

PROTEO International Conference scholarship for graduate students and postdoctoral fellows Rules and procedures

Article 1. Objectives

The conference scholarships are intended to promote the active participation of PROTEO graduate students and postdoctoral fellows in international conferences. Participating in a conference is a beneficial experience on several levels (presentation of scientific results, acquisition of new knowledge, networking, culture).

Article 2. Description of the scholarship

Eight scholarships of up to \$1,500 are awarded in one competition, for a total of \$12,000 annually.

Article 3. Admissibility

- 3.1 All PROTEO student members, under the direction of a regular member, enrolled full-time at the graduate level and all PROTEO postdoctoral fellow members enrolled full-time are eligible.
- 3.2 Candidates cannot apply for the scholarship if they have already obtained it in one of the last two competitions; therefore, a candidate can obtain the scholarship once every three years, for a maximum of two times during the entire academic career.
- 3.3 Applicants can only apply for the award if their supervisor has read the application, approved the application, confirmed the relevance of the conference to the applicants' program of study, and agreed to cover the remaining costs of the applicants' participation in the conference if the award does not cover all costs, in accordance with the estimated costs given in the application form.

Article 4. Required documents

- 4.1 The following documents are required when submitting the application in a single pdf file.
 - 4.1.1 Cover letter outlining interest in the conference. Maximum one page
 - 4.1.2 Completed application form
 - 4.1.3 Copy of the abstract submitted or to be submitted to the conference

- 4.1.4 Description of the work to be presented at the conference. Include the following parts: introduction, experimental approach, results, conclusion and perspectives. Maximum one page. Do not simply copy or translate the abstract presented at the conference. **The description should be clear and accessible enough for committee members to understand the project even if they are not working in the same field of research.**
- 4.1.4 Research project timeline showing what has been done and what remains to be done upon return from the conference. The timeline should also highlight the relevance of the conference to the applicant's progress. Maximum one page.
- 4.1.5 Scientific Curriculum Vitae. Maximum three pages.
- 4.1.6 Letter from the supervisor supporting the application (required for oral presentations only).
- 4.2 Any incomplete file will be automatically rejected.
- 4.3 The file can be written in French or English.

Article 5. Filing of the application

- 5.1 The candidate's complete file must be sent by email to PROTEO to the attention of Marie-Hélène Pedneau (info@proteo.ulaval.ca) no later than the deadline. An acknowledgement of receipt will be sent to the applicant upon receipt of the application. The applicant's supervisor will be contacted to confirm approval.
- 5.2 The conference must be held within one year of the competition.

Article 6. Composition of the jury

- 6.1 The jury is composed of at least seven PROTEO student or postdoctoral fellow members and one external observer (regular member) to avoid any conflict of interest. All reviewers should come from different laboratories, whenever possible.
- 6.2 If possible, the members of the jury come from different research groups, programs, faculties and locations.
- 6.3 Jury members must be fluent in both French and English.
- 6.4 If possible, at least one member of the jury is under the supervision of an associate member of PROTEO.

6.5 The external observer to the jury does not participate in the voting but has the right to speak at the request of the jury and thus allows for increased transparency of the selection process and improvement of the selection procedures for fellows.

Article 7. Evaluation of applications and selection criteria

7.1 Upon receipt of the applications, the jury is responsible for evaluating the various files and submitting the results no later than one month after the application deadline.

7.2 In evaluating files, the jury is required to use the following criteria:

7.2.1 Interest demonstrated in the cover letter and by the presentation of the file

7.2.2 Relevance of the conference to the applicant's pathway

7.2.3 Quality of the work presented, and the abstract submitted to the conference and PROTEO's outreach

7.2.4 Excellence of the application, quality of the scientific CV

7.2.5 Financial requirements

7.2.6 Leverage of this award for other awards

7.3 Jury members must complete an evaluation grid for each candidate prior to the award meeting, see Appendix 1.

7.4 Decisions are made collegially by the members of the jury, based on but not limited to the evaluation grids. The student representatives decide in case of disagreement.

7.5 Any member of the Jury who has a conflict of interest in an application will be asked to leave the room during the discussion of the file in question.

7.6 The decision of the evaluation committee is final and without appeal.

Article 8. Attribution de la bourse

8.1 If an application is unanimously judged inappropriate by the evaluation committee, it may be rejected, even if the number of applications is less than the number of scholarships available (no default award). Excess scholarships are carried over to the next competition.

8.2 In each competition, a maximum of two awards will be made per research group, except if fewer than seven applications are received.

8.3 One candidate from each category (Master's, PhD, Postdoctoral) is favoured for the awarding of scholarships.

8.4 The results of the competition are published by email via a PROTEO student representative.

Article 9. Awarding of the scholarship

The payment of the bursary is made upon presentation of proof of registration for the conference and proof of expenses (up to a total of \$1,500), and according to the terms and conditions set by PROTEO once the conference has passed. However, it is possible to obtain, upon request, an advance of funds.

Article 10. Access to applications

All files submitted are confidential and only the jury has access to them. Copies of the files are destroyed after each competition.

