



IFUW

CIRCULAR 7/2007

March 2007

TO: Presidents, CIRs and Secretaries of National Federations and Associations (NFAs)
for distribution to members and for action by the CIR or Fellowships Convener

FROM: IFUW Headquarters

SUBJECT: **2008/2009 IFUW International Fellowships and Grants Competition**

IFUW is pleased to announce that its next fellowships and grants competition is now open and will offer awards for 2008/2009.

<p>Completed applications and supporting documentation for members of national federations and associations must reach IFUW Headquarters in Geneva no later than 1 November 2007.</p>
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INSTRUCTIONS FOR SPONSORING APPLICATIONS

1. Each NFA may propose up to a **maximum of 3 applicants**.
2. If more than 3 of your members are interested in applying, your federation or association is responsible for screening the applications and selecting the three who will compete in the final international selection round. **Additional applications will not be accepted.** Wherever possible, candidates should be interviewed by a qualified person in your federation or association.
3. Applicants may be of any nationality, but must be members of your federation or association.
4. Each NFA should set the deadline by which its members are to return the completed forms. This deadline should be early enough to allow for the pre-screening and selection process and to give ample time for the application material to reach Geneva before **1 November 2007**.
5. Applicants should be informed of the deadline that their federation or association has established and should be given the name and address of the local person to whom they are to return the completed form and required documents.
6. Members who are interested in applying should download the application form from <http://www.ifuw.org/fellowships/form.doc> and the application instructions from <http://www.ifuw.org/fellowships/instructions.doc>. All applications will need to be submitted to IFUW in electronic form; no printed applications will be accepted.
7. Applicants' attention should be drawn to the information provided in the application instructions on the type and size of awards offered. They should be warned that the awards are not large enough to finance the full costs of a year's study or a long-term research project.
8. NFAs are asked to ensure that applications are complete, including the names and addresses of the three required referees.

International Federation of University Women

Fédération Internationale des Femmes Diplômées des Universités

10, rue du Lac, CH-1207 Geneva, Switzerland; Tel: (+41 22) 731 23 80; Fax: (+41 22) 738 04 40

E-mail: ifuw@ifuw.org Website: <http://www.ifuw.org>

9. Except for applicants who have completed their first year as doctoral students, all applicants must arrange for a letter to be sent to their NFA confirming their acceptance by the university or institution they wish to attend. All applicants who will undertake part of their research/study/training at more than one university or institution must provide all necessary letters of acceptance. Without this confirmation the NFA may not sponsor an applicant.
10. NFAs are asked to verify that the three applications selected satisfy the following award restrictions. Those that do not will be rejected.
- * No applications will be considered for work that will be completed before 1 July 2008.
 - * The maximum support which may be requested from IFUW is 10 000 Swiss francs.
 - * The minimum acceptable length of programme is 2 months; the maximum is 12 months.
 - * **Candidates must use the 2008/2009 application form.** Proposals submitted on forms from previous competitions will automatically be rejected.
 - * IFUW awards may not be used to cover either travel or support costs for dependants.
 - * Applications submitted in French or Spanish must be accompanied by a translation into English of the 800 word Summary of Proposal (application form section 3).
 - * Each candidate must supply the names and contact information for three referees familiar with and able to appraise her academic work. An applicant enrolled for a doctoral degree must include her principal academic supervisor for the six months immediately preceding submission of the application.
- Note:** NFAs should select up to 3 applicants on the basis of the applicants' application forms only. Please do **not** contact the referees; they will be invited to reply in a standardized form during the international selection.
- * The national CIR or Fellowships Convener must send IFUW an email listing the full names, addresses and emails of the three candidates her national federation or association is sponsoring.
11. The applications of your three candidates **must** be submitted via email to felcom@ifuw.org. Printed applications will not be accepted. If you experience problems with the electronic transmission, please contact ifuw@ifuw.org.
12. Each candidate should be asked to inform IFUW and your federation or association immediately should she receive other funding or should circumstances arise which change her plans or make it impossible for her to accept an award.
13. IFUW's contact details should be communicated to all candidates:

International Federation of University Women
8 rue du Lac , 1207 Geneva, Switzerland
Telephone: +41.22 731.23.80; FAX: +41.22 738.04.40; E-mail: ifuw@ifuw.org

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The IFUW Committee for the Award of International Fellowships will meet in the first quarter of 2008 to select the recipients of the 2008/2009 fellowships and grants. Results of the competition will be communicated to national federations and associations, as well as to the candidates by 31 March 2008.