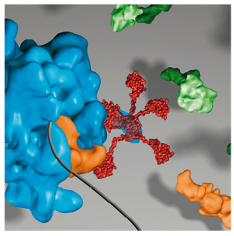

Boehringer Ingelheim Fonds
Stiftung für medizinische
Grundlagenforschung

HOW TO APPLY FOR A PhD FELLOWSHIP EXTENSION

Maximum extension period

Our PhD fellowships are initially awarded for 24 months and can be extended once by up to 18 months. The length of your possible extension depends on the time you have worked on your PhD prior to starting the fellowship.

BIF defines the start of your PhD work as follows:

- if you changed research groups, the date of your arrival at your PhD laboratory, or,
- if you continued working in the same research group, the date on which you obtained your highest degree (e.g. BSc, MSc, Diplom, DEA, Licenciatura, Laurea) before embarking on your PhD.

For example: If you joined your PhD laboratory two months prior to beginning your fellowship, these two months are deducted from the maximum extension period, so you can apply for an extension of sixteen months. If you are in doubt about your possible extension or have any other questions in this regard, please do not hesitate to contact us.

Application deadlines: 15 January, 15 May, 15 September of each year

Extensions are decided upon at the meeting of the Board of Trustees approximately two months after the respective deadline. The meetings take place in mid-March, mid-July, and mid-November. Please apply early enough to ensure that there is a board meeting between the extension deadline and the end of your fellowship. For example, if your fellowship expires at the end of February, you need to submit your application by 15 September of the previous year for it to be considered at the November board meeting (the January deadline will not suffice, as the March board meeting takes place after the end of your fellowship).

Please submit your application as a PDF file via email to Sandra and Simone. The PDF needs to reach us no later than the respective deadline.

Content of application

You should state in your cover letter when you joined the laboratory of your PhD supervisor and for how many months of extension you are applying for. Please make sure to sign the letter.

The application itself should comprise about five to seven pages (including figures and excluding references) and be written like a short research proposal. Please summarize your original aims and, in the major part of the application, describe the results you have achieved so far (including two to three well-designed data figures). If you changed approaches or worked on aspects not mentioned in your original application, you must explain the reasons for these changes and describe approaches, rationales, and results. Furthermore, it is important that you describe in detail what you plan to work on during the extension period and include a timetable for the planned experiments.

Please list all your publications (published, in press, submitted) and conference contributions (posters and talks) resulting from the time of our funding and send manuscripts of your publications (for submitted ones, abstracts suffice).

In addition, we need a letter of recommendation from your supervisor – signed and on official letterhead. It might be included in the application or sent separately via regular mail or email.