

PROCEDURE OF APPLICATIONS FOR SHORT-TERM RESEARCH STAYS

Information for predoctoral students/researchers/visitors who wish to undertake a research stay in the University Institute of Research on Olive Grove and Olive Oils (INUO):

1. Complete and sign the attached application form (Annexe I).
2. Send required documentation and application form to inuouja@ujaen.es addressed to the corresponding head of Unit.
3. The head will evaluate the application form, contact the requesting researcher to define the work plan, and issue the invitation letter.
4. The Research and Transfer Commission will evaluate the application form, and issue a letter of acceptance signed by the director of the Institute.
5. In the case of applying for the visiting researcher grant programme, the procedure described in the call for applications will be followed.

Required documentation

1. Application form for a stay in the corresponding Unit (Annexe I).
2. Updated Curriculum vitae.
3. Invitation letter from the head of the Unit of the INUO (Annexe II).
4. Evidence of the funding for the stay/visit (not applicable for the INUO visiting researcher grant programme applicants).



ANNEXE I. APPLICATION FORM OF ADMISSION OF VISITING RESEARCHERS INUO

PERSONAL DATA			
Last name		Name	
Full address			
Country	Province	Locality	
Passport/ID	Phone	E-mail	
DATA OF THE INSTITUTION OF ORIGIN			
Entity / Institution / Organization			
Location			
DATA OF THE STAY IN THE INUO			
INUO Functional Unit		Principal Researcher(s)	
Line(s) of research to be developed			
Purpose of the stay			
Duration (months)	Start date	End date	
Visiting Researcher Category:			
<input type="checkbox"/>	Senior Researcher	<input type="checkbox"/>	Postdoctoral Researcher
<input type="checkbox"/>		<input type="checkbox"/>	PhD Researcher
<p>I request to be admitted in the INUO visiting researcher grant programme *</p> <p>I have my own financing</p>			

* Applications for the visiting researcher grant programme are only possible during the opening dates of the call for applications. The internship will be subject to the awarding of the grant, and will always be after the date of resolution of the call for applications.

Conditions of stay/visit

1. The visiting student/researcher accepts that this status as a “guest researcher” does not imply, in any way, an employment relationship of any kind with the ‘Universidad de Jaén’, nor does it entail remuneration.
2. The visiting student/researcher will be covered by the social and accident insurance of his/her institution of origin for the entire duration of his/her stay, exempting the ‘Universidad de Jaén’ from any type of responsibility of the visitor.
3. The visiting student/researcher undertakes to carry out the tasks on time and under the supervision of the head of the corresponding laboratory.
4. The visiting student/researcher undertakes to present at the end of the stay a document detailing the activities and results that must have the approval of the co-tutor or person responsible for the stay at the INUO and to mention the INUO and Unit in which the stay is carried out in any publication resulting from this research period.

I understand and agree to comply with the proposed conditions during the course of my stay/visit, and I also understand that my work as a visiting student/researcher may be finished at any time by any of the parties to this agreement.

_____, on ____ of _____.

(Signature)