

# Pre-Submission Self-Checklist for ICYS Application

Applicant Name:

Note: Applications that do not meet the requirements listed in this checklist will not be accepted.

Submission of this checklist is not required.

Please confirm that all of the following materials are included in your submission and review the notes for each item.

- 1. CV**
- 2. Application Form**
- 3. PhD Certificate**
- 4. PDF files of three significant publications**
- 5. List of DOI of journal publications**

## **1. CV**

The format appropriate for the application category (PI / RF) is used.

The latest format for this call is used.

A photograph is attached.

All required information is provided, including nationality, years and months of education and employment.

The (expected) PhD completion year and month are clearly stated.

In the “Professional referees” section, contact information for two referees is provided to be contacted by the ICYS secretariat only if the applicant proceeds to the interview stage. **Reference letters are not required at the time of application.**

The file to be submitted is in **Word format** (not converted to PDF).

## **2. Application Form**

The format appropriate for the application category (PI / RF) is used.

The latest format for this call is used.

“Research Accomplishments” and “Research Plan” are within the page limits, including references.

The title of “Research Plan” is stated, and only one plan is included.

All instructions (blue text) are deleted, and the file is **converted to PDF** for submission.

## **3. PhD Certificate**

The certificate is confirmed to be **A4 size**.

If you are expected to obtain a PhD: An official certificate of expected PhD completion is to be submitted.

If an official certificate of expected PhD completion cannot be submitted: A letter signed by the supervisor stating the expected date of PhD completion is to be submitted.

## **4. PDF files of three significant publications**

File names are **50 characters or fewer**.

No more than three papers are to be submitted (four or more will not be accepted).

The files to be submitted include all pages, not only the cover or first page.

## **5. List of DOI of journal publications**

For the three papers to be submitted, “1” is entered in the “three\_papers\_submitted” cell.

For papers with first authorship, “\*” is entered in the “first\_author” cell.

Each DOI starts with “10.”.

The content matches the “List of publications” in the Application Form.

The file to be submitted is in **Excel format** (not converted to PDF).