

Application Form Guidelines

for the EMBO Young Investigator Programme

Application for the EMBO Young Investigator Programme is via a two-stage application. For details of eligibility criteria and selection process, or to access the online form and download the YIP application forms, please see our website:

<http://www.embo.org/programmes/yip/programme.html>

→ Forms for pre-application

The deadline for completing the pre-application is 1 April. Pre-application is via an online form, with a supplementary application form (*YIP pre-application form*).

In the online form, you will be asked to provide:

- basic CV data
- a short summary of your current research activities
- details of three referees (see below for further instructions)*

and to upload a completed *YIP pre-application form* ^

*Please enter the details of three scientists (preferably former supervisors) who will provide letters of reference for you; the system will contact these scientists as soon as you have approved these in the form, asking them to submit their letter of reference for you via the online system. If you are a re-applicant, and wish to re-use a previous letter of reference, please fill out the name and postal address of the referee, but enter yip@embo.org into the email field; the YIP office will copy the reference letter from your most recent application.

^Please download the *YIP pre-application form* from our website. This should be completed and saved as a PDF, and uploaded to the online form. **Please follow the instructions overleaf, and on the form, regarding format.** If your application passes the initial application stage, you will be asked for this information in the same format again on the *YIP full application form*; we therefore recommend that you save and keep the completed *YIP pre-application form* as a word file so that you have the information in an easily amendable format.

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 application until 1 April, when the data from applications marked as "complete" will be fed directly into our database to allow EMBO to process your application.

→ Forms for full application

Applicants who pass the pre-application stage, will be informed by 14 May and asked to submit a full application by 4 June 2012. The full application requires further information in the online application form, including:

- a listing of your grants
- a listing of your lab members
- a short description of your institute

A final application form (*YIP full application form*) must also be completed and uploaded as a PDF to the online form. This form asks again for your CV & publication list (to allow inclusion of any updates since 1 April), as well as abstracts for your four best publications, a short description of your previous research (1-page) and a more detailed (4-page) description of your current research.

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

 **YIP application form guidelines**

- **All forms should be completed in Helvetica font, in size 9.**

YIP pre-application form

curriculum vitae

- Provide your professional experience and education in reverse chronological order, i.e. latest information first. Please follow specifications on the form. In general the committee value mobility, but recognises that there may be specific reasons why a candidate may have remained at / returned to a former supervisor's institute. If applicable, please explain in a few sentences.

publication list

- Publications should be in a compact format, such as EMBO J format.
- Please emphasize your own name in bold, and italicize your group members.
- You can list publications in submission in the relevant section. Please do NOT list manuscripts in preparation; the committee will not consider these.
- 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.

Example citation for application:

- *Kmita M, Tarchini B, Zàkány J, Logan M, Tabin CJ, **Duboule D** (2005) Early development arrest of mammalian limbs lacking HoxA/HoxD gene function. *Nature* **435**: 1113-1116*

YIP full application form

curriculum vitae and publication list

- Please complete as described above (please provide a full publication list again, NOT just details of new/updated publications).
- In addition, please underline your four best publications – we request further details on these in the next section.

your four best publications

- Please provide details of your four 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

- Please briefly describe the research carried out during your PhD (5 – 10 lines) and post-doc.
- This section is limited to a total of one page.

research

- Applicants should describe the ongoing research in their laboratory (**4 pages** maximum, excluding bibliography).