

## Guidelines Lab Rotation Program

### Objectives

The Lab Rotation Program (LRP) of BioTechMed-Graz will enable students with a master's degree/diploma MD to become personally acquainted with the research teams and work done in laboratories/research groups of **BioTechMed-Graz full members\***. The aim of the LRP is to give potential doctoral students a chance to broaden their scientific interests beyond the topic of their master's thesis before they decide on applications for specific doctoral programs.

### Duration of LRPs

Candidates can apply for a rotation in a **research field that is not related to the topic of their master's thesis**. The rotation lasts for four months. A candidate may apply for one or max. two rotations within one application. However, each rotation has to be in different research fields that are not related to the topic of their master's thesis and each rotation must be supervised by a different mentor in different research groups.

### Who is eligible to apply?

Students who have received a master's degree in BioTechMed-Graz related research fields (e.g. natural or life sciences, medical sciences, computational sciences) from Austria or another country are eligible to apply. **Applicants need to be registered as BioTechMed-Graz associate members\*\***. Candidates who have not officially finished their master's studies may also apply. However, verification of completion of the master's degree must be provided before the start of the lab rotation, at the latest by December 15, 2024. Lab rotations must be started at the latest by January 2025. **Each BioTechMed-Graz full member\* can only be a lab rotation mentor for one lab rotation awardee**. This means that only one application per lab rotation mentor can be filed.

### The LRP stipend

Successful applicants will receive a stipend of EUR 8.000,- (per rotation) designated for personal use. BioTechMed-Graz will offer the stipend in two instalments: the first after signing the stipend agreement and the second after the submission and approval of the final report (see "Reporting"). Additionally, BioTechMed-Graz supports the host institution with an amount of EUR 4.000,- for consumables/other goods and services.

The host universities will arrange individual stipend agreements with their respective awardees. The lab rotation fellow agrees not to enter into or maintain an employment relationship with any BioTechMed-Graz partner university during the period of the lab rotation.

### The evaluation process

The Board of Directors of BioTechMed-Graz will nominate an Evaluation Committee of max. 10 members. The Evaluation Committee will consist of young researchers and BioTechMed-Graz members and represent all Biotech Med-Graz research areas.

The selection of lab rotation awardees is based on the following criteria:

\*The list of BioTechMed-Graz full members is available in the member section (<https://biotechmedgraz.at/en/member-section/>)

\*\*Registration for BioTechMed-Graz membership: <https://biotechmedgraz.at/en/member-section/registration/>

1. Evaluation whether the proposed research is sufficiently unrelated to the master's thesis
2. Academic record
3. Reference letter
4. Quality and relevance of the planned research during the lab rotation program

The Board of Directors in accordance with the Executive Committee will make the final decision on funding based on the recommendation of the Evaluation Committee.

### **Applications**

Applications must include the following items:

1. Application form provided by BioTechMed-Graz including signature of the potential mentor.
2. Selection of an adequate research laboratory including motivation and goals of the rotation and thematic outline of the planned research (max. 1 page).
3. CV and publication list if available (max. 2 pages).
4. Reference letter from past supervisor or collaborator (max. 1 page).
5. Certificate of a relevant master's degree and transcript of records of the master's program.
6. Abstract of the master's thesis.

Applications must receive excellent evaluations in order to be funded.

### **Reporting**

The LRP awardee will be required to submit a short final report about his/her scientific activities during the rotation. The report must be signed by the lab rotation mentor.

Report details: Max. 6 pages, composed of:

- Summary
- Introduction
- Methods
- Results
- Future perspectives

Reports must be submitted at the end of the fourth month of the lab rotation. The approval of the report is the basis for the transferal of the second instalment of the stipend.

### **Submission of applications**

Complete applications must be submitted electronically as a single PDF on or before 15.06.2024 to [office@biotechmedgraz.at](mailto:office@biotechmedgraz.at).

### **Timeline:**

- 08.03.2024 Publication of application guidelines
- 15.06.2024 Deadline submission of applications
- End of July 2024 Selection
- October 2024 Lab rotation start

**ANNEX:** Application Form

## ANNEX: BioTechMed-Graz Lab Rotation: Application Form

This form is to be submitted prior to the start of the rotation. Complete applications must be submitted electronically as a single PDF by the lab rotation awardee on or before 15.06.2024 to [office@biotechmedgraz.at](mailto:office@biotechmedgraz.at).

**Awardee name:** \_\_\_\_\_

Reason for this rotation:  Potential dissertation lab  Technique  Other \_\_\_\_\_

Planned rotation start date: dd.mm.yyy

Mentor name (full member of BioTechMed- Graz)		Lab name/ Research group:	
Lab address:		Mentor phone number:	
Awardee e-mail address:		Awardee phone number:	

**Outline of the planned research during the lab rotation (max. 1 page)**

- Motivation and goals of this rotation:
- Thematic outline:

Awardee signature:	
Mentor signature <i>(With my signature I agree to serve as a mentor for the LRP awardee and confirm that I support only one lab rotation application):</i>	

**Application submission date:** \_\_\_\_\_

**Required attachments**

- CV and publication list if available (max. 2 pages).
- Reference letter (max. 1 page).
- Certificate of a relevant master's degree and transcript of records of the master's program.
- Abstract of the master's thesis.

**Outline of the planned research during the lab rotation (max. 1 page)**

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