

WCMB Conference Scholarships for Graduate Students and Postdoctoral Fellows

Rules and Procedures

Article 1. Objectives

The goal of the conference scholarships is to support the active participation of graduate students and postdoctoral fellows at the WCMB 2018 conference.

Article 2. Scholarships description

Depending on available funding, a limited number of scholarships will be awarded to help support the travel of graduate students or postdoctoral fellows who will be presenting at the conference.

Article 3. Eligibility

- 3.1 Only graduate students or postdoctoral members enrolled full time at an accredited academic institution are eligible.
- 3.2 A candidate can only apply if his/her supervisor reads the application, approves the request, and agrees to pay for remaining conference expenses if the scholarship does not cover all expenses, according to the estimated costs given in the application form.
- 3.3 A candidate must also have an abstract accepted for oral or poster presentation.

Article 4. Requested Documents

- 4.1 The following documents are requested for the application (one pdf file):
 - Motivation letter underlining the interest for the conference (maximum 1 page)
 - Completed application form
 - Copy of the abstract submitted to the conference
 - Schedule of the research project (i.e. thesis calendar), showing what is done and what will have to be done following the conference. The work schedule must also underline the relevance of the conference in the candidate's progression
 - Scientific curriculum vitae (maximum 3 pages)
- 4.2 Incomplete applications will automatically be rejected.
- 4.3 Applications must be submitted in English.
- 4.4 The form and the guidelines are available on [WCMB website](http://www.wcmb2018.org/registration.html) (<http://www.wcmb2018.org/registration.html>).

Article 5. How to apply

- 5.1 The complete application file of the candidate must be sent by email to WCMB (wcmb2018secretariat@jpd.com) at the latest on **March 16, 2018**. An acknowledgement of receipt will be sent to the candidates following the receipt of the application file. The candidate's supervisor is contacted to confirm approval.

Article 6. Composition of the jury

- 6.1 The jury consists, if possible, of four students or postdoctoral fellows involved in the organization of the WCMB conference, and of one external observer (member of the

conference organizing committee or scientific program committee).

- 6.2 The members of the jury will represent a diversity of research groups, programs, faculties, and workplaces.
- 6.3 The external observer does not take part in the vote, but has the right to speak on jury's request, allowing for an increased transparency of the selection process and the improvement of the awardees selection procedures.

Article 7. Evaluation of requests and selection criteria

- 7.1 The jury will evaluate the applications and announce its decisions no later than 2 weeks following the requests deposit deadline.
- 7.2 In order to evaluate files, the jury must use the following criteria:
 - Interest of the applicant shown by the provided motivation letter and overall presentation of the application
 - Quality of the work presented and of the submitted abstract, as well as impact for WCMB
 - Excellence of the candidate, quality of the scientific CV
 - Financial needs
- 7.3 Any member of the jury who is in conflict of interest for a request will have to leave the room during the discussions on this request.
- 7.4 The decision of the evaluation committee is final.

Article 8. Scholarship awarding

- 8.1 If the evaluation committee unanimously considers an application inappropriate, it may be rejected, even if the number of applications is less than the number of scholarship available (no default assignment of scholarships).
- 8.2 One of the graduate student scholarships will be awarded in priority to a M.Sc. student. If there is no application from a M.Sc. student, this scholarship will be awarded to a Ph.D. student.
- 8.3 The results of the contest will be made public by email via a WCMB student representative.

Article 9. Payment of the scholarship

The payment of the scholarship is done after the conference upon presentation of proof of registration to the conference and relevant receipts (up to \$1000 CAD), and according to the payment terms laid down by WCMB.

Article 10. Access to the files

Any deposited file is confidential and only the members of the jury have access to it. The copies of the files will be destroyed after the contest.