



## **DOCTORATE GRANTS MAX PLANCK INSTITUTE - BUNGE Y BORN FOUNDATION - WILLIAMS FOUNDATION**

### **PREPARING THE APPLICATION**

#### **FIRST STEPS**

- Planning ahead - Advance planning will give the scholar as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials. The Max Planck Society affiliations are also based on the application and accompanying project statement.

#### **GENERAL APPLICATION GUIDELINES**

- At the time of application, you must submit the following (guide for the presentation): application form; detailed curriculum vitae; acceptance letter from Max Planck Institute in Germany; certificate stating that the fluency in English; letter of reference; and letter of the supervisor of the thesis.
- To ensure correct completion of the application form, read carefully the detailed instructions provided in these guidelines.
- Questions must be answered in English, except where indicated to be in Spanish.
- The application form must be completed from the website of the Bunge y Born Foundation (see indication in guide for the presentation)
- Proofread the entire application before submitting it to the Fundación Bunge y Born. The application should be free of grammatical and spelling errors.
- Treat the application as a unitary whole, with all parts reinforcing the project statement. The flow should be orderly: the candidate's capabilities are listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.



MAX-PLANCK-GESELLSCHAFT



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## INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Please read the instructions carefully before completing each item.

### PERSONAL INFORMATION

#### Full Name

- Give your name exactly as it appears on your passport. This spelling will be used on all documents related to your fellowship.

#### Date of Birth (Day/Month/Year)

- Write out the name of month, rather than the numerical figure.

### PROFESSIONAL INFORMATION

#### Current Position Department/Office, Institution

- List the name of your department or office and home institution.

#### Significant Professional Accomplishments and Publications

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write “See curriculum vitae.”
- List up to three principal publications with the title, publication date and publisher’s name. (A complete listing of all publications should be included in your curriculum vitae.) Use the standard format for bibliographic citation and distinguish between books and articles. For books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided.

#### Specialization(s)

- List the subfields within of the academic discipline (Biomedicine, chemistry or physic) in which you specialize.

#### Reference

- Choose your reference carefully and contact them early. The letter of recommendation need to accompany the application.
- Do not ask someone for a letter of reference unless the person is well acquainted with your project and statement qualifications. A pro forma

letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.

- Reference must be written in or translated into English.
- Reference letter should be attached to the report form provided for this purpose and should be sent by the evaluators directly to the applicants.
- It is the applicant's responsibility to ensure that reference reports are submitted by the deadline.

#### Thesis Supervisor

- Include the letter from the supervisor of the thesis to explain and justify the reasons why the candidate would benefit from spending a period of the time for undertaking research in Germany

#### English Proficiency

- Indicate your personal assessment of your level of competence in English.

## **THE PROJECT STATEMENT**

### PROJECT TITLE

The project title should succinctly describe the focus of the award activity. This point should be written in English and Spanish.

The project statement is the most important component of the application. Scholars with the most compelling, theoretically-sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.

### FORMAT

- Submit a detailed project statement of no more than five single-spaced pages (3,500 words) on plain, white paper with each page numbered. In addition, attach a select bibliography of no more than three pages (2,100 words), if appropriate, to your proposed research.

- Begin the project statement with your name and the project title ( write in English and Spanish) at the top of page one. At the top of each subsequent page, type your name.

Then you should write the project brief. This point must also be written in English and Spanish. In a few sentences, provide a concise overview that facilitates an appreciation of the significance of the project and any potential contributions to the field. This abstract is meant to serve as a brief description of the project.

- Organize your proposal in the following order under each point appearing in bold print, and use them as headings for the sections of text in your statement (type this part only in English).

**FOLLOW THESE GUIDELINES FOR WRITING YOUR PROJECT DESCRIPTION:**

**BACKGROUND:** Introduce the research topic. Place the project in an academic or professional context by referring to major works by others on the subject.

**Objectives:** Clearly define the aims of the project.

**METHODOLOGY:** Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library, archive research or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.

**SIGNIFICANCE:** Explain the importance of the project for the field, your home country and your own professional development.

**EVALUATION AND DISSEMINATION:** Describe plans for the assessment and distribution of research results in your home country and elsewhere.

**JUSTIFICATION FOR RESIDENCE IN GERMANY FOR THE PROPOSED PROJECT:** Indicate why it is necessary for the accomplishment of the project to conduct research in a Max Planck Institute.

**DURATION:** Explain how the project can be completed within the time period proposed.

**BIBLIOGRAPHY:** Provide a list of one to three pages of the most relevant sources of information for your proposed research.



## **GRANT INFORMATION**

### Letter of acceptance from a Max Planck Institute

- The acceptance letter must be written on headed paper from the institution and signed by the appropriate authority. Approvals by email are not sufficient.
- The acceptance letter does not guarantee that the fellowship will be awarded.

### Proposed Program Length and Dates

- Indicate as precisely as possible the period during which you will be available to carry out your proposed program in Germany.