



CALL 2023

'International Exchange Program on Hair Testing': IEP SoHT program

PROGRAM FOR INTERNATIONAL RESEARCH MOBILITY ON HAIR TESTING

Procedure and rules

Background

In June of 2022, the IEP SoHT program was created to promote among the members of the SOHT internships between the different research groups.

1) What does it consist of

This program aims to strengthen international collaboration between SoHT members. Researchers from universities and research centers will carry out stays in research groups that have at least one member of the SoHT.

This program aims to:

- 1) Stimulate contact between groups with similar objectives, promoting the multidisciplinary nature and internationalization of hair testing research;
- 2) Facilitate mobility for training of researchers that helps contact between groups with a view to a future stay and/or strengthens relations between groups for the application of international projects;
- 3) Give visibility to the members of the SoHT.

2) Who is it addressed to?

The **IEP SoHT** program is aimed at researchers on hair testing, who carry out their research in a center where there is at least one member of the SOHT, giving priority to predoctoral researchers.

3) Financing

The participating universities or research centers that send the researchers will finance the outgoing stays of their researchers in host groups.

Each participating research group will decide:

- The number of stays offered,
- The number of students demanded,

- There is no obligation of reciprocity in the exchanges, although it will be recommended.
- and the duration of the stays, 3 or 6 months. The stays can be extended for a period longer than that offered by the research group or research center. The enjoyment of several round trips between will be contemplated in cases such as long periods of closure of the research centers, or for exceptional reasons (ex. family matters), as long as they are within the periods of enjoyment set out in the call.

4) Participation procedure

4.1. The research groups interested in hosting researchers - "Reception groups" or "Hosting groups" - must

4.1.1. Have at least one SoHT member in their team.

4.1.2. Fill in the form "Hosting Group Form" and send by email to iep.soht@gmail.com.

4.1.3. The "Hosting group database" will be available from Phase 2 on the SoHT website.

4.2. Researchers interested in carrying out the stay must wait until Phase 2 of the program opens and will proceed as follows

The research groups interested in hosting researchers - "Reception groups" or "Hosting groups" - must

4.2.1. Have at least one SoHT member in their team.

4.2.2. Fill in the "Applicant's Form" and send by email to iep.soht@gmail.com.

4.2.3. Specify if they have preference for a specific hosting group.

4.2.4. If they cannot find a research center that suits their needs, the researcher may suggest other groups of interest (not included yet on the database of hosting groups). To do this, the researchers may contact the SoHT (iep.soht@gmail.com), who will help to join these suggested groups to the program.

4.3. Information about "the Applicant's Form"

4.3.1. "Project Summary".

It should be structured in the following sections:

4.3.1.1. Correspondence of the stay with the content and degree of development of the research that is currently being carried out:

4.3.1.2. Objectives of the project to be carried out during the stay and the impact of these objectives on the applicant's research career and current research (up to a maximum of 600 words).

4.3.1.3. Work plan proposed during the stay in relation to the current state of the research project (up to a maximum of 400 words).

4.3.2. Suitability and quality of the destination center:

- Relationship of the research activity of the target group with the content of the current research and with the project to be carried out (up to a maximum of 200 words).
- List of 5 contributions of the destination research group, related to the project, corresponding to the last five years (publications, patents and/or research projects of the destination research group).
- Previous relationship or expectations of continued collaboration between the research group of the applicant and the group of the destination center (joint publications, participation in collaborative projects) (up to a maximum of 200 words).

4.3.3. The researcher requesting the stay will attach the following documentation:

- • Applicant Form
- • Curriculum Vitae (up to 3 pages)
- • Letter of support from the current research supervisor. In the case of not having a supervisor, a letter from a senior researcher related to the applicant's project or from the director/head of department will be required.
- • Letter of acceptance from the department of the receiving group including the signature of the principal investigator and the director/head or secretary of the department.
- • Authorization of the admission center to the request for temporary transfer of the research activity.

This documentation should be sent to iep.soht@gmail.com.

5) Reception and evaluation of requests from researchers who want to carry out the stays.

The contact person at the Research group will send the candidates who want to carry out the stay and who meet the requirements, to the "SoHT Evaluation Committee", which will proceed to the evaluation of the applications by email to iep.soht@gmail.com.

If, after the deadline for receiving applications, the number of requests is less than the places offered, it will not be necessary to evaluate the applications. Although they must meet the content and form requirements.

5.1. Selection criteria

The evaluation scale will be based on the following criteria:

a) Quality of the applicant (CV and experience of the researcher, up to a maximum of 45 points out of 100). The CV will be evaluated according to the degree of experience of the applicant in accordance with the level of the scientific career in which they are, additional skills of the researcher to carry out the stay.

b) Summary of the project (a maximum of 55 points out of 100)

- Relation of the stay with the content and degree of development of the research (doctoral thesis/postdoctoral project).
- Impact of the stay on the researcher's subsequent research career.
- Impact of the host group: Suitability and quality of the target group.

Possibility that the stay supposes the beginning of a more stable collaboration between the center of origin and the center of stay.

Tiebreaker criteria: in the event that two or more participants tie the score, a tiebreaker will be made following the following criteria in order of priority:

1.- Degree of the researcher

- It will benefit predoctoral students.

2.- Additional skills .

3.- Priority will be given to the sex that has received the least number of scholarships.

4.- In case of a tie in all the previous ones, it would be decided at random.

6) Submission Deadlines

Phase 1.- Expressions of interest –Host Groups:

The deadline for submitting expressions of interest for host research groups that wish to join the program will be 8 weeks from the launch of this Phase 1 call. To do this, research groups must send an email to iep.soht@gmail.com with the information required in the Procedure section.

The SoHT must disseminate the call among their researchers/members in preparation for Phase 2.

Phase 2.- Applications - Participants:

Researchers will send the request to the SoHT.

The deadline for receiving applications will be from the call of phase 2 to 31 January 2023.

The SoHT will select those that meet the requirements and send them to the Evaluation Committee as soon as the deadline for receiving applications ends.

Participants will have a period of one calendar week to correct any error or lack of documentation that may be detected in their application.

Phase 3.- Evaluation:

The Evaluation Committee, made up of the SoHT Evaluation Committee, will proceed to the parallel evaluation of the applications from February 2023 to 1st March 2023.

The results will be made public on April, 2023.

Participants will have a period of one calendar week to present arguments to the results.

The final resolution will be issued publicly before 30 April, 2023.

Phase 4.- Stays:

Mobility stays may be carried out for one year from the month following the final resolution of the call.

7) Resolution

The results issued by the Evaluation Committee will be transmitted to the SoHT and to the contact person at the Research Centers. The results will be made public through the SoHT website: www.soht.org.

8) Justification of compliance with the purpose of the internship

At the end of the stay, the beneficiary researcher:

Must provide within 30 days:

1. Final report of the stay – “Final Report” (model to be agreed with your research group). An adaptable model of it can be found under request to the SoHT.
2. Certificate of stay from the receiving center.
3. You must make reference to the “IEP SoHT program” mobility program in any ‘peer reviewed publication” resulting from the stay. You will be then awarded with a free registration to a SoHT annual meeting.
4. You may be contacted by SoHT to write a summary of your research during your stay, in an informative format, which can be used for the promotion of the SoHT mobility program.
5. You will have to complete a short survey about your experience in the “SoHT Mobility” program in order to improve successive editions.

9) Payment Regime

The researcher's research center will be in charge of managing the payments according to its internal regulations.

10) Resignation

Once the internship has been granted, those who wish to withdraw from it will notify their research group and iep.soht@gmail.com within one calendar week from the publication of the results so that another candidate can take their place.

If the applicant cannot meet the agreed length of stay (3 or 6 months) during the year of enjoyment, they must notify their research group and the SoHT as soon as possible.