

MOLIM guidelines concerning Training Schools (TS)

Preambulum. MOLIM's aim with its Training Schools is to promote education and specialization of young European scientists (PhD students, post-doctoral associates, early career investigators, ECIs), especially those within the MOLIM action, in the scientific disciplines of the Action. Training Schools allow young scientists to acquire basic knowledge in the field of nuclear motions, learn specialized new experimental and theoretical techniques, as well as to enlarge their professional network.

Simple facts. The minimum period for a TS is 4 working days and the maximum is 6. The number of trainers per TS is expected to be less than 10, while the number of students will be around 25 per school, so the total number of participants per school supported by MOLIM will be around 35. A few additional students can be accepted outside of the MOLIM Action if places are available. Financial requests are expected to be limited to 450 EUR for travel (exceptions will be carefully considered), while the typical daily subsistence rate will be less than 70 EUR and will reflect the costs characteristic of the country hosting the TS. The typical budget allocated for a TS is 25,000 EUR.

Format of the TS. The typical format of the TS is as follows: *i*) classes, in blocks not less than two hours, given by a panel of scientists, preferably MOLIM members, internationally recognized experts with a strong educational background; *ii*) exercises, in working groups the students form, including general discussions and question and answer sessions under the supervision of the trainers (2h/day); *iii*) younger researchers will also be given a chance to present and discuss their scientific achievements in form of posters during late afternoon or evening sessions. Enough time should be left to students to interact with the teachers and for networking.

Application procedure. In order to grant a TS within MOLIM, the Organiser of the TS should contact the TS coordinator (Dr. Isabelle Kleiner, kleiner@lisa.u-pec.fr, with a copy to cost.molim@gmail.com and hochlaf@univ-mlv.fr). If the suggested TS is approved, the Organiser should use the on-line registration tool to register the request for a TS (see <https://e-services.cost.eu/TS>).

The following information has to be entered in the on-line registration form:

- the Action number (CM1405);
- the title of the planned TS;
- start and end dates;
- location of the TS;
- the School organiser's details and name of his/her institution;
- the names of other local organisers of the school, if any;
- the preliminary program of the TS;
- names of the key trainers, if they are confirmed, and the titles of their classes;
- financial data (amounts requested for travel, daily subsistence, rent of the room for the classes, pedagogic support, ...). Providing invoices is recommended.

After submission of the information via the on-line registration form, a formal TS application will be generated, which has to be downloaded and sent by the Organizer electronically, as an e-mail attachment, to the TS coordinator (kleiner@lisa.u-pec.fr, with a copy to cost.molim@gmail.com and hochlaf@univ-mlv.fr). The Grant Holder (GH) sends an Acceptance letter to the Organizer, in which the Organizer is informed about the approval of the TS and the level of financial support awarded by MOLIM. The Organizer has to return this acceptance letter to the GH with his/her signature.

After a TS is approved by all parties, the following steps are expected to be taken:

Step 1 – The Organizer sends out the first announcement to all MOLIM members. Students and ECIs should apply on line giving their name, institution, gender, nationality, short CV, letter from their adviser, and an abstract for a poster about their research (see <https://e-services.cost.eu/TS>). Students who need specific documents for a VISA should mention this in their application.

Step 2 – The applications of the students are evaluated and approved by the TS coordinator, after a discussion with the Organizer, the chair, and the vice-chair.

Step 3 – Once accepted, the applicant receives an acceptance letter from the GH, including the level of financial support for the travel to the TS. **Note that trainees are expected to stay for the whole length of the school.** Trainers are encouraged to stay as well, if feasible.

Step 4 – The Organiser sends out a second announcement which gives practical details about the school, as well as details concerning the final program. An abstract book which compiles all the abstracts of the classes and the posters will be prepared by the Organizer and given to the participants of the TS upon their arrival.

After the TS

Within 6 weeks after the completion of the TS, the Organizer is required to submit to the TS coordinator a scientific report about the achievements of the TS (max. one page).

The TS coordinator is responsible for evaluating and approving the final report, after consulting with the chair and the vice-chair.

Further important remarks

Applications to held a TS may be submitted throughout the year, **but they should be done at least nine months before the TS starts.** Decision will be sent to the Organizer at least eight months before the TS starts. **Deadline for trainee applications** for travel expenses should be done at least **four months** before the TS begins. Decision letters will be sent to the applicants three months before the TS begins.

For further details, please contact the TS coordinator, Dr. Isabelle Kleiner, kleiner@lisa.u-pec.fr.