

## **Guidelines for submitting an IRISS application**

**Please read carefully before preparing your application!**

### **Check the eligibility of your project**

Grants for IRISS research visits sponsored by the European Commission are available for researchers doing **non-proprietary** research in an institution **within the EU-27 or an FP6 Associated State** (Iceland, Israel, Liechtenstein, Norway, Switzerland and Turkey). Researchers with no affiliation to such an institution are not eligible.

Grants are available for young researchers (PhD students) as well as for experienced academics.

IRISS-C/I can be a meeting place for groups of researchers working on a joint project. We therefore encourage joint proposals by two or more researchers.

### **Prepare a short research proposal**

Keep your proposal within 3 pages.

The first part of the text is the description of your research project: summarize context briefly, indicate main references, describe projected contribution (emphasizing original aspects), describe methods, etc. Mention if the proposal is part of a larger research project.

The second part should more directly describe what you intend to do during your visit. Explain briefly why the visit would be useful for the project, describe the projected activities during the stay, and identify your objectives.

Include a section describing your data requirements: either indicate which particular survey you want to get access to (e.g. the European Social Survey, the Panel Comparability data, the Panel Study on Belgian Households, etc.) if you can identify them, or describe in details the type of data that you need (what information, about what responding unit (individuals, households, firms), etc.). It is important to be specific to allow an assessment of the feasibility of the project given our resources.

The golden rule is to be as specific as possible. "Proposal too vague" is the most frequent critique of evaluators. Avoid stating only vague generalities about your topic, but rather identify detailed lines of attack.

Finally, include a very short biography of each of the intended visitor participating in the project. Describe the discipline of research, the current (and possibly past) position(s) and the level of expertise (e.g. "3rd year PhD student", "post-doc", "Associate professor").

Mention projected collaborations with CEPS/INSTEAD staff, if any.

The proposal can be written in English or French.

Submitting a PDF file is the best choice. However, we can also process MS-Word documents, RFT or PS files.

Again, please try to limit this proposal to max 3 pages.

## **Prepare an abstract of your proposal**

Max. 200 words

It will be requested on the online form.

## **Collect CVs for each of the participants in the project**

PDF files are preferred. (However, MS-Word documents, RFT or PS files are acceptable.)

## **Recommendation letters (for PhD students)**

Young researchers (PhD students) submitting an application should contact their supervisor to prepare a letter of recommendation.

The letter of recommendation should be sent directly by the supervisor to IRISS-C/I, CEPS/INSTEAD, B.P. 48, L-4501 Differdange (Luxembourg), or by e-mail to the address [iriss@ceps.lu](mailto:iriss@ceps.lu).

We should receive the letters of recommendation no later than a week after the closing date of the call for proposals.

## **Choose the duration of your visit and identify time periods within which your visit can be organized**

Grants are available for a **maximum** of 90 days. There is no "official" minimum, but from our experience, visits shorter than two weeks are rarely satisfying.

At this stage, the suggested duration can be approximate. It can be slightly revised changes at a later stage.

Identify a preferred time period within which your visit can be organized. You can propose a first and a second choice on the application form.

Keep in mind that time flies faster than you think. People often tend to over-estimate the amount of work that they can accomplish in a given time period. Data manipulations can be more time consuming than one expects, especially for researchers with little experience in survey data analysis.

On some occasions, it is conceivable to split the visit in two distinct parts, but travel expenses can only be covered once.

All the researchers in a joint project do *not* necessarily have to make their visit exactly at the same time (or for the same duration).

## **Submit your application using the on-line form on the IRISS website**

Submission of your application proceeds in 3 steps for a single-participant project, or 4 steps for a multi-participants project.

On the first page, you first register information about *your project*: project title and description (uploading the PDF file with the 2-3 pages project description), data and software requirements. You also

need to mention an –“emergency” email address to contact you in case something goes wrong before you terminate the submission process.

In the second step, you register information about the *first participant* (identified as group leader/contact person in a joint project). This includes information about name, affiliation, address, CV (PDF file) and approximate timing of visit... PhD students also need to mention the name of a supervisor ready to write a letter of support.

In the third step, only for multi-participants projects, information about *all the other participant(s)* is registered (including a CV of all participants).

The final step is required to finalise the application process.

Please do not use “CAPITALS ONLY” to fill the form, but use “Sentence-like capitalization” instead.

Type your email address carefully, as this will be our main communication channel.

At the end of the procedure, you should receive an automated email to confirm that we have recorded your application. Contact us at [iriss@ceps.lu](mailto:iriss@ceps.lu) if you do not receive this email message. Similarly, do not hesitate to contact us if something goes wrong with the application form.

#### **After the closing date**

After the closing date, we first check the eligibility of all proposals. We also try to identify proposals for which we do not have any relevant resource. In these cases, we will contact you.

After this first screening, proposals are sent to a group of evaluators who are asked to review them. The final selection is made after the evaluations are collected. We are normally able to contact you within 4-8 weeks after the closing date of the call.

*Good luck!*