HOW TO APPLY FOR A PhD FELLOWSHIP EXTENSION

Maximum extension period
Our PhD fellowships are initially awarded for 24 months and can be extended once by up to 12 months. The length of your possible extension depends on the time you have worked on your PhD prior to starting the fellowship.

The start of your PhD work is considered by BIF to be:

- if you changed research groups, the date of your arrival at your PhD laboratory, or,
- if you continued to work in the same research group, the date at which you obtained your highest degree (e.g. BSc, MSc, diploma, DEA, licenciatura, laurea) before embarking on your PhD.

For example: If you joined your PhD laboratory two months prior to beginning your fellowship, these two months are deducted from the maximum extension period, so you can apply for an extension of ten months. If you are in doubt about your possible extension or have any other questions in this regard, please do not hesitate to contact us.

Application deadlines: January 15, May 15, September 15 of each year
Extensions are decided upon approximately two months after each deadline at the subsequent meeting of the Board of Trustees. They take place in mid-March, mid-July, and mid-November.

Please make sure to apply early enough; e.g. if your fellowship runs out at the end of February of a given year, you need to submit your application at the latest at the September deadline the year before for it to be in time for the November Board meeting. (The January deadline would not suffice, as the March Board meeting would take place after the end of your fellowship.)

Please submit your application in two versions: as printout via regular mail and as PDF file. The PDF needs to reach us no later than the respective deadline and the printout must be postmarked no later than that.

Content of application
You should state in your cover letter when you joined the laboratory of your PhD supervisor and for how many months of extension you are applying. (Please make sure to sign the letter).

The application itself should comprise about five to seven pages (including figures and excluding references) and be written like a short research proposal. Please summarize your original aims and, in the major part of the application, describe the results you have achieved so far (including two to three well-designed data figures). If you changed approaches or worked on aspects not mentioned in your original application, you must explain the reasons for these changes and describe approaches, rationales, and results. Furthermore, it is important that you describe in detail what you plan to work on during the extension and include a timetable for the planned experiments.

Please list all your publications (published, in press, submitted) and conference contributions (poster and talks) and send manuscripts of your publications (for submitted ones abstracts suffice).

In addition, we need a letter of recommendation from your supervisor – signed and on official letterhead. It might be included in the application or sent separately via regular mail or email.