6. Selection process

**Application documents**

All information listed below is required to be filled by the host institution:

- **General information** (to be completed online)
  - Personal details of the prospective Chair holder, Chair title, risk cluster;
  - Research programme details: thematic of the research programme, duration and amount proposed, project description (abstract);
  - Complementary information: PhD related information & current institution of the Chair holder.

- **Application template** (PDF format)
  - Complete application form, strictly respecting the template to be downloaded from the application platform;
  - Letter of intent from the prospective Chair holder;
  - Detailed CV of the prospective Chair holder;
  - For the Chair holder, a list of the top 20 publications (in terms of impact) and the 10 most recent ones;
  - For the Host Laboratory, a list of the top 20 publications (in terms of impact) and the 10 most recent ones;
  - One support letter by the president/rector of the Institution;
  - Two letters of recommendation; other letters of recommendation will not be considered.
  - Additional documents may include information on host Research department/institute. Additional documents exceeding 20 pages will not be considered.

- **Detailed step-by-step**

**Step 1 - Registering and requesting a slot**

To apply for our schemes, academic institutions must be preregistered on our platform ([https://institution.axa-research.org/](https://institution.axa-research.org/)). Institutions are invited to appoint a single point of contact (“Operational Contact”) who will handle relations with the AXA Research Fund.

Host institution has to declare its intent of applying to an AXA Chair by email (chairs@axa.com), at least one month and a half prior to each closing dates. The institution operational contact will be contacted by a Research Officer of the AXA Research Fund to discuss the Institution’s project, the contemplated scheme, and the involvement of the presidency/rectorate (or equivalent) in this initiative. The research theme should also be presented. Upon completion of this stage, an access to the online application platform will be granted.

**Step 2 - Application**

The Institution’s operational contacts download the application form from the AXA Research Fund platform and then submit their Chair application with all necessary documents directly to the Research Officer of the AXA Research Fund.
• **Step 3 - Rebuttal**
  Each Chair application will be reviewed by three external reviewers nominated by ESF. Institutions will have the opportunity to respond to the ESF experts' pre-assessment of their applications. The main purpose of the rebuttal is to provide applicants with the possibility to comment on any potential misinterpretations or misunderstandings that may have been made by the experts while initially assessing their proposals. This rebuttal step is strongly recommended.

• **Step 4 - Video presentation**
  A video recording of a presentation made by the prospective Chair holder would be greatly appreciated. The Chair holder is invited to present the Research to be carried out in the Chair, in a maximum 3 minute-long recording. Videos can be submitted through any online storage service such as OneDrive, Drop Box... The video will be viewed by panel members during their meeting.

• **Step 5 - Scientific assessment**
  The evaluation of the scientific quality of AXA Chair proposals is implemented in a fully independent manner by the European Science Foundation. The ESF will set up Review Panels in charge of assessing all proposals. Review Panels are composed of renowned scientists and scholars from all over the world with a broad view and knowledge across domains covered by their respective panel. Review Panel members are independently identified, invited and appointed by the ESF office to ensure a balanced coverage of disciplines and scientific cultures.

• **Step 6 - Selection & results publication**
  The Scientific Board will review the proposals based on the assessment of the Chair application by reviewers, the rebuttal, and the ESF Review Panel’s recommendation.

  As soon as the Board has taken its decision, the AXA Research Fund informs the Institution through the Institution’s representative. A feedback on the rationale of the Scientific Board decision can be provided to the Institution upon request.