

Application Form for the TEAM-TECH Programme

Guidelines

Please read these guidelines carefully before filling in the application form.

- Use **English** to fill in the forms.
- If you cannot fill in a field, type 'Not applicable'.
- Do not submit original certificates and transcripts as we do not return any materials.
- Please submit all documents (application form, scanned copies of transcripts and certificates) **together in one file named in a format surname_name.pdf** and send the application **only once**.
- The deadline for applications is **19th December 2018**.
- We will contact selected candidates only.
- We recommend that you keep a printout of your application for future reference.

The Applicants must complete and submit the Application Form and ask their former supervisors for submission of Recommendation Letters (forms available at www.karolgrela.eu).

1. GENERAL INFORMATION

| | | |
|---------------|----------------|----------------|
| Family name | First name | Middle name(s) |
| Date of birth | Place of birth | Nationality |

Sex:

Marital Status:

Address:

| | | |
|------------------|------|---------|
| Street | | |
| Postal code | City | Country |
| e-mail | | |
| Phone no. (work) | | |
| Fax no. | | |

Herewith, I apply for (mark appropriate):

| | | | |
|--------------------------|-------------|----------------------|-----------------------------------|
| <input type="checkbox"/> | PhD Student | Date of Msc defense: | Place/Institution of Msc defense: |
| <input type="checkbox"/> | Post-Doc | Date of PhD defense: | Place/Institution of PhD defense: |

I'm ready to start my work during TEAM-TECH Programme from:

| |
|--------|
| (Date) |
|--------|

I certify that all provided information is true.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

2. Honors, scholarships, awards

List any honors, scholarships, prizes and awards (if any) that you feel are relevant to this application. Include dates and a brief description.

3. Research Experience if applicable

On this page, write the short description of your research experience. Please describe it briefly in a separate paragraphs. Please do not exceed 300 words.

4. Further information on Research Experience

On this page, include information on scientific publications (list of authors, title, journal reference) and attendance of scientific conferences (title and type of presentation, name of the conference).

5. Motivation

On this page, please describe (in no more than 300 words) why you are interested in the above subjects.

6. Responsibilities of Postdoctoral Fellows

Prof. Grela (the Supervisor) recognizes that postdoctoral research fellows are trainees working in an apprenticeship mode in preparation for a career as scientific professionals.

Responsibilities of postdoctoral fellows in the Research Group include the following:

- Perform the research required by the Supervisor to a highest standards and in accordance with ethics and all internal regulations of the Research Group.
- Work in a collegial and cooperative manner with the Supervisor and other co-workers.
- Build a publication record. This involves research according the Grant Proposal and possibly also your own ideas in line of the grant subject.
- Get involved with supervising students. Help selected PhD Students in the laboratory and get involved in supervising Masters Students. This includes overseeing the progress of PhD and MSc Students' projects, allocating their time, planning deliverables, teaching them on how to use the basic laboratory equipment and techniques, etc.
- Learn how to fix/calibrate/maintain critical equipment and software, to become proficient in.
- Build an international reputation by taking part in meetings with external parties and visiting scholars, attending to scientific lectures and workshops, presenting results at meetings, and by reading and writing critical reports, reviews etc.
- Gain some teaching experience. This is absolutely crucial if you want a faculty position later.
- Learn how to manage projects.
- Start to devise a strategic research plan. While it is fun to do opportunistic research, solving a problem that comes along or investigating any idea that pops into your head, a better long term strategy is to formulate an interesting long term research plan and follow it, building result upon result.

I declare that I have read the Responsibilities of Postdoctoral Fellows and fully accept them:

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

7. References

Please list below the names, institutions and email addresses of the referees whom you have forwarded the recommendation form and who have agreed to write a recommendation for you.

Referee 1

| |
|-------------|
| Name |
| Institution |
| Email |

Referee 2

| |
|-------------|
| Name |
| Institution |
| Email |

Referee 3

| |
|-------------|
| Name |
| Institution |
| Email |

Please include scanned copies of the following documents:

- Degree Diploma (M.Sc. studies, PhD Diploma),
- GRE subject results (if applicable),
- Transcript of academic records (if applicable).

Please include consent clause on the processing of personal data.

8. Returning the application

Please submit your application together with accompanying documents (transcripts, certificates) electronically as a PDF file **named in a format surname_name.pdf** to the e-mail address:

karol.grela@gmail.com

before the deadline: 19.12.2018. Keep a copy for your reference.

Please in the subject line place:
TEAM-TECH Post-Doc Surname Name.

Contact and information:

Dr Anna Rybicka

Biological and Chemical Research Center, Faculty of Chemistry, University of Warsaw

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