



Salzburg University  
of Applied Sciences

## Checklist Student – Marshall Plan Scholarship (MPS)

**Please note:**

**Research period must be at least 3 months (90 days)  
to max. 12 months**

### Application documents:

As one PDF

- Research proposal (min. 1500 words – max. 2500 words)
  - Title of the research – (*The title of your research proposal and your final paper must be identical. Any changes in the title and/or research topic require a written approval from MPS!*)
  - Information about Home- & Host Supervisors
  - Short description of the research field
  - Research objectives and goals
  - Detailed problem statement
  - Methodological considerations
  - Research workflow
  - Benefits/relevance/expected results
  - Bibliography (*not incl in word count!*)
- Letter of recommendation from the head of the degree programme
- Personal data
  - Motivation letter (max. 2 A4 pages)  
(current studies, plan after graduating, motivation from a research prospective, why that university, why the USA, who are you, what makes you *you?*)
  - Tabular resumé
  - List of publications (if available)
  - List of conference presentations (if available)

Please submit separately:

- MPS Application Form

### Before MPS-stay (Changes of dates require a written approval from MPS):

To be submitted at least 2 months before the research/study period begins:

- Letter of Acceptance of host institution
- Copy of visa (pdf)
- Copy of passport

- Actual date of start of MPS research period at host institution

**After MPS-stay (max. 90 days after end of MPS stay):**

- Final research report (only as pdf document)
  - Min. 7500 words excluding cover page, acknowledgment, table of contents, references / bibliography, and personal account
  - Personal account / report (pdf; min. 2 A4 pages)
    - Overall impression of the research period
    - Quality of the research institution
    - Integration in the research institution/organization
    - Recommendations for future MPS scholars/fellows
    - Contact information (email address) after the research period
- Changes of topics have to be clarified with the International Office within the MPS-stay
- Official approval of the final report from the research supervisor, including confirmation to publish the report on MPS website
  - you can request for an embargo period
    - An embargo up to three years (Requirements: a letter of statement from you and your research supervisor)
    - An embargo longer than three years (Requirements: a letter of statement from you and your research supervisor & a summary with at least 1000 words excluding the cover page, table of contents and references which will be published on the webpage of MPS)
- Official confirmation or proof of attendance from the host institution/organization indicating exact dates of start and completion of the research period
- Copy of flight tickets

**Please send all documents and inquiries to [annette.schatzmann@fh-salzburg.ac.at](mailto:annette.schatzmann@fh-salzburg.ac.at)**