



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
- 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). At this moment, the EU-LIFE office will contact the [main representative](#) of your institute to make them aware of a potential visit, and to ask their support in arranging the travel. The applicant will be copied and, if accepted by both their institute and the hosting institute, will be required to take action in establishing how their institute can reimburse the travel costs.

Step 3: Acceptance and planning your visit

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. Important next steps are:



- Setting a date for the seminar. Please keep a minimum of 12 weeks between the acceptance and the seminar, to allow for adequate preparation for all parties.
- Determining with the host PI whether the seminar will be hybrid or only in-person. The preference is hybrid, to have a larger reach and be able to share your seminar with the EU-LIFE community. Liaising with colleagues in your institute to arrange the reimbursement of the travel. Please be mindful that the person(s) responsible in your institute may need time to allocate the budget for your travel.

Step 4: Dissemination

Depending on the characteristics of the seminar (e.g. hybrid or in-person), and the possibilities at the hosting institute and the EU-LIFE office, several options for online dissemination exist. Both the hosting institute and the postdoc's institute can promote the seminar if fitting with their communication plans. For this, please reach out to the communications officer in your institute, and the hosting PI. The EU-LIFE office will announce the seminar on their event page and, if aligning with their communication plan, can post on their social media channels. For this, we would need the following, at least 1 week before the seminar:

- Date of seminar
- Title of talk
- Name postdoc
- Postdoc's affiliation
- Photo (optional)

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, 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. The Postdoc committee may also ask to join the presentation at the start, either in-person or remote, for a two-minute introduction of EU-LIFE and the postdoc exchange program.

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. Please be aware that you will need to contact your local project officers and EU-LIFE main representative to allocate the right budget and to do this at least 3 months in advance of your travel.

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. What value did the visit and presentation have for your current career plan? Can you specify what elements had the most value?
6. Do you have any feedback regarding the programme?
7. 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.