

Renewal Instructions

The forms you have just downloaded are SAMPLES for consultation to help you prepare your on-line application.

Please read carefully instructions and all documents to be ready for October, 5th when you will be able to access our web site and submit your application on-line.

Therefore do **NOT** send this SAMPLE forms by email or postal mail as they won't be taken into consideration. ONLY application submitted on-line are accepted.

The on-line application process opens on October, 5th and closes on November 30th, 2009.

To apply for a Faculty for the Future grant go to the following web site and submit your application on-line: <http://www.fftf.slb.com/>.

Please do **NOT** access the web site before October, 5th as the 2009–2010 on-line forms won't be available.

This application has five parts and ten tabs. Use the tabs menu to switch to the next tab.

Remember to save your data at the end of each page, clicking the **SAVE** button, before switching to another tab. You can always come back to a particular tab to update your information and save again. You are free to logoff at any time using the EXIT button, and finish filling your application at a later time.

Please read each section carefully before completion. Each section must be filled out completely and accurately for your application to be valid (fields with the **red star*** are mandatory).

Please make sure your answers are as complete and informative as possible. You are responsible for the quality of your applications. If you don't follow instructions your application will be rejected.

Two references from your supervisors are also mandatory for your application to be valid. The referee should complete and submit the reference ON-LINE **by November 30, 2009**.

Please see the "*Confidential Letter of Reference SAMPLE*" file for more instructions.

You must also submit the following documents going to the "**Upload doc**" tab in the on-line application:

- A. The Financial University Report fully completed with last year grant financial information, **only if the university is administering your grant** (please see the *Financial University Report* file).
- B. An official copy of your University transcripts for last year **only if you are taking coursework** (this is a breakdown of courses taken during the degree and the grades attained in each discipline. For Post-Doc a copy of PhD award is accepted).

The above documents (A and B points) should be uploaded on-line in our web site when you fill in your application form. Do **NOT** send these documents by email or postal mail as they will be rejected.

Deadline to submit application and references is **November 30, 2009**.

General tips to help you:

- Make sure you meet eligibility guidelines and the application deadline.
- Plan ahead! Producing a strong application takes time and final selection is based in part on the quality of your application and accompanying materials.
- Have a clear strategy. Make sure all parts of your application form an integrated whole. Your application should highlight the aspects about you and your career that will give the reviewer a focused yet well rounded view of your candidacy.
- Read and follow the instructions carefully. The instructions are your guide to creating a complete and competitive application.
- The Personal Essay section should focus on PhD milestones, results obtained, papers published, conferences attended, and teaching undertaken. It should focus on your academic progress and not solely on your technical progress.
- If your application is for further post-doctorate studies, explain in your Personal Essay why you want to pursue an additional post-doctorate year. Insight needs to be provided with regards to the difference the PhD or post-doctorate makes on your career progression and your home country university department.
- Information regarding available funding from other sources (fellowships, scholarships, sponsorships...).

Faculty for the Future fellows are expected to return to their home countries to continue their academic careers.

Faculty for the Future grants are based on actual expenses to be incurred and can be up to USD 50 000 per year.

A successful application will have been reviewed through five rounds, with the reviewers paying particular attention to the following criteria:

- academic performance
- quality of references
- scientific interest of research proposal
- commitment to teaching
- relevance of research to home country
- commitment to inspiring young woman into the sciences
- quality of host country university

NB: *If you have previously received a Faculty for the Future grant and you are changing academic program or school you should complete the New Applicant Application Forms. If you submit under a Renewal application form your request will be rejected. It is your responsibility to ensure you complete the correct application form.*

Application Calendar

October 5, 2009 **Application open**

November 30, 2009 **Application deadline**

February 28, 2010 **Notification of results on web site**

Spring 2011 **Grant Award expires if grant recipient has not yet commenced studies.**

PART 1/5 Applicant Information

1.1 General information

Always remember to save your data at the end of each page, clicking the **SAVE** button, before switching to another tab. You can always come back to a particular tab to update your information and save again. You are free to logoff at any time using the EXIT button, and finish filling your application at a later time.

First Name*:

Family Name*:

**Postal Address
to which we
may mail
documents*:**

**Region of
citizenship*:**

Country of citizenship*:

Country of study*:

Email Address* (preferably a personal email address):

Date of birth*:

Current telephone number*: (including area/city code),

Relationship with Schlumberger*:

None/ Family working for Schlumberger/ Family working for Schlumberger client/ Other.

Year of your first Faculty for the Future Grant:

1.2 Employment History (starting with most recent employment, if any)

Employer Name (listing most recent first)	Job Title	Dates (month/year)	
		From	To

1.3 Educational History (list all university level qualifications, starting with your current studies)

Name and Location of Institution*	Major Field of Study*	Dates (month/year) *		Title of Degree*	Graduation Date*
		From	To		

Expected start date of your next academic year:

Month and year of planned graduation*:

Month and year of planned return to home country:

If PhD, please advice expected date of PhD qualifier examinations:

PART 2/5 Progress Report

2.1 Please describe:

- a. your own view of your academic progress e.g. PhD or Post-Doc milestones, research and/or coursework progress, qualifying exam status, papers published, conferences attended, teaching undertaken etc
- b. your current research (including list of any research you have completed or in which you are currently involved) *
- c. your progress toward returning to teach in your home country
- d. a realistic assessment of your need for continued financial support, including a clear description of your alternate options of financing.

2.2 Teaching

Please describe any teaching experience you have acquired in the last twelve months:

2.3 Publications:

- a. please list all papers published over last twelve months, if any:
- b. please list all papers presented at conferences over last twelve months, if any:

2.4 Conferences:

- a. please list all conferences attended over last twelve months, if any:

2.5 Please describe your involvement in university/faculty life and activities encouraging young women into the sciences:

PART 3/5 Renewal Funding Request

Please provide estimates of your expected costs for one grant year as well as an indication of your personal resources. Use only numbers in **US Dollars** in this table. Do NOT add any text within the table. Any applications containing text or currencies other than US Dollars will NOT be accepted and you will not receive any notification or request for corrections.

You are responsible for the quality of your application form.

Please fill in the Study Program for which you are requesting funding:

Name of Institution*:

Name of Degree*:

High level Discipline*:

Please upload justification of cost estimates e.g. local cost of living data, university cost information etc.

Cost Item	University Name
Tuition and Required Univ. Fees	
Accommodation (including housing and commodities)	
Living Allowance (including food, books and supplies, medical/insurance coverage, child care, transport costs)	
Travel, Visa and Conferences Expenses (limit is \$3000 if in year 1-2 of PhD and \$7000 if in year 3-4 or Post-Doc)	
Total Costs	
Personal Resources available to support studies	
Tuition/Waiver	
Total Funding	

Additional Cost-related Information: Please add any comments on costs in this space:

List other sources of financing for which you are eligible to compete:

PART 4/5 Home Return

4.1 University where you will return to teach in your home country

Name:

Address:

Name of your home country supervisor:

Email of home country supervisor:

Date when you expect to take up an academic post in your home country:

4.2 Current status of your preparations for return to home country:

[If you are in year 3 or more of your PhD studies you are expected to demonstrate strong evidence of home country return planning including a reference from your home country university. Where you cannot provide a home country reference please explain why not and provide other equal evidence of home country return plans.]

4.3 Is there a relationship between your home and host university? If yes, what role have you played in creating or contributing to this relationship, if any:

PART 5/5 REFERENCES AND TRANSCRIPTS

Candidates must provide **2** references of which at least one must come from their University supervisor [preferably one from Host University where feasible] and a University transcript where applicable (this is a breakdown of courses taken during the degree and the grades attained in each discipline. For Post-Doc a copy of PhD award is accepted. You can upload your files directly on the website.

You must also submit the “Financial University Report” fully completed with last year grant financial information, **only if the university is administering your grant.**

Candidates who are in year 3 or more of their studies are expected to provide a home country reference that informs the selection committee as to the value attached to the candidate’s qualifications on return both in relation to their careers and their academic departments.

Only once you **submit** your application, your referees will receive an automatic email with a username and password to access this site and write a reference letter on your behalf. Remember you have the responsibility to assure that your referees will submit reference letters in time (**by November, 30 at latest**). Otherwise your application will be withdrawal. Please see the “Confidential Letter of Reference SAMPLE” for more instructions.

NB: All above documents (references, transcripts, Financial university reports) sent by email or postal mail will NOT be accepted. ONLY documents submitted on-line via the FFTF Application web site will be accepted.

Referees details:

Name*:

Email*:

Title*:

Name*:

Email*:

Title*:

University Transcript	Date submitted

****Certification**** : I certify that I meet the basic eligibility requirements of the program and that the information provided in this application and in accompanying documents is complete and accurate to the best of my knowledge. If requested, I agree to give proof of the information that I have listed on and included

with this application. I understand that falsification of information may result in the withdrawal of my application from the fellowship competition and/or in the termination of any fellowship granted. This application becomes the property of the Schlumberger Foundation upon submission.

Date submitted:

FOR MORE INFORMATION GO TO THE FAQ (Frequently Asked Questions) SECTION:
<http://www.slb.com/content/about/foundation/facultyfuture.asp#faq>

SAMPLE