

## ISTplus postdoctoral program: Guide for Applicants

### Introduction:

ISTplus is a **coherently integrated program** with strong monitoring, evaluation and follow-up. It offers two-year fellowships for highly qualified, incoming postdocs with the following features:

**Open, bottom-up international recruiting process**

**Truly interdisciplinary research options**

**Targeted Competence Building program**

**Secondment scheme with an intersectoral network of partners**

This guide provides you with specific information regarding the application process as well as the requirements for submitting a completed application and a brief overview of the selection process.

### The application process:

Step one: Create an account at [apply.app.ist.ac.at](https://apply.app.ist.ac.at).

Step two: Verify your account by following the instructions contained within the email sent to you.

Step three: Complete the application by entering all required information and uploading all required documents (more information on this covered below in “the application form.”)

Step 4: Submit your application.

General notes about the application process:

- Your application must be submitted and contain all required information and documents (**including the reference letters from your referees**), and have been submitted to our online system by 23:59 (local time in Austria) on the date of the application deadline.
- Applications that are incomplete or ineligible will not be considered by the selection committee.

### The application form:

Personal data: This section of the application requests standard personal information (eg. your name, address, date of birth, etc.).

PhD education: In this section please complete all required fields about your PhD program. If you have not yet completed your PhD, please enter your expected graduation date in the “date degree awarded” field.

Additional Education: This section is optional; however, if you wish to enter additional information about your academic background (eg. undergraduate studies), the selection panel is happy to review the information as part of your application.

Supervision: In this section you must identify the professor or professors with whom you would like to work at IST Austria. Additionally, the section asks for information about your co-supervisor (all selected candidates will have a co-supervisor). This does not have to be decided at the time of application; however, if you have already identified your preferred co-supervisor (either another IST Austria professor or an external person) you may already include the information here. If your planned co-

supervisor is someone outside of IST Austria, you may upload a letter from them in the “Application information” section or as an additional page in your research statement.

Application information: This is the section for uploading documents. For your application to be considered complete and eligible you must upload the following:

- career motivation letter
  - CV
  - Research statement/proposal (preferably 2-3 pages)
  - Completed Ethical Issues Table (available [here](#)). The ethical issues table must be fully completed. If it is determined that you have uploaded an incomplete ethical issues table, you will be asked to re-submit a completed table, provided your application was otherwise complete and submitted by the deadline.
- \*All documents must be in pdf format.

The remaining documents are optional at this point although you should upload any available diplomas related to degrees listed in the PhD Education and Additional Education sections. This can be done using the “other files” fields.

If your application contains a proposed secondment, please include this in your research statement.

Referees: You must submit the name and contact people of 3 referees. These referees should be former professors or other senior scientists with whom you have worked.

**You do not have to wait until you have fully submitted your application in order to notify your referees.** Once you have entered your referees’ information and saved the application, a “contact referees” button will appear at the bottom of the page. Clicking this button will notify your referees that you have requested a letter of reference and they will receive an email from our application system informing them how to upload their reference letter.

**The referees will receive an automated email from our system with instructions on how to upload their reference letters. You may check on the status of these letters and, if needed, send reminders to your referees by logging into the system and viewing your submitted application.**

**All 3 reference letters must be received no later than the application deadlines (March 15<sup>th</sup> and September 15<sup>th</sup>). Applications missing reference letters at the application deadline will be rejected as incomplete. No exceptions will be made.**

### **Selection and Evaluation:**

After an initial eligibility check, the ISTplus selection panel will review all completed applications and all candidates will be notified of the outcome of their applications no later than 2 months after the application deadline.

Complete applications are evaluated by a selection panel by examining the following weighted criteria:

Scientific Excellence (40%)

Scientific match and interdisciplinarity (20%)  
Intersectorality (20%)  
Career potential (20%)

For more detailed information about the selection process please visit the “Selection and Evaluation” section of the ISTplus website as well as the FAQs.

Redress: If you feel that your application has been incorrectly evaluated on formal grounds, you may submit a request for redress via the application tool. To do so you, once your application is rejected, you may log back into the application system, view your submitted application, click the “redress” button and follow the instructions. Requests for redress are evaluated by a 3-member panel (separate from the selection panel.” The redress panel’s decisions are final and no further appeals can be made. Please be aware that not having submitted a completed application (eg. if a referee does not upload a letter by the deadline) is not grounds for redress. Requests for redress must be submitted within one month of being notified of the outcome of the application.