



**RESEARCH FUND**

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Ph.D. applications  
Instructions

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## 1 About the guide

This guide contains the practical information needed to apply for the Ph.D. fellowships financed by the AXA Research Fund (ARF), as well as a general overview of the selection process.

The AXA Research Fund annually grants about thirty Ph.D. fellowships.

### 2 Which institutions are eligible to apply for fellowships?

- Only institutions that have been referenced by the Fund may apply for these fellowships (see referencing procedure in section 5.2.1 below). **No individual student applications** will be accepted or reviewed. Please liaise with your institution to know if it's referenced.
- An institution may present the same applicant for funding only once, and the applicant in question can be presented by only one institution.
- Applications must be submitted by the research institutions **to which the host laboratory is attached** and where the Ph.D. work is to be carried out.

#### **IMPORTANT INFORMATION**

The institution must be able to host and accommodate the applicant for funding in accordance with prevailing legislation in the country where the institution is located.<sup>1</sup> This institution must be the same as that presenting the Ph.D. candidate.

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<sup>1</sup> In France, the host institutions will draw up an employment contract directly with the Ph.D. researcher. AXA will ensure that the Ph.D. has an employment contract that complies with French labour law. AXA will have no relationship of subordination with the Ph.D. researcher.

### 3 Eligibility criteria used to select Ph.D.s

Every application that is submitted must be complete and must comply with the criteria below in order to be submitted for review by the Fund's Scientific Board.

The Scientific Board oversees the applicant selection process, basing its decisions on the assessments offered by a network of experts whose reputation in their fields is international in scope. For information, the rate of selection for Ph.D. in 2008 was 19.35%.

#### **IMPORTANT INFORMATION:**

The AXA Research Fund, operating at European scale, follows the spirit of the Bologna process which defines the doctoral cycle as a three-year cycle. Students who are already engaged in a Ph.D. programme are not eligible.

#### ***3.1 Areas of research eligible for funding***

The Ph.D. work financed by the Fund must fall within the scope of one of the themes identified by the AXA Scientific Board. The themes for 2010 are identified below, and can also be found on the website of the AXA Research Fund:

<http://researchfund.axa.com/en/>

- Life risks
  - Aging and long term care
  - Addictions and risky behaviours
  - Emerging biomedical risks
  
- SocioEconomic Risks
  - Geopolitical risks
  - Macro-economic risks
  - Large corporate risks
  
- Environmental risks
  - Natural catastrophes
  - Risks linked to climate change

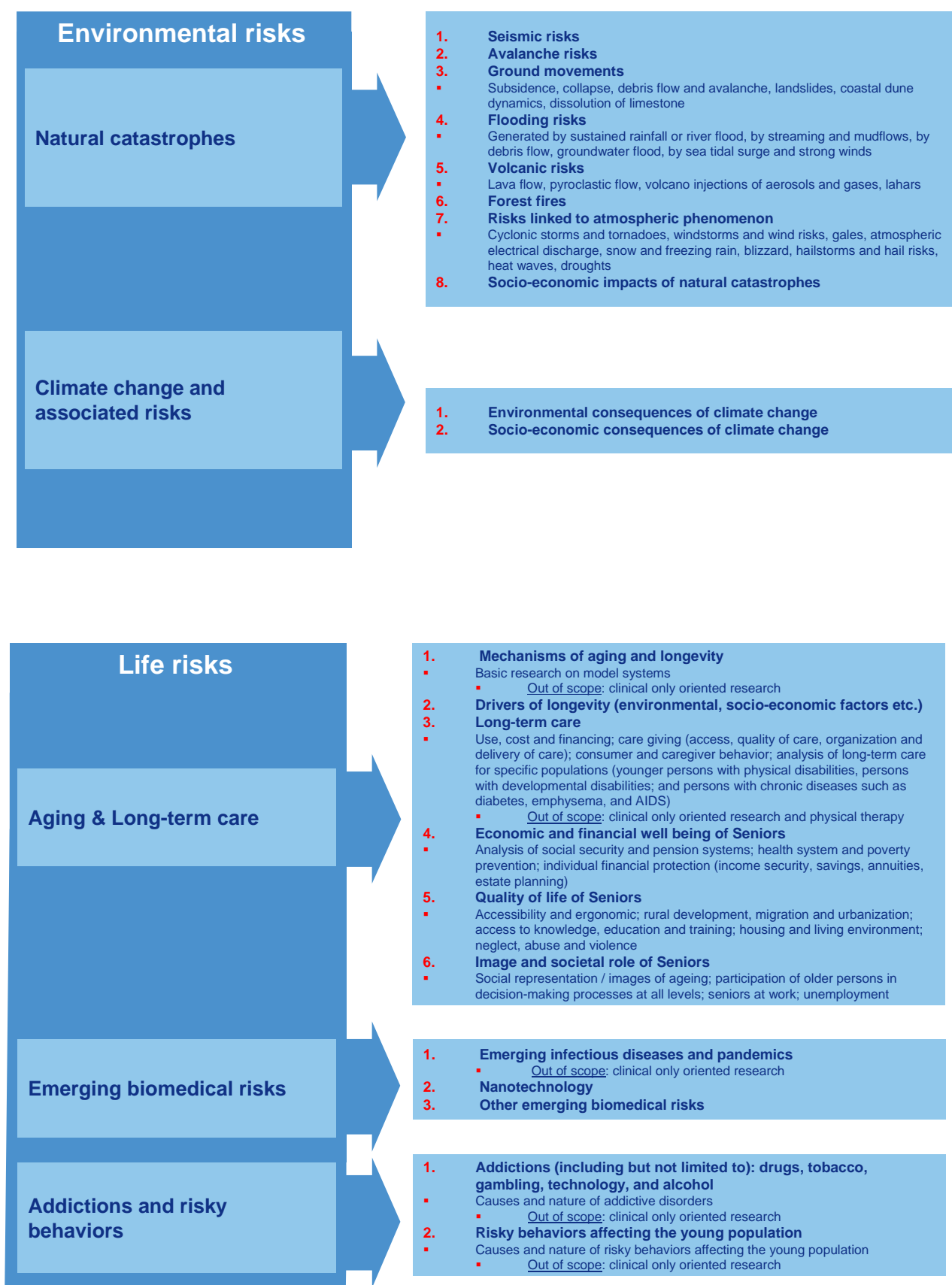
The AXA Research Fund, for ethical reasons, does not fund research in the following areas:

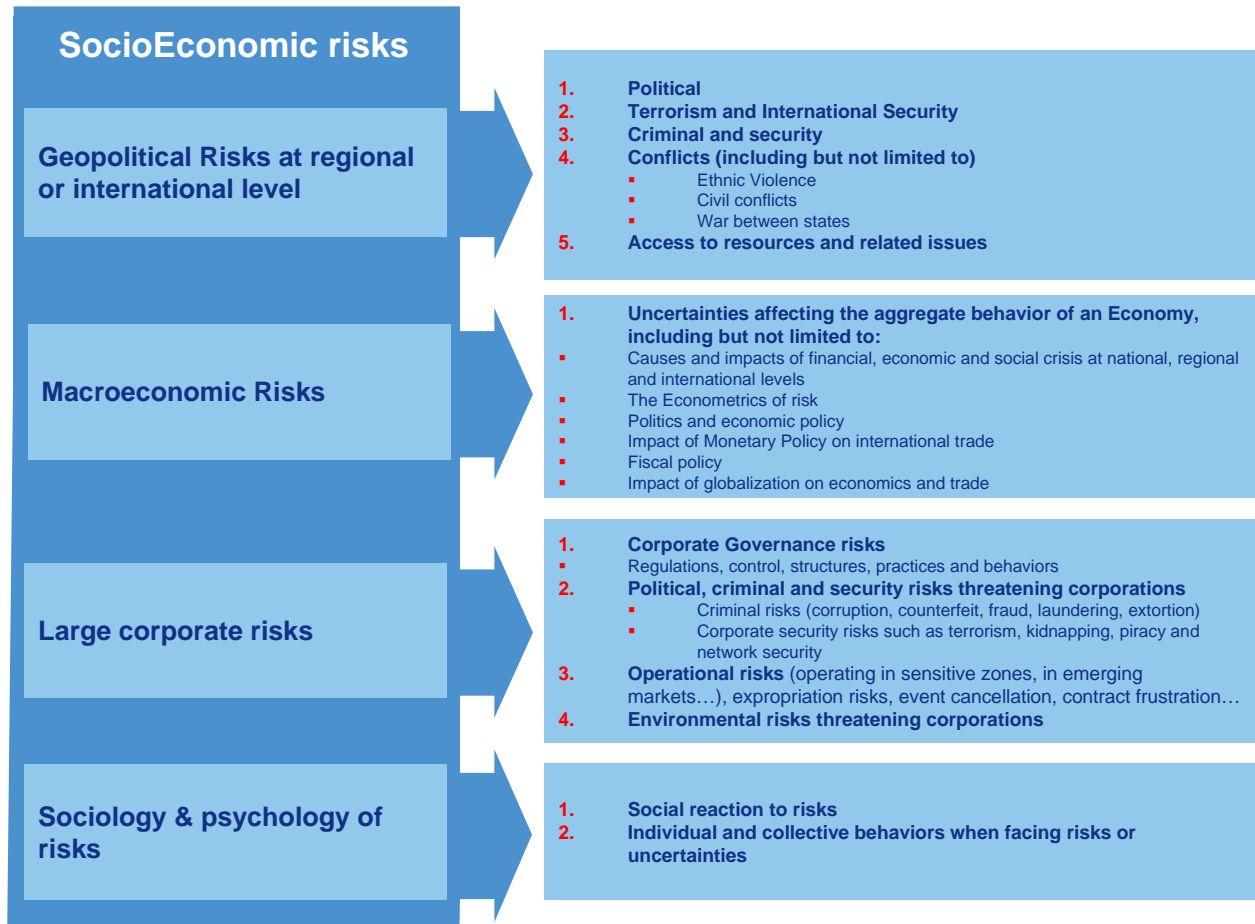
- *research violating national regulations*
- *research having direct military use*
- *research having potentially dangerous environmental impact*
- *biomedical research led without the informed consent of the donor*
- *research on embryo stem cells*
- *processing of private personal data without the informed consent of the concerned (incl. genetic information)*
- *research activities aiming at human cloning*

#### **IMPORTANT INFORMATION:**

Any research project that does not fall within the defined scope will be declared ineligible, regardless of its merits. Although these projects must fit into any of these themes, we will accept applications coming from **any** discipline, including but not limited to: Earth Sciences, Physics, Applied Mathematics, Social Sciences, Economics, Political Sciences, Philosophy, Chemistry, Sociology, etc... These projects should contribute to a better knowledge or understanding of one of these three families of risks.

## Areas of research eligible for funding in detail





### ***3.2 Geographic scope of funding***

The AXA Research Fund supports both:

- Candidates wishing to do a PhD in an institution established in one of the member states of the European Union, one of the countries associated to the EU within the meaning of the 7th Framework Programme of the EU (FP7, i.e. Switzerland, Israel, Norway, Iceland, Liechtenstein, Turkey, Croatia, the Former Yugoslav Republic of Macedonia and Serbia, Albania and Montenegro) or in Singapore. In this case, the Fund does not place restrictions on the nationality of the applicant.
- Candidates who are citizens of one of the EU member states, one of the countries associated to the EU within the meaning of the 7th Framework Programme of the EU (FP7, i.e. Switzerland, Israel, Norway, Iceland, Liechtenstein, Turkey, Croatia, the Former Yugoslav Republic of Macedonia and Serbia, Albania and Montenegro) or Singapore. In this case, the Fund places no restrictions on the country in which the PhD research laboratory is located.

### ***3.3 Start date for Ph.D. research***

The period between the date on which the AXA Research Fund announces the results of its selection process and the starting date of the Ph.D. (i.e., the date of the administrative registration of the Ph.D. by the host institution) must not exceed 6 months.

### ***3.4 Selection criteria***

The principal criteria used to make a scientific and academic assessment of the applications submitted are listed below:

1. The academic excellence of the candidate, assessed on the basis of his or her previous studies, and the excellence of his or her previous studies.
2. The innovative approach and originality of the Ph.D. project, as well as its feasibility (access to resources, etc.), and the impact of its potential results.
3. The international orientation and reach of the host research laboratory.
4. The quality of the conditions offered to the Ph.D. applicant by the host laboratory.
5. The feasibility (access to resources, etc.) of the project, and the impact of its potential results.

## 4 The funding

### *4.1 Funding budget*

The AXA Research Fund seeks to guarantee the following to the Ph.D. student:

- A minimum annual gross salary of €25 000
- Coverage of any additional costs incurred in relation to the research project, provided that expense receipts are submitted (colloquia, etc.) and limited to €1 000 a year.

The fellowship comes to a maximum total of €120 000 for the entire duration of the 3 years funding, and covers the following, pursuant to specific details to be worked out with the host institution in the contract and in accordance with local practice and legislation in force:

- The annual gross salary of the Ph.D. student, which will be equal to €25 000 minimum.
- The coverage of any additional costs incurred by the Ph.D. student in relation to the research, provided that expense receipts are submitted (colloquia, etc.) and limited to €1 000 a year.
- Related fees paid to the host institution, used to cover all or some of the expenses related to the Ph.D. research.

### *4.2 Duration of funding*

The Ph.D. funding is for a period of 3 years.

## 5 How to apply for funding

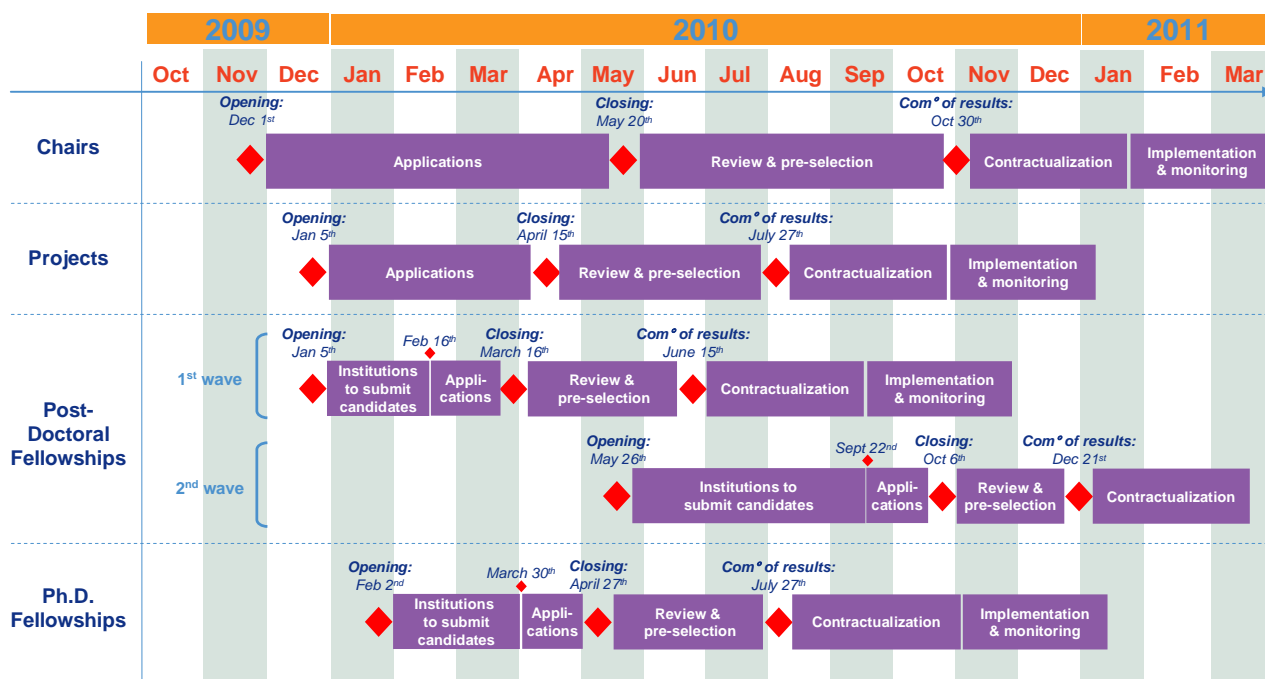
Only those institutions referenced by the AXA Research Fund may present applicants for funding. The AXA Fund does not accept any unsolicited applications from individual students.

### 5.1 Selection timetable for 2010

In 2010, one call for applicants will be made.

- Opening: **February 2, 2010**
- Deadline for Institutions to propose candidates: **March 30, 2010 (11:59 pm, French time: GMT+1)**
- Closing (i.e. deadline for candidates to fill in their applications): **April 27, 2010 at 11:59pm, French time: GMT+1**
  - Candidates may begin completing their applications as soon as their candidacy has been submitted by their institution.

## 2010 campaigns calendar



### ***5.2 Detailed description of the steps***

#### **5.2.1 Step 1: Referencing of institutions by the Fund (see specific modus operandi for institutions' registration, available on the Research Fund's website)**

Institutions are referenced prior to the Ph.D. funding selection process. This referencing, which has to be done on the AXA Research Fund platform (<http://researchfund-platform.axa.com/Public/InstitutionEdit.aspx>) is a prerequisite to submitting applicants for funding.

The AXA Research Fund platform is optimized for use with Mozilla Firefox or Internet Explorer version 6 and above.

#### **5.2.2 Step 2: Submitting applications (see appendix how to apply, step by step)**

A given institution may submit applications for no more than 2 candidates for funding for 2010.

After pre-selecting applicant(s) for one of the annual calls for candidates, the institution must fill-in their names & email addresses on line, on the AXA Research Fund platform (<http://researchfund-platform.axa.com/>), via its operational contact person, who has the necessary username and password of the Institution.

The AXA Research Fund platform is optimized for use with Mozilla Firefox or Internet Explorer version 6 and above.

Once the candidate(s) is (are) validated by the operational contact, an e-mail is sent directly to the candidate(s), enclosing the necessary details to access the application form (URL, username and password).

The application for funding includes the following item:

- A detailed description of the Ph.D. project (4 pages maximum)
- 1 detailed CV
- 2 letters of recommendation:
  - 1<sup>st</sup> letter by the applicant's Ph.D. advisor, which should include:
    - An engagement of the Ph.D. advisor to supervise the Ph.D. candidate
    - Information about the excellence of the research environment offered by the institution: international reach, academic networks, details of the research facilities, research equipments, IT, etc.
    - The number of fellows/trainees to be supervised by the Ph.D. advisor during the fellowship
  - 2<sup>nd</sup> recommendation letter, preferably by the applicant's Master's thesis advisor if applicable.
- Additional materials illustrating the applicant's research work (summary of the thesis, abstracts from any publications or releases, etc.).

#### **5.2.3 Step 3: Reviewing & selecting applications**

The review and selection of applications is a multi-phase process:

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1. An initial review of all applications is made to ensure that submissions are complete and that applications meet the eligibility criteria.
2. A second review of applications is then conducted by 2 to 3 independent readers to assess scientific quality.
3. A final review is done by the Fund's Scientific Board.

### 5.2.4 Step 4: Informing applicants

As soon as the applications for funding have been reviewed, the Fund will announce those selected for funding on its website, and will contact the applicants who have been selected as well as the operational contact people in their institutions so that the contracting process can be set in motion.

### 5.2.5 Step 5: Contracting with the institutions of selected applicants

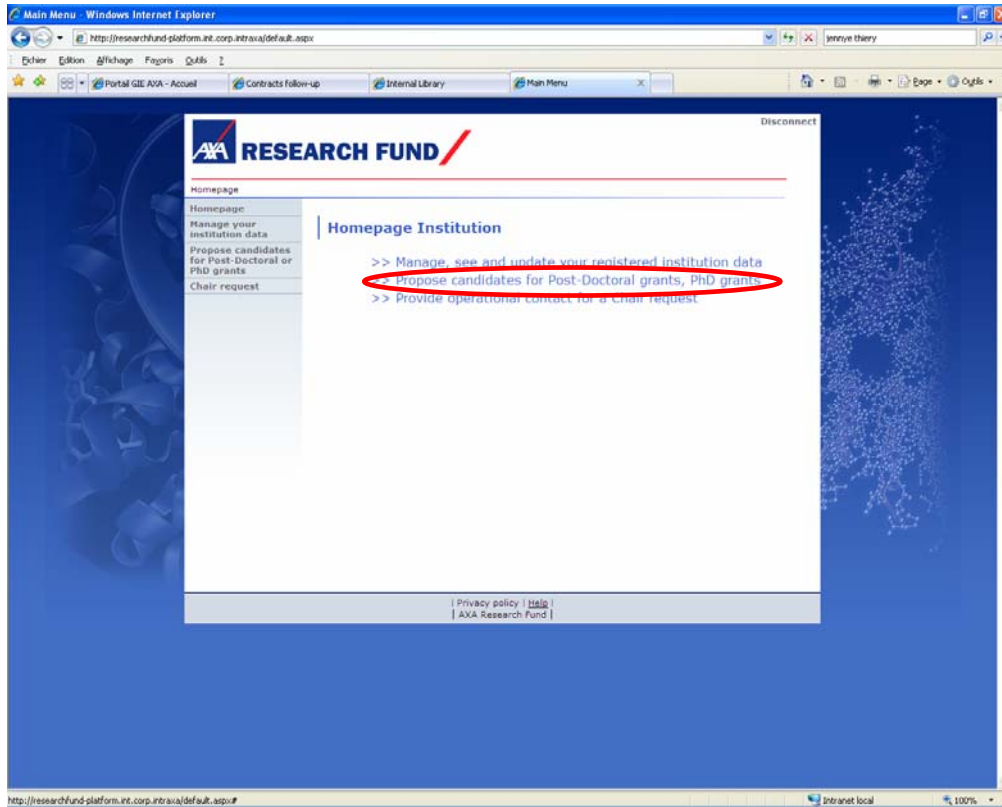
Once the applications have been reviewed and fellowships have been granted, the Fund will contract with the institution hosting the Ph.D. student as rapidly as possible.

Ph.D. grantees will be kept up-to-date by their institution's operational contact person throughout the contracting process.

## APPENDIX:

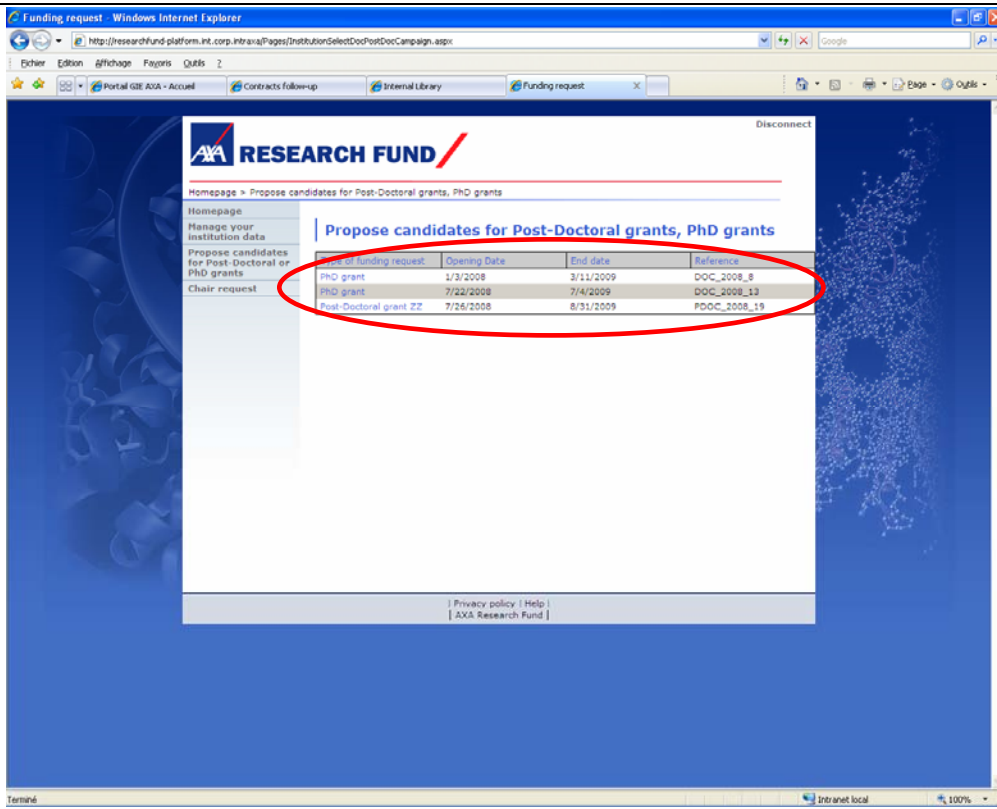
**Step 1:** To propose a candidate, the operational contact clicks on “Propose candidate for Post-Doctoral grants, PhD grants”

The AXA Research Fund platform is optimized for use with Mozilla Firefox or Internet Explorer version 6 and above.

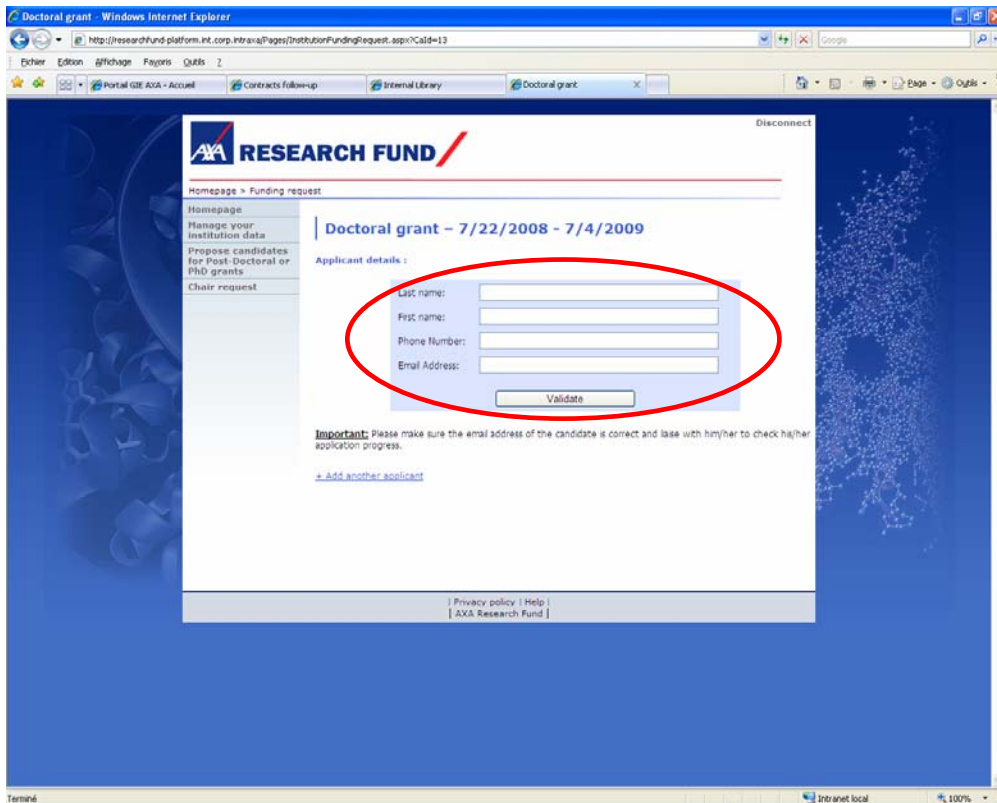


**Step 2:** The operational contact chooses the appropriate wave

# Ph.D. applications – Instructions

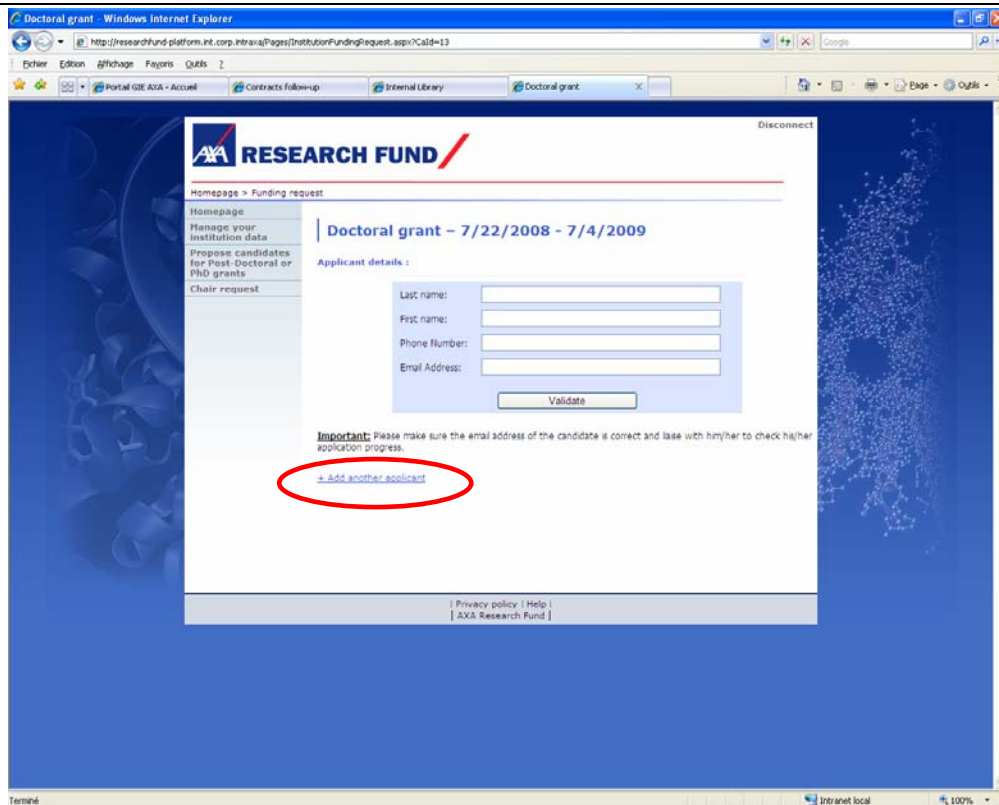


**Step 3:** The operational contact fills in the 4 fields



**Step 3 bis:** to propose a 2<sup>nd</sup> candidate, the operational contact clicks on "Add another candidate" & fills in the 4 fields (see step 3)

# Ph.D. applications – Instructions

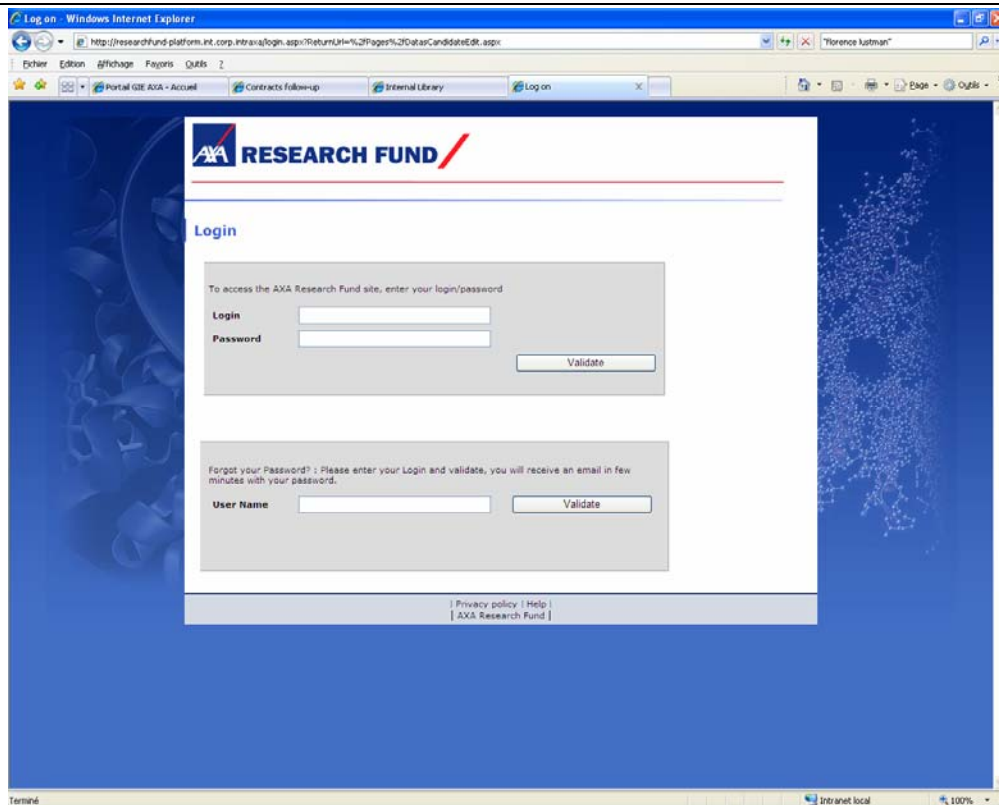


Once the candidate(s) is (are) validated by the operational contact, an e-mail is sent directly to the candidate(s), enclosing the necessary details to access the application form (URL, username and password).

**Important:** Once 2 candidates have been submitted by an institution in a civil year for a Ph.D. fellowship, no more proposal of candidate will be possible.

**Step 4:** The application form is accessed by clicking on the URL provided in the e-mail. Please use the username and password provided in the e-mail to login.

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**Step 5:** The candidate is required to fill all the required fields and upload the needed files (Fig 1, 2, 3 and 4). Once the form is filled, click on the button “PUBLISH FORM” (Fig 4). You will receive an automatic confirmation email.

The application form can be filled during different sessions. Make sure you save the form before closing the window; otherwise all the information would be lost.

**IMPORTANT:** For security reasons, your *session will expire automatically after 60 minutes of inaction. Please make sure that you regularly save your data by clicking on the “SAVE FORM AS DRAFT” button at the bottom of the application form.*

# Ph.D. applications – Instructions

Doctoral grant - Application Form

Homepage > See and update your application data

**IMPORTANT:** For security reasons, your session will expire automatically after 60 minutes of inaction. Please make sure that you regularly save your data by clicking on the "save as a draft" button at the bottom of this page.

**Doctoral grant – Application Form**

**Your application is still pending and needs to be finalized**

Application status : Initialized

First name : Jean

Last name : Martin

Email : jean.martin@gmail.com

Login : Doc\_167

Password : jeanmartin

Application period from -7/22/2008- to = 7/31/2009-

**Candidate's biographical sketch**

Name of current institution

Current studies

Name of the host institution : bordeaux school of economics

Department of the host institution

Country of the host institution : France

Office phone number

Home phone number

Mobile phone number

Personal postal mailing address

Fig 1

Personal postal mailing address

Date of birth (MM/DD/YYYY)

Place of birth

Citizenship

Gender  Male  Female

**Candidate's Curriculum Vitae**

Upload a detailed curriculum vitae in English

Parcours... Upload

**Candidate's previous research studies**

Title of the Master's degree

Name of Master thesis' advisor

Master thesis' advisor's title

Institution

Department

Country

Summarize and accurate description of the research work undertaken during the Master (objectives, approach, outcomes of the dissertation) – max. 3000 characters

Grade report of the previous year and on-going year (if available)

Parcours... Upload

Other research experience: Upload up to 3 relevant documents (maximum of 20 pages, in .doc or .pdf format) linked to your Master: e.g. publications, extract of the master thesis, participation in colloquia.

Parcours... Upload

Add document

Fig 2

# Ph.D. applications – Instructions

**Scientific Recommendations**  
Please indicate the name, e-mail address and position/title of the future PhD dissertation advisor and other researcher.

Recommendation information mandatory

First name:   
Last name:   
Email address:   
Position:

First name:   
Last name:   
Email address:   
Position:

**Recommendation letters**  
1st letter by your Ph.D. advisor, which should include:  
• An engagement of the Ph.D. advisor to supervise the Ph.D. candidate  
• Information about the excellence of the research environment offered by the institution: international reach, academic networks, details of the research facilities, research equipments, IT, etc.  
• The number of fellows/trainees to be supervised by the Ph.D. advisor during the fellowship

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2nd letter, preferably by your Master's thesis advisor  
 Parcourir... Upload

**Research Project**  
Name of the project:

**Research domain**  
Please select the appropriate research domain for your project (e.g. Longevity, long-term care, age-related diseases), and fill the specific field (e.g. Cellular Biology, Genetics, etc.)

Longevity, long-term care, age-related diseases  
 Climate change & associated risks and impacts  
 Risk assessment and measurement techniques  
 Economic agents behavior when facing risks  
 Adaptability of organizations

Specific research field:

Fig 3

Name of the project:

**Research domain**  
Please select the appropriate research domain for your project (e.g. Longevity, long-term care, age-related diseases), and fill the specific field (e.g. Cellular Biology, Genetics, etc.)

Longevity, long-term care, age-related diseases  
 Climate change & associated risks and impacts  
 Risk assessment and measurement techniques  
 Economic agents behavior when facing risks  
 Adaptability of organizations

Specific research field:

Expected date of beginning of the Ph.D. (MM/DD/YYYY):

Expected date of end of the Ph.D. (MM/DD/YYYY):

Executive summary of the proposed work: long-term objectives, specific aims; preliminary studies, research design and methods (max. 4800 characters)

Detailed description of the PhD research project (10 pages maximum)  
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Fig 4