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About the EMBO Young Investigator Programme, Young Investigators and Installation Grants

Established in 2000, the EMBO Young Investigator Programme was the first initiative in Europe that recognized the specific needs of junior group leaders setting up their first independent laboratories and it developed activities to help this group of scientists. The programme aims to:

• highlight some of the best young group leaders in Europe;
• create a mutual support network among the next generation of scientific leaders in Europe;
• help Young Investigators realize their potential as world-class researchers.

The programme selects around 20 EMBO Young Investigators (YIs) annually and provides support and networking opportunities during a critical stage of their career.

EMBO Installation Grants were set up in 2006 to encourage talented researchers to set up their independent laboratories in participating member states (currently Czech Republic, Poland, Portugal, Lithuania and Turkey). Installation Grantees (IGs) also become part of the Young Investigator Programme (YIPs), and are eligible for most benefits of the programme.

Programme Membership

Duration of membership in the programme is:

• EMBO Young Investigators have full benefit of all activities for 4 years.
• Initially three years for Installation Grantees (IGs), with the possibility of a two year extension following a review in the third year of the grant (see page 22).

For female programme members, a one year extension per child born during their programme membership (please let us know) is granted i.e. extension of benefits such as networking and support of your lab. Please contact the YIP office if you qualify, so that this can be noted on your record. For IGs this means an extension of YIP programme benefits and longer to spend the grant funding, but no extra grant payments.

Programme alumni remain part of the EMBO Young Investigator Network, which is made up of current and former programme members. Some activities can be used forever (well…), such as attending EMBO lab leadership training, coverage of participation in YIP meetings or sectoral meetings, sending PhD students to the YIP PhD course or the Lindau Nobel Laureate meeting, joint group meetings, institute visits or student exchanges if one current programme member is involved, job advertisement, child care funds and participation in the YIP retreat.

IGs who move away from their host member state and YIs who move their labs to a country that is not an EMBC Member State, EMBC Associate Member State or cooperating country during the normal membership period forfeit their membership and become former programme members. Travel costs will not be covered for former members who have moved to a country that is not associated with the EMBC. Programme membership may be terminated in confirmed cases of scientific misconduct.

GRAPHICAL SUMMARY OF PROGRAMME BENEFITS
SUPPORT FOR YOUR LAB

- Annual Young Investigator meeting
- Joint group meetings **
- Institute visits **
- Sectoral meetings
- Genome integrity
- Lecture grants ** for talks of Young Investigators at international conferences
- Awards listed on EMBO website & in EMBO newsletter *
- Inclusion in the EMBO directory
- Online database of Young Investigators & Installation Grantees
- Support for European networks of junior PIs **
- Support for installation grants **
- Lab visit fellowship ** Send a lab member for experiments or to learn a technique in another lab
- Lab retreat once during the programme membership
- Lab leadership courses
- Meeting grants **
- Young Investigator PhD course & support for local PhD courses **
- Creativity facilitation **
- Small grants Extra funding of up to 10,000 EUR: competitive annual call
- For Young Investigators 15,000 EUR award
- For Installation Grantees 50,000 EUR per year, 3 – 5 years
- Child-care support

SUPPORT FOR YOU

- Lab visit fellowship ** Send a lab member for experiments or to learn a technique in another lab
- Lab retreat once during the programme membership
- Lab leadership courses
- Meeting grants **
- Young Investigator PhD course & support for local PhD courses **
- Creativity facilitation **
- Small grants Extra funding of up to 10,000 EUR: competitive annual call
- For Young Investigators 15,000 EUR award
- For Installation Grantees 50,000 EUR per year, 3 – 5 years
- Child-care support

GETTING YOU & YOUR SCIENCE NOTICED

- Awards listed on EMBO website & in EMBO newsletter *
- Inclusion in the EMBO directory
- Online database of Young Investigators & Installation Grantees
- Support for European networks of junior PIs **
- Conference support ** for Young Investigators organising meeting
- Lecture grants ** for talks of Young Investigators at international conferences
- Conference support ** for Young Investigators organising meeting
- News & (job) announcements *
- @embo_yip
- EMBO Press publishing fees covered
- Invitations to Lindau Nobel laureate meeting
- Send your PhD student
- Lab retreat once during the programme membership
- Lab leadership courses
- Meeting grants **
- Young Investigator PhD course & support for local PhD courses **
- Creativity facilitation **
- Small grants Extra funding of up to 10,000 EUR: competitive annual call
- For Young Investigators 15,000 EUR award
- For Installation Grantees 50,000 EUR per year, 3 – 5 years
- Child-care support

NETWORKING

with 100 current Young Investigators & > 300 alumni

- Institute visits **
- Joint group meetings **
- Annual Young Investigator meeting
- Support for European networks of junior PIs **
- Invitations to Lindau Nobel laureate meeting
- Send your PhD student
- Lab retreat once during the programme membership
- Lab leadership courses
- Meeting grants **
- Young Investigator PhD course & support for local PhD courses **
- Creativity facilitation **
- Small grants Extra funding of up to 10,000 EUR: competitive annual call
- For Young Investigators 15,000 EUR award
- For Installation Grantees 50,000 EUR per year, 3 – 5 years
- Child-care support

* Don’t forget to inform us of your news, so we can pass this on
** Applications for funding must be sent in advance
PROGRAMME MEETINGS

Annual EMBO Young Investigator Meeting

Aims: opportunity for Young Investigators and Installation Grantees to get to know each other and to learn more / give feedback about the Young Investigator Programme

For: All programme members (past and present) are invited to participate, along with EMBL group leaders. Programme members are expected to attend each meeting during their tenure as current Young Investigators / Installation Grantees.

Location: Meetings take place at a programme member’s institute (location chosen via a vote of programme members) and every third year at EMBL Heidelberg.

Format: Short talks from participants, discussion sessions on EMBO and optional training workshops, lots of time for informal interactions.

Meeting website: http://www.embo.org/funding-awards/young-investigators/embo-young-investigator-meeting

Funding limits and eligible costs

| Costs covered: (for current and former members) | • reasonable travel costs reimbursed  
- normally up to 500 euro for EMBC and up to 1200 euro for the Associated Member States – see Travel Guidelines (page 31)  
• accommodation and meals during the conference are provided |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not covered</td>
<td>• additional meals</td>
</tr>
</tbody>
</table>

Procedure

| Registration: | normally opens in Feb: details sent by email / e-newsletter. |
| Travel reimbursement: | please send a Travel Expense Claim form (see page 33) and original receipts and boarding passes (if applicable) after the meeting¹ |

Sectoral Meetings

Aims: support collaboration between YIPs working on similar topics and foster discussions and exchange of ideas and data.

Format: self-organizing i.e. groups of YIPs get together to organize themselves. The format of each meeting is decided by the organizers but is generally informal. Groups with overlapping topics can hold back-to-back meetings.

For: all current/former YIs/IGs. Some groups allow lab members to accompany attending YIPs. The YIP office covers only limited costs for lab members and reserves the right to limit the number of participants to keep costs at a reasonable level and to ensure the high quality of the meetings; organizers can choose to select only a sub-set of participants as speakers. See page 8 for the regulations on external participants.

¹ Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute and original receipts are retained for the institute’s records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.
Joining a group: Active groups are listed in the regular newsletters sent by email from the programme office to YIPs, along with the details of upcoming meetings. Please contact the organizer if you are interested in attending one of the listed meetings. Many sectoral meetings also have their own mailing list on Google Groups (details included in the list in the YIP newsletter). To be added to a sectoral group’s mailing list please contact the YIP office.

Funding: YIP provides funds to cover local costs, including hotel expenses for attendees. Additionally, travel support is available for attending programme members. Please see below for limits/ reimbursement procedure. Travel costs are not covered for lab members.

New topics: If you are interested in organizing a new sectoral meeting, please send us a proposal. We will then contact all programme members for expressions of interest.

Questions on / suggestions for individual groups? Please contact the organizers directly.

Cancellation policy for Sectoral Meeting attendees

The budget for the sectoral meeting depends on the number of participants (i.e. €400 per person). Should you cancel, the budget gets reduced by that amount. Organisers normally will have made hotel reservations and may incur cancellation charges. Should you cancel on short notice, you are liable for the cancellation charges.

Funding limits and eligible costs – programme member travel

| Amount: | up to 300 euro of attending YI/IG’s travel costs from EMBC up to 1000 euro for the Associated Member States - see Travel Guidelines (page 31) |
| Not covered | travel support for lab members; additional meals |

Procedure – programme member travel

| For reimbursement of travel costs: | Please send a signed Travel Expense Claim form and original receipts and boarding passes (if applicable) after the meeting. |

Additional information for sectoral meeting organizers

- The location, date and meeting format should be decided in consultation with participants. Normally the next host / location is decided at the meeting and the date decided via a doodle poll. Please let the YIP office know once these have been set.
- Please inform us of the intended format and expected costs so we can approve these.
- On request, the meeting can be held at EMBL in Heidelberg. The YIP office can help you reserve a hotel and book seminar rooms here.
- We recommend sending at least one invitation to all YIs and IGs and you may also invite (specific) EMBL group leaders and EMBO Press editors, should you wish. Simply send the invitation text to yip@embo.org for forwarding to the mailing list. You may also want to invite specific programme members directly.
- Please see the table below for budget, standard payment mechanisms and required reporting. If the standard payment mechanism is not suitable, please discuss with the YIP office well in advance of the meeting.
Inform your participants of the travel reimbursement limitations and procedures, by referring them to:
http://www.embo.org/documents/YIP/attending_sectoral_meetings.doc

**Funding limits and eligible costs – local costs**

| Budget for local costs: | 400 € per YI/IG/EMBL GL attending without group member(s)  
600 € per YI/IG/EMBL GL attending with group member(s)  
i.e. if 4 YIPs attend alone and 6 attend with 1-2 lab members each, budget = (400*4)+(600*6)=5200€ |

| Can be used for: | Hotel (costs must be reasonable), local travel, catering / dinners |

| Standard mechanism for local costs: | A 50% advance can be paid to help secure hotel rooms etc., with the remaining funds normally paid on receipt of the final report. |

**Procedure – local costs**

| For 50% advance: | Please use the Networking Application and Report Form (see page 34) |
| Final report required: | Please send a short report including breakdown of costs and participant list using Networking Application and Report Form (see page 34), enclosing relevant invoices¹ and the final programme |

**Participation of non-YIP/IG in sectoral meetings**

1. Starting from 2018, sectoral meeting organizers may invite external guests (non-YIP/IG PIs) to contribute to the meeting (max amount of guests one third of the total participants). EMBO will support organizers with 400 euro per attending guest, but travel costs of external participants will not be covered.

2. It is not encouraged that a lab member participates in place of a YIP-PI, but it might be accepted under special circumstances. YIP/IG who would like to send her/his senior lab member to attend sectoral meeting instead of her/him will have to convince organizers that this benefits the whole group. Final decision is with the meeting organizers. EMBO will support organizers with 400 euro in this case as well, however travel costs of a lab member will not be covered.
FUNDS TO SUPPORT INTERACTIONS BETWEEN LABS

Institute visits

For:

- Visits between programme members e.g. to give a seminar, plan a collaboration; this includes former programme members, if one current programme member is involved
- Visits of YIP/IGs to collaborator laboratories

Can also be used by current programme members:

- to send a postdoc for a (practice) interview with another YI / IG

Funding limits and eligible costs

<table>
<thead>
<tr>
<th>Funding limits and eligible costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max. amount: up to 500 euro per trip for EMBC</td>
</tr>
<tr>
<td>up to 1000 euro for the Associated Member States</td>
</tr>
<tr>
<td>Can be used for: Travel / accommodation</td>
</tr>
<tr>
<td>Not covered: Meals</td>
</tr>
<tr>
<td>Also refer to: Travel Guidelines (see Appendix 1, page 31)</td>
</tr>
</tbody>
</table>

Procedure

1. Apply in advance
   Submit a Networking Application and Report Form (see page 34)
2. Approval received (avg. 1-2 weeks) and event takes place
3. Submit final report and receipts
   Send an updated and signed Networking Application and Report Form (see page 34) + original receipts² and boarding passes (if applicable).

Local PhD course support

For: current programme members organizing a local PhD course who wish to invite a current or former programme member to give a lecture / teaching support

Funding limits and eligible costs

<table>
<thead>
<tr>
<th>Funding limits and eligible costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max. amount: up to 500 euro for support of a speaker plus 1 YIP lecture</td>
</tr>
<tr>
<td>Can be used for: Travel / accommodation</td>
</tr>
<tr>
<td>Not covered: Meals</td>
</tr>
<tr>
<td>Also refer to: Travel Guidelines (see Appendix 1, page 31)</td>
</tr>
</tbody>
</table>

Procedure

1. Apply in advance
   The programme member organizing the course should submit a Networking Application and Report Form (page 31)
2. Approval received (avg. 1 week) and event takes place
3. Submit final report and receipts
   an updated and signed Networking Application and Report Form (see page 34) + original receipts² and boarding passes should be submitted to claim reimbursement. This should be

² Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute and original receipts are retained for the institute’s records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.
from the organizer of the visit.

**Joint group meetings**

Current YIPs can ask for up to €1000 per group for joint lab meetings with any research group. The support is not restricted to collaborations with YIP groups.

*E.g.* if three groups are participating in the joint meeting: 1 current YIP/IG, 1 former YIP/IG and 1 non-YIP group, each group receives 1000 euro to cover their expenses (travel, accommodation, catering).

**Funding limits and eligible costs**

<table>
<thead>
<tr>
<th>Max. amount:</th>
<th>1000 euro per group if at least 1 current member (YIP/IG) is involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible expenses:</td>
<td>Room rental, accommodation, travel, meals, etc.</td>
</tr>
</tbody>
</table>

**Procedure**

1. **Apply in advance:** Submit a *Networking Application and Report Form* (page 31) Please include number of group members, details of any non-YIP groups involved, and breakdown of expected costs.

2. **Approval received (avg. 1-2 weeks) and event takes place**

3. **Submit final report(s) and receipts:**

   - updated and signed *Networking Application and Report Form* (see page 34.) form(s) + original receipts and boarding passes (if applicable).
   - If one YIP covered all costs, only one form is needed.
   - If each group covered different costs, each group should submit a separate claim, with relevant receipts. The total claimed must not exceed the pooled budget.

**See also:** Lab member visits page 12.

**SUPPORT OF OTHER PAN-EUROPEAN NETWORKS OF JUNIOR PIS**

EMBO YIP can support other European networks of young group leaders that need financial support and involve at least one current EMBO Young Investigator or Installation Grantee. So far, we are supporting JEDI (Junior European Drosophila Investigators | http://www.fly-jedi.org) and GENIE (Group of *C. elegans* New Investigators in Europe | http://www.worm-genie.com/). Funding is provided and used for annual meetings, website support etc.

**Procedure**

If you are a member of a similar network that needs support, please contact the YIP office to discuss how we can help.

A networking application / support form should be used to request payment of any funding agreed upon. An annual report on the use of the funds is required.
Support for your lab

Funds to support a lab retreat

For: current programme members who want to organize a lab retreat. This support can be requested once during the membership in the programme.

Funding limits and eligible costs

<table>
<thead>
<tr>
<th>Max. amount:</th>
<th>up to 150 euro per participating lab member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can be used for:</td>
<td>Travel / accommodation</td>
</tr>
<tr>
<td>Also refer to:</td>
<td>Travel Guidelines (see Appendix 1, page 31)</td>
</tr>
</tbody>
</table>

Procedure

1. Apply in advance The programme member organizing the retreat should submit a Networking Application and Report Form (page 31)

2. Approval received (avg. 1 week) and event takes place

3. Submit final report and receipts* an updated and signed Networking Application and Report Form (see page 34.) + original receipts* should be submitted to claim reimbursement (and boarding passes if applicable).

* Paper receipts (e.g. for taxis) must be provided in original, as well as boarding passes and sent by mail. If payment is being made to an institute account and original receipts are required for the institute records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

ACCESS TO OTHER TECHNOLOGIES

Access to core facilities at EMBL

EMBL has granted access to its core facilities at the same rates as the EMBL group leaders for current Installation Grantees and EMBO Young Investigators during active membership in the programme. Some restrictions may apply due to internal policies.


Procedure

If you are interested in any of the services, please contact the EMBL core facility leaders directly mentioning your status as a current EMBO Young Investigator / Installation Grantee. Further details about the facilities (including contact details) can be found here: http://www.embl.de/services/core_facilities/
Lab member visiting fellowships

For:
- current IGs / YIs within 4-years of selection sending lab member(s) to another (YIP or non-YIP) lab to carry out experiments / learn a technique
- can also be used for visits to EMBL core facilities (see also above).

Funding limits and eligible costs

<table>
<thead>
<tr>
<th>Max. amount:</th>
<th>1500 euro per trip within EMBC</th>
<th>2200 for the trip to labs in Associated Member States or from the labs there to Europe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can be used for:</td>
<td>Reasonable travel and accommodation costs</td>
<td></td>
</tr>
<tr>
<td>Not covered</td>
<td>Bench fees, subsistence</td>
<td></td>
</tr>
<tr>
<td>Also refer to:</td>
<td>Travel Guidelines (see Appendix 1, page 31)</td>
<td></td>
</tr>
</tbody>
</table>

Procedure

1. Apply in advance: Submit a Networking Application and Report Form (page 31) with a breakdown of expected costs, including travel and accommodation.
2. Approval received (avg. 1-2 weeks) and event takes place
3. Submit final report and receipts: Send an updated and signed Networking Application and Report Form (see page 31) + receipts and boarding passes (if applicable).*

* Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute account and original receipts are required for the institute records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

AVERTISMENT OF VACANCIES IN YOUR LABORATORY

Programme members (current and former) are invited to submit PhD or post doc positions available in their laboratories for the online listing of vacancies in YIP (YI/IG) labs.
http://www.embo.org/funding-awards/young-investigators/find-a-young-investigator-work-with-a-young-investigator

The list and some individual vacancies are also highlighted in the programme's twitter feed (details on page 20).

Procedure

To submit a vacancy in your lab, please use the following link:
https://www.surveymonkey.com/r/YIP_AnnouncementForm

Submitted announcements are downloaded every 1-2 weeks and added to the online listing. The latest vacancies are also sent in an email to the YIP/IG and FellowsNet mailing lists.

Other short announcements e.g. about conferences you are organizing, faculty position in your institute can also be submitted via the YIP_AnnouncementForm, and
will be included in the email to the YIPs and (where relevant) FellowsNet mailing list / YIP twitter feed.

If you are looking for PhD students, you may also be interested to know that EMBL offers all PIs access to the list of unsuccessful applicants to the EMBL PhD programme. Please see the following link to register/ for further details:

http://www.embl.de/training/eipp/application/applicant_pool/index.html

**PUBLICATION FEES FOR EMBO PRESS JOURNALS**

EMBO YIP offers to cover publication charges for papers published by EMBO YIPs and IGs in EMBO Press journals.

For:

- current IGs / YIs within 4-years of selection publishing in one of the EMBO press journals

**Prerequisite** is that an active member is one of the authors on the paper.

**Charges need to be covered up front by the authors** and will then be reimbursed by EMBO YIP.

**Procedure**

Please use the *Networking Application and Report Form* and paid receipt from EMBO Press to claim the reimbursement.
**CAREER DEVELOPMENT FOR YOUR LAB MEMBERS**

[For career development opportunities for you, see page 22]

**Annual PhD course**

A committee of 6 programme members and the YIP office annually organize a week-long course for PhD students in YIP labs. The programme includes scientific lectures, tutorials, student research presentations, poster sessions, grant writing and paper review exercises.

**Aim:** to give students in YIP labs an opportunity to broaden their horizons and learn skills essential to a scientific career.

**For:** 36 students from Young Investigator and Installation Grantee labs. Students in 2\textsuperscript{nd} or higher years and in current YI/IG labs are given priority; however, all can apply.

**Application procedure**

An annual call for participant applications is announced by email and/or included in the YIP e-Newsletter (normally shortly after the annual YIP meeting). Students apply via an online form – only one application per lab.

**Funding limits and eligible costs**

<table>
<thead>
<tr>
<th>Covered:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>local course costs including accommodation and meals during the course for students and teachers</td>
<td></td>
</tr>
<tr>
<td>speaker / organizer travel (reimbursement via travel expense form).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not covered:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>travel for students (the host laboratory is expected to cover this).</td>
<td></td>
</tr>
</tbody>
</table>

**Meeting participation grants**

For: current IGs or YIPs, these grants are for support of YIPs/IGs or their group members attending scientific conferences or courses.

**Funding limits and eligible costs**

<table>
<thead>
<tr>
<th>Max. per grant:</th>
<th>500 euro intra-continental</th>
<th>1200 euro inter-continental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max. per YIP / year</td>
<td>1000 euro / YIP or IG lab / year **</td>
<td></td>
</tr>
<tr>
<td>Can be used for:</td>
<td>registration, travel and accommodation for the participant</td>
<td></td>
</tr>
<tr>
<td>Not covered:</td>
<td>Meal costs</td>
<td></td>
</tr>
<tr>
<td>Payment mechanism</td>
<td>EITHER as a grant: advance payment is made following approval and based on provided receipts already paid OR as travel reimbursement on receipt of final report and receipts</td>
<td></td>
</tr>
</tbody>
</table>

**Installation Grantees who are invited as speakers** at international meetings can apply for meeting participation grants in addition to their labs’ 1000 euro/year limit. These are subject to stricter vetting similar to YIP lectures.

**YIs in Singapore, Taiwan, India and Chile:** if both meetings are in EMBC Member States, we can cover 2 inter-continental meeting participation grants per year.
Procedure

1. Apply in advance: Submit a Networking Application and Report Form (page 34)
   Please include the name of the person attending the conference in ‘list of other participants’.
   If you require an advance payment, please indicate and remember to sign the form.

2. Approval received (1-2 weeks) and (if requested) advance paid. Event takes place.

3. Submit final report(s) and (if no advance paid) receipts:
   update Networking Application and Report Form including a short report and a confirmation of how the funds were used.
   If no advance payment was made, enclose corresponding receipts.*

4. (If no advance paid) reimbursement made

* Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute and original receipts are required for the institute records, an exception can be made and scanned copies can be accepted. Please also note that all forms must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

Nominate your student to attend the annual Lindau Nobel Laureate meeting

EMBO can nominate PhD students to attend the Lindau Nobel Laureate meeting.

Procedure

The programme office calls for applications from students in Young Investigator and Installation Grant Labs, and selects the strongest applicants for nomination. An email request for applications is sent annually by email, normally in October/November.

Funding limits and eligible costs

<table>
<thead>
<tr>
<th>Covered:</th>
<th>registration fees and accommodation (normally 1250 euro)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not covered:</td>
<td>travel costs (the host laboratory is expected to cover this)</td>
</tr>
</tbody>
</table>
**IN-LAB FACILITATION OF CREATIVE PROBLEM SOLVING**

*For: all programme members (current and former)*

**Aim:** to help YIPs/IGs discover novel strategies to tackle a scientific question and to define research direction through facilitation with the Creative Problem Solving (CPS) method.

**Format:** a professional creativity facilitator consults with the PI in advance to design a workshop around discerning a specific question of interest to the group. The workshop would normally involve up to 12 people (normally the PI, 9-10 group members and 1-2 external people picked by the PI) plus the facilitator, and takes 2 days. This can take place in your institute or elsewhere. Depending on the wish of the PI, the workshop can focus more on training (applying creative techniques) or may emphasize solving a specific question.

**Expected outcome:** Several novel approaches, evaluated and prioritized, to address the designated challenge. Heightened awareness of the climate that supports creative team science. Exposure to a process and tools that help to solve problems more creatively.

As of now the certificate of attendance are also available for all the participants.

**Procedure**

1. **Request a workshop:** Send a completed *Networking Application and Report Form* to the YIP office
   Please complete part A of the form, including:
   - a few lines about the question you would like to address and expectations from the workshop in the description
   - details of who will participate (in list of other participants)
   - roughly when you would like the training to take place

2. The YIP office will send the details to the facilitators, who will get in touch with you to discuss, define, and plan the workshop in more detail.

3. **Facilitation takes place**

4a. YIP office pays trainer invoice directly (see financials)
4b. YI/IG lab covers any additional costs e.g. trainer accommodation/travel

5. **Final report required:** Please send an updated *Networking Application and Report Form* as a final report.
   Update part A (date, participants), and complete part C (final report) with a few lines describing the outcome + feedback on the trainers/process.

**Funding limits and eligible costs**

<table>
<thead>
<tr>
<th>Covered:</th>
<th>Fee for a 2-day facilitation with up to 12 participants (worth 6000€ + VAT).</th>
</tr>
</thead>
</table>
| Not covered (the YI/IG lab is asked to cover these costs): | Travel/accommodation costs for the facilitator  
Local costs e.g. catering, room hire or overnight accommodation  
Costs of an additional trainer (required if larger group) |

**Note:** you can also use your allowance for the lab retreat (150 euro per person) to cover the expenses of your lab members, if the facilitation takes place during the lab retreat.
Getting you and your science noticed

**AT CONFERENCES**

**Young Investigator Lecture Grants**

For: Current EMBO Young Investigators who are invited as speakers to international conferences.

With the aim to:
- promote the visibility of EMBO Young Investigators
- encourage organizers of international meetings to invite YIPs as speakers.

More information, including conditions of Young Investigator Lecture Grants can be found here:

http://www.embo.org/funding-awards/lecture-grants/lectures-young-investigator

Installation Grantees are not eligible, but can instead apply for additional meeting participation grants, outside the normal lab limits when invited as a speaker at an international conference – see page 14.

**Funding limits and eligible costs**

<table>
<thead>
<tr>
<th>Covers:</th>
<th>travel and accommodation up to 800 euro (intra-continental) or 1200 euro (inter-continental)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also refer to:</td>
<td>Travel guidelines (see Appendix 1, page 31)</td>
</tr>
<tr>
<td>Limited to:</td>
<td>2 lecture grants /conference 3-4 lectures per YIP / year</td>
</tr>
</tbody>
</table>
| Not covered: | • costs towards the general meeting organization  
• non-residential registration fees*  
• stipend for the speaker  
• meals |

*Where the registration fee includes accommodation, we prioritize reimbursement of travel, but any remaining funds can be used towards reimbursement of the registration.

**Procedure**

1. Conference organizer applies

   The [conference organizer](#) should submit a [Lecture Grant Application form](#) (available from the lecture grant webpage)

2. Lecture sent for approval by YIP committee chair; approval received (~ 2 weeks)

   The EMBO Young Investigator giving the lecture is asked to pay for her/his travel and hotel expenses and subsequently claim for reimbursement.

3. Lecture takes place: please remember to acknowledge the support

4. YI submits expense claim and receipts:

   [Lecture grants claim form](#) (see page 34) + receipts

   Form is provided in approval email, can also be downloaded from our website.

---

3. If you have been invited as a speaker to a conference and want this to be considered for a YIP lecture, we would be happy to contact the organizers to offer support. Please email yip@embo.org.

4. Paper receipts (e.g. for taxis) must be provided in original, sent by mail. If payment is being made to an institute and original receipts are retained for the institute’s records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated – our auditors do not accept a pre-scanned signature inserted into the text. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.
We are not able to suggest specific YIs as speakers to conference organizers, but can send a standard email introducing the programme and lecture grant schemes with a list of eligible YIs. This email is sent on a yearly basis to the Gordon, Keystone and FASEB offices; and information about YIP lecture grants is also included in the ‘information for organizers’ for EMBO Courses and Workshops. If you would like to suggest someone to whom the standard email should be sent, please contact yip@embo.org.

Conference/meeting support for YIPs organizing meetings

For: current IGs and YIPs who are on the organizing committee of a scientific meeting or conference.

Funding limits and eligible costs

| Max. amount:          | • Up to 3000 €  
|                      | • Up to 5000 €, if part of the meeting specifically address PhD students and postdocs.  
| Can be used for:      | Room rental, accommodation, travel, catering, speakers’ dinner, etc.  
| Not covered:          | Secretarial costs, overheads  
| Also refer to:        | Travel Guidelines (see Appendix 1, page 31)  
| Payment mechanism     | EITHER as a grant: advance payment is made following approval  
|                       | OR as travel reimbursement on receipt of final report and receipts  

Procedure

1. **Apply in advance:** Submit a Networking Application and Report Form (page 34)
   - In your application please include details of who the meeting is aimed at; the meeting format (incl. if there will be open registration); expected number of participants; URL of meeting website (if one exists); list of confirmed/invited speakers (if not available online). Please also list your co-organizers (in list of other participants).
   - If you require an advance payment, please indicate this and remember to sign the form.

2. **Approval received (1-2 weeks) and (if requested) advance paid. Event takes place.**

3. **Submit final report(s) and (if no advance paid) receipts:** Networking Application and Report Form including a short report and a breakdown of how the YIP funds were used. If no advance payment was made, enclose original receipts  

4. **(If no advance paid) reimbursement paid**
EMBO Young Scientists’ Forum (EYSF)

The EMBO Young Scientists’ Forum takes place once a year in a member state participating in the EMBO Installation Grant scheme and is organized by local Installation Grantees. The aim of the meeting is, on the one hand, to raise the profile of the EMBO Installation Grantees in that country, and, on the other hand, to offer young researchers the opportunity to attend a high level scientific conference at no registration cost. EMBO Installation Grantees and Young Investigators are normally speakers at this meeting.

Procedure

Local costs: EYSF organizers should contact the YIP office for guidelines, budget etc.

Reporting: organizers should normally submit a Networking Application and Report Form with programme and participant statistics as a final report.

Travel costs for speakers: depending on the agreement with the organiser for each individual meeting, this may be paid directly by EMBO or by the local organizers. Please contact yip@embo.org if you were a speaker and do not know how to claim reimbursement.

See also: Meeting participation grants, page 16.


**ONLINE**

**Online Databases**

The EMBO website features a searchable databases of:

- Young Investigators (http://194.94.44.233/EMBO_YIP_search/search.htm)
- Installation Grantees (http://194.94.44.233/EMBO_YIP_search/IG_search.htm)
- EMBO Members, including current YIPs (http://www.embo.org/members/find-a-member)

**Twitter**

The programme has its own twitter feed, @EMBO_YIP, that aims to highlight programme member’s news: including awards, new papers and available positions.

**Job vacancies** in YIP labs are listed on the EMBO website; this list (and some individual vacancies) are highlighted regularly on the @EMBO_YIP twitter feed. Please see page 12, *Advertising of Vacancies in Your Laboratory*, for details of how to submit vacancies to this list.

For **awards, new papers / other news**: please send an email to yip@embo.org with any news you would like to be highlighted (this may also be included later in EMBO’s newsletter, EMBOencounters).

**List of awards won by YIPs**

Do let us know of any awards you have won: we would like to highlight your achievements on twitter, on our webpage and in EMBO’s newsletter (EMBOencounters). We cannot do this unless we hear about them.
EMBO Directory

The EMBO Directory (EMBO Membership and Young Investigator list) is compiled and distributed annually. It includes details of all current and former Young Investigators. You will be contacted during the spring of your first year as a Young Investigator for a short biosketch, and then periodically to check your details are up to date.

Invitations to EMBO events

YIs and IGs are invited to participate in the annual EMBO Members’ Meeting.

Funding limits and eligible costs

<table>
<thead>
<tr>
<th>Covered:</th>
<th>reasonable travel costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>accommodation (arranged by EMBO following registration)</td>
</tr>
</tbody>
</table>

See also: Travel guidelines (see appendix 1, page 31)

Procedure

Register for the meetings. Accommodation will be taken care of by the conference organizer at EMBO.

After the meeting, please send Travel Expense Claim form (see appendix 2) and original receipts* for reimbursement of your travel costs.

* Paper receipts (e.g. for taxis) must be provided in original, sent by mail. If payment is being made to an institute and original receipts are retained for the institute’s records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

See also: Mentorship by an EMBO Member, page 22.
Support for you: career development and monetary award

**CAREER DEVELOPMENT FOR YOU**

**Lab Leadership Courses**

EMBO Lab Leadership Courses address issues of team development, effective communication (e.g. giving feedback), delegation, leadership, conflict management, time management and staff recruitment. Course fees are waived for programme members. Courses are offered throughout the year but often fill-up quickly so please book early; more details can be found at:

[http://lab-management.embo.org](http://lab-management.embo.org)

**Funding limits and eligible costs**

<table>
<thead>
<tr>
<th>Covers:</th>
<th>Residential registration fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not covered:</td>
<td>Travel / additional meals</td>
</tr>
</tbody>
</table>

**Procedure**

Apply online, indicate you are a YI/IG and the course fee is automatically waived.

**See also:** Annual EMBO Young Investigator Meeting ([page 6](#)): optional training workshops are offered at this meeting.

**Mentorship by an EMBO Member**

Programme members can choose an EMBO Member as his/her mentor. EMBO provides funds towards an annual visit.

**Funding limits and eligible costs**

<table>
<thead>
<tr>
<th>Covers:</th>
<th>travel and accommodation of mentor/mentee (normally up to 800 euros)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not covered:</td>
<td>meal costs</td>
</tr>
<tr>
<td>Also refer to:</td>
<td>Travel guidelines (see appendix 1, page 31)</td>
</tr>
</tbody>
</table>

**Procedure**

<table>
<thead>
<tr>
<th>To start a mentor interaction</th>
<th>Please send suggestions for a mentor to <a href="mailto:yip@embo.org">yip@embo.org</a>. We will make first contact with the person of your choice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement for a mentor visit:</td>
<td>Send a <a href="#">Travel Expense Claim form</a> (see appendix 2) + original receipts.* No advanced application for funds required.</td>
</tr>
</tbody>
</table>

* Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute and original receipts are required for the institute records, an exception can be made and scanned copies can be accepted. However, in case of auditing we may require access. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.
Research integrity training

Adherence to the principles of responsible conduct of research (also called research integrity) is the foundation of all good scientific research. EMBO requires that its awardees are trained in these principles and offers to its Members, Young Investigators and Fellows an online course from Epigeum. This course was developed by a consortium of 22 research institutions, including EMBO, and is free of charge for our members.

You are expected to take the course (this may be substituted for by any other training available or required by your research institute or funder) by the end of your first year of membership in the programme. You will be issued a certificate upon completion of the course. We also offer free access for the members of your laboratory and we strongly recommend that you encourage them to take this course as well.

Please see: https://researchskills.epigeum.com/online-courses?section=45

Funding limits and eligible costs

| Covers:                     | Course fee waiver for you and, subject to availability, your lab members |

Procedure

Please contact the YIP office by email (yip@embo.org) for a log-in token.

Childcare support

EMBO is committed to gender balance and equal opportunity. Recognizing that taking care of children adds financial and time obligations to parents, EMBO provides additional support for scientists with families. Eligible costs include fees for a babysitter or child-care facility, travel costs for a relative or friend who can take care of the child, or travel costs for taking the child to the meeting etc.

As of 2018 former members also can apply for this support.

Funding limits and eligible costs

<table>
<thead>
<tr>
<th>Max. amount:</th>
<th>Up to 500 €</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can be used for:</td>
<td>To cover a baby-sitter or childcare facility, to fly in a relative who can take care of the child, or to take the child with you to the conference etc. Please describe in your application form how you plan to use these funds.</td>
</tr>
<tr>
<td>Not covered:</td>
<td>meals</td>
</tr>
<tr>
<td>Payment mechanism</td>
<td>reimbursement after submission of final report and original receipts 4 and boarding passes (if applicable).</td>
</tr>
</tbody>
</table>
Procedure

1. Apply in advance:
   - Submit a Networking Application and Report Form (page 31)
     * If you require an advance payment, please indicate this and remember to sign the form.

2. Approval received (1-2 weeks) and (if requested) advance paid. Event takes place.

3. Submit final report(s) and (if no advance paid) receipts:
   - updated Networking Application and Report Form including a short report and a breakdown of how the YIP funds were used.
   - If no advance payment was made, enclose original receipts and boarding passes (if applicable).

**MONETARY AWARD / GRANT**

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**Young Investigator Award**

EMBO Young Investigators receive a 15,000 euro award paid to their laboratories during their second year in the programme.

Full terms and conditions for the award are included in the welcome letter to Young Investigators. Briefly, the award can be spent at the Young Investigator’s discretion for scientific purposes, and does not have to be spent within the membership period. No overheads can be taken and it cannot be used to supplement the YI’s salary. YIs will be contacted towards the end of their first year and asked to provide account details for the transfer. No financial reporting is required.

**Installation Grant funding**

EMBO Installation Grantees receive 50,000 euro annually. The award is initially made for three years. Funds for the award come largely from the hosting EMBC Member State. Countries are invoiced each December and once the requested funds are received by EMBO, individual payments are made to the Grantees (generally in March/April).

Terms and conditions for the award are included in the contract between the host institute, Installation Grantee and EMBO. Briefly, the installation grant has to be taken up within the calendar year after selection. A maximum of 10% of the award will be allowed for overheads. A maximum of 20% can be used towards the salary of the successful applicant. The grant can be spent at the discretion of the grantee in support of the laboratory’s research efforts. The grant does not have to be spent within the calendar year but can be forwarded to future years within the granting period. Installation Grantees have to submit a short scientific report and a financial report to EMBO at the end of each calendar year. The programme office contacts grantees in December each year with the relevant forms.

Installation grants can be extended from three to five years, subject to a review in the third year. Reports are submitted by the IG and their host institute and reviewed by the EMBO Young Investigator Committee, who makes a recommendation to the Installation Grant Board (made up of the EMBC delegates from states participating in the Installation Grant scheme). Extensions are confirmed after the Installation Grant Board meeting (normally end of November each year). Grantees are contacted in spring of their third year with details of the procedure.
Small Grants

An annual call is made for small grants for current EMBO Young Investigators and Installation Grantees who need additional funds (up to 10,000 euro). The call is normally in December, and is announced in the November or December e-Newsletter sent by the YIP office. A committee made up by the Young Investigator Committee Chair, Programme Manager and EMBO Director decides upon the distribution of funds.

No overheads can be taken from small grants and no reporting is required. Equipment bought with a small grant remains the property of the programme member, not the host institute.

Other useful information

Access to EMBO Press Journals

Online access to The EMBO Journal and other EMBO Press journals is available for those whose institutions do not have a subscription: please contact the YIP office for a username and password.

Contacting other programme members

The YIP mailing list can be used to circulate short announcements amongst current and former programme members (e.g. invitation to meetings you are organizing).

To submit your announcements for the next email to the mailing list please use: https://www.surveymonkey.com/r/YIP_AnnouncementForm

For other relevant requests e.g. request for help on a particular topic, we are happy to forward messages to the mailing list or to a subset of programme members.

Contacting EMBO

The YIP office can be contacted via email at yip@embo.org.

The programme tries to be responsive to the needs of its members; feedback and ideas for how the programme can help its members are always welcomed. Indeed, many of the current benefits are a result of suggestions made by current and former Young Investigators.

Finding up-to-date information about YIP benefits

The YIP office also keeps in contact with programme members via an e-newsletter, updating members on upcoming events and deadlines, opportunities within the programme and news on other programme members. If you have any news you would like to be included, please send the office an email.

The EMBO website is the best place to find up-to-date information on the programme benefits. The “for current young investigators” section of that webpage contains the most up-to-date version of this guide, and all the forms referred to in this guide: http://www.embo.org/funding-awards/young-investigators/for-current-young-investigators
See also Appendix 2: Forms (page 33) for examples of the most commonly needed forms, and what they should be used for.
Programme FAQs

What benefits are available to former programme members?

Former programme members (YIs or IGs) can participate in the network through attending programme meetings (both the annual meeting, sectoral meetings and YIP retreat), and through networking with current programme members: funding is provided for all programme members involved in the networking interaction as long as one person involved is a current programme member. Former members are also eligible for coverage of YIP training activities, such as EMBO Research Leadership Courses and CPS in lab facilitation. See table 1 below for a summary.

Please keep the EMBO YIP Office (yip@embo.org) updated with your moves: let us know your new affiliation and email address. We would also like to hear about awards that you have received. Please note that travel costs will not be covered for former members who have moved to a country that is not an EMBC Member State, EMBC Associate Member State or co-operating partner country of EMBO. A list of member states and co-operation agreements is available at: http://embc.embo.org/index.php/about-embc/embc-member-states

What benefits are available to EMBL group leaders?

EMBL group leaders can participate in networking with current YIPs e.g. by attending programme meetings and through institute visits and joint lab meetings with current YIPs. See table 1 below for a summary.

Table 1: eligibility of current YIPs, former YIPs and EMBL Group Leaders for YIP benefits

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Current</th>
<th>Former</th>
<th>EMBL group leaders</th>
<th>See page:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Networking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programme meetings: travel and attendance</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>6</td>
</tr>
<tr>
<td>Institute visits and joint group meetings</td>
<td>✓</td>
<td>Δ</td>
<td>Δ</td>
<td>10</td>
</tr>
<tr>
<td>Support for your lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to other technologies (EMBL Core Facilities, Lab member visits)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students can apply for YIP PhD course / be nominated for Lindau Nobel Laureate Meeting</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Meeting participation grants</td>
<td>✓</td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Creative problem solving facilitation</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Getting you and your science noticed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture grants</td>
<td>✓*</td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>Conference / meeting support</td>
<td>✓</td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Advertisement of vacancies in your laboratory</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Support for you</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMBO lab leadership courses</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>EMBO Member Mentor</td>
<td>✓</td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>Childcare support</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>23</td>
</tr>
<tr>
<td>Small Grants</td>
<td>✓</td>
<td></td>
<td></td>
<td>22</td>
</tr>
</tbody>
</table>

Δ = when at least one current YI or IG is part of the interaction
※ = only Young Investigators (i.e. not Installation grantees) are eligible for this benefit
Other FAQs

Q: My lab needs support for something that is not covered by a current benefit of the programme. Can this be covered?
Please send details to yip@embo.org. If it is broadly similar to one of our current benefits, we may find a way to use networking funds. Alternatively, if it is an idea that fits the programme aims and would benefit programme members more generally, we can look into the feasibility of adding this as a new benefit. Most of the benefits of the programme started as a result of requests from YIPs.

Q: I / my lab members need to apply for a visa to participate in a YIP-funded activity. Can you provide a supporting letter for the visa application?
Yes. Simply send the request – including details of the activity, name as it appears in the passport and passport nationality – to yip@embo.org.

Q: I / my lab member plans to apply to attend an EMBO Conference / Workshop / Practical course. Will my application to attend / our abstract get priority since I am an EMBO YIP?
A: Participants are selected by the scientific selection committee; no priority is given to members of EMBO communities.

Q: I’ve submitted a reimbursement request. When will it be paid?
Processing times vary between 2 days and 4 weeks depending on:

1) when you submit the claim: EMBO has two payment runs per month – generally on the 10th and 25th of the month (or the closest working day: e.g. if the claim arrives on the 10th June, the earliest it can be paid is 25th June)
2) whether your claim is straightforward and requires no additional information (e.g. correction of bank account details, adding signatures and dates etc.)
3) the workload and holiday status of the programme officer and finance officer.

Should you not receive payment within 1 month of submitting your claim, please let us know and we will look into this.

Q: I am about to move my lab, how do I update my details
Please send an email to yip@embo.org with the details.

Please note that if you are a current:

• Installation Grantee
  o moving to another country will forfeit your grant.
  o and you are moving to another institute within the same country, you will have to apply for approval for your grant to be transferred, since the offer made by the institute is taken into account during selection. The YIP office will let you know what is required.

• Young Investigator
  o moving within the EMBC will not affect your membership.
  o moving outside the EMBC your membership will be forfeited and you will become a former programme member.
Q: How do you define intra-/inter-continental?
In intra-continental interactions we include travel between the wider European area (including Israel and Turkey) or e.g. between Singapore and Taiwan. Inter-continental interactions include travel from the wider European area to other countries.
APPENDICES:

TRAVEL GUIDELINES
AND
REIMBURSEMENT FORMS
Appendix 1. Travel guidelines

For eligible travel costs, please adhere to the following guidelines:

Always apply in advance (at least 2 weeks!) for all your travels and networking activities. Travel claim forms submitted without prior application won’t be reimbursed.

- When taking the train, EMBO will refund 2nd class tickets.
- For air travel we will only refund an economy fare (APEX tickets). We will not refund business class tickets.
- If you travel by car, EMBO will reimburse the equivalent of a 2nd class rail ticket. Please provide a written estimate.
  - This estimate can be issued by a travel agency or the rail company or be a printout of the cost estimate from the rail web site.
- For local transport, public transport should be used where possible.
- Expensive airport transfers or expensive taxi fares may be queried.
- Travel costs for attending sectoral meetings are reimbursed up to a limit of 300 euro for YIPs and IGs (no additional support for lab members).
- Original receipts are required for all expenses.

For reimbursement please:

1. Complete a:
   - YIP lecture travel form for reimbursement of YIP lectures
   - Respective YIP travel form for travel to interviews, programme
   - meetings or mentor visits (to download from our website)
   - Networking Application and Report Form to claim networking expenses involving travel (see the programme guide, appendix 2 for more details)

2. Attach original tickets, invoice/receipts and boarding passes (if applicable) for each expense listed on the claim form, and send the whole package per post to:

   EMBO
   Attn: Olena Steshenko
   Postfach 1022.40
   D-69012 Heidelberg
   Germany

For couriers please use:

   EMBO Young Investigator Programme,
   Meyerhofstr. 1.
   D69117 Heidelberg,
   Germany


We cannot accept scanned copies of paper receipts; these must be sent in original by post with the signed form.

However:

- If all receipts were **originally electronic**, then you can also print and sign the completed form, and send this per email attachment along with the electronic receipt(s) and boarding passes.
- If an app on a smartphone was used to store boarding passes – please do a screenshot of them from your phone and send them per email to our office.
- If your institute/university requires storing paper receipts, then sending a scanned copy of those is acceptable, but please inform us about this.

Please carefully review your bank account information to avoid delays in payments: please always provide **IBAN (or ROUTING No) and SWIFT code!**

- Please note that we do not cover subsistence, neither during YIP/IG interviews, nor for any other travels. **Exception:** catering during meetings, lab retreats, and joint lab meetings.
- If your institute/university has paid for part of your travel, it is possible to split the reimbursement payment. Please fill out a separate **Travel Expense Claim form** for each case, always providing your name and signature on the form, but different bank accounts (your private and that of your institution, or whatever is applicable).
- **ALWAYS** date and sign your **Travel Expense Claim form**!
- **Networking Application and Report Form** should be signed on both pages when asking for advance payment, or submitting it for reimbursement.
- Reimbursement claims must be received by EMBO within the same calendar year (i.e. by 31st of December) or, for networking interactions that occur in December, by 20th of January. Our budget runs on a calendar year basis, and claims for travel from the previous year cannot be paid once we close the budget at the end of January.

Should you have any questions, please contact us prior to making any final arrangements:

**Email:** yip@embo.org  
**Phone:** +49-6221 891 110 (Lena) / 112 (Gerlind)
Travel Guidelines for Young Investigators in EMBC Associate Member States

As of 2017 the following limits for the travel costs reimbursement were introduced for the programme members residing in the EMBC Associate Member States: India, Taiwan, Singapore.

<table>
<thead>
<tr>
<th>Activity/Benefit</th>
<th>limit per trip (in euro)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute visit/seminar, joint group meeting* etc.</td>
<td>1000 €</td>
</tr>
<tr>
<td>Lab member visit</td>
<td>2200 €</td>
</tr>
<tr>
<td>Meeting grant**</td>
<td>1200 € (2x per year)</td>
</tr>
<tr>
<td>Sectoral Meeting (travel costs)</td>
<td>1000 €</td>
</tr>
<tr>
<td>Annual YIP meeting</td>
<td>full coverage***</td>
</tr>
<tr>
<td>YIP lecture</td>
<td>1200 € (3 – 4x per year)</td>
</tr>
</tbody>
</table>

Please note the following:

* Institute visits/seminars, as well as costs for joint group meetings will be covered only if this activity takes place in EMBC or EMBC Associate Member States.

** These grants can be used to cover conference/workshop/course attendance for you, or your staff. The upper limit per YIP per year (2 trips) is 2400 €. This amount cannot be used to cover a single trip.

*** Of reasonable travel costs (please see Travel Guidelines)

We kindly ask you always contact us prior to making any final bookings!

email: yip@embo.org
Tel: +49-6221 891 110/112
Appendix 2: Reimbursement Forms

The download section of the following webpage contains the most up-to-date version of the forms referred to in this guide:

http://www.embo.org/funding-awards/young-investigators/for-current-young-investigators

There are three forms that Young Investigators will need to use to claim expenses:

1) YIP Lecture claim form
Travel / accommodation expenses for YIP Lectures (see page 17). Must be printed and signed, and returned with original receipts* and boarding passes (if applicable).

2) YIP Travel Expense Claim form
Used for general travel expenses for activities that do not have to be applied for in advance, and no report is needed for e.g.
- travel costs for YIP annual and sectoral meetings (page 6)
- mentor visits (page 22), travel to EMBO Members meeting (page 21).
Must be printed and signed, and returned with original receipts* and boarding passes (if applicable).

3) Networking Application and Report Form
Used for all other interactions (unless the YIP office confirms that a travel form is okay), both to apply for the funds and submit the required final report. See next page for further instructions for the form.

* We cannot accept scanned copies of paper receipts; these must be sent in original by post with the signed form (the postal address is on the form). However if ALL receipts were originally electronic (e.g. you are only claiming your flight and have an email booking confirmation or an invoice provided by email as a PDF), then you can also print and sign the completed form, and scan in to send as an email attachment along with the electronic receipt(s). Please do not insert image of your signature into the electronic file: our auditors do not accept this as a signed form.
Using the networking application and report form

This form is used for activities for which advance application and a final report are required (most activities).

The form can be downloaded from the following webpage:
http://www.embo.org/funding-awards/young-investigators/for-current-young-investigators

direct link:
http://www.embo.org/documents/YIP/networking_application_report_form.doc

For an application
a) See what information is required by reading the description of the benefit in the programme guide
b) Fill in the Networking Application and Report Form (see next page for an example)
c) Send this to the YIP office
   • If no advance is requested, this can be sent as attachment to yip@embo.org
   • If an advance is requested, the application must be printed and signed but can then be scanned in and sent to yip@embo.org [available only for a subset of activities]
d) Keep a copy of the word form to update for the final report

For the final report
a) See what documents are required by reading the description of the benefit in the programme guide
b) Keep all of your receipts, invoices and boarding passes
c) Update the Networking Application and Report Form normally by:
   • updating part A and B
   • entering your short report in part C
   • (if a payment is to be paid) entering the bank details in section D
   • printing and signing the form.
   •
   d) send the signed form to the YIP office along with any required documents
      • If original paper receipts (taxi, local transport tickets, boarding passes) are involved, the final report must be posted (address provided on form);
      • if no receipts required or all receipts are originally electronic, the signed form can be scanned in and sent as an email attachment with the receipts / documents to yip@embo.org.
<table>
<thead>
<tr>
<th>Categories</th>
<th>See page</th>
<th>Categories</th>
<th>See page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute visit or seminar</td>
<td>9</td>
<td>Meeting/conference support</td>
<td>18</td>
</tr>
<tr>
<td>Local PhD course</td>
<td>12</td>
<td>Meeting (participation) grants</td>
<td>14</td>
</tr>
<tr>
<td>Joint group meetings</td>
<td>12</td>
<td>CPS Facilitation</td>
<td>16</td>
</tr>
<tr>
<td>Lab retreat</td>
<td>12</td>
<td>Sectoral Meetings (local costs)</td>
<td>7</td>
</tr>
<tr>
<td>Lab member visit</td>
<td>12</td>
<td>Childcare support</td>
<td>12</td>
</tr>
</tbody>
</table>

**Other includes:**

- EYSF (local costs) [see page 19 + ‘info for organizers’ doc sent to organizers]
- Support of other pan-European networks [see page 10+ discussions with YIP office]
**PART A: DETAILS**

- **Name of Applicant (YIP or IG):**
  - [ ] Application
  - [ ] Final report

- **Category (please see the YIP Programme Guide for a description and rules):**
  - Institute visit or seminar etc. (max €500)
  - Local PhD course support (max €500)
  - Lab visiting fellowship (max €1500 / €2200 to Associated Member States)
  - CPS Facilitation (trainer’s fee only)
  - Sectoral meeting local costs (max €400 / YIP or €600 / YIP + 1 lab member)*
  - EMBO press publishing fees

- **Start date of networking**
- **End date of networking**
- **Total days**

**Name & location of conference / meeting:**

**Description of meeting/networking interaction/list of other participants (if applicable):**

**PART B: COST— please check estimated costs at application and final costs at the final report submission**

- **At application:** is an advanced payment required from EMBO YIP? If yes, please fill out PART D, sign and date the form.
  - Yes [ ] / No [ ]

- **As final report:** has an advance been paid by EMBO YIP?
  - Yes [ ] / No [ ]

**Type of expenditure (accommodation, registration fee, travel):**

**Cost breakdown (in original currency):**

**TOTAL:**

**PART C: REPORT— please provide a brief report on the interaction**

**Poster or talk presented at the conference? (for meeting grants only):**
  - Yes [ ] / No [ ]

**Date:**

**Signature*** ……………………………………………………**

Always date and sign your final reports!!!
<table>
<thead>
<tr>
<th>Part D: Account Details / Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name:</strong></td>
</tr>
<tr>
<td><strong>Account Holder:</strong></td>
</tr>
<tr>
<td><strong>Name and Address of Bank:</strong></td>
</tr>
<tr>
<td><strong>Bank Account Number:</strong></td>
</tr>
<tr>
<td><strong>Bank Code Number:</strong></td>
</tr>
<tr>
<td><strong>Swift Code (8 or 11 characters):</strong></td>
</tr>
<tr>
<td><strong>IBAN Code/Routing (9 digits):</strong></td>
</tr>
<tr>
<td><strong>Reference (if requested):</strong></td>
</tr>
<tr>
<td><strong>Currency of account (if not EUR):</strong></td>
</tr>
</tbody>
</table>

\[I certify that I have incurred / will incur the above expenditures while on EMBO business\]

**Date:** ____________________________  **Signature***  ____________________________

Bank details only needed if you are:
- applying for an advance
  OR
- sending a final report where reimbursement is needed.

ALWAYS date and sign ALL of your applications!!!!
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