GUIDE FOR APPLICANTS

- VIP² | Vienna International Postdoctoral Program

at the Vienna BioCenter (**VBC**)

Scientific excellence and signs of independence are the hallmarks of VIP². We seek highly motivated and talented scientists of all nationalities to conduct ambitious research projects on an **international**, **interdisciplinary** and **inter-sectoral** campus.

The second call for applications will be open between **1 March** and **15 June** 2020**.** We expect successful applicants to start in January 2021. All applications must be submitted via our **online submission system**.

Eligibility requirements:

- Applicants must hold a PhD in life sciences or related disciplines such as physics, engineering, chemistry, computer science, medicine or mathematics.

- The proposed scientific project must match the research carried out on the campus (applicants should name one or more potential **host groups**).

- **Interdisciplinary** and **inter-lab** projects are highly encouraged.

- Applicants are kindly requested to communicate with their preferred mentor(s) prior to and during composing their individual research projects.

- Applicants must have at least one first-author publication (bioRxiv or arXiv submission will be accepted).

- By the time of the call deadline (15 June) applicants must also undertake transnational mobility according to the Marie Curie Action. That is, they should not have resided in or carried out their main activity (work, studies) in Austria for more than 12 months in the 3 years immediately prior to the call deadline.

Application requirements:

Applications can only be submitted via our online submission system. The following information must be provided in the on-line form:

- personal information: name, contact details, current place of education/employment

- main scientific area (choose one from the 7 areas at the VBC) and up to 5 keywords

- DOI of at least one first-author publication or manuscript

- contact details for two referees. The system will send an automatic email to referees with instructions. At least one reference letter has to be uploaded into the system **BEFORE** the application can be submitted.

The following documents have to be uploaded:

- CV with details of education, scientific training starting from Bachelor degree, honours, etc.

- PDFs of transcripts and certificates of training

- a five-page project proposal that compliments the aims of the host lab

- a one-page explanation of the project written for the public, outlining the societal impact

- written proof (letter or email) from the chosen group leader indicating his/her support for the application

Selection procedures

The VIP[2] Recruitment Committee oversees the selection procedures. The committee is composed of a chairperson and representatives of the seven scientific research areas at the VBC. Potential hosts of applicants are excluded from the selection committees.

The selection is a two-step procedure:

- Step 1: eligibility check and in-depth review of the applications
- Step 2: on-site interview

Step 1: eligibility check and in-depth review of the applications (16 June – 15 September)

Applications will be checked for eligibility and the qualified applications will be sent out for review. Applicants will be informed by email by 30 June about their eligibility status and whether their application will go out for in-depth review. In cases of appeal, the candidate must appeal the eligibility decision in written form to the program manager by email. If eligibility is clarified within 6 working days, the application will be considered further.

Eligible applications will be reviewed by 3 topic-appropriate experts (2 external and 1 internal). The reviewers will provide numerical scores for the following points:

- Past history of achievements including assessment of reference letters and manuscript(s) (40% of total score)
- VIP^2 proposal (60% of total score)

Applicants will be ranked based on their average scores of the three reviewers. The VIP^2 recruitment committee determines the quality cut-off threshold and a list of invitees for the step 2.

All applicants will be informed by email about the results of the evaluation by 30 September. Applicants who pass the cut-off will be informed of the Step 2 requirements and procedures. Candidates who did not pass the Step 1 evaluation will be informed of their numerical score and the cut-off score.

Step 2: on-site interview (*mid-October*)

The on-site interview consists of a 25- minute presentation / discussion with an interview panel on applicant's PhD project or one previous research project (~5 minutes) and the proposed VIP^2 research project (~20 minutes). The interview

will be scored (1-10) by the panel members. The final cut-off threshold will be defined by the interview committee allowing the highest possible number of candidates that are of sufficient quality to be accepted into the program through this call.

Within one week after the on-site interview the program manager will inform the applicants if they are successful or not by email. Successful candidates must notify the program within 3 weeks whether they accept the offer. Applicants who contest the procedure must do so by email to the program manager within 10 days of each decision.

Good luck!