**INSTRUCTIONS FOR FILLING THE APPLICATION**

To provide evaluators with relevant information to perform their work efficiently, RECAS fellowship applicants must submit the following documents **in English exclusively**:

1. The completed **application form**
2. A copy of the applicant’s **CV**
3. A description of the applicant’s **research project** (app. 2000 words) containing:
	* Objective
	* Background of the research
	* Clearly described methodology and proposed workplan
	* Policy relevance and target communities
	* Regional relevance and mobility impact
	* Deliverables
	* Research ethics issues, if relevant
4. A **personal statement** describing the **motivation** for participating in the program (up to 500 words)

**Document Formatting Requirements**:

* All documents must be submitted as **PDF files**.
* The research project and personal statement documents must be **page-numbered**.
* The header of the research project and personal statement must contain the applicant’s **full name** (last name, first name) and **email address**.

**Compliance and Regulations**:

The fellowship program fully complies with **EU GDPR regulations**, confidentiality, and intellectual property rules. Applicants are requested to indicate any **ethical issues** in their proposals. Under the Regional Fellowship Program, bursary conditions offered to fellows are in full compliance with the **General Principles and Requirements** applicable to employers in the European Charter for Researchers and in the Code of Conduct for the Recruitment of Researchers. The Regional Fellowship Program follows an **equal opportunity policy**.

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