Preparing and submitting the application

There is no standard application form at the Embassy Science Fellows (ESF-NL) programme.

To prepare your application, go through the following steps:

− The application consists of a motivation letter, narrative Curriculum Vitae (CV) including key outputs, and budget:
  • Motivation letter (*max. 2 x A4 in Calibri Font, Size 10 with normal margins and single line spacing*), including a provisional working plan detailing your goals, objectives and action steps. Please state in your motivation in which fellowship you are interested, why you are suitable for the fellowship, why your fellowship will be of value (what will you bring), your availability in the period 1 September 2024 to 1 September 2025, any experience with the subject and possibly with the embassy or consulate in question, and your approach to involving relevant local partners/stakeholders in the research;

− You are also requested to submit a narrative CV and key outputs:
  • CV (*Max. 500 words*); provide a comprehensive narrative of your scientific achievements, research focus, research agenda, position in your (inter)national scientific field, motivation, and the scientific and societal potential of your work.
  • Key outputs (*Max. 5 items*); please include references to your key outputs. Output may include, but is not limited to, refereed articles, non-refereed articles, letters (to editors), books, book chapters, preprints, patents, working papers, proceedings, conference reports, software, code and open access databases. You may mention all types of output that occur in your field. The status of your output must be clearly indicated. You are allowed to use one hyperlink per item, which refers directly to the output (e.g., a DOI). You may not mention h-indexes, journal impact factors, or any other indicator or term that refers to the general quality or reputation of a journal, publisher, or publication platform, rather than to the individual output item.
  • Excel budget form, including replacement remuneration; for more information, see section 3.2 of the Call for proposals.

− **Save your application (letter of motivation, CV including key outputs) as one PDF;**

− **Upload the completed Excel budget form;**

− **Fill in the information requested online in ISAAC.**

Other attachments are not allowed.

It is mandatory to prepare your application in English.

An application can only be submitted via the web application ISAAC. Applications that are not submitted via ISAAC will not be taken into consideration. As the main applicant, you are required to submit the application via your own personal ISAAC account.

It is important to start with your application in ISAAC on time:

• If you do not yet have an ISAAC account, then you should create one on time to prevent any possible registration problems;
• Any new organisations must also be added to ISAAC by NWO;
• You also need to submit other details online.

Applications submitted after the deadline will not be taken into consideration by NWO.
For technical questions, please contact the ISAAC helpdesk, see Chapter 6 ‘Contact’ of the Call for proposals.

Do you work at an organisation that is not included in the ISAAC database? Please report this via relatiebeheer@nwo.nl so that the organisation can be added. This will take several days. It is therefore important that you report this at least one week before the submission deadline.

The applicant must inform the organisation where she/he works about the submission of the application, and the organisation must accept the granting conditions of this Call for proposals.