

Orientering vedr. annoncering af "The HC Ørsted Postdoc Programme cofunded by Marie Curie Actions"

DTU udvider i år HC Ørsted postdoc ordningen baseret på en bevilling på 27 mio. DKR fra EU's 7. rammeprogram (FP7 – Marie Curie Actions COFUND). Tidligere blev der årligt uddelt 10 årsværk (10 postdocs, 12 måneder). På den nye ordning vil der årligt blive uddelt 40 årsværk (20 postdoc, op til 24 måneder).

Postdoc programmet vil blive annonceret d. 13. februar i tidsskrifterne Science og Nature, universiteterne indenfor EuroTech og Nordic Five Tech allianceerne og på online databaser som Euraxess.com og medier målrettet kvindelige forskere og ingeniører. Det forventes, at institutterne vil blive kontaktet af interesserede kandidater i højere grad end tidligere år – især efter annonceringen d. 13. februar.

Bevillingen medfører andre ansøgningskriterier end DTU har kunnet opstille på den tidligere ordning. Alle ansøgninger skal nu sendes til eksternt internationalt review og DTU kan ikke længere kræve, at ansøgere udarbejder projektbeskrivelsen i samarbejde med en forskningsgruppe på DTU. Institutterne på DTU er selvfølgelig interesseret i, at de kandidater, som institutterne samarbejder med bliver rated højt af de internationale paneler, så man opfordrer dem til at vedlægge et *Letter of Confirmation* (Bilag 2), hvor instituttet angiver, at man er indstillet på at modtage kandidaten, og projektplanen er udarbejdet i samarbejde med instituttet.

Lige før påske vil institutdirektørerne modtage ansøgningerne inden de bliver sendt til eksternt review og blive bedt om at give hver enkelt ansøgning en *alignment rating* – baseret på hvor godt projektet stemmer overens med gruppen, instituttet og den forskning der udføres, og **især** om der foreligger et *Letter of Confirmation* (Bilag 3). Ratingen bliver herefter sendt til de eksterne reviewers, der kan tage det i betragtning under bedømmelsen af ansøgningen. Alignment ratings skal afleveres inden for en meget kort frist (nogle dage efter påske), det vil derfor være en fordel allerede nu, at forberede professorerne på, at dette *Letter of Confirmation* skal udfyldes. Udfyldelse af alignment rating skemaet kan uddelegeres til supervising professor.

Spørgsmål til COFUND ordningen kan stilles til:

Stine Work Brodersen (AFR): stibo@adm.dtu.dk, tlf. 4525 1223

Lene Reeh (AFR): lenre@adm.dtu.dk, tlf. 4525 7136

Bilag:

1. Opslagstekst: HC Ørsted Postdoc Programme cofunded by Marie Curie Actions – COFUNDPostdocDTU
2. Letter of Confirmation
3. Alignment rating skema

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HC Ørsted Postdoc Programme cofunded by Marie Curie Actions - COFUNDPostdocDTU

With this call DTU invites highly talented young researchers who have obtained outstanding results during their PhD studies and who have demonstrated excellence and potential in their field of study, to apply for one of the fellowships under the HC Ørsted Postdoc Programme, cofunded by Marie Curie Actions. The programme is named after Hans Christian Ørsted, discoverer of Electromagnetism and founder of the university and cofunded by Marie Curie Actions.

COFUNDPostdocDTU achieves the goals of Marie Curie COFUND by increasing the European-wide mobility possibilities for training and career development of Experienced Researchers. The Programme will contribute to the researchers' career development, broadening and deepening their individual competence, by exposing them to an international and multidisciplinary environment. The program is based on incoming mobility and will enable candidates from all over the world to carry out curiosity-driven, bottom-up research projects within all branches of engineering science at DTU.

DTU welcomes applications from all interested candidates irrespective of age, gender, disability, race, religion or ethnic background.

Applying for the COFUNDPostdocDTU programme



Figure 1: The application process

Prerequisites for applying

Applicants for the HC Ørsted Postdoc programme must be Experienced Researchers, i.e. must have a PhD degree or obtain a PhD degree by the time of employment. Applicants must move from any other country to Denmark. Additionally, at the time of the relevant deadline for submission of proposals, the applicants must not have resided or carried out their main activity in Denmark for more than 12 months in the 3 years immediately prior to the deadline.

What can be applied for

Individual postdoctoral fellowships of 12-24 months within the wide range of technical and natural science research fields at DTU. The applicant and hosting research department can agree on extending the fellowship beyond the 24 months, provided that the research department agrees to cover all costs during the extended period. The grant will cover the direct costs in relation to the postdoc fellow for up to 24 months, but not research costs. Research costs must be provided by the hosting research department. It is therefore of the utmost importance that the research plan is developed in cooperation with the relevant research department and supervisor at DTU.

When and how to apply

Applications must be submitted via DTU's online submission form. Applications **must** be submitted electronically as **one compiled pdf-file** containing all material. Applications must contain all requested annexes in the requested chronological order (see table 2: Checklist).

Deadline for application

Deadline for application is **April 6, 2014**.

Five programme areas

Applications should lie within one of the five programme areas:

Programme Area	Research Department
Mathematics, Physics, and Informatics	DTU Compute DTU Physics DTU Nutech
Chemistry, Biotechnology, and Chemical Engineering	DTU Chemistry DTU Chemical Engineering DTU Energy Conversion DTU Biosustain
Electronics, Communications, and Space research	DTU Fotonik DTU Electrical Engineering DTU Space DTU Nanotech
Construction, Production, Buildings, and Transportation	DTU Civil Engineering DTU Transport DTU Management Engineering DTU Wind Energy DTU Mechanical Engineering
Life Science	DTU Systems Biology DTU Aqua DTU Food DTU Veterinary DTU Environment

Table 1: The five programme areas and the corresponding DTU Research Departments

Which of the programme areas the application lies within is indicated when uploading the application.

Applications will be subjected to external international review.

Eligibility criteria

Applications must fulfil the following eligibility criteria in order to be considered:

- The application is complete, in English and has been received within the deadline of the programme call

- The application contains all requested administrative information
- Research plan (maximum 4 A4 pages including references)
- CV
- Ethics issues table disclosing ethics issues in relation to the research plan
- Letters of recommendation from graduating university and latest employer
- The applicant must be an Experienced Researcher, i.e. must have obtained a PhD degree, or be very close to graduating (PhD degree must be obtained by the time of employment)
- Applicants must move from any other country to Denmark. Additionally, at the time of the relevant deadline for submission of proposals, the applicants must not have resided or carried out their main activity in Denmark for more than 12 months during the 3 years immediately prior to deadline

After the call deadline, and before being submitted for review, each application will be examined for eligibility. This will be done within one week. Applications which do not meet the eligibility criteria will be rejected without further notice. The applicant will receive an e-mail stating the reason for rejection. If the application meets the criteria it will be subjected to review and the applicant will receive an e-mail outlining the selection process and criteria.

If applicants obtain their PhD degree after call deadline, PhD diplomas should be sent to the secretariat at uerstedpostdoc@dtu.adm.dk. PhD diplomas received after the review process will not be considered.

Additional Supplementary application information will **not** be accepted after call deadline.

General requirements

The application must be written in minimum:

Font size 10.

Top and bottom margins of 3 cm.

Left and right margins of 2 cm.

Single line spacing.

Annex 1: Research plan

Applicants must submit a research plan of maximum 4 A4 pages including references. The research plan must be formulated to be comprehensible to professors and researchers without core expertise in the research field in question. The research plan should outline the proposed project and be tailored to the needs of the applicant to allow him/her to reach realistic and well-defined objectives in terms of gaining new experience and career advancement.

The research plan should be developed in cooperation with the hosting research department. Research costs are not covered by the postdoc fellowship grant and must be covered by the research department. It is therefore important that the hosting research department is prepared to provide the necessary infrastructure, scientific support and to cover the research costs. In addition the evaluation criteria "implementation" (weight 25%) addresses how well the applicant has provided adequate justification for the required infrastructure and match between applicant and the relevant research group.

The research plan must be written in the provided template, which can be downloaded at the DTU website.

www.dtu.dk/COFUNDpostdoc

Annex 2: CV and List of publications

CV and list of publications must be included in the application. Applicants must use the template which is available for download on the DTU website.

www.dtu.dk/COFUNDpostdoc

Annex 3: Ethics Issues Table

All applicants must disclose any ethical issues in the research plan and how they intend to deal with ethics issues in their research project. An ethics issues table form is available for download at the DTU website and this must be submitted with the application. If there are no ethical issues to be reported, this should be stated in the form. Applicants who disclose an ethics issue should contact the hosting DTU research for advice on the proper steps to be taken in order to resolve the issue before submission. The hosting DTU Research department will be able to assist applicants in obtaining approval from the ethics committee. The research plan should reflect on how applicants intend to deal with ethical issues.

Ethical issue that should be reported:

- **Human beings or primates**
 - Does the proposed research entail interventions on human beings, use of human embryonic stem cells or the use of non-human primates? If yes, the proposal should be referred to Danish and EU ethical authorities for scrutiny and approval.
- **Informed consent**
 - Does the proposed research involve factors that necessitate informed consent? If yes, does the proposal describe a proper procedure of establishing informed consent?
- **Personal data**
 - Does the proposed research involve the collection or storage of uniquely identifiable personal data? If yes, does the project proposal describe a proper procedure of establishing data protection and privacy?
- **Offensive/military use**
 - Is it likely that the proposed research will result in technology which can be used for both peaceful and offensive aims? If yes, does the project proposal describe a procedure to handle the risk of offensive use?
- **Developing countries**
 - Does the proposed research involve developing countries? If yes, does the project proposal describe a procedure to ensure that research is responsive to the needs of the country where research is carried out as well abiding by relevant EU/national legislation and international guidelines?
- **Animals**
 - Does the proposed research involve research on animals? If yes, does the project proposal present a convincing argument for the use of animals and the non-availability of alternatives to conducting research on animals?

Whenever proposals involve ethical issues, a mandatory Statement on Ethics from DTU will be requested. A declaration duly signed by DTU regarding the acknowledgement and observance of ethics under national rules together with ethical approvals (if applicable) will be a prerequisite to sign the contract. Ethical or legal (data protection) approvals by the competent Ethics Committees of DTU must be submitted prior to the commencement of the relevant part of the research.

Projects which involve research in humans, human embryonic stem cells (hESCs), animals and developing countries should strictly follow the guidelines advised by the European Commission for FP7. There are specific procedures for the use of hESCs. The use of hESCs must be justified and necessary for the success of the project. The use of hESCs must be approved in an EC ethics review and the PEOPLE Programme Committee.

Applicants must use the ethics issues form available for download at the DTU website. The ethics issues form must be included in the application.

www.dtu.dk/COFUNDpostdoc

Annex 4: Letter of confirmation

The letter of confirmation must be signed by the head of the relevant DTU research department. The letter should state that the department and the candidate have agreed upon the research plan, that the research department is willing to host the candidate and to cover all research costs in relation to the postdoc fellowship.

Applicants must use the provided template, which can be downloaded at the DTU website.

www.dtu.dk/COFUNDpostdoc

Annex 5: PhD documentation

Applicants must document that PhD degree has been obtained. This can be done by including PhD diploma. If PhD degree has not yet been obtained, but will be obtained before the proposed project will commence, a declaration from the applicants supervisor stating the expected date of submission should be included (for PhD students). Failure to do so will lead to rejection without further notice.

If applicants obtain their PhD degree after call deadline, PhD diplomas should be sent to the secretariat as soon as possible at uerstedpostdoc@dtu.adm.dk. PhD diplomas received after the review process will not be considered.

Annex 6: Letters of recommendation

Applicants must include letters of recommendation from graduating university and latest employer.

Checklist

This checklist is intended as a helpful tool for applicants. It may be used by applicants to ensure that the application contains all required information – the checklist should **not** be included in the application.

All listed annexes **must** be included in the application and added to the compiled PDF in **the listed chronological order**.

Information/Annexes		Check ✓
Annex #		
1	Research plan*	
2	CV and list of publications*	
3	Ethics issues table*	
4	Letter of confirmation* (hosting DTU Research Department)	

5	PhD diploma or declaration from supervisor	
6	Letters of recommendation (graduating university and latest employer)	
	Programme area is indicated in application form	
	All application material compiled in chronological order as one pdf-file	

Table 2: Checklist detailing which information and annexes must be included in the application – annexes must be added to the PDF in the listed chronological order.

*Template must be downloaded from www.dtu.dk/COFUNDpostdoc

Evaluation, selection procedure and selection criteria

Applicants will be evaluated based on the criteria listed in table 3 “Evaluation criteria used by the review panels”.

Programme area review panels

There will be a minimum of five external international review panels corresponding to the five scientific programme areas (see table 1). Each panel will consist of three international scientific experts. The panels will write an evaluation summary report for each application within their scientific area and give each application an overall score. Reviewers will remain anonymous but have an obligation to inform the COFUNDPostdocDTU secretariat of any potential conflict of interest between the reviewer and applicant. The selection criteria are divided in sub-criteria and correspond to different weights in the evaluation. The review will be based solely on the submitted application material.

The evaluation criteria are listed in table 3 “Evaluation criteria used by the review panels”.

Criteria	Sub-criteria
Scientific & Technological Quality Weight: 25%	Merit of the research plan and relevance of the proposed research program
	Research quality, including interdisciplinary and multidisciplinary aspects
	Appropriateness and clarity of research methodology
	Originality / innovative nature of the project (relationship to relevant state-of-the-art)
	Relevance and timeliness of the project
	Appropriateness of contingency plans in cases of failures regarding the original plan
Applicant Weight: 25%	Qualifications and background of the applicant taking into account diverse knowledge and qualifications and career stage
	Research experience (including collaboration with relevant leading research environments) and results (e.g. patents, publications, teaching)
	Collaboration with business partners (where relevant)
	Independent thinking, creativity, leadership qualities, capacity to knowledge transfer
	Match between applicant and proposed project
Transfer of knowledge Weight: 5%	Potential to convert the collaboration/research work into social benefits and/or commercial exploitation
	Appropriateness of dissemination activities (e.g. conferences, publications)
	Quality of transfer of knowledge objectives
	Potential of transferring knowledge to Europe, i.e. opportunities to implement new knowledge into relevant market areas
Implementation Weight: 25%	Quality and match of research group facilities/infrastructure, scientific framework and staff hosting the fellow
	Feasibility and credibility of the project, in particular the work plan (including

Impact Weight: 20%	assessment of project's milestones and expected results)
	Practical arrangements and support from the research group hosting the fellow
	Potential to create the desired impact in terms of career development
	Potential to create long-term collaborations to both private and academic sector, including mutually beneficial collaborations outside of Europe
	Contribution to European excellence and competitiveness (through transfer of knowledge)

Table 3: Evaluation criteria used by the review panels

Score		
6	Outstanding	The proposal stands out with exceptional quality and meets all relevant aspects of the criterion in question.
5	Excellent	The proposal is very strong and meets the criterion very well. Any shortcomings are minor.
4	Good	The proposal addresses the criterion well, although improvements in some elements would be necessary.
3	Satisfactory	The proposal broadly addresses the criterion. It has not been fully elaborated and there are several weaknesses.
2	Below average	The criterion is addressed in an inadequate manner, with serious inherent weaknesses. Thus, the proposal needs significant changes and improvements.
1	Poor	The proposal has serious weaknesses and fails to address the criterion under examination.

Table 4: Scale used by evaluation panels to score each application

Career breaks (such as employment in industry, maternity, paternity, adoption or family leave or military service) will be taken into consideration during evaluation. Parental leave up to 36 months within the last 5 years prior to Call date will be taken into account in relation to number of publications, research etc. Some career breaks can be valuable for applicant's professional development (e.g. employment in relevant industry). DTU therefore encourage applicants, for whom it would be relevant, to submit evidence based CV.

After evaluation each applicant will receive a summary review report of the review by email. Applicants then have the opportunity to submit a rebuttal of the review. The rebuttal may not be used to add new information to the application, but is intended to provide an opportunity to correct any misunderstandings on the part of the evaluators. Rebuttal is optional. If applicants choose to write a rebuttal it should be sent to perstedpostdoc@dtu.adm.dk within 14 days of receipt of the summary review report. Rebuttals received after this time interval will not be included in the Selection Board Committee deliberation.

A rebuttal form template is available for download on the DTU website.

www.dtu.dk/COFUNDpostdoc

The Selection Committee Board – final hiring decision

The final hiring decision will lie with the Selection Committee Board. Each scientific programme area will be represented on the Selection Committee Board. The decision will be based on the proposed research

project, the qualifications of the applicant, the review panel score and evaluation summary review report and rebuttal if relevant.

Successful candidates will receive an offer of hire via email. This offer should be accepted within 14 days – it is therefore important that you have access to and regularly check your email in the period where offers are expected to be sent out (4-5 months after application deadline). Candidates placed on a reserve list will be informed of this status via email. Unsuccessful candidates will receive rejection by email.

Terms of employment

The individual postdoc fellowships are temporary for a maximum of two years (24 months).

All fellows are entitled to an appropriately furnished office space and full use of the facilities at the DTU Department and DTU's main facilities, including many large auditoriums (10-100 audience), meeting rooms, laboratories, etc. Fellows will be fully integrated in a functional and attractive environment and have full access to relevant research infrastructure (office and labs), equipment and materials during their fellowship. The required infrastructure for each fellow researcher should be described in the research plan. DTU strongly encourages applicants to formulate the need for research costs and infrastructure in cooperation with the hosting DTU research department and this should be mentioned in the letter of confirmation from the research department.

DTU postdoc fellows will have the opportunity to participate in courses which will strengthen their skills in writing scientific papers and research proposals and skills in performance and rhetoric. In addition DTU has a policy to stimulate entrepreneurship and fellows will receive training in entrepreneurship and be encouraged to develop the commercial potential of their work.

The employment contract will be based on the collective agreement with the Confederation of Professional Associations (AC) in accordance with the Danish labour laws. Fellows will be covered by the general labour market legislation as foreign employees are covered by the same rules and regulations as Danish employees.

General employment conditions include a work week of 37 hours (7.4 hours a day) and a minimum of 25 days of vacation annually.

As employees of DTU, fellows are entitled to a wide range of social security benefits in accordance with Danish law, including:

- Public health care
- Sickness benefit
- Occupational injury allowance
- Pregnancy benefit
- Parental benefit
- Benefit for care of closely-related persons
- Pension

Salary will be based on the terms of the applying collective agreement including basic salary, plus supplement based on the employee's seniority and qualifications, plus pension contribution.

The employment contract of the postdoc fellows will be offered for a duration of 12-24 months as agreed with the hosting DTU Department. The employment contract is issued under the condition that the fellow will be granted the necessary permits for the entire contract period. DTU's International Faculty Service (IFS) will coordinate with the relevant DTU Department and assist fellows in obtaining the necessary permits, e.g., a working permit and permit of residence for the duration of the postdoc employment period.

Incoming researchers may apply to the Danish Tax Authorities for admission to the "researcher taxation rule". Under this scheme, the gross income tax is calculated as 26 % (instead of the regular 32 %) of the monthly pay exclusive of labour market contribution. The researcher is not entitled to any other deductions from the gross income under the scheme.

IFS is a single point of entrance for all international employees at DTU's 21 Departments and will support fellows with regard to taxation questions, necessary permits and will offer support and information in connection with other practical matters related to geographical mobility, language courses, finding housing, providing information on parental leave and "special days" to care for a sick child, and other employee related policies in collaboration with the hiring DTU Department, as well as linking to Networks for international staff (Spouse Network, Childcare and School, etc.). IFS is also the first contact point for the fellow when dealing with Danish Immigration Services, Pension and Insurance companies, and the Danish tax authorities.

Information to applicants during the selection process

Approximate timeline	
At upload	Applicants will receive an automated email when uploading the application via the DTU website. Replying to this email will not be possible.
1 week after application deadline	After the eligibility check, the applicants whose application has been rejected will receive an e-mail stating the reason for rejection. Applicants whose application is accepted will receive an e-mail outlining the selection process and criteria.
2 months after application deadline	Applicants will receive a summary report of the review.
4-5 months after application deadline	Successful applicants will receive an offer of hire. The offer must be accepted within 14 days. Applicants placed on a reserve list will be notified of this status. 3 weeks later they will receive an email stating whether or not they will be offered a fellowship. Unsuccessful applicants will receive a rejection notice by email.

Any questions or inquiries must be directed to the programme secretariat at oerstedpostdoc@adm.dtu.dk

How to withdraw an application

If you wish to withdraw your application at any point during the evaluation process, please contact the COFUNDPostdocDTU secretariat at oerstedpostdoc@adm.dtu.dk

Remember to state your full name and title of the application in the email.

COFUNDPostdocDTU website

All relevant information can be found at the COFUNDPostdocDTU website:

www.dtu.dk/COFUNDpostdoc

All necessary guidelines and templates are available for download at the website.

Contact information

For information and guidance please contact the COFUNDPostdocDTU secretariat at DTU:

COFUNDPostdocDTU Secretariat

Email: oerstedpostdoc@adm.dtu.dk

Programme Coordinator, Claus Henrik Andersen

Email: chean@adm.dtu.dk

Telephone nr +45 45251028

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Email: stibo@adm.dtu.dk

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Email: lenre@adm.dtu.dk

Telephone nr +45 45257136

Office for Research and Relations
Technical University of Denmark
Anker Engelunds Vej 1
Building 101A
2800 Kgs. Lyngby
Denmark

Annexes/templates for download on the DTU website

Applicants **must** use the templates for annexes 1-4, which are available for download. Annexes 1-4 are required and mandatory and **must** be included in the application in the listed chronological order:

- Annex 1: Research Plan
- Annex 2: CV and List of Publications
- Annex 3: Ethics Issues Table
- Annex 4: Letter of Confirmation

Templates must be downloaded from the website www.dtu.dk/COFUNDpostdoc

Annex 4: Letter of confirmation

Project Information	
Host DTU Research Department	Choose DTU Research Department (drop-down menu)
Title of research project	17T
Programme Area	
Start date of fellowship	17T
End date of fellowship	17T

17T

Signature and date

(Head of Department for Research Department)

Title:	
Applicant:	
Comment:	Click here to enter comments on the proposed research project and/or applicant

Programme Area: Choose Programme Area (drop-down menu)

Research Department: Choose Research Department (drop-down menu)

This rating does not reflect the quality of the proposed project. The rating is solely based on the quality and match of the proposed project with the research group facilities/infrastructure, scientific framework and staff hosting the fellow. The rating should be taken into account when reviewers rate the criterion “Implementation” of the application.

Score		
4 <input type="checkbox"/>	Outstanding	The proposal is perfectly aligned with the research strategy of the hosting DTU research department and complements the current research carried out at the research department. The department has agreed to host and warmly endorses the applicant.
3 <input type="checkbox"/>	Excellent	There is good alignment between the research strategy, current research and the proposal. The DTU department has agreed to host the applicant.
2 <input type="checkbox"/>	Below average	There is poor alignment between the proposed project with the research strategy at the hosting DTU department or research currently carried out at the department, <i>or</i> the hosting research group has not agreed to accommodate the applicant.
1 <input type="checkbox"/>	Poor	There is no alignment between the proposed project with the research strategy at the hosting DTU department or research currently carried out at the department, <i>or</i> the hosting research group has not agreed to accommodate the applicant.

Kære

Ansøgningsfristen til DTU COFUND Postdoc ordningen er nu udløbet. Jeg vil bede dig sørge for, at de ansøgninger der ligger inden for program området “**PROGRAMME AREA**” bliver vurderet på, hvor godt de er i overensstemmelse med forskningen på det relevante institut.

Jeg vil bede dig:

- 1) Læs definitionerne på score 1-4 igennem.
 - a. Score 3+4 er de bedste scores og bruges i de tilfælde hvor der foreligger et brev fra instituttet om, at man vil akkommodere den pågældende postdoc fellow.
 - b. Score 1+2 bruges i de tilfælde hvor der ikke foreligger noget brev.
- 2) Udfyld et rating skema pr. ansøgning (der er allerede udfyldt skema med oplysninger for hver ansøgning). Skemaet er lavet, så du kan afkrydse elektronisk i Word.
- 3) Returner skemaerne til oerstedpostdoc@dtu.adm.dk **senest tirsdag d. 22.04.2014 kl 12.00!** (OBS det er dagen lige efter påske). Det er vigtigt du overholder denne deadline – ellers kommer det til at gå ud over de eksterne eksperter, i og med de får mindre tid til at udføre deres opgave.

Score, for hvor godt projektet passer ind på instituttet, vil blive brugt af de eksterne evaluatore når de skal bedømme alle ansøgningerne. På denne måde vil overensstemmelsen, mellem det foreslåede projekt og det øvrige arbejde på instituttet, indgå i den endelige rating af alle ansøgningerne.