

Marshall Plan Scholarship Checklist

IMPORTANT: Registration of the Master's/Diploma Thesis or Dissertation at the University of Innsbruck must be complete prior to application!

Before the Research Stay

1. The thesis supervisor has to endorse the planned research stay at a U.S. host institution. In order for the application to be considered for the scholarship, a topical connection with the thesis as well as the prospect of added value to the thesis are required.
2. Obtain an invitation letter from an American University or Professor.
3. Prepare a complete application including all documents mentioned in the guidelines.
4. Arrange an appointment to hand in the application before the end of the deadline with Ms Christina Plattner at the International Relations Office (IRO).
5. After review of the application, the documents will be uploaded to a database by the IRO.
6. In case of a positive decision, a contract will be sent to the applicant.
7. Sign the contract as soon as possible and send it back to the Marshall Plan Foundation.
8. The applicant is solely responsible for obtaining a J1 visa for the United States. Relevant information can be found on the website of the U.S. Embassy of the applicant's country of origin.
9. It is **mandatory** to take out sufficient insurance coverage for the entire time of the research stay, including but not limited to health insurance for medical fees and medical repatriation as well as the transfer of remains (in the event of a death), accident insurance and liability insurance that are all valid abroad. It is recommended to also get insurance for flights, cancellation and luggage. Neither the IRO of the University of Innsbruck nor the Marshall Plan Foundation shall be liable for damages resulting from illness, death, accident, injury of others, loss or property damage in relation to the research stay.
10. Send the completed "Meldungsblatt – Internationale Mobilität" to the admission department of the University of Innsbruck (see guidelines)!
11. Send a copy of the visa as well as the insurance policy and the **exact dates** of the research stay to the IRO at least 2 weeks before departure!
12. The first installment of the scholarship (80 %) will be transferred approx. 1 week before departure.

During the Research Stay

1. It is recommended to obtain a confirmation of the exact research period from the supervisor of the host university while the scholarship holder is still in the United States. Should the research period change, the scholarship holder and the host supervisor must immediately send a written confirmation to the IRO of the University of Innsbruck!
2. Should the title of the thesis change, the scholarship holder and the home supervisor have to send a **written** statement to the IRO of the University of Innsbruck!
3. If the host or home university request a retention period, the scholarship holder and both supervisors must send a **written** statement to the IRO of the University of Innsbruck!

After the Research Stay

1. Prepare the research paper (pdf): at least 7,500 words excluding title page, table of contents, references/sources etc. (count the number of words in a Microsoft Word file!)
2. Prepare the field report (pdf): at least 1.5 pages (personal experience report)
 - a. General impression of your research stay
 - b. Description of host university
 - c. Integration of the scholarship holder at the host university
 - d. Recommendations for future Marshall Plan Scholarship Holders
 - e. Email address of the scholarship holder
3. Obtain a Confirmation of Stay (if you have not already done so while in the U.S.; pdf)
4. Review of your research results by the supervisors of the host and home university (pdf)
5. Should a retention period be requested
 - a. Revocation request of up to 3 years max (**one** pdf document):
Statement of the scholarship holder
Statement of both supervisors
 - b. Revocation application of more than 3 years (**one** pdf document):
Statement of the scholarship holder
Statement of both supervisors
In addition to the research paper, a summary (1,000 words excluding title page, table of content and references/sources etc.) is required for the website of the Marshall Plan Foundation.

6. At least 1 week before the end of the paper presentation deadline, an appointment must be made with Ms Christina Plattner (IRO).
7. Bring the following documents with you on a USB stick for the appointment:
 - a. Research Paper
 - b. Field Report
 - c. Confirmation of Stay
 - d. Assessments
 - e. Statements (where applicable)
8. Afterwards the IRO will upload your documents to the database.
9. The Marshall Plan Foundation will transfer the second installment (20 %) of the scholarship after positive assessment.

PLEASE NOTE: All statements (Letter of Invitation, Confirmation of Stay, Change of Title, Change of Research Period, Retention Period, Assessments) must have an official character including letterhead of the institute/university, first and last name as well as job description of the signatory, signature and date!