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A4L_BRIDGE – 101136453



Internships call

Alliance4Life BRIDGE



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1. Call for internships

The Internships of the Alliance4Life BRIDGE project aim to foster collaboration, strengthen professional skills and support career development in both research and administrative fields.

The Internships are designed to encourage both scientific and non-academic collaboration among Alliance4Life institutions, offering opportunities to exchange knowledge, build professional networks and develop skills by engaging with colleagues from partner organizations. They further aim to strengthen cooperation across the A4L BRIDGE partners, enhance the professional and transferable skills of both researchers and administrative staff, support career development through international mobility and contribute to the long-term sustainability of partnerships in the CEE region.

Alliance4Life is a consortium of 12 life science institutions and universities located in 11 Central and Eastern European (CEE) countries. The following Alliance4Life's member institutions are at the same time beneficiaries of the A4L_BRIDGE project:

- CEITEC Masaryk University (MU), Czechia
- St. Anne's University Hospital Brno/ International Clinical Research Center (ICRC), Czechia
- Biomedical Research Center of the Slovak Academy of Sciences (BMC SAS), Slovakia
- Medical University of Lodz (MUL), Poland
- University of Zagreb School of Medicine, Croatia
- University of Tartu (UT), Estonia
- Vilnius University (VU), Lithuania
- Latvian Institute of Organic Synthesis (LIOS), Latvia
- University of Ljubljana (UL), Slovenia
- Semmelweis University (SU), Hungary
- Medical University Sofia (MUS), Bulgaria
- Carol Davila University of Medicine and Pharmacy Bucharest (UMFCD), Romania

2. Who can apply?

Eligible applicants are members of A4L_BRIDGE partner institutions, including two target groups:

Academic staff (research track):

Early-Stage Researchers (ESRs), Ph.D. students and senior research staff.

Academic staff internships are focused on knowledge transfer through lectures, seminars, laboratory training and hands-on research activities.

Priority will be given to researchers from A4L institutions who are also members of the Virtual Research Centre (VRC). Not a member yet? Learn more on the [About the VRC page](#).

Non-academic staff (administrative / support track):

Professional, technical and administrative staff seeking professional development through *job-shadowing* opportunities.

Non-academic staff internships provide insights into best practices, innovation management, administration, finance, human resources (HR), grant management and other support functions at leading research organizations.

3. Internship Duration

Academic internships:

- The duration of the internship is determined by the sending institution, within its allocated person-weeks.
- Allocation per sending institution: 6–12 person-weeks

Non-academic internships:

- Duration per individual: 3–5 working days (excluding travel days)
- Allocation per sending institution: 3 person-weeks

Note: Final duration must be confirmed by the sending institution, taking into account institutional budgets and available person-weeks.

4. What kind of internships are eligible?

- Proposals must clearly describe the objectives of the internship, expected outcomes and relevance to both the applicant's professional development and the institution's priorities.
- The proposed internship should include activities aligned with the applicant's role and career stage (research collaboration or job-shadowing).
- Proposals must demonstrate potential for long-term cooperation between the home and host institutions.
- The duration and plans of internships should be realistic and feasible.

5. What are the eligible costs?

Internships will be supported through the A4L_BRIDGE project budget, with funds that have been already specifically pre-allocated to each partner institution to cover the costs of sending their own participant.

Eligible costs include:

- Travel expenses (economy airfare, train, bus, etc.)
- Accommodation and subsistence (daily allowance)
- Other justified mobility-related costs (e.g., local transport)

The amount of funding and expenses covered are subject to regulations at specific (sending) institutions and must be agreed on and confirmed by the sending institution before the start of the internship.

Funding is subject to Horizon Europe cost eligibility criteria, as defined in the Annotated Grant Agreement for the 2021–2027 Work Programme (Version 2.0, 1 April 2025).



6. Application and approval process

Step 1: Submission of the initial application and approval by the sending (home) institution

Candidates must submit their initial application using the online form available via the Alliance4Life web portal [Click](#). By completing the online form and selecting their sending institution, applicants' submissions will be sent directly to the designated contact person at the sending institution for confirmation of eligibility and funding availability. Further communication with both the sending and host institutions can continue via email if needed.

Step 2: Host institution agreement

After eligibility approval by the sending institution, candidates must contact the host institution via e-mail to agree on the internship's dates, duration and activities.

Step 3: Submission of the final application

Applications can be submitted to the sending institution for consideration only once both the sending and host institutions have agreed on the main conditions outlined above. Required documents for submission of the final application to the sending (home) institution:

- Final application form (standard template)
- Curriculum vitae of the applicant
- Confirmation from the host institution (e-mail or a free form signed statement).

Step 4: Central approval of the final application

After evaluation and approval by the sending institution (see Step 3), **the final application must be submitted** to the assigned representative of Vilnius University (Erika Antanėlė, erika.antanele@mf.vu.lt) **within 14 days for central approval**. The submission must include a **confirmation letter from the sending institution confirming a positive evaluation of the application** (e-mail or as a signed free-form statement).

Step 5: Internship Agreement

After central approval, Internship Agreement (standard template) must then be signed between the intern, the sending Institution and the host Institution. **The signed Internship Agreement must be sent to** an assigned representative of Vilnius University (Erika Antanėlė, erika.antanele@mf.vu.lt) **within 14 days** and **before the start of the internship**.

7. Deadlines

Publication of the call	4 February 2025
Final application deadline	31 March 2026
Evaluation and notification	30 April 2026
Start of the Internships	All projects must be implemented between 1 May 2026 and 31 March 2027
Final report	14 April 2027

8. Selection Criteria

Applications will be evaluated according to the following criteria:

- Expected impact on applicant's career and skill development
- Quality of the internship proposal plan
- Potential for sustainability, future collaboration (all internships) and involvement of the A4L_BRIDGE Virtual Research Center (only for academic internships)
- Alignment with institutional priorities



Applications demonstrating potential for future collaboration and active engagement with the Virtual Research Center (VRC) will be prioritized.

9. Evaluation Process

The evaluation will take place in four steps:

- **Administrative check (done by the sending institution).** Formal review to ensure completeness and eligibility. The sending institution confirms employment/affiliation status.
- **Evaluation of the proposals.** Final applications are evaluated and scored by internal reviewers of the sending institution.
- **Institutional approval.** The sending institution approves the final list of interns based on evaluation results and budget availability.
- **Central approval.** After approval by the sending institution, the final application submission will undergo an administrative check by Vilnius University to confirm eligibility based on AL4Life BRIDGE project proposal. **Participants may sign the Internship Agreement and proceed only after this approval.**

10. Final Report

Internships must be completed by March 31, 2027. Final Reports and Internship Confirmation Letters must be submitted no later than 14 days after the end of the internship.

The Final Report and the Internship Confirmation Letter must be completed using standard templates available on the website.

The sending institution ensures that the reports are sent to A4L_BRIDGE (lead Vilnius University, contact person Mrs. Erika Antanėlė, erika.antanele@mf.vu.lt).

11. Contact

For general information regarding the Internship call or in case of any questions, please contact Mrs. Erika Antanėlė (erika.antanele@mf.vu.lt) using 'A4L_Internships' identifier in the subject line.

12. Document templates

- **Final internship application form**
Submitted by the applicant to the sending institution after initial eligibility approval and host institution confirmation
- **Internship agreement form**
Signed by the applicant, sending institution and host institution after central approval of the internship. The document must be sent to Vilnius University within 14 days after signing and before the start of the internship.
- **Internship confirmation letter**
Submitted by the applicant to the sending institution immediately after the internship and sent to Vilnius University no later than 14 days after the end of the internship.
- **Final internship report form**
Submitted by the applicant to the sending institution immediately after the internship and sent to Vilnius University no later than 14 days after the end of the internship.