the Panel decides that this is appropriate. The outcome of all applications will be ratified by the CTLS Training Working Group Chair, CTLS President and CTLS Treasurer.

#### **Expression of Interest Form for potential Hosts**

An Expression of Interest Form for potential Hosts is also encouraged if they wish to welcome a Visitor but they have not been approached. Please complete the Google Form at:

<https://forms.gle/4K6xaJyWCeznNxQE6>.

There is no need for the potential Host to complete an Expression of Interest Form when they have already been approached by a potential Visitor. No financial support will be directly offered to Hosts and Hosts do not need to be CTLS Members.

#### **Funding and duration**

This Programme is open for **Expressions of Interest until 30<sup>th</sup> June 2024 and for full applications until 31<sup>st</sup> August 2024**. Expressions of Interest can be submitted at any time with a response within 2 weeks of submission. Full applications will be reviewed on a rolling basis following submission.

The financial support on offer is a contribution to the overall expenses incurred during the visit and may not necessarily cover all the associated costs. Financial support is limited to cover travel, accommodation and meal expenses and is paid to the Visitor. The cost of research materials or equipment fees is not eligible for consideration as part of the proposal. The Award is for a maximum of one week (5 working days).

Visits should be completed by **1st December 2024**. In general, Awards will represent a maximum contribution of about 1,000 EUR from CTLS to the Visitor (CTLS Member). In exceptional circumstances, for example where long-haul travel is needed, the Award might be up to 2,000 EUR (if funding is available). The grant will be paid to the successful Applicant on completion of the stay and after evaluation of the Award Final Report.



## Successful applications

CTLS Award recipients will be advised of the requirements for spending the money and evidencing this. The Award is a maximum and not a target spend, economy travel is required, hotels should be 3 stars or less and daily food expenses are permitted within the overall Award allocation.

CTLS Awardees will need to write an Award Final Report to summarise the benefits of the visit undertaken. Hosts will also be asked to provide feedback. There will also be a requirement for Visitors to write a short piece for the CTLS newsletter and website.