

## Guidelines for Instruct Courses

The Instruct training courses programme aims to increase the skills level of researchers in structural biology through the organisation and support of training courses and workshops. To ensure that proposals fit the Instruct-ERIC training policy, the programme only supports events co-organized with either Instruct-ERIC Centres or Instruct-ERIC research sites\* (in Instruct countries without an Instruct Centre), with representatives of the Instruct-ERIC centre being part of the scientific organizing committee of the course. The course venue can be located at different locations than the centres, provided that the location is relevant for Instruct-ERIC policy.

Courses may be organized in collaboration with other organisations or institutions; the rationale and detail of any collaborative component of the course should be made explicit in the application.

All Instruct supported training courses should adhere to the following guidelines:

Instruct training courses for consideration of the Training Committee and supported by central Instruct funding should:

- a. Include the word Instruct in the title
- b. Submitted by Instruct Centres or Instruct Research sites\*
- c. Promote either an integrated approach of structural biology techniques or in depth training of specific techniques. An emphasis should be given on cutting edge techniques that are not covered in the standard undergraduate curriculum.
- d. Courses could be either theoretical, or include practical training.

The criteria for Instruct courses are:

1. **Predefined set of teaching objectives leading to defined outcomes:** Course content should be tailored to the academic level of applicants with realistic expected outcomes (e.g. independent implementation of software at applicant's home lab; basic understanding of new technologies applicable to specific experimental scenarios; independent planning for an integrated approach). The objectives of the course should be clearly described in the call for applications.
  2. **Excellent facilities, infrastructure, expertise and leadership to support the course content.** These parameters will be evaluated by
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the Instruct Training Committee in their evaluation of the proposal: the Committee expects these standards to be delivered.

### 3. **Focus on integrative structural biology**

4. **Defined admission criteria:** courses should be advertised openly on the Instruct website and on other websites to attract a broad uptake. Where admission is limited, these limits should be made clear on or before application. Evaluation of applicants should respect the principles of offering equal opportunities with regard to gender, disability or ethnicity.
5. **Provision of updated reference material:** where appropriate, updated information following the course should be made available to course participants, either via the Instruct website or other electronic means.
6. **Assessment of outcome and standard of training offered:** a system to collect feedback from attendees should be in place and a report to the Training Committee should summarise this information and any suggestions for improvement.
7. **All courses supported with Instruct funds will have a page or a link on the Instruct website.**

Courses should have a webpage with the following relevant information (this can be on the Instruct website – contact [support@instruct-eric.org](mailto:support@instruct-eric.org), and/or on your institutional website. If the latter, a link for the Instruct website must be provided):

- details of registration
- fees (if appropriate) including bursary or other fee waiver opportunities
- venue (including map)
- travel and accommodation arrangements (especially local travel information; trains, buses, taxis with indication of approximate costs)
- program
- social events (group dinner)
- acknowledgement of Instruct funding, including the logo (go to <https://instruct-eric.org/content/welcome-to-instructs-press-office>)

### 8. **Proposal submission**

Proposals are submitted online via Instruct-ERIC website ([link to submission](#)) and requires to be registered to ARIA.

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Make sure that the proposal includes also the following details:

- Title of the course (it should include the word Instruct)
- Venue and host Instruct Centre
- Aims of the course and expected impact for young researchers
- Opportunity for participants to work (at least partly) with their own samples
- Proposed dates (or interval during which the course may be held)
- Lead contact
- Outline course content (indicate lecture/practical content as applicable)
- Number of participants anticipated
- List of confirmed course tutors
- Detailed budget (venue, catering, staff costs/fees, accommodation costs for participants and speakers)

\*Institutions in Instruct member countries (which do not already support an Instruct Centre) that are judged to provide an environment and the expertise to host high quality training courses and workshops, will be approved as Instruct research sites. These shall be considered a step towards the development of an Instruct Centre and will serve to focus for Instruct activities in the member country.