



EU-LIFE Postdoc Exchange Programme

Guidelines and procedures

The “EU-LIFE Postdoc exchange programme” is an initiative started by the [EU-LIFE Postdoc Initiative](#) at the EU-LIFE 10th Anniversary Conference in Vienna, Austria, in April 2024. It provides our postdoc community within the Alliance with unique opportunities for presenting their work, setting up collaborations and networking.

Who can apply?

Any postdoctoral researcher currently employed by one of the EU-LIFE member institutes that is participating in the programme (see list on webpage). The exchange programme can currently support one postdoc per EU-LIFE institute per year.

Step 1: Application to EU-LIFE office

Before applying, please check the webpage of the programme to see if there is still capacity for your institute to support your visit. Then, the postdoc applies to the EU-LIFE office (contact@eu-life.eu) consisting of:

- Personal information (name, position, institute)
- Your CV
- Motivation letter including why you want to present specifically at that PI/institute
- Short abstract of what you intend to present

The EU-LIFE office will send you a confirmation of receiving your application and will let you know the position of your application in the chronological order of all applications from your institute (e.g., if you're first, second, third etc. from institute X). Be aware that if you're not the first applicant from your institute, there is a reasonable possibility that the programme will not be able to support your travel.

Step 2: Application to PI

Upon confirmation from the EU-LIFE office, you can go ahead and contact the intended PI, who needs to accept your application and agree to host your visit. In your application to the PI (with CV and motivation), indicate that this would be part of the EU-LIFE Postdoctoral Exchange Programme, with link to webpage. Please ask the PI to formally invite you to present using the **invitation template** (link on webpage). Forward this invitation, together with the **completed seminar application form** (also on webpage) to the EU-LIFE office (contact@eu-life.eu).

Step 3: Acceptance

Selection will be done on a first-come-first-served basis, so that the first postdoc from each institute to apply to the EU-LIFE office as explained above, and subsequently has agreement from the receiving institute indicating the details of the event, will get the spot (although the final decision to fund the travel is always up to the applicant's institute). Upon confirmation from the EU-LIFE office that your application has been accepted, notify the hosting PI of your acceptance and continue planning your visit.



Step 4: Dissemination

If the seminar is hybrid, it will be announced on the EU-LIFE website and LinkedIn/Bluesky and disseminated by the hosting institute according to their communication policies. Following the seminar, whether hybrid or only in-person, EU-LIFE will make a post about the seminar using your portrait photo and/or the photos of your seminar. We also appreciate your contribution on social media (LinkedIn or Bluesky) by mentioning the programme “EU-LIFE Postdoctoral Exchange Programme”, the hashtag #EULIFEScience and tag @EULIFE_news as well as the associated institutes. If you do not want us to post about the seminar, or have photos of the event taken or distributed, you should indicate this in advance to Marijn Huiskamp (marijn.huiskamp@eu-life.eu).

Step 5: The exchange

The exchange usually consists of a single day including a 1-hour seminar, meetings with interested PIs, PhDs and/or Postdoc reps for lunch, and possibly a meeting with the local Postdoc committee. If possible, please arrange a hybrid presentation with the host institution and provide the registration form (or other form of announcement) that the host institute uses to the EU-LIFE Office.

Regarding the presentation, **please include the acknowledgment slide** that you can find on the Exchange Programme webpage.

Step 6: Reclaim expenses

Travel expenses are covered by the postdoc's institute, according to their local travel policies. Covered expenses generally include a European train ride or flight, one night of stay, and possibly meals. In case of questions regarding your reimbursement, please contact your institute's representative in the EU-LIFE Postdoc Initiative and Marijn Huiskamp.

Step 7: Feedback to the members of the EU-LIFE Postdoc initiative

Please describe your experience in a short report (Max.1 page) containing the following information:

1. How was your overall experience?
2. How was your interaction with the PI of the host institute and with the other members of the institute?
3. Did you meet the local postdoc committee?
4. What feedback did you receive on your presentation? Are there any concrete next steps that you will take as a result of your seminar?
5. Do you have any feedback regarding the programme?
6. In your email with feedback to the EU-LIFE office, please include the presentation in PDF format

Contact and questions

Please direct any questions to Marijn.huiskamp@eu-life.eu, Community officer at EU-LIFE.