Research Grant Programmes run by the Olympic Studies Centre

Guidelines

Instructions for completing the Research Grant Programmes application forms

21 October 2014

1. Opening the document

1.1 The candidature form must be completed using the free program Adobe Acrobat. Please **download Reader** if it is not already installed on your computer (minimum Adobe Reader version 8.0).

1.2 We advise you to save the blank form on your computer before filling it in.

1.3 Note for Mac users:
- After completing your form in Preview, go to the Print menu (cmd+P).
- Use the PDF drop-down in the bottom-left.
- Select to "Save as PDF" to generate a new PDF.
- Send this new PDF simply attached to an email along with all the appendices.

2. How to complete the form

2.1 Ensure that the required fields highlighted in red are visible. If they are not, tick or click (depending on your version of Adobe) at the top left of the form on "Please fill out the following form" or "Highlight Existing Fields".

2.2 Complete the required fields highlighted in red

   ✓ *All the fields highlighted in red must be completed. If this is not done, the "Send" button (on the last page of the form) will display an error message.*
   ✓ *Unfortunately, Adobe does not precise which required field has not been filled. Thus you must check each one.*
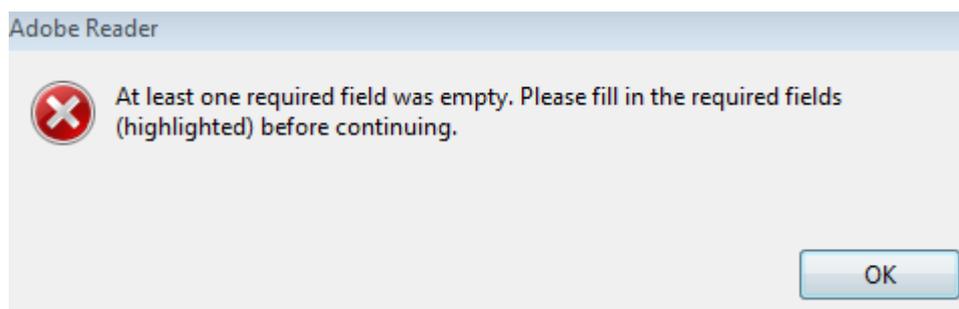
   ✓ *Only the first line of the table is required.*
   ✓ *If a question does not apply to your situation, please respond with "N/A" (for "not applicable").*

Example:

Awards and research experience
List research grants, fellowships or awards you have received, stating in each case the dates and amounts in the corresponding currency.

Grant	Year	Currency	Amount
N/A	N/A	N/A	0

✓ *Most of the option buttons are not pre-selected. Please ensure that at least one of the buttons is selected. If this is not done, the "Send" button (on last page of the form) will display an error message*

Adobe Reader

❌ At least one required field was empty. Please fill in the required fields (highlighted) before continuing.

OK
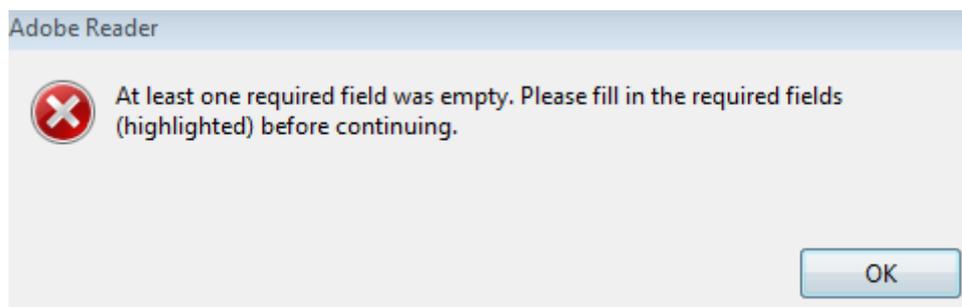
Example:

Have you ever submitted a candidature with the same research subject to the IOC Postgraduate Research Grant Programme?

◉ Yes (year: .2010...)   ◯ No

2.3   Please note that the space available for the answers is deliberately limited (except for questions 4.4 and 4.7). Avoid hard returns – be concise!

3. Sending the completed form

3.1   Sending procedure: Please note that the sending procedure may differ depending on the type of email application that you use. Please read the message that appears when you send the candidature file and take action accordingly.

3.2   Once you have selected the "Send" button, this will generate an email to which you will be able to attach the annexes required for your candidature.

If you have any questions, please write to:

studies.centre_grants@olympic.org