

Guide to completing the China Fellows Programme 2009 application form

These notes have been prepared as a guide to completing your application for the China Fellows Programme. Please read the document carefully before completing and submitting your application since incomplete or incorrectly presented information will reduce your chance to be short-listed.

There are **two parts** of the application. To submit a complete application, you **must**:

- download Part 2 of the application from www.cancerresearchuk.org/chinafellows as a Word document;
- refer to Section 3 of Part 1 (online form) and make a note of which 3 projects/lab choices you would like to apply for (you will be asked to enter this in Part 2);
- complete Part 2 following this guideline;
- insert your undergraduate or PhD certificate (as jpg or gif file) into Section 7 of Part 2;
- complete the online section (Part 1) of the application on www.cancerresearchuk.org/chinafellows;
- upload the completed Part 2 (Word document with the certificate inserted) to the online section (Part 1);
- submit your complete application by pressing the 'Submit' button.

Important information

Applications must be submitted before 5:00pm 9th March 2009 (China time).

We must receive the **hard copies** of your reference letters by the **9 March 2009**. Please ask your two referees to send us their reference letters (on an official letterhead paper) to the following address:

China Fellows Application (attention: Dr C.M. Chow)
 Research Funding Department
 Cancer Research UK
 61 Lincoln's Inn Fields
 London WC2A 3PX
 United Kingdom

Please note that it takes at least 10 working days or more for your references to arrive in the UK. You should make arrangement to ensure that your references will arrive on time. Late applications and reference letters will not be accepted.

Part 1 – Personal Details (online)	<p><u>Given name:</u> please provide the second part of your Chinese name</p> <p><u>Family name:</u> please provide the first part of your Chinese name (e.g. Zhen, Lam, Huang, Lee, etc)</p> <p><u>Postal address:</u> please provide an address at which you should be contacted during the application procedure. This can be your home or work address.</p> <p><u>Contact telephone number:</u> please provide a telephone number through which you should be contacted during the application process. This can be your home, work or mobile number.</p> <p><u>Lab choices:</u> from this list, please select three projects which you</p>
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	<p>would like to be considered as your research project in the UK. These should be the same projects as you list in Part 2 - Section 4. <u>Upload completed Part 2:</u> please complete Part 2 as a Word document including your inserted PhD certificate (in .JPG or .GIF format) and upload as an attachment.</p> <p>If you have not completed your PhD yet, please provide your undergraduate degree certificate instead.</p>
<p>Part 2 – Section 2 - Education</p>	<p>Undergraduate Degree <u>2.3 Degree subject:</u> please provide the subject of your undergraduate study (e.g. Biology, Biochemistry, Pathology, etc).</p> <p>PhD <u>2.12 University location:</u> please provide the city at which your university/institute is located.</p>
<p>Part 2 - Section 3 – Research Experience and Publications</p>	<p><u>3.2 Abstract of PhD thesis:</u> You do not need to copy the exact abstract from your own PhD thesis. If it is longer than 600 words, you should summarise and shorten your abstract to no more than the word limit. Extra words exceeding the limit will be automatically deleted by the office without notice. This might reduce your chance to be short-listed.</p> <p><u>3.3 Research skills developed during your PhD:</u> please provide a list of research skills (maximum 10) that you developed during your PhD study, for example, molecular biology, immunobiology, microarray, etc. It is not necessary to list every single technique that you know but it is important for you to list those skills which are required for the project you select (see Section 4 below). It is also important for you to list those skills which are useful to the projects that you select even though they are not specifically required in the abstract.</p> <p><u>3.4 Details of your post-PhD research experience:</u> If you do not have post-PhD research experience, please write 'Not applicable'.</p> <p>Please provide details of your post-PhD research experience such as postdoctoral researcher, associate professor, university lecturer, etc. For each of these posts, please provide the period of time you were employed in that post, the project title and brief description of project, and what research skills were used in that post. Please start with the most recent post and then previous posts (for example, 2007-now Associate Professor; 2006-2007 Postdoctoral Scientist; 2004-2006 Junior Postdoctoral Scientist).</p>
<p>Part 2 - Section 4 - Lab Choices</p>	<p><u>4.1 – 4.3 Lab choices:</u> An interview panel will make the final decision for the successful applicants on where they will be located, taking into consideration the applicants' preferences and research background. Therefore, it is important that you select the project of your choice very carefully.</p> <p>The abstracts for the all the projects in the China Fellows Programme 2009 are listed on www.cancerresearchuk.org/chinafellows and you should identify the top three choices that you would like to work on. Cancer Research UK laboratories not listed on the website will not host a China Fellow this year.</p> <p>We suggest you make a note of your lab choices, referring to</p>

	<p>Section 3 in Part 1 (online form) before filling in Part 2 (Word form).</p> <p>During interview you may be asked about all your three project choices. Therefore, you should have a strong rationale behind each choice when you picking your 3 projects.</p> <p>Please make sure your three lab choices in 4.1- 4.3 are the same ones in Questions 11-13 in Part 1 Section 3.</p> <p>Refer to Part 1 (online form) for a list of projects/labs available.</p> <p><u>4.4 Explain why you are interested in working on your 1st choice project:</u> Among the three projects, you need to indicate which one you are most interested in working on if you are awarded the fellowship. Please provide an explanation why this is your first choice. This is a key criterion in deciding who will receive the fellowship - therefore please provide a clear and concise explanation (max. 400 words).</p> <p>We welcome young scientists from all research backgrounds to take part in this programme. We appreciate that in some of these research areas there might not be many existing training opportunities in China (for example, scientists who wish to pursue career in epidemiology and population-based medical research). Your application will not be disadvantaged if you are interested in a project which is different from your research background. However, in these circumstances, please justify the reason why you would like to make such changes (e.g. to develop a research skill that is not currently available in China). Please provide evidence that you have prior interest in this field and the kind of generic skills you have which can be applied to this project.</p>
<p>Part 2 - Section 5 – Research and Career Aspirations/Plans</p>	<p>This is also a key consideration for your application. Please provide a clear and concise summary (max. 300 words) of your research interests and career plans, in particular, why you want to apply to the China Fellows Programme and how this programme might help you to develop your career in China.</p>
<p>Part 2 - Section 6 - References</p>	<p>Please note that it is your responsibility to ask your referee to provide us with a reference letter in support of your application.</p> <p>The reference letter must be on an official letter-headed paper (we cannot accept references on plain A4 paper).</p> <p>Please note that we will only accept the original hard copy of your reference letter. We will not accept reference provided by e-mail or PDF format.</p> <p>Please remember it takes at least 2 weeks for your references to arrive in the UK. We need to receive your reference letter by 9 March 2009. Please make sure your referees send us the references on time with your name clearly indicated to the following address:</p> <p style="text-align: center;">China Fellows Application (attention: Dr C.M. Chow) Research Funding Department Cancer Research UK 61 Lincoln's Inn Fields London WC2A 3PX United Kingdom</p>

	<p>Late references will not be accepted. This will severely reduce the chances that you will be short-listed.</p>
Part 2 – Section 7 - Certificate	<p>Please scan your PhD certificate in .jpg or .gif format. You should insert the scanned certificate into this section.</p> <p>Please note that the maximum size of the whole document (including the certificate) must be maximum 2 MB. You should compress your certificate file to less than 500 kb if it is too big. Oversized file may encounter problems during submission and result in the loss of your application.</p> <p>If you are going to have your PhD <i>viva</i> later this year (no later than July 2009), you should insert your undergraduate certificate instead.</p> <p>Make sure that you include your name in the file name when saving Part 2 (e.g. zhoujl_applicationform_part2.doc). If you do not include this in the file name your application may be confused with another applicant's form.</p>

Applications must be submitted before 5:00pm (China time), 9 March 2009.