



THE OLYMPIC  
> STUDIES  
CENTRE

## Research Grant Programmes run by The Olympic Studies Centre

Instructions for completing  
the Research Grant  
Programmes application  
forms

October 2018

## 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.

## 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 a question does not apply to your situation, please respond with “N/A” (for “not applicable”).
  - > Only the first line of a table is required.

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.

Example:

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

Yes (year:  No

- 2.3 Please note that for most of the questions, the space available for the answers is deliberately limited.

- > Avoid hard returns – be concise!

### 3. SENDING THE COMPLETED FORM

- 3.1 Application form and appendices must be sent via [this secured portal](#). It is not necessary to download the application to submit a candidature; this can be done directly via the web browser. The portal works in the same way for all operating systems: Windows, MacOS, Linux, Android and iOS.
- 3.2 A candidature acceptance confirmation e-mail will be sent at the latest one week after the application is received.

If you have any questions, please write to:

[studies.centre\\_grants@olympic.org](mailto:studies.centre_grants@olympic.org)