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**Institute for Advanced Studies \_ University of Luxembourg**

**Institute of Advanced Studies \_ University of Warwick**

**2025 PEP Application Form**

**Submission deadline: December 15th, 2025 - 2pm CET**

**Earliest project start date: June 2nd, 2026**

**KEY RULES:**

Standardize the file name of the application form as:

* + IAS-PEP-2025\_ProjectACRONYME\_PI LastName\_PI FirstName

1. Proposals must be written in English with a fixed number of pages. Font Arial, size 11, single line spacing and 1.5 cm top/bottom/left/right margins must be used through the entire document. Proposals that do not follow his instructions will be rejected.
2. **Please remove this first page before turning the final document into a PDF-file. The final project proposal must start with the following page of this document.**



**Postdoctoral Exchange Programme**

**2025 PEP Application Form**

**for the project:**

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| **PROJECT ACRONYM** |  |
| **PROJECT TITLE** |  |
| **Name of the applicant** |  |
| **IAS fellowship host institution (UL or UW)** |  |
| **Name of the hosting-PI** |  |

**CHECKLIST**

**(to be removed before turning the final document into a PDF-file)**

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| **ITEM** | **Checked (Y/N)** | **Note** |
| **For UL applicants only**: Online submission of the ePAS <https://research.uni.lux> |  |  |
| **For UW applicants only:** Online Submission of Equal Opportunity form <https://forms.office.com/r/XJtmrENuVx> |  |  |
| CV of the applicant and recommendation letter in the project proposal |  |  |
| Font Arial, size 11, single line spacing and 1.5 cm and top/bottom/left/right margins. Language must be English. |  |  |
| Anti-plagiarism check |  |  |

**PROJECT DESCRIPTION**

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| **1. General project information** | |
| **Project acronym** |  |
| **Project title** |  |
| **Name of the PEP applicant** |  |
| **University (UL or UW) of the applicant** |  |
| **Faculty or Interdisciplinary Centre of the applicant** |  |
| **Department of the applicant** |  |
| **Starting date (estimated)** |  |
| **Duration (months)** | **6 or 2x3** |
| **Budget** | **20.000€ / 13.300£** |

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| **Hosting Principal Investigator (Hosting-PI)** | |
| Last NAME, First Name: |  |
| Title, Position: |  |
| Faculty or Interdisciplinary Centre: |  |
| Department: |  |
| Discipline: |  |
| E-mail: |  |

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| **2. Visit description** | | | |
| **2.1 Abstract** *(max. 150 words)* | | | |
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| **2.2 Description and objectives of the visit** *(max. 1 page)* | | | |
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| **3. Visit plan** *(max. 1 page)* | | | |
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| **4. Project outcomes and follow-ups** *(max. 1 page)* | | | |
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| **5. Description of the PEP consortium** *(max. 1 page)* | | | |
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| **6. Project references** *(max. 1 page)* | | | |
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| **7. Legal and ethical requirements** *(max. 0.5 page)* | | | |
| Are data protection issues expected? | | Y/N | |
| Are agreements or approval required? | |  | |
| Additional comments | | | |
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| Are intellectual property right issues expected? | | Y/N | |
| Are agreements with partners required? | |  | |
| Additional comments | | | |
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| Are ethical issues expected? | | Y/N | |
| Are agreements or approval required? | |  | |
| Additional comments | | | |
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| **8. Curriculum vitae of the Hosting-PI** *(max. 1 page)* | | | |
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| **9. CV of the PEP fellow** *(max. 5 pages)* | | | |
| **Full name of the candidate** | |  | |
| **Researcher unique identifier (ORCID, Research ID, ...)** | |  | |
| **Nationality** | |  | |
| **Website (if any)** | |  | |
| **Email address** | |  | |

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| **Education (starting from the most current)** |
| DD/MM/YY - DD/MM/YY: Degree/Unit/Department/Faculty/University/Country  Mention the discipline and title of your PhD thesis and the contact details of the main supervisor. |
| DD/MM/YY - DD/MM/YY: Degree/Unit/Department/Faculty/University/Country  Mention the title of your master. |
| … |

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| **Professional experience (starting from the most current)** |
| DD/MM/YY - DD/MM/YY: Position - Department/Institution/Country  Provide information on the duties |
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| **Career breaks in research** |
| DD/MM/YY - DD/MM/YY  Indicate the reason for the break and the place of residence during this period. |
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| **Invited presentations/lectures (conferences, universities, etc.)** |
| Mention the title of the lecture, the conference/school and the year. |
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| **Further dissemination** **(posters, oral communication, etc.)** |
| Mention the title, the type, the conference/event and the year. |
| … |

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| **Research stays** |
| Mention the hosting institution, country, period of stay, main purpose |
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| **Organisation of national and/or international conferences** |
| Mention the date, event type & name/participant number/country. Explain your role. |
| … |

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| **Major achievements** |
| Explain any significant achievement (e.g., science & innovation-related, business & society-related). |
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| **Prizes and Awards** |
| DD/MM/YY: Award name & amount (if applicable)/Awarding authority/Country  Explain the nature and importance of the award/prize. |
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| **Funding record (past, current, pending)** |
| Describe the nature of the project, your role (Principal Investigator, partner etc.), the overall amount granted/applied for, and the funding agency. |
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| **Supervision activities** |
| DD/MM/YY - DD/MM/YY: Department/Faculty/University/Country  Describe the type of supervision and the current position of the supervised researchers. |
| … |

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| **Teaching activities** |
| DD/MM/YY - DD/MM/YY: Department/Faculty/University/Country  Indicate the teaching position, topic, and number of hours. |
| … |

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| **Institutional responsibilities** |
| Describe any academic or administrative responsibilities in your previous positions (e.g., member of internal committees, working groups). |
| DD/MM/YY – DD/MM/YY: Describe the nature of the responsibility  Commissions of trust (e.g., advisory board in research projects, reviewer in scientific journals). |
| … |

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| **Membership in scientific societies/networks/associations** |
| DD/MM/YYYY – DD/MM/YYYY: Mention the name of the Society/Networks |
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| **Major collaborations** |
| Describe major international and national collaborators. |
| Name, Topic, Department/Institution/Country |
| … |

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| **Language skills** |
| Indicate competence on a scale of 1 to 5 (1 - basic; 5 - excellent) for reading, writing and speaking. |
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| **Publications (peer-reviewed journals & conference proceedings, monographs, books, book chapters, etc.)** |
| List your publications (in chronological order, most recent first, maximum 10). |
| … |