EMBO I EuropaBio Fellowships

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APPLICATION GUIDELINES

Application deadline: applications are accepted from 1 September 2017 until 31 December 2017.

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

EMBC Associate Member states: India, Singapore

Cooperating partner country: Taiwan

EMBO subject areas: Genomic & Computational Biology and Systems Biology

Contact: fellowships@embo.org
Guidelines for EMBO | EuropaBio Fellowship Applications

Applications for EMBO | EuropaBio Fellowships are accepted via the online application system. The deadline for applications is 31 December 2017, and decisions will be communicated by 31 March 2018. Selections for funding are made by the EMBO Programme Manager 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 | EuropaBio Fellowships support research visits of one week (seven days) up to six months (180 days) between laboratories in EMBC Member States, Associated Member States or Cooperation Partners (see page 2).

Fellowships are not awarded for exchanges between two laboratories within the same country. International laboratories such as the European Molecular Biology Laboratory (EMBL) are technically extraterritorial, and movement e.g. from Germany to EMBL Heidelberg is, therefore, permitted.

EMBO | EuropaBio Fellowships are intended for joint research work rather than consultations, preferably to establish new scientific relationships.

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

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.
- 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 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 must return to their home laboratory for at least six months. A signed letter from the home institution after this period is required as proof.

Please note:

- It is possible to hold both an EMBO | EuropaBio Fellowship and EMBO Long-Term Fellowship at the same time, provided that the EMBO | EuropaBio Fellowship is used to fund a short research exchange within the context of the same project funded by the EMBO Long-Term Fellowship.
- EMBO does not consider applications for EMBO | EuropaBio 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.
- Applications to work on a project with the intention to develop new products or procedures will not be considered if the project involves industrial research laboratories or the product is developed for commercial purposes. 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 | EuropaBio 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.

Application process

Applications for an EMBO | EuropaBio 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

The deadline for applications is 31 December 2017. Decisions will be communicated by 31 March 2018. Awarded research visits must begin in 2018.
Application procedure

• All submitted applications are screened by the EMBO Fellowship Office to ensure eligibility requirements are met. Receipt of submitted applications will be acknowledged via email.
• Each application is assigned to an EMBO Press editor, an EMBO Member or a member of the Young Investigator Programme.
• Final decisions will be made by the EMBO Fellowship Manager 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

Applications for EMBO | EuropaBio Fellowships are 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.

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.
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 EMBO | EuropaBio Fellowship.

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 uploaded to 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 it. Upon submission of an application, the EMBO Fellowship Office will acknowledge receipt and will assign an EMBO | EuropaBio Fellowship reference (ASTF) number.

Selection

All applications are examined by 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 laboratories involved (expertise or technology transfer, collaboration, co-publication).
- CV of the candidate, and in particular research experience.

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

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.

Final Report

At the end of their fellowship, fellows 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 EMBO | EuropaBio Fellowship 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 EMBO | EuropaBio Fellowship 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 | EuropaBio Fellowship.
Annex I – Application form preview
Please add names and addresses of two persons (different from the sending institution) from whom confidential scientific references will be requested. One of the referees should be your current supervisor. Add this information as soon as possible: even if you have not completed the rest of your application, the system will send an automatic request email to your referees soon after you mark the corresponding "Activate referee" checkbox. Confirm with your referees that they receive this email, otherwise contact fellowships@embobio.eu.

### NAME AND ADDRESS OF REFEEE 1

<table>
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<tr>
<th>Title</th>
<th>Mr</th>
<th>Mrs</th>
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<th>Dr</th>
<th>Prof.</th>
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<td>First name*</td>
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**Current supervisor**: Yes [ ] No [ ]

**Activate referee 1**

**IMPORTANT**: If the option "Activate this referee" (below) is checked, and if you have entered a name and email address above, the system will send an email request for a letter of reference to this person. Please note that you will no longer be able to change name or email address of the referee after the form has been saved with the "Activate this referee" option selected. Contact fellowships@embobio.eu if you need assistance modifying this information.

*Please note that it is the applicant’s responsibility to make sure that the email requested from EMBO has been received and the recommendation is submitted in time.*

### NAME AND ADDRESS OF REFEEE 2

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<tr>
<th>Title</th>
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**Current supervisor**: Yes [ ] No [ ]

**Activate referee 2**

**IMPORTANT**: If the option "Activate this referee" (below) is checked, and if you have entered a name and email address above, the system will send an email request for a letter of reference to this person. Please note that you will no longer be able to change name or email address of the referee after the form has been saved with the "Activate this referee" option selected. Contact fellowships@embobio.eu if you need assistance modifying this information.

*Please note that it is the applicant’s responsibility to make sure that the email requested from EMBO has been received and the recommendation is submitted in time.*
**RECEIVING INSTITUTE**

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<th>Institute Address*</th>
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<td>... line 4</td>
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<td>Town*</td>
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<td>Post code*</td>
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| Country*           | Choose a country  

**SUPERVISOR OR HOST**

<table>
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<tr>
<th>Title*</th>
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</table>
| First name*        | Last name*  
| Telephone number    | Fax number  
| Email address*      |  

**INSTITUTE DIRECTOR**

<table>
<thead>
<tr>
<th>Title*</th>
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| First name*        | Last name*  

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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 fellowships@embo.org.
EMBO | EuropaBio Fellowships – Application guidelines (August 2017)

<table>
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<tr>
<th>Proposed Work</th>
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<tr>
<td>Project title*</td>
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<th>Summary and biological significance of the proposed research*</th>
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<tr>
<td>Please provide a 250-word summary of the proposed activity and the biological significance of the project.</td>
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<th>Proposed work at the receiving institute*</th>
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<tr>
<td>Please provide a synopsis of the proposed activity at the applying institute. This must be written by the applicant and may not exceed 1,000 words. Do NOT include a list of references. If you need to include a list of references, please use the next field below instead.</td>
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<tr>
<th>Literature references for proposed work*</th>
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<tr>
<td><strong>FORMATTING GUIDELINES FOR REFERENCES:</strong></td>
</tr>
<tr>
<td>[1] Include the complete list of authors followed by full title, journal, year, volume and pages;</td>
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<tr>
<td>[2] Use “et al.” or “et al.” only if there are more than 2 authors. In that case, be sure to include all relevant first and corresponding senior authors.</td>
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<tr>
<td>Use this space for a complete list of references for the above proposal, including full bibliographic details.</td>
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<th>Keywords*</th>
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<td>List 5 or fewer keyword terms to describe the proposed research. Separate those terms with a “</td>
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<th>Subject area 1*</th>
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<td>Choose a subject area</td>
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<th>Subject area 2*</th>
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<td>Choose a subject area</td>
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<th>Proposed starting date of the fellowship*</th>
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<td>Applications completed only after the start date of the visit or after the proposed start date indicated here will not be considered.</td>
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<th>Proposed duration of fellowship*</th>
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<td>Number of days (1-365 days)</td>
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<th>JUSTIFICATION</th>
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<td>Please give a short justification of the choice of this laboratory*</td>
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<th>TRAVEL</th>
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<td>City of departure*</td>
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<td>Country of departure*</td>
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<th>CAREER PLAN</th>
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<tr>
<td>Do you intend to return to your home laboratory after the fellowship*</td>
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<tr>
<td>Yes</td>
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<td>... if yes, for how many months*</td>
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<td>Career plan after the fellowship*</td>
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</table>
CURRENT POSITION
Required fields:
- PhD Student
- Post-doctoral Researcher
- Research Assistant
- Principal Investigator
- Other

Please specify "other":

When did you start in the present position?*

Until when do you expect to stay in your present position?*

CURRENT WORK

Work at the "Home Institute"**

Please add a synopsis of your current work (max. 500 words):

References for synopsis of current work***

**Formatting guidelines for references:

1) Include the complete list of authors followed by full titles, journals, year, volume and pages.

2) Use "..." or "et al." ONLY if there are more than 20 authors; in that case, be sure to include all relevant first and corresponding/senior authors.

**Formatting examples:**


Benefit to home lab*

Please describe how your home lab will benefit from this visit (max. 500 words):
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 positions, 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 stopgap years pre-university education. This may, however, include 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 award

Date on which the PhD will likely be awarded (dd/mm/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. All and F... contributed equally to this work).

OTHER FUNDING SOURCES

Please list 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 dates:
Once you have completed the application form, and both reference forms and the acceptance letter from the receiving institute have been received, click the "Form complete" box below.

The form will then be validated, and any remaining problems character count, required fields will be highlighted.

The "Submit form" button will only become active if (i) the "Form complete" box is checked, (ii) all letters of support have been received and (iii) the form content has been validated.

No changes can be made to an application after it has been submitted as complete. However, a printable summary of the entire application will be displayed for your reference upon final submission, and will stay available on your home page afterwards.

APPLICATION STATUS

- Receiving Institute letter complete
- Reference 1 complete
- Reference 2 complete
- Form complete

Submit form