

## Guidelines for Writing the PDF Upload for your INSPIRE/EMPOWER Application

As part of the online application form, you will be asked to upload a 4 page pdf document (maximum size 400 kB) describing:

- (A) A two page research plan and
- (B) A one page report on your research achievements since beginning a career as a researcher (including pre- and post-Experienced Researcher Status work) and
- (C) A one page Training and Career Development Plan.

*Required formatting: Times New Roman font size 12, single line spacing, all page margins 2.54 cm. Any figures, images, charts or references that may be required will not be considered to be part of the 4 page text limit, but there is a limit of 400 kb to the file size of the upload.*

In relation to (A):

The research plan should be written by the applicant, who should consult with the host research team before writing. This should be written for the *non-specialist* scientific reader, be concise and should demonstrate the potential impact of the work on the field in question. Any new techniques proposed, innovation or novelty should be given appropriate prominence. The research plan should include the following clearly identifiable and labelled sections:

Aims

- Background & preliminary work,
- Project outline,
- Justification,
- Methods/techniques,
- Milestones, deliverables (please provide a Gantt chart to illustrate the project timelines)
- Impact of work/innovation or novelty

In relation to (B):

Please outline the research achievements since beginning a career as a researcher (including early-stage and experienced researcher work, i.e. during and after PhD research if applicable). Please bear in mind this could be read by non-specialists as well as peers and should be written in order to communicate effectively with them.

In relation to (C):

The plan should outline your immediate and long-term goals for your career and how you feel your proposed fellowship programme will contribute to these goals e.g. gaining research and complementary skills such as communication skills, management skills etc.

Please clearly outline any support you will have from your host research team or host institution in achieving these goals, e.g. names of in-house or external training courses that you will attend. If applicable, please outline any help you will receive from your host institution in integrating into your new environment, e.g. assistance with setting up tax and social security arrangements, language courses etc.

A free pdf creator can be downloaded at [www.pdf995.com](http://www.pdf995.com).