EPFL Instructions for EPFL-Stanford Exchange Program, funded by Firmenich

The program at a glance

<table>
<thead>
<tr>
<th>What</th>
<th>The EPFL-Stanford Exchange Program seeks to foster long-term collaborations between researchers at EPFL and at Stanford in a variety of life science fields, with a particular emphasis on chemical biology and neuroscience. The EPFL-Stanford Exchange Program is made possible through the generous support of Firmenich, the world's largest privately-owned company in the fragrance and flavour business.</th>
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<tbody>
<tr>
<td>How much</td>
<td>Up to CHF 11'000</td>
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<tr>
<td>For what</td>
<td>Eligible categories of costs • Travel (i.e.: economy airfare, ground transportation to and from airport) • Visa costs • Lodging • For PhD students: Stanford university fees (VSR and Campus Health Service Fee)</td>
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<tr>
<td>For who</td>
<td>Researchers at any stage of their career (PhD, postdocs, scientific collaborators, professors) in life science fields employed at EPFL</td>
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<td>How long</td>
<td>Min. 10 weeks and up to 3 months to be completed within 12 months of the notice of award.</td>
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<td>When to apply</td>
<td>Deadlines: 1st call opens on 16.04.2018 closes on 16.05.2018 2nd call opens on 01.10.2018 closes on 01.11.2018</td>
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Instructions Step by Step

**Application**

- To apply, submit your application on: [https://chemh.slideroom.com/#/permalink/program/45733](https://chemh.slideroom.com/#/permalink/program/45733)
- The following documents should be uploaded with your application:
  - Research proposal for the exchange (max. 2 pages)
  - CV
  - PI Letter of Support (PhD supervisor, head of lab/institute)
  - Host Letter of Support

**Evaluation**

- Applications are evaluated by an ad-hoc evaluation committee (EPFL professors) under the responsibility of [the EPFL Research Commission](#).
- Awarded applications are then confirmed by Stanford counterparts.

**Decision**

- Mid-June 2018 (1st call) & mid-December 2018 (2nd call)
- Successful applicants will be notified one month after the submission deadline.

**Post-Award**

- Expenses are reimbursed on the basis of presented bills up to a maximum of CHF 11’000 and only for eligible categories of costs (see above).
- Bills are treated by the awardee’s EPFL laboratory as professional expenses.
- A reimbursement request is done at the end of the exchange by the laboratory to the Research Office (research@epfl.ch).
- The Research Office reimburses the laboratory within one month based on the reimbursement request and the presentation of supporting bills.
- A short scientific report is requested at the end of the exchange.

**ReO services**

- Information and personal advice (please contact research@epfl.ch)
- Contacts with Stanford
- Financial controlling and reimbursement to laboratories

**Disclaimer:** These instructions are aimed at supporting the EPFL researchers in their application preparation. It is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the Research Office nor its collaborators can be held responsible for the use made of this instructions’ document.