

**Trainee information**

**Surname:** .....

**First and middle names:** .....

**Date of birth:** dd ..... mm ..... yyyy .....

**Sex:**       male               female                              **Marital status:**       single               married

**University degree(s):** .....

**Position before the EVAN assignment:** .....

.....

**Description of work before the EVAN assignment:** .....

.....

**Brief overview of research project and major accomplishments expected (half page should be sufficient):**

**Long-Term Career Objectives (over 5 years):**

**1. Goals**

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 .....  
 .....

**2. What further research activity or other training is needed to attain these goals?**

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 .....  
 .....

**Short-Term Objectives (1-2 years):**

<b>A) Training at the hosting institution</b>
<p><b>Name of hosting institution:</b> .....</p> <p><b>Address of hosting institution:</b> .....</p> <p><b>Name of responsible supervisor/tutor:</b> .....</p>
<p><b>Beginning of stay:</b> dd ..... mm ..... yyyy .....      <b>End of stay:</b> dd ..... mm ..... yyyy .....</p>
<p><b>Detailed description of training and work</b> (should correspond to your career objectives!)</p>    
<p><b>Expected results</b> (please list and detail personal milestones with approximate dates: <b>anticipated publications, contributions to concrete project milestones</b>, learning of specific capabilities as for ex. Special equipment operation, use of specific software, ...)</p>          
<p><b>Research management:</b> (ability to successfully identify and secure possible sources of funding for personal and team research as appropriate. Project management skills relating to proposals and tenders working programming, supervision, deadlines and delivery, negotiation with funders, financial planning, and resource management; skills appropriate to working with others and in teams and in teambuilding)</p> <p>Fellowship or other funding applications planned (indicate name of award if known; include fellowship with entire funding periods, grants written/applied for/received, professional society presentation awards or travel awards, etc.)</p>          

**B) Training through participation in different events**

**EVAN network-wide measures for training and ToK:** (intensive training courses, workshops, meeting of interest, summer schools, network conferences)

**EVAN local measures:** (regular teaching programme, lab courses, open academic seminars, ToK to the general public)

**Other Conferences** (please specify the conferences you plan to visit)  
Title(s) and Date(s):

**Complementary Training:** (for instance, planned visits to other institutes or companies, technical English, research of information, basics of economics, project management, enterprise skills, intellectual properties skills, involvement in teaching, supervision or mentoring, etc.)

**Communication Skills:** (personal presentation skills, poster presentations, skills in report writing and preparing academic papers and books etc.)

**Anticipated networking opportunities:** (develop/maintain co-operative networks and working relationships as appropriate with supervisor/peers/colleagues within the institution and the wider research community)

**Other activities (community, etc) with professional relevance:** (issues related with career management, including transferable skills, management of own career progression, ways to develop employability, awareness of what potential employers are looking for when considering CV applications etc.)

**Secondments at other institutes:**

\_\_\_\_\_  
Trainee's signature and date

\_\_\_\_\_  
Supervisor's signature and date

\_\_\_\_\_  
Training Administrator's signature and date