

# FOR PARC MEMBERS

# STAFF EXCHANGE

PARC facilitates staff exchange among partners for all those interested in receiving on-site, hands-on training in other laboratories.

Staff exchange may be particularly useful to acquire complementary expertise on analytical methods, learn new techniques, and gain access to specific instruments and methods not available in the applicant's institutions.



## Are you available to receive external staff in your laboratory?

To indicate your availability you have to fill in a very simple [survey](#) specifying some institutional details, your capacities, staff specific requirements, and working language(s).



## Are you interested in receiving on-site training?

If you are interested in any of the available opportunities (soon available on PARC website), you just need to submit an application. If you present the minimum requirements for exchange (as established by the Host Lab), you will be contacted and arrangements will be initiated.



## Important info

- Applicants will be responsible for their own expenses. Some external funding opportunities are listed [here](#) (application to these programs is of trainees' entire responsibility);
- Hosts and applicants must be involved in PARC;
- If there is more than one applicant meeting the requirements established by the host, a first come first served rule will be applied.

## How does it work?

### 1. Host identification

Labs interested in receiving external staff must fill in an [online form](#)

### 2. Dissemination

Staff exchange opportunities in identified host laboratories will be disseminated on PARC website (details on host capacities, applicants' requirements and exchange timing will be provided)

### 3. Applications

Interested applicants must fill in a form (available under the opportunity dissemination) within the application period, and submit it together with a short CV, a motivation letter, and a letter of support from their home institution

### 4. Selection and Notification

Selected applicants will be notified by email

### 5. Workplan Definition

Hosts and applicants will settle together a few clear objectives for the stay

### 6. Exchange

Staff exchange takes place according to planned

### 7. Feedback

Hosts and applicants will provide feedback on the process