
KAUST GLOBAL POSTDOCTORAL FELLOWSHIP PROGRAM

ONLINE APPLICATION - INSTRUCTIONS TO APPLICANTS

Before completing the online application form, please refer to the guidance materials and the KAUST Global Fellowship Program [website](#) to ensure that you and your research proposal meet the eligibility criteria to apply for the program.

PREPARING YOUR APPLICATION

Please read carefully and follow the instructions outlined below to help you prepare all required documents and materials to successfully submit your application through the online application form.

To access the application form you must create an account on Plutoedu.com following the link at: <https://www.plutoedu.com/form/983580488>

Using the templates provided on the Fellowship website, you need to prepare and submit the following documents. **Each document must be submitted/ uploaded individually, on a PDF format:**

1. CV/ Resume

Please provide your up-to-date CV or Resume with details of your academic and professional career achievements. Your CV/ Resume must **not exceed the 4 pages** including contact details, innovation/commercialization activity, teaching/mentoring/lecturing experience, key achievements, important selected publications, participation in conferences or other scientific communication materials etc.

2. Publications

You will need to submit a copy of up to two selected publications (one mandatory) that represent your work and are related to your academic background/ experience. You may also provide links to these publications to the relevant section when completing the application form.

3. KAUST Host PI Letter

Each Global Postdoctoral Fellow will be hosted by a KAUST PI. The Host PI needs to provide a support letter, highlighting the relevance of the research proposal to their own research program and how the individual and/or their proposal will positively contribute to the lab and KAUST research priorities in general.

A copy of the KAUST Host PI Letter should be uploaded by the candidate on the application form. Support letters should be drafted using the provided template or similar and should include all required information. The KAUST Host PI will be notified via email about the final submission of the application including the host PI support letter.

The KAUST Host PI will be responsible to host you in their lab, integrate you into their group and academic life at KAUST, and facilitate administrative aspects of your research activities. The KAUST Host PI will also be co-funding 50% of your stipend.

Please use the KAUST websites below to identify research groups and labs that fit your research topic and contact the relevant professor(s). The suitability of the host PI and research lab for the proposed research project and your scientific background is one of the selection criteria (see Application Guidelines):

[KAUST Faculty](#) | [KAUST Research](#) | [KAUST Research Areas](#)

Interdisciplinary work is highly encouraged. You will be able to collaborate with other groups and/or professors in addition to that of your host PI during your Fellowship at KAUST, however, you may have only one primary Host PI under the Fellowship.

When contacting a KAUST Faculty:

- Broadly discuss your proposal and how it fits within their research interests and lab.
- How can you or your research proposal add value to their current lab/research.
- Discuss your project's needs in terms of equipment requirements and availability.
- Ask for a letter of support (provided template) that they are willing to host you during the Fellowship if you are successful.

4. Research Proposal (Template)

The research proposal must be prepared and submitted in the provided template under the below headings:

- Proposal Summary
- Background
- Research Plan
- Estimated Timeline Chart
- Project Deliverables
- Budget
- Communication Plan

The research proposal document must not exceed ten (10) pages using concise and succinct language, Calibri font, size point 11. While you will need to use technical terms particular to your field, please ensure that a scientist outside your specific discipline can understand your proposal and follow the logic in terms of posing a research question and carrying out the logical steps to arrive at a set of proposed outcomes.

Your **proposed research** must be aligned with the Kingdom's Vision 2030, the RDI priorities and the [KAUST](#) new strategy priorities in any of the four research priorities and within the three [academic divisions](#) of KAUST.

Your **research outputs** should have the potential to build and lead **impact-driven research** contribute to addressing national and global challenges and/or questions related to one or more of the four KAUST priorities – *Sustainable Environment and Essential Needs; Energy and Industrial Leadership; Health and Wellness; Economies of the Future* – and potentially focus on **enhancing future research commercialization**.

5. Reference Letters

You will be required to obtain two (2) reference letters that support the merit of your research proposal and your ability to carry out this research as an independent researcher. At least one referee should be someone other than a direct supervisor (this includes current and past supervisors). **Please see the Application Guidelines for more info.**

Applicants are encouraged to upload their reference letters if available to them. In any way, referees of eligible applicants will be notified to upload or review the uploaded reference letters.

Referees will need to register on Plutoedu.com, following the directions on the email they will receive to upload or approve their reference letter.

Reference letters must clearly mention in English the referee's FULL NAME and INSTITUTION as well as the APPLICANT'S FULL NAME.

ONLINE APPLICATION FORM

Once you have prepared all the above-mentioned documents, please complete the online application form by clicking the **'Apply'** button on the KAUST Global Fellowship Program [website](#). *You will need to create an account on Plutoedu.com to access the online application form.*

**APPLICATIONS ARE ACCEPTED ON A ROLLING BASIS WITH
TWO CUT-OFF DATES EACH YEAR ON THE**

1ST OF JANUARY AND 1ST OF JULY

When completing the online application form try to be brief and precise; any details are captured in your CV and Research Proposal documents.

Before submitting your application, please ensure that all required fields are filled properly, and all necessary documents are uploaded correctly in separate pdf files (each file should not exceed the 10MB).

While completing the online application form, you may exit and continue filling the form later by logging in to your account.

The online Application Form contains the following sections:

SECTION 1: PERSONAL DETAILS

- Fill in each blank accurately.
- The English competency questions is a self-assessment of your English level.
- If something is not applicable to your situation, please add N/A.

SECTION 2: ACADEMIC QUALIFICATIONS

- Please add your academic degree details starting from the most recent (you should include at least Doctoral degree (PhD), Master's degree, Bachelor's degree).
- Any post-doctoral or other professional positions must be mentioned in SECTION 3.
- Details about other relevant qualifications should be mentioned in your CV/ resume.

SECTION 3: CURRENT OR MOST RECENT POSITION

- Mention any relevant employment history, including any postdoc or research experience.
- If you don't have any other relevant experience/ position or if you are currently finishing your PhD, reply no to the question about any current or more recent position.

SECTION 4: PUBLICATIONS

- Write the details for up to two selected publications (one mandatory, one optional) as a first (or joint first) author.
- A copy of these publications needs to be uploaded at the end of the Application Form. You might also want to add the link to the publication on the respective field (not required – but encouraged).
- Check the Application Guidelines for the accepted type of publications.
- A list of all publications should be mentioned in the submitted CV/Resume.

SECTION 5: RESEARCH PROPOSAL SUMMARY

- Please provide a summary (abstract) of your proposed research under the Fellowship.
- Visit the websites mentioned in page 2 of this document to identify your host PI, division, and program.
- You will need to contact and get the written agreement/expression of interest of a KAUST Faculty before submission of this application.
- Please note that the KAUST Host PI must be affiliated with the division/ program you are applying for.
- A Host PI letter of support must be provided by the PI and uploaded on the application form by the applicant. The Host PI will be notified about the submission of the application and the Host PI support letter.

SECTION 6: REFEREES INFORMATION

- You will need 2 reference letters; the reference letters can be submitted/ uploaded by the applicant directly if available or from the referees. Only the referees of eligible applicants will be notified to submit or review and approve the submitted letters. It is recommended to contact your referees in advance and inform them about this application.
- Please see the Application Guidelines for Information about the Referees and Reference Letters.

SECTION 7: DOCUMENT UPLOAD

- All documents (CV, Publications, Host PI support letter, and the Research Proposal) must be uploaded independently in PDF format. Each file should not exceed 10MB.

Once you have reviewed your completed application and are satisfied with it, you may submit it. You will receive a confirmation email to the email address indicated in Section 1 confirming receipt of your application.

For any questions or inquiries, please contact the KAUST Global Fellowship Program Team at kgfp@kaust.edu.sa.