Provide your personal data

Step 1: Go to “Personnel and Institutions”

- Please click “I am the Applicant” (= you will then be named Principal Investigator and Coordinator)
- Add the name of your intended host institution
- Upload the letter of intent as PDF (max number of 2 pages allowed)

Step 2: Complete your “Profile”

Applicants need to complete the section “My Profile”.

1. Go to the tab “My Profile” in the top menu to fill out or update your profile. This information needs to be entered only once.
   - Please upload or update your CV based on the template provided:

     wwtf_cvtemplate_project.docx
   - This is a standardized CV for WWTF projects. Please delete the section not relevant for your application accordingly.

Step 3: Complete your “Role”

- Under “My Roles”, click on your role below the title of the proposal.Go to “My Proposal & Roles” in the top menu. **You can update the personal information by clicking on “Refresh from profile”. The system will check if there is new information in “My Profile” and update this section accordingly.**
- Select your staff category. Following staff categories are allowed:
  - Postdoc
  - PhD Candidate
  - MA/BA Student
- Select the Home affiliation with which you want to apply for the proposal.
- Check the box under “Affirmation” to confirm acknowledgement of and compliance with guidelines from WWTF and additional relevant organisations.

Created 2025-08-07 13:59:56 UTC by Benjamin Missbach
Updated 2025-10-13 13:28:28 UTC by Benjamin Missbach