EMBO Short-Term Fellowships

Application guidelines

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>3</td>
</tr>
<tr>
<td>Eligibility</td>
<td>3</td>
</tr>
<tr>
<td>Application process</td>
<td>4</td>
</tr>
<tr>
<td>Timeline</td>
<td>4</td>
</tr>
<tr>
<td>Application procedure</td>
<td>4</td>
</tr>
<tr>
<td>Application forms</td>
<td>5</td>
</tr>
<tr>
<td>Online application form</td>
<td>5</td>
</tr>
<tr>
<td>Letters of reference</td>
<td>5</td>
</tr>
<tr>
<td>Receiving institute form</td>
<td>5</td>
</tr>
<tr>
<td>Proposed work</td>
<td>5</td>
</tr>
<tr>
<td>Present work</td>
<td>6</td>
</tr>
<tr>
<td>Publication list</td>
<td>6</td>
</tr>
<tr>
<td>Selection</td>
<td>6</td>
</tr>
<tr>
<td>Benefits</td>
<td>7</td>
</tr>
<tr>
<td>Final report</td>
<td>7</td>
</tr>
<tr>
<td>Annex I – Application form preview</td>
<td>8</td>
</tr>
</tbody>
</table>
APPLICATION GUIDELINES

Application deadlines: applications are accepted throughout the year

EMBC Member states: Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, and United Kingdom

EMBC Associate Member states: India, Singapore

Countries / territories covered by a co-operation agreement: Chile, Taiwan

EMBO subject areas: Cell Cycle, Cell & Tissue Architecture, Cellular Metabolism, Chromatin & Transcription, Development, Differentiation & Death, Evolution & Ecology, Genome Stability & Dynamics, Genomic & Computational Biology, Immunology, Membranes & Transport, Microbiology, Virology & Pathogens, Molecular Medicine, Neuroscience, Plant Biology, Proteins & Biochemistry, RNA, Signal Transduction, Structural Biology & Biophysics, Systems Biology

Contact: fellowships@embo.org
Guidelines for EMBO Short-Term Fellowship applications

Applications for EMBO Short-Term Fellowship are accepted via the online application system. The application and all related correspondence with the Fellowship Office must be in English.

There are no deadlines for applications and awards are being made throughout the year. Selections for funding are made by the EMBO Programme Head based on reports from EMBO Press editors, EMBO Members and members of the EMBO Young Investigator Programme.

Please check the eligibility criteria before applying.

Should you have questions regarding your application, please contact fellowships@embo.org.

Purpose

EMBO Short-Term Fellowships fund research visits of one week (seven days) up to three months (90 days) between laboratories in EMBC Member States, Associated Member States or Cooperation Partners (see page 2).

Awarded applicants can stay on their research visit for an additional three months (maximum), however, EMBO will not provide funding for this extended period.

EMBO Short-Term Fellowships are not awarded for exchanges between two laboratories within the same country. International laboratories such as EMBL are technically extraterritorial and movement e.g. from Germany to EMBL Heidelberg is, therefore, permitted.

Short-Term Fellowships are intended for joint research work rather than consultations, preferably to establish new scientific relationships.

Only in exceptional cases will EMBO Short-Term Fellowships be awarded for research visits outside the countries listed above. For such cases, it is essential that a justification be provided of why there is no appropriate expertise or technology in EMBC Member States, Associated Member States or Cooperation Partners.

Applications from outside EMBC Member States, Associated Member States or Cooperation Partners will not be considered.

Exceptionally, EMBO will consider applications involving laboratories (home or host) in Japan throughout 2020.

Eligibility

Applications must meet the following criteria to be accepted:

- The applicant must be an active research scientist at any stage in their career with at least one year of research experience at PhD student level, or equivalent at the time of application.
- The fact that an applicant has previously held an EMBO Short- or Long-Term Fellowship does not preclude further applications for a fellowship for a new project in a different laboratory. Reapplication is only possible twelve months after the end of the previous Short-Term Fellowship or in the case of unsuccessful applicants, the date of application.
• Applications to work with former colleagues, PhD or postdoc supervisors or to work in laboratories previously visited will not be considered.
• Applications to visit laboratories in the context of an already existing long-term collaboration or involving previous exchanges of scientists have low priority for funding.
• In order for the home laboratory to benefit from the exchange, on completion of the fellowship applicants are required to immediately return to their home laboratory where they must remain for at least six consecutive months. A signed letter in English from the home institution after this period is required as proof.

Please note:
• It is possible to hold both an EMBO Short-Term and Long-Term Fellowship (renamed into Postdoctoral Fellowship as of October 2019) at the same time, provided that the Short-Term Fellowship is used to fund a short research exchange within the context of the same project funded by the Long-Term Fellowship.
• EMBO does not consider applications for EMBO Short-Term Fellowships to extend visits begun under other auspices, or as bridging fellowships between, or prior to, long term stays funded by EMBO or other organizations.
• Applications for fellowships to attend courses, workshops, or symposia will not be considered. Similarly, EMBO Short-Term Fellowships do not provide additional funding for courses, conference travel, bench fees, overheads or any other expenses beyond travel costs between the laboratories involved and the subsistence rates depending on the country visited.
• EMBO does not cover visa costs. EMBO cannot advise on visa or tax matters. Please refer to the administration in the host or home institutions for help on these issues.
• Applications to work on a project purely applied, intended to develop a product (commercial or not) or a procedure will not be considered. All projects must have a biological significance and should aim to increase our knowledge on a particular biological process. Similarly, applications for the exclusive purpose of training in a technique rather than as a component of a wider research project, will not be considered for funding.
• It is not possible to apply for an EMBO Short-Term Fellowship if other, parallel exchanges are planned to take place between the home and the host laboratories during the planned fellowship duration. Short (one- or two-day) visits or seminar invitations are not considered in this category.
• If the applicant has secured additional funds or grants from other institutions to support the proposed visit, the applicant must notify the EMBO Fellowship Office immediately. Two sources of funding are allowed, but EMBO will deduct the amount of the other fellowship from the grant awarded as an EMBO Short-Term Fellowship.

Application process

Applications for an EMBO Short-Term Fellowship are accepted via the EMBO online application system.

All applications must be written in English.

All applicants must register for ORCID digital identifiers (IDs) to ensure unambiguous name assignment.

Timeline

There are no deadlines for applications and awards are being made throughout the year. However, it is recommended that applications be submitted at least three months before the proposed start date.
of the research visit, or at minimum, applications must be submitted before the start date of the research visit.

Application procedure

- All submitted applications are screened by the EMBO Fellowships Office to ensure eligibility requirements are met. Receipt of submitted applications will be acknowledged via email.
- Final decisions will be made by the EMBO Fellowship Head based on reports provided by the EMBO Press editors, EMBO Members and members of the Young Investigator Programme.
- Applicants will be informed of the outcome of their application by email.

Application form

The online application form, will ask you to provide information on:

- Contact details of two referees
- Address of the receiving institute and contact details of the host institute supervisor
- A summary of the proposed work
- A summary of your current work
- Basic CV
- Your ORCID ID (if you do not have one, please register at https://orcid.org/register)
- Funding sources

Online application form

The application for EMBO Short-Term Fellowships is electronic only. Hard copies will not be processed. This refers to all relevant documents including not only the application form, but also the reference letters and the host institute acceptance form.

LETTERS OF REFERENCE

The applicant must provide the names and contact details of two referees (who are not from the host institute) who will have to submit their confidential letters of reference online. One of the referees must be the current supervisor.

In the case that the applicant is already an independent researcher, only one reference letter from a legal representative of the home institution (Dean, Director etc.) is required. If this applies to you, please contact fellowships@embo.org to have your application form updated.

RECEIVING INSTITUTE FORM

The applicant should co-ordinate their application with that of the receiving institute. The applicant must provide the name and contact details of their host supervisor. The host supervisor must submit an acceptance form online.

Note that finding a host supervisor is the responsibility of the applicant. Before starting an application, applicants must discuss and agree on their proposal with the host supervisor.
PROPOSED WORK

The research proposal should be well argued and written by the applicant. The proposal is subdivided in two parts: a 250-word summary, of the proposed activity and the biological significance of the proposed plus the research proposal itself, which must not exceed 1500 words (excluding references).

The research proposal should explain the background of the research project and contain a detailed outline of the work to be performed at the host institute. No figures or tables may be included. References in the research proposal should include the complete list of authors followed by the title of the paper, year, journal or preprint server name and details on volume, page numbers, etc.

Please keep in mind that all the research activities supported by the EMBO Fellowship Programme must be in compliance with fundamental ethical and research integrity principles, such as those set out in the Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research, and in the Singapore Statement on Research Integrity. These refer to questions relevant to the use in research of human materials, including human embryonic stem cells, use of animal models, and, in general, any other potential ethical issues that may arise during the applicant’s daily research activities. Applicants may be asked to provide evidence that their planned research conforms to the relevant regulations that apply at the host and home institutions.

PRESENT WORK

The synopsis of work performed at the home institute should allow the reader, in a brief and concise manner, to appreciate both the applicant’s past experience and its relevance to the proposed research topic. Applicants must clearly communicate their career plans for the period following the short-term fellowship.

Keep in mind that the proposed project must be directly related to the work being developed in the home laboratory.

PUBLICATION LIST

In the publication list, applicants must indicate their three (or fewer) most important publications, i.e. the three primary research papers that in your view provided the most important and original contributions to scientific knowledge. Applicants must NOT include the journal impact factor. EMBO is a signatory of the San Francisco Declaration of Research Assessment (DORA, http://www.ascb.org/dora/), which recommends “not to use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles, to assess an individual scientist’s contributions, or in hiring, promotion, or funding decisions”.

Papers published in preprint servers (e.g. arXiv, bioRxiv, PeerJ) will also be taken into consideration. Papers submitted or in preparation, but not yet accessible to the community, will not be considered and must not be included in the list of publications. Publication updates after the application is complete will not be accepted.

For a detailed description of the information that will be requested during the application process, screenshots of the online form are included in Annex I.

Please note: An application is only complete once both reference letters (if applicable) and the host institute acceptance form have been received. It is the applicant’s responsibility to ensure that their application is complete and to submit. Upon submission of an application, the EMBO Fellowship Office will acknowledge receipt and will assign a Short-Term Fellowship reference (ASTF) number.
Selection

All applications are examined at the EMBO Fellowship Office to ensure that they are complete and eligible. Receipt of complete applications will be acknowledged via email.

Applications are judged on the following criteria:

- Quality of the project to be developed in the host laboratory (novelty, feasibility).
- The suitability of the host laboratory for the proposed work and previous interactions with the home laboratory. Is the topic covered in sufficient depth and breadth?
- Value of the exchange for the home laboratory (expertise or technology transfer, collaboration, co-publication).
- CV of the candidate, and in particular research experience.

Final decisions are made by the Fellowship Programme Head based on reports from EMBO Press editors, EMBO Members and members of the EMBO Young Investigator Programme.

Benefits

The fellowships contribute towards travel costs and subsistence of the fellow but not of any dependents. The subsistence rate depends on the country being visited. EMBO Short-Term Fellowships do not provide additional funding for courses, conference travel, bench fees or overheads. EMBO does not cover visa costs.

EMBO funds research visits of a maximum of three months. If additional funding is available from another source and it is scientifically justified, awardees can apply for an extension of an additional three months not covered by EMBO. It is possible to apply directly for more than three months (up to six) but the EMBO grant must be used for the first three months of the visit.

Final Report

At the end of the fellowship, applicants are asked to provide EMBO with a report of their activity at the host institute. The report should be sent to fellowships@embo.org. Please note that you need to indicate your ASTF number and your current address on your final report.

The final report must be submitted to the fellowship office within 6 months of completing the research visit. The report should be about two pages, and should summarize the results as well as possible plans for further work to be undertaken. It may include diagrams, charts or illustrations. Upon receipt of the final report, the Fellowship Office will send a certificate stating the start date and duration of the fellowship, the place where it was held, the ASTF number and the title of the project developed.
Applicants must provide a letter signed by their home institution certifying that they have returned to work there for at least 6 months after the completion of the EMBO Short-Term Fellowship. This letter must be written in English.
Annex I – Application form preview
The receiving institute acceptance form should only be submitted online; no hard copies are required.

Check with your receiving institute that they received an email after you activate your supervisor contact details otherwise contact EMBO's Technical Support.

### RECIPIENT INSTITUTE

<table>
<thead>
<tr>
<th>Institute Address*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>... Line 1</td>
<td></td>
</tr>
<tr>
<td>... Line 2</td>
<td></td>
</tr>
<tr>
<td>... Line 3</td>
<td></td>
</tr>
<tr>
<td>... Line 4</td>
<td></td>
</tr>
<tr>
<td>Town*</td>
<td></td>
</tr>
</tbody>
</table>

| Post code* |  |
| Choose a country |  |

**SUPERVISOR OR HOST**

<table>
<thead>
<tr>
<th>Title*</th>
<th>Mr</th>
<th>Mrs</th>
<th>Ms</th>
<th>Dr</th>
<th>Prof.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last name*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email address*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Activate this contact

**INSTITUTE DIRECTOR**

<table>
<thead>
<tr>
<th>Title*</th>
<th>Mr</th>
<th>Mrs</th>
<th>Ms</th>
<th>Dr</th>
<th>Prof.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last name*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EMBO Short-Term Fellowships – Application guidelines (November 2019)

**Proposed Work**

*Project title*

**Summary and biological significance of the proposed research**

Please provide a 250-word summary of the proposed activity and the biological significance of the project.

**Proposed work at the receiving institute**

Please provide a proposal of the proposed activity at the receiving institute. This must be written by the applicant and may not exceed 2,500 words. Do NOT include a list of references in this field but use the next field below instead.

**Literature references for proposed work**

*FORMATTING GUIDELINES FOR REFERENCES:*

1. Include the complete list of authors followed by full titles, journal, year, volume and pages;
2. Use "et al." or "et al." only if there are more than 3 authors. In that case, be sure to include all relevant first and corresponding/ senior authors.

*Formatting example:*


*Use this space for a compilation of references for the above proposal, including full bibliographic details.*

**Keywords**

List 5 short keyword terms to describe the proposed research. Separate these terms with "/" (max 20 words).

**Subject area 1**

Choose a subject area

**Subject area 2**

Choose a subject area

**Proposed starting date of the fellowship**

Applications completed only after the start of the visit or after the proposed start date indicated here will not be considered. (Please note: an application is only complete once both references and the receiving institute acceptance are submitted online and received by EMBO).

**Number of days (7–60 days)**

**Proposed duration of fellowship**

**JUSTIFICATION**

Please give a short justification of the choice of this laboratory*

**TRAVEL**

**City of departure**

**Country of departure**

**CAREER PLAN**

Do you intend to return to your home laboratory after the fellowship?*

*Yes*  **No**

... if yes, for how many months?*

**Career plan after the fellowship**
ACADEMIC RESEARCH TRAINING / WORK EXPERIENCE

Please list, in reverse chronological order, your academic research training and positions held, since (and including) your PhD research. State the duration, kind of training or position, the research topic, the supervisor, and the institute, if applicable.

Full C.V. since PhD research*

EDUCATION

Please list, in reverse chronological order, your education and training prior to your PhD work, starting from the beginning of your university (or equivalent) studies. Please state the duration, the university, major subjects, and the degrees obtained, if applicable. Do not list the stages of your pre-university education. You may, however, include here any professional, non-academic positions held in the past, as well as any relevant fellowships and awards you have previously received.

Education and training prior to your PhD work, starting from the beginning of your university (or equivalent) studies*

PHD AWARD

Date of PhD exam*

date on which PhD was / will likely be awarded (d/m/y/yyyy)

Country of PhD award

Choose a country

PUBLICATIONS

List any (co-) authored, peer-reviewed publications in international journals (excluding manuscripts submitted, in revision or in preparation). In reverse chronological order. Papers available through preprint servers can be listed and will be taken into consideration.

Indicate by an asterisk (*): the three most important publications in your list. In the case of shared first authorship, please keep the order of authors as they appear on the original publication and indicate shared authorship (e.g. A1 and A2 contributed equally to this work).

OTHER FUNDING SOURCES

Please list all other grants, awards, contributions or fellowships (towards either travel or subsistence expenses of the proposed visit) you are receiving or applying for:

PREVIOUS APPLICATIONS FOR EMBO FELLOWSHIPS

1: Fellowship type: Select type  number:  year: Select year

2: Fellowship type: Select type  number:  year: Select year

FUNDING HISTORY

List previously held fellowships from EMBO or other organisations with dates (month/year):

CAREER BREAKS

Have you recently interrupted your career due to child care or military / civil service?

Yes  No

If yes, please state the duration and details: