

Staff Mobility Application Checklist

The OSUN staff mobility pilot program provides opportunities for staff to spend up to one month embedded at a partner institution to learn about its administrative processes and contribute to cross-institutional integration. Details are provided in the current call for applications.

Applications should be submitted through the [OSUN Portal](#) before the October 13, 2023 deadline. You may use the checklist below to prepare your answers and then cut-and-paste them into the online application.

The following documents must be submitted with your application:

1. *Resume or curriculum vitae*
2. *A support letter from your office director*
3. *An additional professional reference letter*
4. *Host partner letter signed by the relevant office director or institution official, if a host partner is already identified, which briefly explains (a) how the host will integrate you during your stay and (b) what the host institution expects of you*

Final approval of staff mobility placements is contingent upon the host institution's approval and confirmation of the placement dates and the scope of work.

The review of applications for staff mobility is competitive. OSUN will consider only those proposals that best meet its priorities.

Checklist:

1. *Full Name of Applicant:*
2. *Title:*
3. *Office:*
4. *Home Institution:*
5. *Proposed Host Institution(s):*
6. *What are the proposed start and end dates of your mobility placement?*
7. *Why are you applying? What do you aim to learn from the staff mobility experience? (3,500 characters with spaces maximum)*
8. *How will your mobility placement contribute to deeper integration of your home institution in OSUN? (3,500 characters with spaces maximum)*

9. *What expertise or collaborations will you offer to the proposed host institution(s)? (2,000 characters with spaces maximum)*
10. *Please describe any prior participation in OSUN-sponsored programs or collaboration with staff at other OSUN institutions. (2,000 characters with spaces maximum)*
11. *Please detail any prior experience living abroad, including where you lived, how long you were there, what months and years you were abroad, and what you were doing. You don't need to list vacations or short trips. (2,000 characters with spaces maximum)*