**The Amsterdam UMC Young Talent Fund 2025**

Instructions and guideline for
application, selection and feedback.

Amsterdam, July 2024

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1. The Amsterdam UMC Young Talent Fund

The Amsterdam UMC wants the very best young talents to have a chance to further develop and improve themselves. They can reach the top in scientific research by improving their confidence, knowledge, ambition and creativity, by looking beyond the borders.

Effectuating this wish, the former AMC Foundation created in 2012 the AMC Young Talent Fund. In 2020 the name was changed to Amsterdam UMC Young Talent Fund and the Fund was opened to all PhD students of Amsterdam UMC. The Amsterdam UMC Young Talent Fund enables young excellent researchers to do a research traineeship or follow courses at one of the top international research institutes. Each year several grants will be awarded. Since the start of the fund in 2012, more than a hundred PhD candidates have been awarded a scholarship. One of the grants is enabled by the Louise Gunning Public Health Study Fund.

*Louise Gunning Public Health Study Fund*The Louise Gunning Public Health Study Fund is part of The Amsterdam UMC Young Talent Fund. This specific Fund was raised at the occasion of the official farewell of Louise Gunning as dean of the Amsterdam Medical Centre of the University of Amsterdam in September 2010. The AMC foundation administers this Fund and following this example The AMC Young Talent Fund is developed.

Each year, one of the grants will be specifically awarded from the Louise Gunning Public Health Study Fund. Its goal is to enable a young Amsterdam UMC researcher to follow a course or summer school in the field of Public Health at the Johns Hopkins Bloomberg School of Public Health in Baltimore, USA.

2. Applying and important information

*Deadline*

The application deadline for the 2025 round is Friday December 31st 2024, at 23:59 hours. The application form has to be fully completed (in English) and signed by the applicant and his/her supervisor.

*The applicant*

The applicants are excellent PhD candidates, registered at the Amsterdam UMC Doctoral School.

*Period*

The minimum duration of the course or research traineeship period is 2 weeks.

*Budget*

The maximum grant is €5000. Costs of course fee, travel (including local travel and transfer), lodging will be completely funded. The costs of living, such as food, drinks and personal expenses are excluded from funding.

*Funding*Amsterdam UMC Foundation will give all scholarship winners the opportunity to raise extra funds for the expenses that are not reimbursed by this grant.

*Cost estimate*

An estimate of the total expected costs must be included within the application form. The grant will be based on this estimate. Please be aware that the payments will be based on the actual costs.

*Final grant*

The final grant will be awarded under the condition of acceptation or subscription to the program. A maximum of 90% of the estimated costs can be paid as an advance. The final payment of the grant will be based on actual costs.

*Extending the trip*

In case of any plans to extend the trip, for example a vacation, the PhD candidate has to inform the Executive Office in advance about his or her plans.

*Application*

Applications are sent to the Doctoral School, signed and scanned as pdf.

Please scan the application in the following order:

1. Application form including CV

2. Letter of recommendation

***Only complete and correct applications will be accepted.***

Amsterdam UMC Doctoral School

doctoralschool@amsterdamumc.nl

020 - 566 3108

3. Selection

The rating of the applicants will be made by a selection committee. The committee consists of renowned researchers and MD’s from Amsterdam UMC. The director of the Amsterdam UMC Doctoral School is also a member. The selection committee will send the ranking and their proposal to the Board of the Amsterdam UMC Foundation, who will make the final selection. this year the maximum number of awarded grants will be 10.

*Criteria*

Rating will be equally based on four criteria:

* The current CV of the applicant considering the actual phase in the PhD trajectory.
* The proposal itself. This is about the quality and the importance of the course or training for your PhD trajectory. Both courses and hands-on training can be part of the plan. Explain why the course or training has to take place at this specific institute. The committee will also consider the degree of excellence of the chosen research institute.
* How does this plan fit in your own scientific career?
* What are the benefits for Amsterdam UMC. Is the knowledge and experience unique and transferable

*Application form*

The maximum number of words for the summary of the research project (100 words), the training plan and motivation (500 words), and excellence of institute (100 words) may not be exceeded. Do not add appendices.

*Procedure*

The application form will be reviewed by the selection committee.

*Letter of recommendation*

A letter of recommendation from the PhD supervisor is required. Do not include other letters of recommendation.

*Information*

For information, please contact the Doctoral School.

*Notification*

The decision of the board of Amsterdam UMC Foundation will be communicated to all applicants by Amsterdam UMC Foundation

*Award Ceremony*

The Amsterdam UMC Young Talent Fund Grants 2025 will be awarded at the official ceremony on Friday March 7th in the afternoon. It is highly appreciated that all grant winning applicants attend. Further details will be sent to all applicants in due time.

4. Procedure after selection

The Amsterdam UMC Foundation will inform you by letter about the maximum awarded amount of the scholarship.

In case of any unforeseen circumstances before or during the stay abroad, of influence to the scholarship or the budget, it is mandatory to contact the AMC Foundation immediately.

5. Report of your experiences

Within two weeks after the end of your study trip you hand in a short report (max. 2 A4) with a discussion of your experiences. With this report you’ll include possible certificates or other documentation as proof of your attendance, and a few pictures of your stay abroad.

Your report is an important element for the Amsterdam UMC Young Talent Fund, as it is used as feedback for the donors. This often results in repeated donations and it also can be used for new fundraising. Discuss in your report:

- Institute, period and followed programs.

- Why you have applied for the grant.

- What added value and greatest lessons came from this experience.

- Why it is so important to gain experience at another institution.

- The good experiences, surprising elements or unexpected results.

Send your report to: foundation@amsterdamumc.nl

You can find a small selection of examples on the website of the Doctoral School

6. Finance

The final grant will be based on the actual costs. Remittance of the grant will take place in two parts. Before visiting the institute you may receive an advance of 90% of the grant. This enables you to make the payments necessary for your stay. Within two weeks after the end of your study trip, you will hand in your statement of expenses and financial settlement (invoices, certificate) and the report of your experiences (as mentioned in paragraph 5). After approval, you will receive the additional 10%, based on actual costs.

To be eligible for reimbursement of the costs take care of your administration and make sure you can provide the following documents:

* A confirmation of the airline regarding the ticket costs
* A (copy) of the signed rental agreement by both parties with a review of the monthly costs
* An invoice or confirmation of the hotel with the arrival and departure dates and costs for the stay
* A confirmation from the institute regarding the visit
* A certificate of registration for participation in the course
* An invoice or statement regarding the course fee
* Bank or credit card statements showing all costs are paid by applicant

**All confirmations or invoices must be in name of the applicant. Without additional bank or credit card statements the Amsterdam UMC Foundation cannot reimburse any costs.**