

Application Guidelines

for an EMBO Installation Grant

Application for an EMBO Installation Grant is via an online application process described below. Application forms have to be submitted by both the applicant and the receiving institute by the deadline (15 April). For details of eligibility criteria and selection process, or to access the online form and download the *IG scientist application form*, please see our website: <http://www.embo.org/programmes/installation-grants.html>

Should you have further questions regarding the application process, please contact yip@embo.org.

online form

You will be asked to provide:

- CV data
- a summary of your current research activities
- a description of your institute
- contact details for three referees (see below for further instructions)
- contact details for the person who is to complete the receiving institute form (see below)

In addition you should upload your completed *IG scientist application form* (see below for details). The online form can be saved and updated until the deadline (15 April), when the data from applications marked as complete will be fed directly into our database to help EMBO process your application.

Detailed instructions for completing the online form can be found within the application system.

IG scientist application form

Please download the *IG scientist application form* from our website. This form asks for more detailed information about your scientific background and planned research, and is the main part of the application. The form should be completed and edited on your computer screen, and uploaded via the online form as a PDF. Please save and print for your own record. Please ensure your font settings are on Helvetica size 9. For more detailed instructions, see overleaf.

letters of reference

Please choose three scientists (preferably former supervisors) who will provide letters of reference for you. Their details (name, address and email) should be entered via the online form described above; the system will contact each scientist and ask them to submit an online reference as soon as you click the “activate this referee” checkbox. **Please list and activate your referees as soon as possible -** preferably 4 weeks prior to the deadline to ensure that your references are submitted in time. You can continue filling out the rest of the application until 15 April.

receiving institute form

We will ask the institute contact you list on the online form to complete a separate receiving institute form. This contact should preferably be the person with whom you are negotiating your position. Please coordinate your application with that of the receiving institute; your application is not complete without a completed receiving institute form. The institute will be asked to describe the following:

- the institute's infrastructure
- available equipment
- relevant colleagues
- the duties of the applicant
- the offer that is being made to the applicant

The institute will also be asked to return a confirmation form signed by the head of the institute.

→ **scientist application form instructions:**

curriculum vitae

- Please provide the title of your position and institute name as well as your professional experience and education in reverse chronological order, i.e. latest information first. Please follow specifications on the form.

publication list

- Please emphasize your own name in bold, and italicize your group members in publications from your own independent group. Underline the your two best publications – we request further details on these in the next section.
- You can list publications in submission in the relevant section. Please do NOT list manuscripts in preparation. You will be given the chance to update your publication list prior to the selection committee meeting.
- Please only list research publications in the “publications arising from...” sections: reviews, comments, methods papers, book chapters etc should be listed under other publications
- If a publication from your independent group is co-authored by your former supervisor, please briefly explain his / her contribution.

your two best publications

- Please provide details of your two best publications, listing the citation followed by the abstract and a short (max 200 words) explanation of why you chose this paper.

synopsis of recent work

- In brief, please describe the research carried out during your PhD (5-10 lines) and post doc.
- This section is limited to a total of 1-page.

research

- Applicants should describe the research projects they propose to carry out in their independent laboratory (**3 pages** maximum, excluding bibliography).

budget outline

- Please roughly outline how you would allocate the budget provided by the grant and additional budget from other sources.