

FASoS SEO and ART hours - How to apply ?

First step: discuss your plans and get the explicit support of your head of department (ART) or research programme director (SEO).

Next: you need to submit your ART or SEO (track 2-4) application to the research policy officer Lidwien Hollanders (l.hollanders@maastrichtuniversity.nl) **by 12 March 2018:**

- an updated CV
- a proposal (3-5 pages, maximum) how you want to spend your additional research hours, which includes:
 - the goal of your additional research hours;
 - a statement that demonstrates the match with the focus point of your respective research programme;
 - a time plan;
 - a description of the planned results (e.g. article, research application);
 - an indication of necessary amount of solver hours and, if applicable, costs for external consultant support.

For SEO track 5 applications you need to submit:

- CV of the candidate;
- an invitation letter by either the department chair, the research programme director, or research centre director with explicit support of the application. The letter also clarifies who will be the responsible mentor at FASoS during her/his stay at FASoS;
- a short outline of the candidate's tasks during her/his stay at FASoS;
- a budget (including workspace costs (400 per month), travel, accommodation) of max. 2.500 Euro)

Decision procedure and criteria

For ART: based on the applications Head of Departments will have received from the research policy officer, they will prepare a proposal on how to spend ART hours in their respective department. The ultimate decision will be taken in a combined meeting described below for SEO. This will help to make sure that faculty funds are spent in an optimal way.

For SEO, tracks 2-4 will be taken in a combined meeting that brings together:

- the dean
- the associate dean for research
- the heads of department
- the research group directors

This meeting is scheduled at April 10.

The criteria for deciding on granting additional research hours are:

- Quality of the proposal (goal that you set yourself; evidence that the support will improve the quality of your planned output; feasibility of plan);
- Match with one of the focus points of your respective research programme;
- Clear plan how your teaching or administrative obligations will be replaced;
- In case of a funding proposal: the chances for success.

For SEO, track 5 applications, OTO will write an advice to FB regarding all proposed applications. The advice + proposals shall be submitted to the Faculty Board for approval.

The Research Institute of FASoS keeps track of ART and SEO hours arrangements that are being made and whether the goals that were agreed on are reached. As researcher, you need to write a short report at the latest six months after the end of the period for which you receive SEO/ART funding. In this report, please describe how you have used these funds and if you have achieved your goals. Please send this report to the research policy officer (Lidwien Hollanders, l.hollanders@maastrichtuniversity.nl).